



INDEXPO CERTIFICATION LIMITED
MANAGEMENT SYSTEMS CERTIFICATION SCHEME
AUDIT PLAN SURVEILLANCE- QMS

Name of the organization: Hyper Jet Technologies Pvt Ltd
 Assessment site: 42, Cameron Place, Colombo 03.
 Type of audit: Surveillance I
 Applicable standard: ISO 9001 : 2015
 Scope: Imports and sales of industrial telecommunication equipment
 Objective: To determine compliance of the QMS with the requirements of ISO 9001:2015
 Date of Audit: 2019-11-18

Audit Team

| <u>Name</u> | <u>Position</u> |
|-----------------------------------|-----------------|
| Mr. D. N. S. Kuruppumullage(DNSK) | Team Leader |
| Ms. Chalani Jayasuriya (CJ) | 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 | CJ |
| 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 | CJ |
| 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 | CJ |
| 1500 h– 1630 h | Management/Process Operational planning & control (8.1) Requirements for products & services (8.2) Design & Development of products & Services (8.3) Monitoring & measuring recourses (7.1.5) | Management/Process 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) General (10.1) Nonconformity and corrective action (10.2) Continual improvements (10.3) |
| | DNSK | CJ |

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