

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

Name of the organization : Gangalagamuwa Tea Factory
Assessment site : Rakwana road, Weddagala
Type of audit : Stage I
Applicable standard : ISO 22000:2018
Scope : Activities pertaining to manufacturing of black tea
Objective : To determine compliance of the FSMS with the requirements of ISO 22000:2018
Date of audit : 02.08.2021

Audit team :

Ms. Buddhika Sajeewani (BS) Team Leader

1000 h – 1045 h Opening meeting
 1045 h – 1100 h Review of documents & Adequacy audit findings
 1100 h – 1115 h Tea Break
 1115 h – 1200 h Brief visit to the site

TIME	Management	Management
1200 h -1230 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)
	BS	BS
1230 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)
	BS	BS
1300 h – 1330 h	LUNCH	
1330 h – 1415 h	HR/Management Resources (7.1) Competence (7.2) Awareness (7.3) Communication (7.4) Documented information (7.5)	Management/ Production Updating the information specifying the PRPs and the hazard control plan (8.6) Control of monitoring & measuring (8.7)
	BS	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)
	BS	BS
1500h – 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)
	BS	BS

1600 h -1615 h Auditors' review
 1615 h – 1645 h Closing Meeting

Tharindu

From: Tharindu <tharindu@indexpo.lk>
Sent: Friday, July 30, 2021 2:30 PM
To: 'gangalagamuwa@gmail.com'
Cc: 'aruna@indexpo.lk'; 'buddhika@indexpo.lk'
Subject: Stage I Audit_ Gangalagamuwa Tea Factory
Attachments: Gangalagamuwa Tea Factory -Stage I- FSMS.pdf; SAFETY GUIDLINES FOR THE AUDITS.PDF

Dear Mr. Shanaka,

Please note that the FSMS stage I audit at Gangalagamuwa Tea Factory has been scheduled on 02nd August 2021. 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 our Certification Manager (Ms. Buddhika Sajeewani) immediately. Otherwise please confirm the audit plan.

Thank You & Best Regards,



Tharindu Hettiarachchi
Technical Executive

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