

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

Name of the organization : Rekadahena Plantation (Pvt) Ltd
Assessment site : Rekadahena, Kahaduwa
Type of audit : Stage I
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 : 20.07.2021
Audit Criteria : ISO 22000:2018, ISO 19011:2018 Relevant regulatory requirements
Audit team :
 Ms. Buddhika Sajeewani (BS) Team Leader
 Mr. Mohamed Asif (MA) Team Member

0930 h – 1000 h Opening meeting
 1000 h – 1100 h Review of documents
 1100 h – 1115 h Tea Break
 1115 h – 1200 h Brief visit to the site

TIME	Management	Management
1200 h -1230 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)
	MA	BS
1230 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)
	MA	BS
1300 h – 1330 h	LUNCH	
1330 h – 1415 h	HR/Management	Management/ Production
	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)
	MA	BS
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)
	MA	BS
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)
	MA	BS

1600 h -1615 h Auditors' review
 1615 h – 1645 h Closing Meeting

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

IN SENATE
JANUARY 11, 1961

REPORT OF THE
COMMISSIONERS OF THE STATE BOARD OF CONTROL

FOR THE YEAR ENDING DECEMBER 31, 1960

PRINTED BY THE STATE PRINTING OFFICE, SACRAMENTO, CALIFORNIA

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1500 S. BRIDGEMAN AVENUE
LOS ANGELES, CALIFORNIA

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Tharindu

From: Tharindu Hettiarachchi [mailto:tharindu@indexpo.lk]
Sent: Wednesday, July 16, 2021 01:15 PM
To: 'rekadahenatea@gmail.com'
Cc: 'aruna@indexpo.lk'; 'Mohamed Asif'; 'Buddhika Sajeewani'
Subject: Rekadahena tea factory – ISO 22000:2018 Stage I Audit plan and safety guideline
Attachments: Audit plan-Stage I – Rekadahena tea.pdf; SAFETY GUIDELINE FOR THE AUDITS.PDF

Dear Mr. Madhushan,

Please note that Stage I audit of ISO 22000:2018 audit has been scheduled on 20th of July 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

IND-EXPO CERTIFICATION LIMITED

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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 _____

Doc. No. : QP-18-F-01

Issue No. : 07
Rev No : 00

Reviewed and approved by : Director

Issue Date : 2018-01-02
Rev Date : 00

Issued by Management Representative