

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

Name of the organization: Reality Reachers (Pvt) Limited.
Assessment site: Thalgahapotta, Udubaddawa.
Type of audit: Stage I
Applicable standard: ISO 9001 : 2015
Scope: Manufacturing of coir pith substrate based products.

Objective: To determine compliance & readiness of the QMS with the requirements of ISO 9001:2015

Date of audit: 2020.06.27

Audit Team

<u>Name</u>	<u>Position</u>
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Mr. Isuru Ilangakoon (II)	Team Leader
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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 recourses (7.1.5) Organizational knowledge (7.1.6)
II	
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)
II	
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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	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)
	II

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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