



**INDEXPO CERTIFICATION LIMITED**  
**MANAGEMENT SYSTEMS CERTIFICATION SCHEME**  
**AUDIT PLAN SURVEILLANCE- QMS**

**Name of the organization:** Agarakande Estate.  
**Assessment site:** Agarakande , Lindula  
**Type of audit:** Surveillance I  
**Applicable standard/ Criteria:** ISO 9001: 2015 & other applicable regulatory requirements  
**Scope:** Manufacturing of Green Tea.  
**Objective:** To determine compliance & readiness of the QMS with the requirements of ISO 9001:2015  
**Date of audit:** 2024.11.20

**Audit Team**  
Name

Position

Mr. Isuru Ilangakoon (II)	Team Leader
Mr. Tharidu Hettiarachchi (TH)	Team Member

0930 h – 0945 h Opening meeting  
 0945 h – 1000 h Tea Break

Time	Management	Management/HR
1000 h - 1100 h	Leadership and commitment (5.1) Customer focus (5.1.2) Policy (5.2) Organizational roles, responsibilities and authorities (5.3)	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)
	TH	II
1100 h - 1200 h	Communication (7.4) Documented information (7.5)	Sales/HR Monitoring, measurement, analysis and evaluation (9.1) General (9.1.1) Customer satisfaction (9.1.2) Analysis and evaluation (9.1.3)
	TH	II
1200 h - 1300 h	<b>SITE VISIT</b>	
1300 h - 1330 h	<b>LUNCH</b>	
	<b>Management/Process</b>	<b>Management/Process</b>
1330 h - 1430 h	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)	Operational planning & control (8.1) Requirements for products & services (8.2) Design & Development of products & Services (8.3)
	TH	II
1430 h - 1630 h	General (10.1) Nonconformity and corrective action (10.2) Continual improvements (10.3)	Control of externally provided processes, products & Services (8.4) Production & service provision (8.5) Release of products & services (8.6) Control of nonconforming outputs (8.7) Monitoring & measuring recourses (7.1.5)
	TH	II

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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 Reviewed and approved by : Director      Issued by : Management Representative  
 Page 01 of 01