



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

**Name of the organization:** Shannon Estate.  
**Assessment site:** Shannon, Hatton  
**Type of audit:** Stage II  
**Applicable standard:** ISO 9001: 2015  
**Scope:** Manufacturing of Black Tea.

**Objective:** To determine compliance of the QMS with the requirements of ISO 9001:2015  
**Date of audit:** 2023.10.30

**Audit Team**

<u>Name</u>	<u>Position</u>
Mr. D.N.S. Kuruppumullage (DNSK)	Team Leader
Ms. Tharisha Nandasena (TN)	Team Member

0930 h – 0945 h Opening meeting  
 0945 h – 1045 h Site Visit

Time	Management	Management/HR
1045 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 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)
	DNSK	TN
1215 h – 1315 h	<b>Management</b> Leadership and commitment (5.1) Customer focus (5.1.2) Policy (5.2) Organizational roles, responsibilities and authorities (5.3) Documented information (7.5)	<b>Sales/HR</b> 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)
	DNSK	TN
1315 h – 1345 h	<b>LUNCH</b>	
	<b>Management</b>	<b>Management/Process</b>
1345 h – 1445 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)
	DNSK	TN
1445 h – 1630 h	<b>Management/Process</b> General (10.1) Nonconformity and corrective action (10.2) Continual improvements (10.3)	<b>Management/Process</b> Control of externally provided processes, products & Services (8.4) Production & service provision (8.5) Release of products & services (8.6)

Doc. No. : QP-06-PL-04

Issue No. : 05

Issue Date : 2017-03-21

Revision No: 01

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Reviewed and approved by : Director

Issued by : Management Representative

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		Control of nonconforming outputs (8.7)
	DNSK	Monitoring & measuring recourses (7.1.5)
		TN

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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