

INDEXPO CERTIFICATION LIMITED
MANAGEMENT SYSTEMS CERTIFICATION SCHEME
AUDIT PLAN STAGE II- FSMS

Name of the organization : St. Coombs Tea Factory
Assessment site : Tea Research Institute, Talawakalle
Type of audit : Stage II
Applicable standard : ISO 22000:2018
Scope : Activities pertaining to manufacturing black tea
Objective : To determine compliance of the FSMS with the requirements of ISO 22000:2018
Date of audit : 27.05.2022
Audit Criteria : ISO 22000:2018, ISO 19011:2018 and 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 – 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	AA
1215 h – 1300 h	Management/ Production	Management/ Production
	Leadership and commitment (5.1) Policy (5.2) Organizational roles, responsibilities and authorities (5.3)	Operational planning and control (8.1) Prerequisite programs (8.2) Traceability system (8.3)
	TH	AA
1300 h – 1330 h	LUNCH	
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	AA
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	AA
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	AA

1600 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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Reviewed and approved by : Director

Issued by : Management Representative

Buddhika

From: Buddhika <buddhika@indexpo.lk>
Sent: Wednesday, May 25, 2022 9:29 AM
To: 'stcoombstri@gmail.com'
Cc: 'tharindu@indexpo.lk'; 'aruna@indexpo.lk'; Sri Lanka Quality
Subject: St. Coombs Plan
Attachments: Audit Plan - Stage II - St. Coombs.pdf; SAFETY GUIDELINES FOR THE AUDITS.PDF

Dear Mr Priyantha,

Please find the Audit plan and safety guidelines attached herewith. If there are any objections with regard to any of the issues or for any information / clarification, feel free to contact me immediately. Otherwise please confirm the audit plan.

Moreover please be kind enough to settle the audit payment on or before the audit date.

Thank You & Best Regards



Buddhika Sajeewani
Certification Manager

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