



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

Name of the organization : Carolina Tea Factory, Hatton Plantations PLC
Assessment site : Carolina Estate, Watawala
Type of audit : Surveillance I
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 : 27.01.2022
Audit Criteria : ISO 22000:2018, SLS 1266:2011, SLS143:1999, ISO 19011:2018 Relevant regulatory
Audit team :

Ms. Buddhika Sajeewani (BS) Team Leader
 Mr. Mohamed Asif (MA) 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) Policy (5.2) Organizational roles, responsibilities and authorities(5.3)
	MA	BS
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) Emergency preparedness and response (8.4) Hazard control (8.5)
	MA	BS
1300 h – 1330 h	LUNCH BREAK	
1330 h – 1415 h	Resources (7.1) Competence (7.2) Awareness (7.3) Communication (7.4) Documented information (7.5)	Updating the information specifying the PRPs and the hazard control plan (8.6) Control of monitoring & measuring (8.7)
	MA	BS
1415 h – 1500 h	Management/ Production Prerequisite programs (8.2) Traceability system (8.3)	Management/ Production Verification related to PRPs and hazard control plan (8.8) Control of product and process nonconformities (8.9)
	MA	BS
1500 h – 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)
	MA	BS

1600h – 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)

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