

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

**Name of the organization:** Agarakande Estate.  
**Assessment site:** Agarakande , Lindula  
**Type of audit:** Stage II  
**Applicable standard:** ISO 9001: 2015  
**Scope:** Manufacturing of Green Tea.  
**Objective:** To determine compliance of the QMS with the requirements of ISO 9001:2015  
**Date of audit:** 2023.10.31

**Audit Team**

<u>Name</u>	<u>Position</u>
Mr. Mohamed Asif (MA) -	Team Leader
Mr. Tharindu Hettiarachchi (TH) -	Team Member
Ms. Buddhika Sajeewani (BS) -	Observer Evaluator

0900 h – 0915 h Opening meeting  
 0915 h – 0930 h Tea Break  
 0930 h – 1030 h Site Visit

Time	Management	Management/HR
1030 h - 1200 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) Organizational knowledge (7.1.6)
	MA / BS	TH
1200 h – 1300 h	Leadership and commitment (5.1) Customer focus (5.1.2) Policy (5.2) Organizational roles, responsibilities and authorities (5.3) Documented information (7.5)	Sales/HR Competence (7.2) Awareness (7.3) Communication (7.4) Monitoring, measurement, analysis and evaluation (9.1) General (9.1.1) Customer satisfaction (9.1.2) Analysis and evaluation (9.1.3)
	MA / BS	TH
1300 h – 1330 h	LUNCH	
1330 h – 1430 h	Actions to address risk & Opportunities (6.1) Quality objectives & Planning to achieve them (6.2) Planning of changes (6.3) Management Review (9.3) Internal Audit (9.2)	Operational planning & control (8.1) Requirements for products & services (8.2) Design & Development of products & Services (8.3)
	MA / BS	TH

Doc. No. : QP-06-PL-04                      Issue No. : 05                      Issue Date : 2017-03-21  
 Revision No: 01                                      Revision Date: 2020.03.30

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 Page 01 of 02



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1430 h- 1630 h	Management/Process	Management/Process
	General (10.1) Nonconformity and corrective action (10.2) Continual improvements (10.3)	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) Monitoring & measuring resources (7.1.5)
	MA / BS	TH

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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