

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

**Name of the organization:** Reality Reachers (Pvt) Limited  
**Assessment site:** Thalgahapotha, Udubaddawa.  
**Type of audit:** Stage II  
**Applicable standard:** ISO 9001 : 2015  
**Scope:** Manufacturing of coir pith substrate based products.  
**Objective:** To determine compliance of the QMS with the requirements of ISO 9001:2015  
**Date of Audit:** 2020-07-20

**Audit Criteria:** ISO 19011:2018, other applicable regulatory requirements

**Audit Team**

<u>Name</u>		<u>Position</u>
Mr. Isuru Ilangakoon	(II)	Team Leader
Mr. Aruna Amaradasa	(AA)	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)
	AA	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)
	AA	II
1300 h – 1345 h	<b>LUNCH</b>	
	<b>Management</b>	<b>Sales/Management</b>
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)
	AA	II
1500 h– 1630 h	<b>Management/Process</b>	<b>Management/Process</b>
	Operational planning & control (8.1) Requirements for products & services (8.2) Design & Development of products & Services (8.3) Control of externally provided Monitoring & measuring recourses (7.1.5)	General (10.1) Nonconformity and corrective action (10.2) Continual improvements (10.3) processes, products & Services (8.4) Production & service provision (8.5) Release of products & services (8.6) Control of nonconforming outputs (8.7)
	AA	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

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