



**INDEXPO CERTIFICATION LIMITED;
INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME
AUDIT PLAN**

Name of the organization: Win-Stone School of Culinary Art (Pvt) Ltd
Assessment site 1 : No 287/2C, Stanely Thilakarathne Mawatha, Jubilee Post, Nugegoda
Type of audit : Stage II
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 certificates
Objective : To determine compliance with the requirements of ISO 9001:2008
Date of audit : 2013-06-17

Audit Team

Mr. S C Bamunuarachchi (SCB) Team Leader
 Ms. Felicia Weerawardena (FW) Team Member
 Mr. D N S Kuruppumullage Observer
 Ms. Hasanika Piyasena Trainee Auditor

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

Time	Management / MR Office	Management / MR Office
1030 h – 1115 h	Management commitment (5.1) Customer Focus (5.2) Quality policy (5.3) Quality objectives (5.4.1)	Documentation requirements (4.2) Control of document (4.2.3) Control of records (4.2.4)
	SCB	FW
1115 h – 1200 h	Planning of product realization (7.1) Customer related process (7.2) Design and development (7.3)	Responsibility, authority & communication (5.1) Management representative(5.5.2)
	SCB	FW
1200 h – 1245 h	Production & Service provision (7.5) Control of monitoring & measuring equipment (7.6) Customer satisfaction (8.2.1) Internal audit (8.2.2)	Internal communication (5.5.3) Management Review (5.6) Competence, training and awareness (6.2.2)
	SCB	FW
1245 h – 1330 h	LUNCH BREAK	
1330 h – 1415 h	Monitoring and measurement of processes (8.2.3) Monitoring and measurement of product (8.2.4)	Infrastructure (6.3) Work environment (6.4) Purchasing (7.4)
	SCB	FW
1415 h – 1500 h	Control of non-conforming product (8.3) Continual improvement (8.5.1)	Identification & traceability (7.5.3) Customer property (7.5.4)
	SCB	FW
1500 h – 1515 h	TEA BREAK	
1515 h – 1600 h	Corrective actions (8.5.2) Preventive actions (8.5.3)	Preservation of product (7.5.5) Analysis of data (8.4)
	SCB	FW

1600 h – 1630 h Auditors' review
 1630 h – 1645 h Use of logo
 1645 h – 1715 h Closing meeting