

**INDEXPO CERTIFICATION LIMITED**  
**MANAGEMENT SYSTEMS CERTIFICATION SCHEME**  
**AUDIT PLAN STAGE I- FSMS**

**Name of the organization:** Deshika Tea Factory (Pvt) Ltd  
**Assessment site:** Karanketiya, Rakwana  
**Type of audit:** Stage I  
**Applicable standard:** ISO 22000: 2005  
**Scope:** Manufacturing of black tea  
**Objective:** To determine compliance and effectiveness of the FSMS with the requirements of ISO 22000:2005  
**Date of audit:** 2017-10-27

**Audit team**

Ms. Kema Arulanandam (KA) Team Leader  
 Ms. Amani Wijeshinghe (AW) Auditor

1000 h – 1030 h Review of documents & previous audit findings  
 1030 h – 1045 h Opening meeting  
 1045 h – 1100 h Tea Break  
 1100 h – 1200 h Brief visit to the site

TIME	Management	Management
1200h -1245 h	General requirements (4.1) Documentation requirements(4.2) Control of documents (4.2.2) Control of records (4.2.3)	Management commitment (5.1) Food Safety Policy (5.2) Food Safety Management System Planning (5.3) Responsibility & authority (5.4) Food Safety Team Leader (5.5)
	KA	AW
1245 h – 1330 h	<b>Management/ Production</b>	<b>Management/ Production</b>
	Communication(5.6) Emergency preparedness & response (5.7) Management review (5.8)	Provision of resources(6.1) Human Resources (6.2) Infrastructure & Work Environment(6.3 & 6.4)
	KA	AW
1330 h – 1400 h	<b>LUNCH BREAK</b>	
1400 h – 1445 h	<b>Management</b>	<b>Human Resource/ Management</b>
	Planning and realization of safe products – General (7.1) Pre-requisite Programs (7.2) Food Safety Team (7.3.2) Product characteristics (7.3.3) Intended use (7.3.4) Flow diagrams(7.3.5)	Hazard analysis (7.4) Establishing the Operational Pre-requisite Programs (7.5)
	KA	AW
1445 h – 1530 h	<b>Management/ Production</b>	<b>Management/ Production</b>
	HACCP plan (7.6) Updating of preliminary information (7.7) Verification planning(7.8)	Traceability system (7.9) Control of non-conformity(7.10)
	KA	AW
1530h – 1545 h	<b>TEA BREAK</b>	
1545 h – 1645 h	<b>Management</b>	<b>Management/ Production</b>
	Validation of control measure combination (8.2) Control of monitoring & measuring (8.3) Internal audit(8.4.1)	Evaluation of individual verification results (8.4.2) Analysis of results of verification activities (8.4.3) Continual improvement (8.5.1)
	KA	AW

1645 h -1700 h Auditors' review  
 1700h – 1730 h Closing Meeting (Acknowledgement of NCRs, Use of log, Report)

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Revision Date: --

Reviewed and approved by : Director

Issued by : Management Representative



## aruna amaradasa

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**From:** aruna amaradasa [aruna@indexpo.lk]  
**Sent:** Friday, October 20, 2017 1:37 PM  
**To:** 'Deshika Tea Factory Private Limited'  
**Subject:** Audt Plan Stage I  
**Attachments:** Audit plan -Stage I Audit - Deshika Tea Factory.doc; image001.jpg

Dear Mr. Wijitha,

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

Best Regards



**Aruna Amaradasa**  
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