



INDEXPO CERTIFICATION LIMITED
MANAGEMENT SYSTEMS CERTIFICATION SCHEME
AUDIT PLAN RECERTIFICATION - FSMS

Name of the organization : Mermaid Hotel and Club
Assessment site : Mahawaskaduwa, Kaluthara
Type of audit : Recertification Audit
Applicable standard : ISO 22000:2018, SLS 1266:2011, SLS 143:1999
Scope : Sourcing, storage, preparation and serving of food and beverage
Objective : To determine compliance of the FSMS with the requirements of ISO 22000:2018
Date of audit : 01.12.2020
Audit Criteria : ISO 22000:2018, SLS 1266:2011, SLS 143:1999, ISO 19011:2018 Relevant regulatory requirements

Audit team :

Mr. Aruna Amaradasa (AA) Team Leader
 Mr. Asif Mohamed (MA) Team Member

0900 h – 0930 h Review of documents & previous audit findings
 0930 h – 1045 h Opening meeting
 1045 h – 1130 h Brief visit to the site

TIME	MANAGEMENT/ HR	FSTL/PROCESS
1130 h -1300 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) Customer focus (5.1.2) Policy (5.2)	Resources (7.1) General (7.1.1) People (7.1.2) Infrastructure (7.1.3) Work Environment (7.1.4) Competence (7.2) Awareness (7.3) Communication (7.4) Documented information (7.5)
	MA	AA
1300 h – 1345 h	LUNCH BREAK	
1345 h – 1430 h	PROCESS/ MANAGEMENT Organizational roles, responsibilities and authorities (5.3) Actions to address risks and opportunities (6.1) Objectives of the FSMS and planning to achieve them (6.2) Planning of changes (6.3)	PROCESS/ MANAGEMENT Operational planning and control (8.1) Emergency preparedness and response (8.4) Hazard control (8.5) Updating the information specifying the PRPs and the hazard control plan (8.6) Control of monitoring & measuring (8.7)
	MA	AA
1430 h – 1515 h	FSTL/ MANAGEMENT Externally developed elements of FSMS (7.1.5) Control of externally provided process, product and services (7.1.6) Prerequisite programs (8.2) Traceability system (8.3)	PURCHASING/ PROCESS/ STORES Verification related to PRPs and hazard control plan (8.8) Control of product and process nonconformities (8.9)
	MA	AA
1515 h – 1530 h	TEA BREAK	
1530 h – 1630 h	PROCESS/ MANAGEMENT Monitoring, measurement, analysis and evaluation (9.1) Internal Audit (9.2) Management review (9.3)	MANAGEMENT/PROCESS Nonconformity and corrective action (10.1) Continual improvement (10.2) Update to the food safety management system (10.3)
	MA	AA

1630 h -1700 h Auditors' review
 1700 h – 1730 h Closing Meeting (Acknowledgment of NCR's, Conformation of scope, Use of logo & Handing over of report)

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Reviewed and approved by : Director

Issued by : Management Representative