

INDEXPO CERTIFICATION LIMITED
MANAGEMENT SYSTEMS CERTIFICATION SCHEME
AUDIT PLAN STAGE II- QMS

Name of the organization: Hyper Jet Technologies Pvt Ltd
Assessment site: 42, Cameron place, Colombo 03.
Type of audit: Stage II
Applicable standard: ISO 9001 : 2015
Scope: Import, sales and marketing of industrial telecommunication equipment
Objective: To determine compliance of the QMS with the requirements of ISO 9001:2015
Date of Audit: 2018-11-14

Audit Team

<u>Name</u>	<u>Position</u>
Mr. D. N. S. Kuruppumullage(DNSK)	Team Leader
Mr. Isuru Ilangakoon (II)	Team Member

0930 h – 1000 h - Opening meeting
 1000 h – 1030 h - Review of documents
 1030 h – 1045 h - Tea Break

Time	Management	Management/HR
1045 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) Organizational knowledge (7.1.6)
	DNSK	II
1200 h – 1300 h	Leadership and commitment (5.1) Customer focus (5.1.2) Policy (5.2) Organizational roles, responsibilities and authorities (5.3)	Competence (7.2) Awareness (7.3) Communication (7.4) Documented information (7.5) Monitoring, measurement, analysis and evaluation (9.1)
	DNSK	II
1300 h – 1345 h	LUNCH	
1345 h – 1500 h	Actions to address risk & Opportunities (6.1) Quality objectives & Planning to achieve them (6.2) Planning of changes (6.3)	General (9.1.1) Customer satisfaction (9.1.2) Analysis and evaluation (9.1.3) Internal Audit (9.2) Management Review (9.3)
	DNSK	II
1500 h – 1630 h	Management/Process Operational planning & control (8.1) Requirements for products & services (8.2) Design & Development of products & Services (8.3) 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) Monitoring & measuring recourses (7.1.5)	Management/Process General (10.1) Nonconformity and corrective action (10.2) Continual improvements (10.3)
	DNSK	II

1630 h - 1700 h Auditors' review
 1700 h – 1730 h Closing meeting (Confirmation of Scope/ Acknowledgement of NCRs/ **Use of logo**/ Handing over of report)

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Reviewed and approved by : Director

Issued by : Management Representative

