

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

Name of the organization: Carolina Estate.
Assessment site: Carolina, Watawala, Hatton
Type of audit: Stage II
Applicable standard: ISO 9001: 2015
Scope: Manufacturing of Black Tea.
Objective: To determine compliance of the QMS with the requirements of ISO 9001:2015
Date of audit: 2023.10.30
Audit Team

<u>Name</u>	<u>Position</u>
Mr. Mohamed Asif (MA)	Team Leader
Mr. Tharindu Hettiarachchi (TH)	Team Member

0930 h – 0945 h Opening meeting
 0945 h – 1045 h Site Visit

Time	Management	Management/HR
1045 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 QMS (4.3) QMS and its Processes (4.4)	Resources (7.1) General (7.1.1) People (7.1.2) Infrastructure (7.1.3) Environment for the operation of processes (7.1.4) Organizational knowledge (7.1.6)
	MA	TH
1215 h – 1315 h	Management Leadership and commitment (5.1) Customer focus (5.1.2) Policy (5.2) Organizational roles, responsibilities and authorities (5.3) Documented information (7.5)	Sales/HR Competence (7.2) Awareness (7.3) Communication (7.4) Monitoring, measurement, analysis and evaluation (9.1) General (9.1.1) Customer satisfaction (9.1.2) Analysis and evaluation (9.1.3)
	MA	TH
1315 h – 1345 h	LUNCH	
1345 h – 1445 h	Management Actions to address risk & Opportunities (6.1) Quality objectives & Planning to achieve them (6.2) Planning of changes (6.3) Management Review (9.3) Internal Audit (9.2)	Management/Process Operational planning & control (8.1) Requirements for products & services (8.2) Design & Development of products & Services (8.3)
	MA	TH
1445 h – 1630 h	Management/Process General (10.1) Nonconformity and corrective action (10.2) Continual improvements (10.3)	Management/Process Control of externally provided processes, products & Services (8.4) Production & service provision (8.5) Release of products & services (8.6)

Doc. No. : QP-06-PL-04

Issue No. : 05

Issue Date : 2017-03-21

Revision No: 01

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Reviewed and approved by : Director

Issued by : Management Representative



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		Control of nonconforming outputs (8.7)
	MA	Monitoring & measuring recourses (7.1.5)
		TH

1630 h -1645 h Auditors' review
1645 h - 1715 h Closing meeting (Confirmation of Scope/ Use of logo/ Handing over of report)

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