

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

Name of the organization : Rekadahena Plantation (Pvt) Ltd
Assessment site : Rekadahena, Kahaduwa
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 : 02.10.2021
Audit Criteria : ISO 22000:2018, ISO 19011:2018 Relevant regulatory requirements
Audit team :
 Mr. Mohamed 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)	Leadership and commitment (5.1) Policy (5.2) Organizational roles, responsibilities and authorities (5.3)
	TH	MA
1215 h – 1300 h	Management/ Production	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)	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	Management/ Production
	Prerequisite programs (8.2) Traceability system (8.3)	Verification related to PRPs and hazard control plan (8.8) Control of product and process nonconformities (8.9)
	TH	MA
1500h – 1600 h	Management	Management/ Production
	Monitoring, measurement, analysis and evaluation (9.1) 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)
	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

Tharindu

From: Tharindu Hettiarachchi [mailto:tharindu@indexpo.lk]
Sent: Thursday, September 30, 2021 02:15 PM
To: 'rekadahenatea@gmail.com'
Cc: 'aruna@indexpo.lk'; 'Mohamed Asif'; 'Buddhika Sajeewani'
Subject: Rekadahena tea factory – ISO 22000:2018 Stage II Audit plan and safety guideline
Attachments: Audit plan-Stage II – Rekadahena tea.pdf; SAFETY GUIDELINE FOR THE AUDITS.PDF

Dear Mr. Madhushan,

Please note that Stage II audit of ISO 22000:2018 audit has been scheduled on 02th of October 2021.

And also please find the Audit plan and safety guideline attached herewith. If there are any objections with regard to any of the issues or for any information / clarification, please feel free to contact our Certification Manager (Ms. Buddhika Sajeewani) immediately. Otherwise please confirm the audit plan.

Thank you!

Warm Regards,



Tharindu Hettiarachchi
Technical Executive

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IND-EXPO CERTIFICATION LIMITED
INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME
NON-CONFORMITY REPORT

Corrective action: _____
Date of completion:

Auditee _____
Date _____
NC Closed/Open

Verification of corrective action:

Auditor _____
Date _____

Effectiveness of corrective action:

Auditor _____

Date _____

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Issue Date : 2018-01-02

Rev Date : 00

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