

**INDEXPO CERTIFICATION LIMITED
MANAGEMENT SYSTEMS CERTIFICATION SCHEME
AUDIT PLAN STAGE I- QMS**

Name of the organization: Hyperjet Technologies Pvt Ltd
Assessment site: 18/A, 1st Floor, 17th Lane, Colombo 03
Type of audit: Stage I
Applicable standard: ISO 9001 : 2015
Scope: import and sales of industrial telecommunication equipment.

Objective: To determine compliance & readiness of the QMS with the requirements of ISO 9001:2015
Date of audit: 2018-10-24

Audit Team
Name

Position

Mr. D.N.S.Kuruppumullage (DNSK) Team Leader

0930 h – 1000 h Review of documents
 1000 h – 1030 h Opening meeting
 1030 h – 1045 h Tea Break

Time	Management/HR
1045 h -1230 h	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) Resources (7.1) General (7.1.1) People (7.1.2) Infrastructure (7.1.3) Environment for the operation of processes (7.1.4) Monitoring & measuring resources (7.1.5) Organizational knowledge (7.1.6)
	DNSK
1230 h – 1300 h	Management/HR
	Leadership and commitment (5.1) Customer focus (5.1.2) Policy (5.2) Organizational roles, responsibilities and authorities (5.3) Competence (7.2) Awareness (7.3) Communication (7.4) Documented information (7.5) Monitoring, measurement, analysis and evaluation (9.1)
	DNSK
1300 h – 1345 h	LUNCH
	Management /Sales
1345 h – 1500 h	Actions to address risk & Opportunities (6.1) Quality objectives & Planning to achieve them (6.2) Planning of changes (6.3) General (9.1.1) Customer satisfaction (9.1.2) Analysis and evaluation (9.1.3) Internal Audit (9.2) Management Review (9.3)

Doc. No. : QP-05-PL-04

Issue No. : 06

Issue Date : 2017-03-21

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Reviewed and approved by : Director

Issued by : Management Representative





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	DNSK
1500 h– 1630 h	Management/Process
	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

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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