

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

**Name of the organization :** Ivy Valley Tea Factory  
**Assessment site :** Ihala Lelwala, Waduramba  
**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 :** 12.07.2021

**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)
	<b>BS</b>	<b>BS</b>
1230 h – 1300 h	<b>Management/ Production</b>	<b>Management/ Production</b>
	Actions to address risks and opportunities (6.1) Objectives of the FSMS and planning to achieve them (6.2) Planning of changes (6.3)	Operational planning and control (8.1) Emergency preparedness and response (8.4) Hazard control (8.5)
	<b>BS</b>	<b>BS</b>
1300 h – 1330 h	<b>LUNCH</b>	
1330 h – 1415 h	<b>HR/Management</b>	<b>Management/ Production</b>
	Resources (7.1) Competence (7.2) Awareness (7.3) Communication (7.4) Documented information (7.5)	Updating the information specifying the PRPs and the hazard control plan (8.6) Control of monitoring & measuring (8.7)
	<b>BS</b>	<b>BS</b>
1415 h – 1500 h	<b>Management/ Production</b>	<b>Management/ Production</b>
	Prerequisite programs (8.2) Traceability system (8.3)	Verification related to PRPs and hazard control plan (8.8) Control of product and process nonconformities (8.9)
	<b>BS</b>	<b>BS</b>
1500h – 1600 h	<b>Management</b>	<b>Management/ Production</b>
	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)
	<b>BS</b>	<b>BS</b>

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