

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

Name of the organization: Shannon Estate.
Assessment site: Shannon, Hatton
Type of audit: Stage I
Applicable standard: ISO 9001: 2015
Scope: Manufacturing of Black Tea.

Objective: To determine compliance & readiness of the QMS with the requirements of ISO 9001:2015
Date of audit: 2023.10.08

Audit Team

<u>Name</u>	<u>Position</u>
Mr. Isuru Ilangakoon (II)	Team Leader
Mr. Anurudda Yasas (AY)	Team Member

0930 h – 1000 h Opening meeting

Time	Management	Management/UHR
1000 h - 1200 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)
	AY	II
1200 h - 1300 h	Leadership and commitment (5.1) Customer focus (5.1.2) Policy (5.2) Organizational roles, responsibilities and authorities (5.3) Documented information (7.5)	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)
	AY	II
1300 h - 1330 h	LUNCH	
	Management/Process	Management/Process
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)
	AY	II
	Management/Process	Management/Process
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)
	AY	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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Issued by : Management Representative

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