

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

Name of the organization: Henfold Estate.
Assessment site: Henfold, Lindula
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: 2023.10.31
Audit Team

<u>Name</u>	<u>Position</u>
Mr. D.N.S. Kuruppumullage (DNSK)	- Team Leader
Ms. Tharisha Nandasena (TN)	- Team Member

0900 h – 0915 h Opening meeting
 0915 h – 0930 h Tea Break
 0930 h – 1030 h Site Visit

Time	Management	Management/HR
1030 h - 1200 h	Understanding the Organization and its context (4.1)	Resources (7.1)
	Understanding the needs and expectation of interest parties (4.2)	General (7.1.1)
	Determining the scope of QMS (4.3)	People (7.1.2)
	QMS and its Processes (4.4)	Infrastructure (7.1.3)
		Environment for the operation of processes (7.1.4)
		Organizational knowledge (7.1.6)
	DNSK	TN
1200 h – 1300 h	Management	Sales/HR
	Leadership and commitment (5.1)	Competence (7.2)
	Customer focus (5.1.2)	Awareness (7.3)
	Policy (5.2)	Communication (7.4)
	Organizational roles, responsibilities and authorities (5.3)	Monitoring, measurement, analysis and evaluation (9.1)
	Documented information (7.5)	General (9.1.1)
		Customer satisfaction (9.1.2)
		Analysis and evaluation (9.1.3)
	DNSK	TN
1300 h – 1330 h	LUNCH	
1330 h – 1430 h	Management	Management/Process
	Actions to address risk & Opportunities (6.1)	Operational planning & control (8.1)
	Quality objectives & Planning to achieve them (6.2)	Requirements for products & services (8.2)
	Planning of changes (6.3)	Design & Development of products & Services (8.3)
	Management Review (9.3)	
	Internal Audit (9.2)	
	DNSK	TN

Doc. No. : QP-06-PL-04 Issue No. : 05 Issue Date : 2017-03-21

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 Page 01 of 02

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1430 h- 1630 h	Management/Process	Management/Process
	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)
	DNSK	TN

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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Page 01 of 02

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