

Buddhika Sajeewani

From: Buddhika Sajeewani <buddhika@indexpo.lk>
Sent: Monday, November 4, 2019 12:00 PM
To: 'newkuvenitex@gmail.com'
Cc: shantha@indexpo.lk; aruna@indexpo.lk; isuru@indexpo.lk; Ashif (ashif@indexpo.lk)
Subject: Audit Plan -Kuvenitex
Attachments: Audit plan - Stage II - Kvenex QMS (2).pdf

Dear Mr. Raj,

Please find the Stage II- Audit plan attached. If there are any objections with regard to any of the issues or for any information / clarification, please feel free to contact our Certification Manager (Mr. Aruna Amaradasa) ASAP. If not please confirm the audit plan to undersigned.

Best regards


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

Name of the organization : New Kuvenitex (Pvt) Limited
Assessment site : Matugama Industrial Estate, Ritiketiya, 5th mile post, Meegama, Darga Town
Type of audit : Stage II
Applicable standard : ISO 9001 : 2015
Scope : Manufacturing of surgical gauze, bandages and crepe bandages
Objective : To determine compliance of the QMS with the requirements of ISO 9001:2015
Date of Audit : 2019-11-05

Audit Team

<u>Name</u>	<u>Position</u>
Mr. D. N. S. Kuruppumullage(DNSK)	Team Leader
Mr. Aruna Amaradasa (AA)	Team Member
Mr. Mohamed Asif (MA)	Observer

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) Monitoring & measuring resources (7.1.5) Organizational knowledge (7.1.6)
	DNSK/MA	AA
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/MA	AA
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/MA	AA
1500 h– 1630 h	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)	General (10.1) Nonconformity and corrective action (10.2) Continual improvements (10.3)
	DNSK/MA	AA

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