

Name of the organization: Shannon Estate.
Assessment site: Shannon, Hatton
Type of audit: Surveillance I
Applicable standard/ ISO 9001: 2015 & other applicable regulatory requirements
Criteria:
Scope: Manufacturing of Black Tea.
Objective: To determine compliance & readiness of the QMS with the requirements of ISO 9001:2015
Date of audit: 2024.11.22

Audit Team
Name

Position

Mr. Isuru Ilangakoon (II) Team Leader
 Mr. Tharidu Hettilarachchi (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	SITE VISIT	
1300 h – 1330 h	LUNCH	
1330 h – 1430 h	Management/Process 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)
	TH	II
1430 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) 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)

Doc. No. : QP-11-PL-04

Issue No. : 02

Issue Date : 2017-03-21

Revision No: 01

Revision Date: 2020.03.30

Reviewed and approved by : Director

Issued by : Management Representative

Page 01 of 01