



INDEXPO CERTIFICATION LIMITED
MANAGEMENT SYSTEMS CERTIFICATION SCHEME
AUDIT PLAN

Name of the organization: N & A Engineering Services (Pvt) Ltd
Assessment site: No 81/B, Awissawella Road, Nawagamuwa, Ranala
Type of audit: Stage I
Applicable standard: ISO 9001 : 2008
Scope: Construction of buildings and civil engineering works
Objective: To determine compliance of the QMS with the requirements of ISO 9001:2008
Date of audit: 2014-02-27

Audit team

Mr. S C Bamunuarachchi (SCB) Team Leader
 Ms. Felicia Weerawardena (FW) Team Member

0900 h – 0930 h Document review & review of adequacy audit findings
 0930 h – 0945 h Opening meeting
 0945 h – 1000 h Tea Break

Time	Activity / Function	Activity/Function
1000 h – 1045 h	Management commitment (5.1) Customer focus(5.2) Quality objectives (5.4.1)	General requirements (4.1) Documentation requirements (4.2) Quality policy(5.3)
	SCB	FW
1045 h – 1200 h	Responsibility, authority & communication(5.5) Planning of product realization (7.1)	Management review (5.6) Infrastructure (6.3) Work environment(6.4)
	SCB	FW
1200 h – 1245 h	LUNCH BREAK	
1245 h – 1330 h	Customer related processes (7.2) Customer property (7.5.4)	Purchasing (7.4) Identification & traceability(7.5.3)
	SCB	FW
1330 h – 1430 h	Proceed to Site – Proposed Tutary Building for ICBT at Bambalapitiya	
1430 h – 1530 h	Design and development(7.3) Control of production & service provision (7.5.1) Control of non-conforming product (8.3)	Control of monitoring & measuring equipment (7.6) Monitoring & measurement of processes (8.2.3)
	SCB	FW
1530 h – 1545 h	TEABREAK	
1545 h – 1630 h	Customer satisfaction (8.2.1) Internal audit(8.2.2) Improvement(8.5)	Human resources (6.2) Analysis of data (8.4)
	SCB	FW

1630 h – 1645 h Auditors' meeting
 1645 h – 1700 h Confirmation of scope for certification
 1700 h – 1730 h Closing meeting (Handing over of report)

