

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

**Name of the organization** : Gangalagamuwa Tea Factory  
**Assessment site** : Rakwana road, Weddagala  
**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** : 30.10.2021  
**Audit Criteria** : ISO 22000:2018, ISO 19011:2018 Relevant regulatory requirements  
**Audit team** :  
 Ms. Buddhika Sajeewani (BS) Team Leader  
 Mr. Mohamed Asif (MA) Team Member

0930 h – 0945 h Opening meeting  
 0945 h – 1015 h Review of documents  
 1015 h – 1130 h Visit to the site

| Time            | Management   | Management  |
|-----------------|--|---|
| 1130 h -1215 h  | Understanding the Organization and its context (4.1)<br>Understanding the needs and expectation of interest parties (4.2)<br>Determining the scope of FSMS (4.3)<br>FSMS and its Processes (4.4) | Leadership and commitment (5.1)<br>Policy (5.2)<br>Organizational roles, responsibilities and authorities (5.3)                                   |
|                 | <b>MA</b>  | <b>BS</b>   |
| 1215 h – 1300 h | <b>Management/ Production</b>  | <b>Management/ Production</b>   |
|                 | Actions to address risks and opportunities (6.1)<br>Objectives of the FSMS and planning to achieve them (6.2)<br>Planning of changes (6.3)   | Operational planning and control (8.1)<br>Emergency preparedness and response (8.4)   |
|                 | <b>MA</b>  | <b>BS</b>   |
| 1300 h – 1330 h | <b>LUNCH</b>   |   |
| 1330 h – 1415 h | Resources (7.1)<br>Competence (7.2)<br>Awareness (7.3)<br>Communication (7.4)<br>Documented information (7.5)  | Hazard control (8.5)<br>Updating the information specifying the PRPs and the hazard control plan (8.6)<br>Control of monitoring & measuring (8.7) |
|                 | <b>MA</b>  | <b>BS</b>   |
| 1415 h – 1500 h | <b>Management/ Production</b>  | <b>Management/ Production</b>   |
|                 | Prerequisite programs (8.2)<br>Traceability system (8.3)   | Verification related to PRPs and hazard control plan (8.8)<br>Control of product and process nonconformities (8.9)                                |
|                 | <b>MA</b>  | <b>BS</b>   |
| 1500h – 1600 h  | <b>Management</b>  | <b>Management/ Production</b>   |
|                 | Monitoring, measurement, analysis and evaluation (9.1)<br>Internal Audit (9.2)<br>Management review (9.3)  | Nonconformity and corrective action (10.1)<br>Continual improvement (10.2)<br>Update to the food safety management system (10.3)                  |
|                 | <b>MA</b>  | <b>BS</b>   |

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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Revision Date: 2020.03.30

Reviewed and approved by : Director

Issued by : Management Representative

## Tharindu

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**From:** Tharindu <tharindu@indexpo.lk>  
**Sent:** Wednesday, October 27, 2021 12:30 PM  
**To:** 'gangalagamuwa@gmail.com'  
**Cc:** 'aruna@indexpo.lk'; 'buddhika@indexpo.lk'  
**Subject:** Stage II Audit\_ Gangalagamuwa Tea Factory  
**Attachments:** Gangalagamuwa Tea Factory -Stage II- FSMS.pdf; SAFETY GUIDELINES FOR THE AUDITS.PDF

Dear Mr. Shanaka,

Please note that the FSMS stage II audit at Gangalagamuwa Tea Factory has been scheduled on 30<sup>th</sup> October 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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