



INDEXPO CERTIFICATION LIMITED
MANAGEMENT SYSTEMS CERTIFICATION SCHEME
AUDIT PLAN SURVEILLANCE - FSMS

Name of the organization : Ivy Hills Tea Factory (Pvt) Ltd
Assessment site : Udalamatta, Galle
Type of audit : Surveillance I
Applicable standard : ISO 22000:2018
Scope : Activities pertaining to manufacturing of black tea
Objective : To determine compliance of the FSMS with the requirements of ISO 22000:2018
Date of audit : 08.11.2022
Audit Criteria : ISO 22000:2018, ISO 19011:2018 and Relevant regulatory requirements

Audit team :
 Ms. Sammani Samarawickrama (SS) Team Leader

0930 h – 0945 h Opening meeting
 0945 h – 0950 h Tea Break
 0950 h – 1015 h Review of documents & previous audit findings
 1015 h – 1130 h Visit to the site

Time	Management	Management
1130 h -1215 h	Understanding the Organization and its context (4.1) Understanding the needs and expectation of interest parties (4.2) Determining the scope of FSMS (4.3) FSMS and its Processes (4.4)	Operational planning and control (8.1) Prerequisite programs (8.2)
	SS	SS
1215 h – 1300 h	Management/ Production	Management/ Production
	Actions to address risks and opportunities (6.1) Objectives of the FSMS and planning to achieve them (6.2) Planning of changes (6.3)	Traceability system (8.3) Emergency preparedness and response (8.4)
	SS	SS
1300 h – 1330 h	LUNCH BREAK	
1330 h – 1415 h	Resources (7.1) Competence (7.2) Awareness (7.3)	Hazard control (8.5) Control of monitoring & measuring (8.7)
	SS	SS
1415 h – 1500 h	Management/ Production	Management/ Production
	Communication (7.4) Documented information (7.5)	Verification related to PRPs and hazard control plan (8.8)
	SS	SS
1500 h – 1600 h	Management	Management/ Production
	Monitoring, measurement, analysis and evaluation (9.1) Internal Audit (9.2) Management review (9.3)	Nonconformity and corrective action (10.1) Continual improvement (10.2) Update to the food safety management system (10.3)
	SS	SS

1600h – 1610h Tea Break
 1610 h -1630 h Auditors' review
 1630 h – 1700 h Closing Meeting (Scope confirmation, Acknowledgement of NCRs/ Handing over of report/ Use of Logo)

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Reviewed and approved by : Director

Issued by : Management Representative

