

INDEXPO CERTIFICATION LIMITED
MANAGEMENT SYSTEMS CERTIFICATION SCHEME
AUDIT PLAN SURVEILLANCE- FSMS

Name of the organization : Shannon Tea Factory
Assessment site : Hatton Plantations PLC, Hatton
Type of audit : Surveillance II
Applicable standard : ISO 22000:2018, SLS 1266:2011, SLS 143:1999
Scope : Activities pertaining to manufacturing of black tea and packing in multiwall paper sacks
Objective : To determine compliance of the FSMS with the requirements of ISO 22000:2018
Date of audit : 10.08.2023
Audit Criteria : ISO 22000:2018, SLS 1266:2011, SLS 143:1999, ISO 19011:2018 and Relevant other requirements

Audit team :
 Mr. Aruna Amaradasa (AA) : Team Leader
 Mr. Tharindu Hettiarachchi (TH) : Team Member
 Mr. Anurudda Yasas (AY) : Team Member

0930 h – 0945 h Opening meeting
 0945 h – 1035 h Review of documents
 1035 h – 1045 h Tea Break
 1045 h – 1300 h Visit to the site
 1300 h – 1330 h Lunch

Time	Management	Management	Management/Production
1330 h - 1415 h	Understanding the Organization and its context (4.1) Understanding the needs and expectation of interest parties (4.2) Determining the scope of FSMS (4.3) FSMS and its Processes (4.4)	Operational planning and control (8.1) Emergency preparedness and response (8.4) Hazard control (8.5)	Competence (7.2) Communication (7.4) Prerequisite programs (8.2)
	AY	AA	TH
1415 h – 1500 h	Management/ Production Leadership and commitment (5.1) Policy (5.2) Organizational roles, responsibilities and authorities (5.3)	Management/ Production Updating the information specifying the PRPs and the hazard control plan (8.6) Control of monitoring & measuring (8.7)	Management/Production Traceability system (8.3) Monitoring, measurement, analysis and evaluation (9.1)
	AY	AA	TH
1500 h – 1550 h	Management Actions to address risks and opportunities (6.1) Objectives of the FSMS and planning to achieve them (6.2) Planning of changes (6.3)	Management/ Production Verification related to PRPs and hazard control plan (8.8) Control of product and process nonconformities (8.9)	Management Internal Audit (9.2) Management review (9.3) Nonconformity and corrective action (10.1) Continual improvement (10.2) Update to the food safety management system (10.3)
	AY	AA	TH

1550 h – 1600 h Tea Break
 1600 h -1630 h Auditors' review
 1630 h – 1700 h Closing Meeting (Scope confirmation, Acknowledgement of NCRs/ Handing over of report/ Use of Logo)

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Hudha Ahmed	Ahmed Afrah Ismail	Malini Balakrishnan	Hudha Ahmed	Ahmed Afrah Ismail	Malini Balakrishnan
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