



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

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 II
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: 2019-05-21

Audit Team

<u>Name</u>	<u>Position</u>
Mr. D N S Kuruppiumullage (DNSK)	Team Leader
Ms. Mihiri Fernando (MF)	Team Member

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

Time	Management	Management/HR
1015 h - 1115 h	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)	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)
	DNSK	MF
1115 h – 1200 h	Management/HR	Management
	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)	Leadership and commitment (5.1) Customer focus (5.1.2) Policy (5.2.1) Communicating Quality Policy (5.2.2)
	DNSK	MF
1200 h – 1245 h	LUNCH	
	Management/ (Site I & II)	Sales/Management
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)
	DNSK	MF
1345 h–	Management/ (Site I & II)	Management/ (Site I & II)

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
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1630 h	Operational planning & control (8.1) 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)	General (10.1) Nonconformity and corrective action (10.2) Continual improvements (10.3)
	DNSK	MF

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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