



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

**Name of the organization:** Dew Cocos Lanka (private) Limited  
**Assessment site:** Dangolla road, Panawitiya, Mettyagane, Narammala..  
**Type of audit:** Stage II  
**Applicable standard:** ISO 9001 : 2015  
**Scope:** Manufacturing coir pith based products,  
**Objective:** To determine compliance of the QMS with the requirements of ISO 9001:2015  
**Date of Audit:** 2022-10-17

**Audit Team**

<u>Name</u>		<u>Position</u>
Mr. Aruna Amaradasa	(AA)	Team Leader
Mr. Isuru Ilangakoon	(II)	Team Member

0930 h – 0945 h - Opncing meeting  
 0945 h – 1000 h - Tea Break

Time	Management	Management/HR
1000 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)	Leadership and commitment (5.1) Customer focus (5.1.2) Policy (5.2) Organizational roles, responsibilities and authorities (5.3)
	AA	II
1200 h – 1300 h	Actions to address risk & Opportunities (6.1) Quality objectives & Planning to achieve them (6.2) Planning of changes (6.3)	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) Competence (7.2) Awareness (7.3) Communication (7.4) Documented information (7.5)
	AA	II
1300 h – 1345 h	<b>LUNCH</b>	
	<b>Process</b>	<b>Sales/Management</b>
1345 h – 1500 h	Operational planning & control (8.1) Requirements for products & services (8.2) Design & Development of products & Services (8.3)	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>Stores/Process</b> 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)	<b>Process</b> General (10.1) Nonconformity and corrective action (10.2) Continual improvements (10.3)
	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)

Doc. No. : QP-06-PL-04

Issue No. : 05

Issue Date : 2017-03-21

Revision No: 01

Revision Date: 2020.03.30

Reviewed and approved by : Director

Issued by : Management Representative