

**INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME
AUDIT PLAN**

Name of the organization: Win-Stone School of Culinary Art (Pvt) Ltd
Assessment site: No 287/2 C, Stanely Thilakathne Mawatha, Jubilee Post, Nugegoda
Surveillance: ISO 9001 : 2008
Applicable standard: Activities covering the processing of applications for the Hotel School, selection of students, Conducting lectures, Developing the competencies of students and issue of certificate
Objective: To determine compliance of the QMS with the requirements of ISO 9001:2008
Date of audit: 2014-06-03

Audit team
 Mr. S C Bamunurachchi (SCB) Team Leader
 Ms. S Kuruppunnilage (DNSK) Team Member
 Mr. Aruna Amaradasa Trainee Auditor

0900 h-0915 h Opening meeting
 0915 h-0945 h Review of documents & Stage II audit findings
 0945 h-1000 h Tea Break
 1030 h-1030 h Brief visit to the site

Time	Management	SCB	DNSK
0900 h-1115 h	Management commitment (5.1)	(5.1)	(4.1)
	Customer focus (5.2)	(5.2)	(4.2)
	Quality Policy (5.3)	(5.3)	(4.2.3)
	Quality Objectives (5.4.1)	(5.4.1)	(4.2.4)
1115 h-1200 h	Process		MIR
	Planning of product realization (7.1)	(7.1)	Responsibility & authority(5.5.1)
	Customer related processes (7.2)	(7.2)	Management Representative (5.5.2)
	Design & development (7.3)	(7.3)	
1200 h-1245 h	Process	SCB	DNSK
	Control of Production & service provision (7.5.1)	(7.5.1)	Internal communication (5.5.3)
	Validation of processes for production & service provision (7.5.2)	(7.5.2)	Management review (5.6)
	Control of monitoring & measuring equipment (7.6)	(7.6)	Human resources (6.2)
	Customer satisfaction (8.2.1)	(8.2.1)	
	Internal audit (8.2.2)	(8.2.2)	
1245 h-1330 h	LUNCH		
1330 h-1415 h	Process	SCB	HR/ Purchasing
	Monitoring & measuring of processes(8.2.3)	(8.2.3)	Infrastructure (6.3)
	Monitoring & measuring of products (8.2.4)	(8.2.4)	Work Environment (6.4)
1415 h-1500 h	Process/ Management	SCB	DNSK
	Control of non-conforming product (8.3)	(8.3)	Identification & traceability (7.5.3)
	Continual improvement (8.5.1)	(8.5.1)	Customer property (7.5.4)
1500 h-1515 h	TEA BREAK		
1515h-1600 h	Process	SCB	Process/ Management
	Corrective actions (8.5.2)	(8.5.2)	Preservation of product (7.5.5)
	Preventive actions (8.5.3)	(8.5.3)	Analysis of data (8.4)

1630 h-1630 h Auditors' review
 1630 h-1715 h Closing meeting (Acknowledgement of NCRs/ Use of logo/ Handing over of report)



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Name of the organization: Win-Stone School of Culinary Art (Pvt) Ltd
Assessment site: No 287/2 C, Stanely Thilakathne Mawatha, Jubilee Post, Nugegoda
Type of audit: Surveillance I
Applicable standard: ISO 9001 : 2008
Scope: Activities covering the processing of applications for the Hotel School, selection of students, Conducting lectures, Developing the competencies of students and Issue of certificate
Objective: To determine compliance of the QMS with the requirements of ISO 9001:2008
Date of audit: 2014-06-03

Audit team

Mr. S C Bamunuarachchi (SCB) Team Leader
 Ms. Felicia Weerawardena (FW) Team Member
 Ms. Chathuri Geeganage Trainee Auditor
 Mr. Aruna Amaradasa Trainee Auditor

0900 h – 0915 h Opening meeting
 0915 h – 0945 h Review of documents & Stage II audit findings
 0945 h – 1000 h Tea Break
 0100 h – 1030 h Brief visit to the site

Time	Management	MR
1030 h -1115 h	Management commitment (5.1)	General requirements (4.1)
	Customer focus (5.2)	Documentation requirements (4.2)
	Quality Policy (5.3)	Control of documents (4.2.3)
	Quality Objectives (5.4.1)	Control of records (4.2.4)
	SCB	FW
1115 h – 1200 h	Process	MR
	Planning of product realization (7.1)	Responsibility & authority(5.5.1)
	Customer related processes (7.2)	Management Representative (5.5.2)
	Design & development (7.3)	
	SCB	FW
1200 h – 1245 h	Process	MR/FR
	Control of Production & service provision (7.5.1)	Internal communication (5.5.3)
	Validation of processes for production & service provision (7.5.2)	Management review (5.6)
	Control of monitoring & measuring equipment (7.6)	Human resources (6.2)
	Customer satisfaction (8.2.1)	
	Internal audit (8.2.2)	
	SCB	FW
1245 h – 1330 h	LUNCH	
1330 h – 1415 h	Process	HR/Purchasing
	Monitoring & measuring of processes(8.2.3)	Infrastructure (6.3)
	Monitoring & measuring of products (8.2.4)	Work Environment (6.4)
		Purchasing(7.4)
	SCB	FW
1415 h -1500 h	Process/ Management	Process / Stores
	Control of non-conforming product (8.3)	Identification & traceability (7.5.3)
	Continual improvement (8.5.1)	Customer property (7.5.4)
	SCB	FW
1500 h - 1515 h	TEA BREAK	
1515h – 1600 h	Process	Process/ Management
	Corrective actions (8.5.2)	Preservation of product (7.5.5)
	Preventive actions (8.5.3)	Analysis of data (8.4)
	SCB	FW

1600 h -1630 h Auditors' review
 1630 h – 1715 h Closing meeting (Acknowledgement of NCRs/ Use of log(s)/ Handing over of report)