



**INDEXPO CERTIFICATION LIMITED**

***INTEGRATED MANAGEMENT SYSTEMS  
CERTIFICATION SCHEME***

**STAGE I AUDIT REPORT**

**ISO 9001:2008**

**Winstone School of Culinary Art (Pvt) Ltd;**

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INDEXPO CERTIFICATION LIMITED

**INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME  
STAGE I AUDIT REPORT –ISO 9001 : 2008**

1. **NAME OF ORGANIZATION** : Winstone School of Culinary Art (Pvt) Ltd;
2. **ADDRESS** : No 287/2C, Stanley Thilakarathne Mawatha, Jubilee Post, Nugegoda.
3. **SITES AUDITED** : Same as 2
4. **CONTACT PERSON** :
  - 4.1 **Name** : Mrs. I Goonewardene **Designation** : Managing Director
  - 4.2 **Tel. No.** : 0112814500 **Mobile**: 0777699733 **Fax** : 0112814500
  - 4.3 **E-mail** : [info@thewinstonegroup.com](mailto:info@thewinstonegroup.com) / [jobs@thewinstonegroup.com](mailto:jobs@thewinstonegroup.com)
5. **NO. OF EMPLOYEES** : 12
6. **APPLICABLE STANDARD** : ISO 9001:2008
7. **FILE NO.** : IMSC-QMS-10
8. **APPLICABLE SECTOR** : Education
9. **DATE OF STAGE I AUDIT**: 2013-05-29
10. **AUDIT TEAM** :  
Mr. S C Bamunuarachchi - Team Leader  
Ms. Felicia Weerawardena - Team Member
11. **SCOPE OF CERTIFICATION** : Activities covering the Processing of applications for the Hotel School, Selection of students, Conducting of lectures, Developing the competencies of students and Issue of certificates
12. **AUDIT FINDINGS** :

Serial No.	Relevant Clause of ISO 9001 :2008	Finding	Remarks
01	4.2.3 Control of documents	Issue no. and issue date is not indicated in the Master List of Documents	Both issue no. & issue date & revision no. & revision no. need to be indicated in the Master list of documents for easy retrieval & follow up.

Document No. : QP-05-F-04

Issue No. : 01

Issue Date : 2013-03-10

Reviewed and approved by : Director

Issued by : Management Representative

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Serial No.	Relevant Clause of ISO 9001 :2008	Finding	Remarks
02	<del>5.3</del> 5.4.1	i) Objectives need to be quantifiable as much as possible. ii) Service quality related objectives have not been identified.	Objectives are difficult to measure if they are not quantifiable.
03	5.6	Constitution of the Management Review Committee need to be identified in the Quality Manual.	-----
04	6.2.2	Competency matrix need to be reviewed. Qualifications, experience and training obtained need to be included.	To determine the competency levels of academic staff and staff performing quality related activities of the organization the details mentioned in the column "finding" need to be made available.
05	7.1	i) Arrangements for monitoring measurement of service quality during Teaching/learning process need to be addressed in the Quality Manual.	-----
06	7.2	Quality Manual refers to the development of new courses, this is contradictory with the exclusion of Design and development.	-----
07	7.3	Reference to design and development under other clauses of the manual need to be reviewed. Eg. 7.5.1, 7.5.2	-----
08	7.4	i) Contractual engagement of faculty staff need to be addressed. ii) Other outsourced processes also need to be addressed.	-----
09	7.5.1	This makes reference to development of course materials.	This is contradictory to the exclusion of design and development.
10	7.5.2	This makes reference to validation of design and development validation.	This is contradictory to the exclusion of design and development.



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**13. RECOMMENDATION BY TEAM LEADER**

Recommended for stage II audit after implementing effective corrective actions to rectify the deficiencies as indicated in Item 12 of this report

*[Handwritten Signature]*

Signature of Team Leader

2013-05-29

Date

**14. RECOMMENDATION BY CERTIFICATION MANAGER**

Recommended for stage II audit, subject to taking corrective actions for the findings of the stage I audit

*[Handwritten Signature]*

Signature of Certification Manager

2013-05-30

Date



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11	8.2.2	Although Internal Audits are outsourced, it is not addressed in the Procedure for Internal Audits.	
12	8.3	Procedure for Control of non-conforming products/services should be reviewed and amended to suit the needs of the activities of the organization.	

.....  
Signature of Team Leader

2013-05-29

.....  
Date

- Page 04 of 04 is for internal purposes only.