



**INDEXPO CERTIFICATION LIMITED**  
**INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME**  
**AUDIT PLAN**

**Name of the organization:** N & A Engineering Services (Pvt) Ltd  
**Assessment site:** No 81/B, Awissawella Road, Nawagamuwa, Ranala  
**Type of audit:** Stage II  
**Applicable standard:** ISO 9001 : 2008  
**Scope:** Activities covering the construction of buildings and engineering works  
**Objective:** To determine compliance of the QMS with the requirements of ISO 9001:2008  
**Date of audit:** 2014-04-28 & 29

**Audit team**

Mr. S C Bamunuarachchi (SCB) Team Leader  
 Ms. Felicia Weerawardena (FW) Team Member  
 Mr. Isuru Ilangakoon Trainee Auditor  
 Mr. Dilshan David Trainee Auditor

**DAY 1 : 2014-04-28 - Proceed to site – Ford 35 Facility - Battaramulla**

0900 h – 0915 h Review of documents & Stage I audit findings  
 0915 h – 0930 h Opening meeting  
 0930 h – 0945 h Tea Break

	Requirements	Requirements
0945 h – 1030 h	Production & service provision (7.5)	Monitoring and measurement of processes (8.2.3) Monitoring and measurement of product (8.2.4)
	SCB	FW
1030 h – 1115 h	Preservation of product (7.5.5) Customer property (7.5.4)	Control of non-conforming product (8.3) Corrective actions / Preventive actions (8.5.2) / (8.5.3)
	SCB	FW
1115 h – 1315 h	<b>Proceed to Head Office - Ranala</b>	
1315 h -1345 h	<b>LUNCH BREAK</b>	

Time	Requirements	Requirements
1345 h -1515 h	Management commitment (5.1) Quality Policy (5.3) Quality Objectives (5.4.1) Customer focus (5.2)	General requirements (4.1) Documentation requirements (4.2) Control of documents (4.2.3) Control of records (4.2.4)
	SCB	FW
1515 h – 1645 h	Planning of product realization (7.1) Customer related processes (7.2) Design & development (7.3)	Responsibility & Authority (5.5.1) Management Representative (5.5.2) Internal Communication (5.5.3) Management review (5.6) Human Resources (6.2)
	SCB	FW

DAY 2 : 2014-04-29 - RANALA

	<b>Requirements</b>	<b>Requirements</b>
0900 h – 1030 h	Control of Production & service provision (7.5.1) Validation of processes for production & service provision (7.5.2)	Infrastructure (6.3) Work Environment (6.4)
	<b>SCB</b>	<b>FW</b>
1030 h – 1200 h	Internal audit(8.2.2) Monitoring & measuring of processes(8.2.3)	Identification & traceability (7.5.3) Preservation of product (7.5.5)
	<b>SCB</b>	<b>FW</b>
1200 h – 1245 h	<b>LUNCH BREAK</b>	
	<b>Requirements</b>	<b>Requirements</b>
1245 h -1415 h	Monitoring & measuring of products (8.2.4)	Purchasing (7.4) Customer property (7.5.4)
	<b>SCB</b>	<b>FW</b>
1415 h – 1600 h	Continual improvement (8.5.1) Corrective actions (8.5.2) Preventive actions (8.5.3)	Control of monitoring & measuring equipment(7.6) Customer Satisfaction(8.2.1) Analysis of data (8.4)
	<b>SCB</b>	<b>FW</b>

1600 h -1630 h      Auditors' review  
 1630 h -1645 h      Acknowledgement of NCRs  
 1645 h -1700 h      Closing meeting (Handing over of report)

