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INDEXPO CERTIFICATION LIMITED

**INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME
AUDIT PLAN**

Name of the organization: Winstone School of Culinary Art (Pvt) Ltd
Assessment site: No 287/2C, Stanley Thilakarathne Mawatha, Jubilee Post, Nugegoda
Type of audit: Surveillance II
Applicable standard: ISO 9001 : 2008
Scope: Activities covering the processing of applicants 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: 2015-06-21

Audit Team

Mr. D N S Kuruppumullage (DNSK) Team Leader
 Mr. Isuru Ilangakoon (II) Team Member

0900 h – 0930 h Review of Documents & Sur. I Audit findings
 0930 h – 0945 h Opening meeting
 0945 h – 1000 h Tea Break

Time	Management	MR
1000 h - 1100 h	Management commitment (5.1)	General requirements (4.1)
	Customer Focus (5.2)	Documentation requirements (4.2)
	Quality Policy (5.3)	Quality Manual (4.2.2)
	Quality Objectives (5.4.1)	Control of Documents (4.2.3)
	QMS planning (5.4.2)	Control of Records (4.2.4)
	(DNSK)	(II)
1100 h – 1200 h	Management/ Process	MR
	Management Review (5.6)	Responsibility & Authority (5.5.1)
	Planning of product Realization (7.1)	Management Representative (5.5.2)
	Customer related processes (7.2)	Internal Communication (5.5.3)
	(DNSK)	(II)
	Process	HR / Purchasing
1200 h – 1300 h	Design & Development (7.3)	Provision of Resources (6.1)
	Control of Production & service provision (7.5.1)	Human Resources (6.2)
		Infrastructure (6.3)
		Work Environment (6.4)
		Purchasing (7.4)
	(DNSK)	(II)
LUNCH		
1300 h – 1345 h	Process	Process/Stores
1345 h - 1445 h	Validation of processes for production & service provision (7.5.2)	Identification & Traceability (7.5.3)
	Internal Audit (8.2.2)	Customer property (7.5.4)
	(DNSK)	Preservation of product (7.5.5)
		(II)
	Process	Process/Management
1445 h – 1545 h	Monitoring & measuring of processes (8.2.3)	Control of monitoring & measuring equipment (7.6)
	Monitoring & measuring of products (8.2.4)	Customer Satisfaction (8.2.1)
	(DNSK)	(II)
TEA BREAK		
1545 h -1600 h	Process	Process/Management
1600 h – 1645 h	Control of non-conforming product (8.3)	Analysis of data (8.4)
	Continual Improvement (8.5.1)	Corrective Actions (8.5.2)
		Preventive Actions (8.5.3)
	(DNSK)	(II)

1645 h -1700 h Auditors' Review
 1700 h – 1715 h closing meeting (Acknowledgement of NCRs/Use of logo/ Handing over of report)