

**Name of the organization:** Bopitiya Auto Enterprises  
**Assessment site:** Site I - No 668, Nugape, Pamunugama.  
 Site II – No. 487/A, Maha Pamunugama, Pamunugama.  
**Type of audit:** Surveillance I / SLAB Witness  
**Applicable standard:** ISO 9001 : 2015  
**Scope:** Activities pertaining to the Manufacture and distribution of Metal and rubber motor spare parts  
**Objective:** To determine compliance of the QMS with the requirements of ISO 9001:2015  
**Date of audit:** 2018-06-08

**Audit Team**

<u>Name</u>	<u>Position</u>
Mr. S C Bamunuarachchi (SCB)	Team Leader
Mr. Isuru Ilangakoon (II)	Team Member
Mr. T Wickramasinghe	Technical Assessor QMS/Witnessing Assessor
Mr. Anuruddha Kariyawasam	Technical Assessor

0930 h – 1000 h Review of documents  
 1000 h – 1015 h Opening meeting

Time	Management	Management/HR
1015 h - 1115 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)
	<b>SCB</b>	<b>II</b>
1115 h – 1200 h	<b>Management</b> Leadership and commitment (5.1) Customer focus (5.1.2) Policy (5.2.1) Communicating Quality Policy (5.2.2)	<b>Management/HR</b> Competence (7.2) Awareness (7.3) Organizational roles, responsibilities and authorities (5.3) Communication (7.4) Documented information (7.5) Monitoring, measurement, analysis and evaluation (9.1)
	<b>SCB</b>	<b>II</b>
1200 h – 1245 h	<b>LUNCH</b>	
	<b>Management/ (Site I &amp; II)</b>	<b>Sales/Management</b>
1245 h – 1345 h	Actions to address risk & Opportunities (6.1) Quality objectives & Planning to achieve them (6.2) Planning of changes (6.3) Monitoring & measuring recourses (7.1.5) Measuring traceability (7.1.5.2)	General (9.1.1) Customer satisfaction (9.1.2) Analysis and evaluation (9.1.3) Internal Audit (9.2) Management Review (9.3)
	<b>SCB</b>	<b>II</b>
1345 h– 1630 h	<b>Management/ (Site I &amp; II)</b>	<b>Management/ (Site I &amp; II)</b>
	Operational planning & control (8.1)	General (10.1)

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 Reviewed and approved by : Director      Issued by : Management Representative  
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MANAGEMENT SYSTEMS CERTIFICATION SCHEME  
AUDIT PLAN SURVEILLANCE - QMS

Requirements for products & services (8.2) Design & Development of products & Services (8.3) 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)	Nonconformity and corrective action (10.2) Continual improvements (10.3)
<b>SCB</b>	<b>II</b>

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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