

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

Name of the organization: Henfold Estate.
Assessment site: Henfold, Lindula
Type of audit: Stage I
Applicable standard: ISO 9001: 2015
Scope: Manufacturing of Black Tea.

Objective: To determine compliance & readiness of the QMS with the requirements of ISO 9001:2015
Date of audit: 2023.10.09

Audit Team
Name

Position

Mr. Isuru Ilangakoon (II)	Team Leader
Mr. Anurudda Yasas (AY)	Team Member

0930 h – 0945 h Opening meeting

Time	Management	Management/HR
0945 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)
	AY	II
1200 h – 1300 h	Management 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)
	AY	II
1300 h – 1330 h	LUNCH	
1330 h – 1430 h	Management/Process 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)	Management/Process Operational planning & control (8.1) Requirements for products & services (8.2) Design & Development of products & Services (8.3)
	AY	II
1430 h – 1630 h	Management/Process General (10.1) Nonconformity and corrective action (10.2) Continual improvements (10.3)	Management/Process 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 recourses (7.1.5)
	AY	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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