



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

**Name of the organization:** Manulas Pest Control & Fumigation (Pvt) Ltd.  
**Assessment site:** No. 38/1/4, Sangarama, Siddamula, Piliyandala.  
**Type of audit:** Stage I  
**Applicable standard:** ISO 9001 : 2015  
**Scope:** Pest Management & Fumigation services including Disinfection and Sanitization

**Objective:** To determine compliance & readiness of the QMS with the requirements of ISO 9001:2015  
**Date of audit:** 2022.08.19

**Audit Team**

| <u>Name</u>              | <u>Position</u> |
|--------------------------|-----------------|
| Mr. Aruna Amaradasa (AA) | Team Leader     |

0930 h – 0945 h Opening meeting  
 0945 h – 1000 h Tea Break

| Time            | Management  |
|-----------------|---|
| 1000 h - 1200 h | Understanding the Organization and its context (4.1)<br>Understanding the needs and expectation of interest parties (4.2)<br>Determining the scope of QMS (4.3)<br>QMS and its Processes (4.4)<br><br>Leadership and commitment (5.1)<br>Customer focus (5.1.2)<br>Policy (5.2)<br>Organizational roles, responsibilities and authorities (5.3)   |
|                 | AA  |
| 1200 h – 1300 h | <b>Management/HR</b><br>Actions to address risk & Opportunities (6.1)<br>Quality objectives & Planning to achieve them (6.2)<br>Planning of changes (6.3)<br><br>Resources (7.1)<br>General (7.1.1)<br>People (7.1.2)<br>Infrastructure (7.1.3)<br>Environment for the operation of processes (7.1.4)<br>Organizational knowledge (7.1.6)<br>Competence (7.2)<br>Awareness (7.3)<br>Communication (7.4)<br>Documented information (7.5) |
|                 | AA  |
| 1300 h – 1330 h | <b>LUNCH</b>  |
|                 | <b>Management/Process</b>   |
| 1330 h – 1430 h | Operational planning & control (8.1)<br>Requirements for products & services (8.2)<br>Design & Development of products & Services (8.3)<br>Control of externally provided processes, products & Services (8.4)<br>Production & service provision (8.5)<br>Release of products & services (8.6)<br>Control of nonconforming outputs (8.7)<br><br>Monitoring & measuring recourses (7.1.5)  |
|                 | AA  |

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|                   |  |
|-------------------|--|
| 1430 h–<br>1630 h | <b>Sales/Management/Process</b><br>Monitoring, measurement, analysis and evaluation (9.1)<br>General (9.1.1)<br>Customer satisfaction (9.1.2)<br>Analysis and evaluation (9.1.3)<br>Internal Audit (9.2)<br>Management Review (9.3)<br><br>General (10.1)<br>Nonconformity and corrective action (10.2)<br>Continual improvements (10.3) |
|                   | AA   |

1630 h -1645 h Auditors' review

1645 h – 1715 h Closing meeting (Confirmation of Scope/ **Use of logo**/ Handing over of report)

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