

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

Name of the organization : Ivy Valley Tea Factory
Assessment site : Ihala Lelwala, Waduramba
Type of audit : Stage II
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 : 14.11.2021
Audit Criteria : ISO 22000:2018, ISO 19011:2018 Relevant regulatory requirements
Audit team :
 Mr. D.N.S. Kuruppumullage (DNSK) Team Leader
 Ms. Buddhika Sajeewani (BS) 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) Understanding the needs and expectation of interest parties (4.2) Determining the scope of FSMS (4.3) FSMS and its Processes (4.4)	Operational planning and control (8.1) Prerequisite programs (8.2) Traceability system (8.3)
	DNSK	BS
1215 h – 1300 h	Management/ Production	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)	Emergency preparedness and response (8.4) Hazard control (8.5)
	DNSK	BS
1300 h – 1330 h	LUNCH	
1330 h – 1415 h	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)
	DNSK	BS
1415 h – 1500 h	Management/ Production	Management/ Production
	Leadership and commitment (5.1) Policy (5.2) Organizational roles, responsibilities and authorities (5.3)	Verification related to PRPs and hazard control plan (8.8) Control of product and process nonconformities (8.9)
	DNSK	BS
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)
	DNSK	BS

1600 h -1630 h Auditors' review
 1630 h – 1700 h Closing Meeting (Scope confirmation, Acknowledgement of NCRs/ Handing over of report/ Use of Logo)