

**Name of the Organization** : Daintee Limited  
**Assessment site** : Site I – 31 A, Anura Mawatha, Borupana Road, Ratmalana.  
 Site II – 72 C, Kandawala Road, Ratmalana  
 Site III – No. 5, 1st Lane, Maligawa Road, Ratmalana,  
 Site IV - 408A, Nungamugoda, Kelaniya (Finished Goods Stores)  
**Type of audit** : Recertification  
**Applicable standard** : ISO 9001:2015  
**Scope** : Development & Manufacture of confectionery, snack products, wafers, breakfast cereals and desert preparations.  
**Objective** : To determine compliance & effectiveness of the QMS with the requirements of ISO 9001:2015  
**Dates of Audit** : 2021-04-03&05  
**Audit Criteria** : ISO 19011:2018 & other regulatory requirements

<u>Audit Team</u>	<u>Position</u>
<u>Name</u>	
Mr. Shantha Kuruppumullage (SK)	Team Leader
Ms. Buddhika Sajeewani (BS)	Team Member
Mr. Aruna Amaradasa (AA)	Team Member
Mr. Tissa Senevirathne	Observer

**Day 1: 2021-04-03 - Site III & IV**

0930 h – 0945 h	Opening meeting
0945 h – 1000 h	Tea Break
1000 h - 1630 h	Document review and Site Visits
1230 h – 1315 h	Lunch

Time	Management (Site III)	Management/HR (Site IV)	Management (Site III)
1000 h -1200 h	Understanding the Organization and its context (4.1) Understanding the needs and expectation of interest parties (4.2) Determining the scope of QMS (4.3) QMS and its Processes (4.4)	Resources (7.1) General (7.1.1) People (7.1.2) Infrastructure (7.1.3)	Communication (7.4) Organizational knowledge (7.1.6)
	SK	AA (Site IV)	BS
1200 h – 1300 h	<b>Management (Site III)</b> Leadership and commitment (5.1) Customer focus (5.1.2) Policy (5.2.1) Communicating Quality Policy (5.2.2) Organizational roles, responsibilities and authorities	<b>Management</b> Documented information (7.5) Environment for the operation of processes (7.1.4)	<b>Management (Site III)</b> Monitoring, measurement, analysis and evaluation (9.1) General (9.1.1) Internal Audit (9.2) Analysis and evaluation (9.1.3)

**Doc. No. : QP-12-PL-04**

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**Revision Date: 2020.03.30**

**Revision No: 01**

**Reviewed and approved by : Director**

**Issued by : Management Representative**

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	(5.3)		
	<b>SK</b>	<b>AA</b>	<b>BS</b>
1300 h – 1345 h	<b>LUNCH</b>		
	<b>Management (Site III)</b>	<b>Process (Site IV)</b>	<b>Management/HR (Site III)</b>
1345 h – 1500 h	Actions to address risk & Opportunities (6.1) Quality objectives & Planning to achieve them (6.2) Planning of changes (6.3)	Actions to address risk & Opportunities (6.1) Quality objectives & Planning to achieve them (6.2) Planning of changes (6.3)	Management Review (9.3) Competence (7.2) Awareness (7.3)
	<b>SK</b>	<b>AA</b>	<b>BS</b>
1500 h – 1630 h	<b>Management/ Process (Site III)</b>	<b>Process (Site IV)</b>	<b>Process (Site III)</b>
	Monitoring & measuring recourses (7.1.5) Measuring traceability (7.1.5.2) Control of externally provided processes, products & Services (8.4) Production & service provision (8.5)	Release of products & services (8.6) Control of nonconforming outputs (8.7) Nonconformity and corrective action (10.2)	General (10.1) Nonconformity and corrective action (10.2) Continual improvements (10.3)
	<b>SK</b>	<b>AA</b>	<b>BS</b>

1630 h – 1645 h                      Auditors' Review

**Day 2: 2021-04-05 – Site I & II**

<b>Time</b>	<b>Management</b>	<b>Management/HR</b>	<b>Management/Process</b>
0930 h -1200 h	Understanding the Organization and its context (4.1) Understanding the needs and expectation of interest parties (4.2) Determining the scope of QMS (4.3) QMS and its Processes (4.4)	Resources (7.1) General (7.1.1) People (7.1.2) Infrastructure (7.1.3) Environment for the operation of processes (7.1.4)	Documented information (7.5) Organizational knowledge (7.1.6)
	<b>SK</b>	<b>AA</b>	<b>BS</b>
1200 h – 1300 h	<b>Management</b>	<b>Management</b>	<b>Management/ Marketing &amp; Sales</b>
	Leadership and commitment (5.1) Customer focus (5.1.2) Policy (5.2.1) Communicating Quality Policy (5.2.2) Organizational roles, responsibilities and authorities (5.3)	Operational planning & control (8.1) Requirements for products & services (8.2) Design & Development of products & Services (8.3)	Monitoring, measurement, analysis and evaluation (9.1) General (9.1.1) Internal Audit (9.2) Management Review (9.3) Customer satisfaction (9.1.2) Analysis and evaluation (9.1.3)
	<b>SK</b>	<b>AA</b>	<b>BS</b>
1300 h – 1345 h	<b>LUNCH</b>		

**INDEXPO CERTIFICATION LIMITED**  
**MANAGEMENT SYSTEMS CERTIFICATION SCHEME**  
**AUDIT PLAN RECERTIFICATION - QMS**

	<b>Management</b>	<b>Site I &amp; Site II</b>	<b>Site I &amp; Site II</b>
1345 h – 1500 h	Actions to address risk & Opportunities (6.1) Quality objectives & Planning to achieve them (6.2) Planning of changes (6.3)	Operational planning & control (8.1) Monitoring & measuring recourses (7.1.5) Measuring traceability (7.1.5.2)	Production & service provision (8.5) Release of products & services (8.6) Control of nonconforming outputs (8.7)
	<b>SK</b>	<b>AA</b>	<b>BS</b>
1500 h– 1630 h	<b>Management/HR</b> Competence (7.2) Awareness (7.3) Communication (7.4)	<b>Site I &amp; Site II</b> Control of externally provided processes, products & Services (8.4) Communication (7.4) Quality objectives & Planning to achieve them (6.2).	<b>Site I &amp; Site II</b> General (10.1) Nonconformity and corrective action (10.2) Continual improvements (10.3)
	<b>SK</b>	<b>AA</b>	<b>BS</b>

**1630 h – 1700 h** Closing meeting (Confirmation of Scope/ Acknowledgement of NCRs/ Use of logo/ Handing over of report)

