

INDEXPO CERTIFICATION LIMITED
MANAGEMENT SYSTEMS CERTIFICATION SCHEME
AUDIT PLAN STAGE II- FSMS

Name of the organization : Rasota Tea Factory (Pvt) Limited
Assessment site : Ella road, Elpitiya
Type of audit : Stage II
Applicable standard : ISO 22000:2018
Scope : Activities pertaining to manufacturing of black tea
Objective : To determine compliance of the FSMS with the requirements of ISO 22000:2018
Date of audit : 03.10.2021
Audit Criteria : ISO 22000:2018, ISO 19011:2018 Relevant regulatory requirements
Audit team :
 Mr. Mohomad Asif (MA) Team Leader
 Mr. Tharindu Hettiarachchi (TH) Team Member

0930 h – 0945 h Opening meeting
 0945 h – 1015 h Review of documents
 1015 h – 1130 h Visit to the site

Time	Management	Management
1130 h -1215 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)	provided process, product and services (7.1.6) Leadership and commitment (5.1) Customer focus (5.1.2) Policy (5.2) Organizational roles, responsibilities and authorities (5.3)
	TH	MA
1215 h – 1300 h	Management/ Production 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 Operational planning and control (8.1) Emergency preparedness and response (8.4) Hazard control (8.5)
	TH	MA
1300 h – 1330 h	LUNCH	
1330 h – 1415 h	Resources (7.1) Competence (7.2) Awareness (7.3) Communication (7.4) Documented information (7.5)	Updating the information specifying the PRPs and the hazard control plan (8.6) Control of monitoring & measuring (8.7)
	TH	MA
1415 h – 1500 h	Management/ Production Prerequisite programs (8.2) Traceability system (8.3)	Management/ Production Verification related to PRPs and hazard control plan (8.8) Control of product and process nonconformities (8.9)
	TH	MA
1500h – 1600 h	Management Monitoring, measurement, analysis and evaluation (9.1) Internal Audit (9.2) Management review (9.3)	Management/ Production Nonconformity and corrective action (10.1) Continual improvement (10.2) Update to the food safety management system (10.3)
	TH	MA

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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Reviewed and approved by : Director

Issued by : Management Representative