



INDEXPO CERTIFICATION LIMITED
MANAGEMENT SYSTEMS CERTIFICATION SCHEME
AUDIT PLAN

Name of the organization: The Surf
 Assessment site: No 100, Hotel Road, Bentota
 Type of audit: Surveillance II
 Applicable standard: ISO 22000: 2005
 Scope: Sourcing, storing, processing and serving food and beverages for guests and employees
 Objective: To check for continuation of the FSMS in compliance with the requirements of ISO 22000:2005
 Date of audit: 2014-01-31

Audit team

Mr. S L Ginige (SLG) Team Leader
 Ms. Felicia Weerawardena (FW) Team Member
 Dr (Mrs) P Thalgaswatte Witness Auditor

0900 h – 0915 h Review of documents
 0915 h – 0930 h Opening meeting
 0930 h – 0945 h Tea Break
 0945 h – 1000 h Verification of effectiveness of surveillance audit I findings
 1000 h – 1030 h Visit to the site

TIME	Kitchen /Stores/ Food & Beverages	Management
1030 h – 1100 h	Handling of potentially unsafe products (7.10.3) Withdrawals (7.10.4)	Control of documents (4.2.2) Control of records (4.2.3) Management commitment (5.1) Food safety management system planning (5.3)
	SLG	FW
1100 h – 1200 h	Food & Beverages / Management	Management
	Product characteristics (7.3.3) Flow diagrams, process steps & control measures (7.3.5) Responsibility & authority (5.4)	Communication (5.6) Management review (5.8) Food safety policy (5.2) Food safety team leader (5.5)
	SLG	FW
1200 h – 1300 h	Purchasing / Kitchen / Stores	Kitchen / Stores/ Stewarding
	PRPs (7.2) OPRPs (7.5) Hazard analysis (7.4)	Traceability (7.9) Improvements (8.5)
	SLG	FW
1300 h – 1345 h	LUNCH BREAK	
1345 h – 1415 h	Purchasing / Kitchen / Stores	Kitchen / Stores/ Stewarding
	HACCP plan (7.6) Selection & assessment of control measures (7.4.3)	Emergency preparedness and response (5.7) Control of monitoring & measuring (8.3)
	SLG	FW
1415 h – 1515 h	Management	Management / Kitchen / Stores
	Internal audit (8.4.1) Evaluation of individual verification results (8.4.2) Analysis of results of verification activities (8.4.3)	Provision of resources (6.1) Human resources (6.2) Infrastructure (6.3) Work environment (6.4)
	SLG	FW
1515 h – 1530 h	TEA BREAK	
1530 h – 1630 h	Kitchen / Stores / Food & Beverages	Kitchen / Stores/ Stewarding
	Updating of preliminary information and documents specifying the PRPs and the HACCP plan (7.7) Verification planning (7.8) Validation of control measures (8.2)	Control of non-conformity (7.10) Corrective actions (7.10.2)
	SLG	FW

1630 h -1645 h Auditors' review
 1645 h – 1700 h Acknowledgement of NCRs
 1700 h – 1715 h Closing meeting (use of logo & Handing over of report)

Ind-Expo Certification Limited

'A joint venture of Ceylon National Chamber of Industries and National Chamber of Exporters of Sri Lanka'

2014-01-22

Mr. Saman Jayawardene
Cooperate Chef
The Surf Hotel
No 100, Hotel Road,
Bentota

Dear Sir,

SURVEILLANCE II AUDIT

As discussed the surveillance II audit has been scheduled for 2014-01-31

Please find the audit plan attached.

Thank you

Yours faithfully



Aruna Amaradasa
Certification Manager