

INDEXPO CERTIFICATION LIMITED
MANAGEMENT SYSTEMS CERTIFICATION SCHEME
AUDIT PLAN

Name of the organization: Latex Lanka International (Pvt) Ltd
Assessment site: 308/17B, Magamma Road, Homagama.
Type of audit: Stage I
Applicable standard: ISO 9001 : 2008
Scope: Manufacturing Water Proofing paint & Distribution.
Objective: To determine compliance of the QMS with the requirements of ISO 9001:2008
Date of audit: 2015-12-26

Audit Team

Mr. Shantha Kuruppumullage (SK) Team Leader

0900 h – 0915 h Review of Documents
 0915 h – 0930 h Opening meeting
 0930 h – 0945 h Tea Break
 0945 h – 1015 h Brief visit to the site

TIME	MANAGEMENT
1015 h -1130 h	✓ General requirements (4.1) Documentation requirements (4.2) Control of Documents (4.2.3) Control of records (4.2.4) Management commitment (5.1) Quality Policy (5.3) Quality Objectives (5.4.1) Customer focus (5.2) Internal communication (5.5.3)
	SK
1130h – 1300 h	PRODUCTION Responsibility & Authority(5.5.1) Management Representative (5.5.2) Planning of product realization (7.1) Customer related processes (7.2) Identification & Traceability 7.5.3) Preservation of product (7.5.5) Purchasing (7.4)
	SK
1300 h - 1345 h	LUNCH BREAK
1345 h – 1500 h	HR / PRODUCTION Provision of resources (6.1) Human resources (6.2) Infrastructure (6.3) Work Environment (6.4) Design & Development (7.3) Control of Production & service provision (7.5.1) Customer property (7.5.4) Control of monitoring & measuring equipment(7.6)
	SK
1500 h – 1600 h	PRODUCTION / MANAGEMENT Management Review (5.6) Validation of processes for production & service provision (7.5.2) Internal Audit(8.2.2) Corrective Actions (8.5.2) Preventive Actions (8.5.3) Continual improvement (8.5.1)
	SK
1600 h – 1615 h	TEA BREAK

1615 h – 1715 h	PRODUCTION
	Customer Satisfaction(8.2.1) Monitoring & measuring of processes (8.2.3) Control of non-conforming product (8.3) Monitoring & measuring of products (8.2.4) Analysis of data (8.4)
	SK

1715 h - 1730 h

Auditors' review

1730 h – 1745 h

Closing meeting (Handing over of report)