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

Name of the organization	:	Shannon Tea Factory
Assessment site	:	Shannon Estate, Hatton
Type of audit	:	Recertification
Applicable standard	:	ISO 22000:2018, SLS 1266:2011, SLS143:1999
Scope	:	Activities pertaining to manufacturing of black tea and packing in multiwall paper sacks
Objective	:	To determine compliance of the FSMS with the requirements of ISO 22000:2018
Date of audit	:	25.03.2021
Audit Criteria	:	ISO 22000:2018, SLS 1266:2011, SLS143:1999, ISO 19011:2018 Relevant regulatory requirements
Audit team	:	

Ms. Chalani Jayasuriya (CJ) Team Leader
Mr. Tharindu Hettiarachchi (TH) Team Member
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)**	Actions to address risks and opportunities **(6.1)** Objectives of the FSMS and planning to achieve them **(6.2)** Planning of changes **(6.3)** Externally developed elements of FSMS **(7.1.5)** Control of externally provided process, product and services **(7.1.6)**
	TH	**CJ**
1215 h – 1300 h	**Management/ Production**	**Management/ Production**
	Prerequisite programs **(8.2)** Traceability system **(8.3)**	Operational planning and control **(8.1)** Leadership and commitment **(5.1)** Customer focus **(5.1.2)** Policy **(5.2)** Organizational roles, responsibilities and authorities**(5.3)**
	TH	**CJ**
1300 h – 1330 h	**LUNCH BREAK**	
1330 h – 1415 h	Resources **(7.1)** General **(7.1.1)** People **(7.1.2)** Infrastructure **(7.1.3)** Work Environment **(7.1.4)**	Emergency preparedness and response **(8.4)** Hazard control **(8.5)** Updating the information specifying the PRPs and the hazard control plan **(8.6)** Control of monitoring & measuring **(8.7)**
	TH	**CJ**
1415 h – 1500 h	**Management/ Production**	**Management/ Production**
	Competence **(7.2)** Awareness **(7.3)** Communication **(7.4)** Documented information **(7.5)**	Verification related to PRPs and hazard control plan **(8.8)** Control of product and process nonconformities **(8.9)**
	TH	**CJ**
1500h – 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)**
	TH	**CJ**

1600 h – 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)