



INDEXPO CERTIFICATION LTD;
INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME
AUDIT PLAN

Name of the organization : The Surf
Assessment site : No 100, Hotel Road, Bentota
Type of audit : Surveillance
Applicable standard : ISO 22000:2005
Scope : Sourcing, storing, processing and serving food and beverages for guests and employees
Objective : To check for continuation of the FSMS in compliance with the requirements of ISO 22000:2005
Date of audit : 2013-04-18

Audit team

Mr S L Ginige (SLG) Team Leader
 Ms. Felicia Weerawardena (FW) Team Member
 Ms. Hasanika Piyasena Trainee Auditor
 Ms. Amani Wijesinghe Trainee Auditor

0900 h – 0915 h Review of documents
 0915 h – 0930 h Opening meeting
 0930 h – 0945 h Tea Break
 0945 h – 1000 h Verification of effectiveness of stage II audit findings
 1000 h – 1030 h Visit to the site

Time		Management
1030 h-1100 h	Kitchen /Stores/Food & Beverages	
	Handling of potentially unsafe products (7.10.3) Withdrawals (7.10.4)	Control of documents (4.2.2) Control of records (4.2.3) Management commitment (5.1)
	SLG	FW
1100 h- 1200 h	Food & Beverages	Management
	Product characteristics (7.3.3) Flow diagrams, process steps & control measures (7.3.5)	Communication (5.6) Management review (5.8)
	SLG	FW
1200 h- 1300 h	Purchasing/Kitchen /Stores	Kitchen/Stores/ Stewarding
	PRPs (7.2) OPRPs (7.5) Hazard analysis (7.4)	Traceability (7.9) Improvement (8.5)
	SLG	FW
1300 h – 1345 h	LUNCH BREAK	
1345 h – 1415 h		Kitchen/Stores/ Stewarding
	HACCP plan (7.6) Selection & assessment of control measures (7.4.3)	Emergency preparedness and response (5.7) Control of monitoring & measuring (8.3)
	SLG	FW
1415 h – 1515 h	Management	Management/ Kitchen /Stores
	Internal audit (8.4.1) Evaluation of individual verification results (8.4.2) Analysis of results of verification activities (8.4.3)	Training (6.2.2) Infrastructure (6.3) Work environment (6.4)
	SLG	FW
1515 h – 1530 h	TEA BREAK	
1530 h – 1630 h	Kitchen /Stores/ Food & Beverages	Kitchen /Stores/ Stewarding
	Verification planning (7.8) Validation of control measures (8.2)	Control of non-conformity (7.10) Corrective actions (7.10.2)
	SLG	FW

1630 h – 1645 h Auditors' review
 1645 h – 1700 h Closing meeting

Ind-Expo Certification Limited

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



2013- 04-01

Mr. Saman Jayewardene
Cooperate Chef
The Surf Hotel
No100, Hotel Road,
Bentota.

Dear Sir,

SUERVEILLANCE AUDIT

As per article 3 of the certification agreement signed by you, surveillance audits need to be conducted annually.

The first surveillance audit needs to be **completed before 2013-04-25**.

Please let us know whether the surveillance audit could be conducted within first three weeks of April 2013.

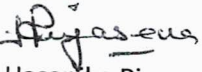
Please note that the annual fee (quotation attached) need to be settled before the surveillance audits (article 6 of the certificate agreement)

Upon confirmation of the date and the payments receive we shall communicate the audit plan to you.

While anticipating your fullest cooperation we assure the best of services in the future.

Thank you,

Yours faithfully


Hasanika Piyasena
Certification Manager