



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

Name of the organization : Carolina Tea Factory, Hatton Plantations PLC
Assessment site : Carolina Estate, Watawala
Type of audit : Recertification
Applicable standard : ISO 22000:2018, SLS 1266:2011, SLS143:1999
Scope : Activities pertaining to manufacturing of CTC 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 : 15.02.2021
Audit Criteria : ISO 22000:2018, SLS 1266:2011, SLS143:1999, ISO 19011:2018 Relevant regulatory requirements
Audit team :

Mr. Aruna Amaradasa (AA) 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)	Leadership and commitment (5.1) Customer focus (5.1.2) Policy (5.2) Organizational roles, responsibilities and authorities(5.3)
	TH	AA
1215 h – 1300 h	Management/ Production Actions to address risks and opportunities (6.1) Objectives of the FSMS and planning to achieve them (6.2) Planning of changes (6.3)	Management/ Production Operational planning and control (8.1) Prerequisite programs (8.2) Traceability (8.3)
	TH	AA
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) Externally developed elements of FSMS (7.1.5) Control of externally provided process, product and services (7.1.6)	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	AA
1415 h – 1500 h	Management/ Production Competence (7.2) Awareness (7.3) Communication (7.4) Documented information (7.5)	Management/ Production Verification related to PRPs and hazard control plan (8.8) Control of product and process nonconformities (8.9)
	TH	AA
1500h – 1600 h	Management Monitoring, measurement, analysis and evaluation (9.1) Internal Audit (9.2) Management review (9.3)	Management/ Production Nonconformity and corrective action (10.1) Continual improvement (10.2) Update to the food safety management system (10.3)
	TH	AA

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

Reviewed and approved by : Director Issued by : Management Representative
 Page 01 of 01



Buddhika Sajeewani

From: Buddhika Sajeewani <buddhika@indexpo.lk>
Sent: Monday, February 8, 2021 2:43 PM
To: 'Gihan Wickramasinghe'
Cc: shantha@indexpo.lk; aruna@indexpo.lk; tharindu@indexpo.lk
Subject: Audit Plan - Carolina Tea Factory
Attachments: Carolina Audit plan -Recertification- 2018 FSMS (1).pdf; SAFETY GUIDELINES FOR THE AUDITS.pdf

Dear Mr. Gihan,

Please find the Recertification audit plan of Carolina Tea Factory. If there are any objections with regard to any of the issue of for any information /clarification, please feel free to contact me immediately. Otherwise please confirm me the audit plan. Further, you are kindly requested to adhere attached safety guidelines when conducting the audit. Thank you.



Best Regards,
S.P.Buddhika Sajeewani
Certification Manager
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From: Gihan Wickramasinghe [mailto:gihan@hattonplantations.lk]
Sent: Friday, January 29, 2021 10:09 AM
To: 'aruna amaradasa'; buddhika@indexpo.lk
Subject: Test

Test...

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SAFETY GUIDELINES FOR THE AUDITS DUE TO COVID-19 PANDEMIC

Following guideline has been introduced to ensure safety of members of the audit team which is deployed to audit your organization. You are kindly requested to adhere to following guidelines.

Transport (If provided),

1. Vehicle which is provided to travel auditors need to be disinfected and cleaned
2. Door locks and any other human contact points need to be sanitized
3. Driver should be in good health conditions
4. Driver should wear mask all the time of travelling
5. Number of seats of vehicle should be more than double of auditors in the team

At the organization,

1. Place and equipment where opening and closing meeting conduct should be sanitized
2. It is recommended to participate minimum number of members for the meetings
3. Tables and chairs where document review conduct should be sanitized
4. Employees of company (auditees) should wear masks during the audit
5. Employees of company (auditees) should maintain one meter distance from auditors
6. Auditors should be provided relevant personal protective equipment (PPE) including masks during the audit
7. Hand sanitizers need to be provided for the auditors
8. Place and equipment which is used for serve the meal should be cleaned properly
9. Always get the instructions regarding this matter from Team Leader of the audit team

Other than above mentioned guideline you are expected to comply with instruction issued by Health Ministry of Sri Lanka

