

Ind – Expo Certification Limited

'A joint venture of Ceylon National Chamber of Industries and National Chamber of Exporters of Sri Lanka'

2012-04-06

Mr. Nimal Sangakkara
General Manager (Operations)
The Surf Hotel
No. 100, Hotel Road,
Bentota.

Dear Sir,

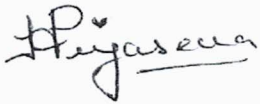
STAGE 1 AUDIT

As discussed the Stage 1 Audit is confirmed for 2012-04-11.

Please find the audit plan attached.

Thank you,

Yours faithfully



Hasanika Piyasena
Certification Manager

INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME

AUDIT PLAN

Name of the organization : The Surf
Assessment site : No. 100, Hotel Road, Bentota.
Type of audit : Stage I
Applicable standard : ISO 22000:2005
Scope : Sourcing, storing, processing and serving food and beverages for guests and employees
Date of audit : 2012-04-11

Audit team

Mr. S L Ginige (SLG) Team Leader
 Ms. Felicia Weerawardena (FW) Team member

0900 h – 0930 h Document review & Review of Adequacy audit findings
 0930 h – 0945 h Opening meeting
 0945 h – 1000 h Tea Break
 1000 h – 1045 h Brief visit to the site

Time	Activity / Function	Activity/Function
1045 h – 1200 h	Documentation requirements	Hazard analysis HACCP plan
	FW	SLG
1200 h – 1300 h	Management responsibility	Planning and realization of safe food
	FW	SLG
1300 h – 1345 h	Lunch break	
1345 h – 1400 h	Infrastructure/Work environment	Traceability
	FW	SLG
1400 h – 1500 h	Resource management	Validation and verification
	FW	SLG
1500 h – 1515 h	Teabreak	
1515 h – 1600 h	Handling of potentially unsafe products	Improvement of the food safety management system
	FW	SLG

1600 h – 1615 h Auditors' meeting
 1615 h – 1630 h Confirmation of scope for certification
 1630 h – 1700 h Closing meeting (Handing over of report)

