



**INDEXPO CERTIFICATION LIMITED
MANAGEMENT SYSTEMS CERTIFICATION SCHEME
AUDIT PLAN SURVEILLANCE- QMS**

Name of the organization: Carolina Tea Factory.
Assessment site: Carolina, Watawala, Hatton
Type of audit: Surveillance I
Applicable standard / Criteria: ISO 9001: 2015 & other applicable regulatory requirements.
Scope:
Objective: Manufacturing of CTC Black Tea and packing in multiwall paper sacks.
Date of audit: To determine compliance of the QMS with the requirements of ISO 9001:2015
 2024.11.28
Audit Team Name

	<u>Position</u>
Mr. Aruna Amaradasa (AA)	Team Leader
Mr. Isuru Ilangakoon (II)	Team Member

0930 h – 0945 h Opening meeting
 0945 h – 1000 h Tea Break

Time	Management	Management/HR
1000 h - 1045 h	Understanding the Organization and its context (4.1) - (Climate Change) 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)
	AA	II
1045 h – 1145 h	Management Actions to address risk & Opportunities (6.1) - (Climate Change) Quality objectives & Planning to achieve them (6.2) Planning of changes (6.3)	Management/HR Competence (7.2) Awareness (7.3) Monitoring, measurement, analysis and evaluation (9.1)
	AA	II
1145 h – 1300 h	SITE VISIT	
1300 h – 1345 h	LUNCH	
	Quality / Operation	Sales/Management
1345 h – 1500 h	Operational planning & control (8.1) Requirements for products & services (8.2)	General (9.1.1) Customer satisfaction (9.1.2) Analysis and evaluation (9.1.3) Internal Audit (9.2) Management Review (9.3)
	AA	II
	Stores / Operation	Management/Process
1500 h – 1630 h	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)
	AA	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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 Reviewed and approved by : Director Issued by : Management Representative
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