



AUDIT PLAN

Name of the organization : Win-Stone School of Culinary Art (Pvt) Ltd
Assessment site : No 287/2C, Stanely Thilakarathne Mawatha, Jubilee Post, Nugegoda
Type of audit : Stage I
Applicable standard : ISO 9001:2008
Scope : Activities covering the processing of application for the Hotel School, selection of students, conducting lectures and issuing of certificates
Objective : To determine compliance with the requirements of ISO 9001:2008
Date of audit : 2013-05-29

Audit team

S C Bamunuarachchi (SCB) Team Leader
 Ms. Felicia Weerawardena (FW) Team Member

0900 h – 0930 h Document review & review of adequacy audit findings
 0930 h – 0945 h Opening meeting
 0945 h – 1000 h Tea Break
 1000 h – 1045 h Visit to the site

Time	Activity / Function	Activity/Function
1045 h – 1145 h	Planning of product realization	Documentation requirements
	SCB	FW
1145 h – 1230 h	Customer-related processes	Management responsibility
	SCB	FW
1230 h – 1330 h	LUNCH BREAK	
1330 h – 1400 h	Production & service provision	Resource management
	SCB	FW
1400 h – 1445 h	Internal audit	Purchasing
	SCB	FW
1445 h – 1500 h	TEA BREAK	
1500 h – 1600 h	Control of non-conforming product	Identification & traceability
	SCB	FW

1600 h – 1630 h Auditors' meeting
 1630 h – 1645 h Confirmation of scope for the certification
 1645 h – 1700 h Closing meeting (Handing over of report)