

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

Name of the organization: Torelto Engineering (Pvt) Ltd
Assessment site: No 2/A, Weboda East, Weboda
Type of audit: Surveillance I
Applicable standard: ISO 9001 : 2015
Scope: Activities pertaining to Manufacturing of Industrial machines.
Objective: To determine compliance of the QMS with the requirements of ISO 9001:2015
Date of Audit: 2019-12-04

Audit Team

<u>Name</u>	<u>Position</u>
Mr. D. N. S. Kuruppumullage(DNSK)	Team Leader
Ms. Buddhika Sajeewani (BS)	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	BS
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	BS
1300 h – 1345 h	LUNCH	
	Management	Sales/Management
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	BS
1500 h – 1630 h	Operational planning & control (8.1) Requirements for products & services (8.2) Design & Development of products & Services (8.3) Monitoring & measuring recourses (7.1.5)	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	BS

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-11-PL-04

Issue No. : 02

Issue Date : 2017-03-21

Revision No: 00

Revision Date: --

Reviewed and approved by : Director

Issued by : Management Representative

Page 01 of 01