

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

**Name of the organization:** Sithumini Osu.  
**Assessment site:** 121, Samanalapura, Manilluppalama .  
**Type of audit:** Stage I  
**Applicable standard:** ISO 9001: 2015  
**Scope:** Manufacturing of Herbal Products

**Objective:** To determine compliance & readiness of the QMS with the requirements of ISO 9001:2015  
**Date of audit:** 2023.12.05

**Audit Team**

<u>Name</u>	<u>Position</u>
Mr. Isuru Ilangakoon (II)	Team Leader
Mr. Tharidu Holtiarachchi (TH)	Team Member

0930 h – 1000 h Opening meeting

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)	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)
	TH	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) Documented information (7.5)	Competence (7.2) Awareness (7.3) Communication (7.4) Monitoring, measurement, analysis and evaluation (9.1) General (9.1.1) Customer satisfaction (9.1.2) Analysis and evaluation (9.1.3)
	TH	II
1300 h – 1330 h	<b>LUNCH</b>	
	<b>Management/Process</b>	<b>Management/Process</b>
1330 h – 1430 h	Actions to address risk & Opportunities (6.1) Quality objectives & Planning to achieve them (6.2) Planning of changes (6.3) Management Review (9.3) Internal Audit (9.2)	Operational planning & control (8.1) Requirements for products & services (8.2) Design & Development of products & Services (8.3)
	TH	II
1430 h – 1630 h	General (10.1) Nonconformity and corrective action (10.2) Continual improvements (10.3)	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) Monitoring & measuring resources (7.1.5)
	TH	II

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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Reviewed and approved by : Director      Issued by : Management Representative