



**IND-EXPO CERTIFICATION LIMITED**


**INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME**

**STAGE II AUDIT REPORT**

**ISO 22000:2005**

**BSJ Products**

**INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME  
STAGE II AUDIT REPORT – ISO 22000:2005**

<b>1. NAME OF ORGANIZATION :</b> BSJ Products		
<b>2. ADDRESS OF HEAD OFFICE :</b> Gurugodalla waththa, Thammita, Hunumulla		
<b>3. ASSESSMENT SITE/S:</b> Same as 2.		
<b>4. CONTACT DETAILS :</b>		
<b>4.1 Name :</b> S. P. K. H. Jayaweera	<b>Designation :</b> Proprietor	
<b>4.2 Tel :</b> +94312243918	<b>Mobile :</b> +94777358198	<b>Fax :</b> -
<b>4.3 E-mail :</b> spkjayaweera@gmail.com		
<b>5. NO. OF EMPLOYESS :</b> 10		
<b>6. APPLICABLE STANDARD :</b> ISO 22000:2005		
<b>7. FILE NO. :</b> IMSC-FSMS-066		
<b>8. NACE CODE / SUBCATEGORY :</b> (CIV) Manufacturing of Ambient stable products		
<b>9. SCOPE OF CERTIFICATION :</b> Manufacturing and packing of white coconut oil		
<b>10. CONFIRMATION FOR SCOPE OF CERTIFICATION :</b>		
The scope is confirmed.		
		
<b>11. DATE OF AUDIT &amp; Time :</b> 2018-10-23		
<b>12. TYPE OF AUDIT :</b> Stage II		
<b>13. AUDIT TEAM :</b>		
D. N. S. Kuruppumullage	Team Leader	
Mihiri Fernando	Team Member	

Handwritten scribbles and faint markings, possibly including the word "John" and some illegible numbers or symbols.

**INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME  
STAGE II AUDIT REPORT – ISO 22000:2005****14. AUDIT OBJECTIVES:**

The objectives of this audit were:

- to confirm that the management system conforms with all the requirements of the audit standard;
- to confirm that the organization has effectively implemented the planned management system;
- to confirm that the management system is capable of achieving the organization's policy and objectives on food safety

**15. ANY DEVIATIONS FROM THE AUDIT PLAN AND REASONS: None**

**16. ANY SIGNIFICANT ISSUES IMPACTING ON THE AUDIT PROGRAMME:** No significant issues were impacted on the audit program

**17. AUDIT FINDINGS :****17.1 Food Safety Management System (4 of ISO 22000):**

**General requirements (4.1 of ISO 22000):** Scope has been defined. Food Safety hazards have been identified. Hazard analysis done and communicated to relevant personnel.

**Documentation requirements (4.2 of ISO 22000):**

**General (4.2.1 of ISO 22000):** Documented food safety policy and related objectives are included in the system. FSMS Manual, HACCP Manual, Procedures and PRPs are available. All mandatory procedures and records required by standard have been established. However list of external documents are not available

**Control of Documents (4.2.2 of ISO 22000):** Documented procedure covering the relevant requirements of ISO 22000:2005 was available and implemented. Procedure has defined controls for approval of documents for adequacy prior to issue, ensured that externally originated documents are identified and their distribution controlled. *Certain annexures related to the food safety was not included in to the document control system. (OB 01)*

**Controls of Records (4.2.3 of ISO 22000):** Documented procedure covering the relevant requirements of ISO 22000:2005 was available and implemented. Procedure has defined the controls needed for the identification, storage, protection, retrieval, retention time and disposition of records.

**17.2 Management Responsibility (5 of ISO 22000):**

**Management commitment (5.1 of ISO 22000):** Top management has provided their commitment to the development and implementation of the food safety management system and to continual development. Management review meetings were conducted and availability of resources was ensured.

**INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME  
STAGE II AUDIT REPORT – ISO 22000:2005**

**Food safety policy (5.2 of ISO 22000):** Top management had defined, documented and communicated food safety policy in line with ISO standards and it is supported by objectives. However food safety policy was not been communicated to the Tamil employees who are the majority, further it was observed that food safety policy displayed in Sinhala and no evidence found that awareness is given to employees. **(NCR 01)**

**Food Safety management system planning (5.3 of ISO 22000):** *Planning of the food safety management is in par with ISO 22000 standard. However roles and responsibilities related to each designation had not documented in the organization structure. (OB 02)*

**Responsibility and authority (5.4 of ISO 22000):** Responsibility & Authority for the proper functioning of the system documented in the food safety manual. They are circulated among relevant personnel.

**Food safety team leader (5.5 of ISO 22000):** The factory manager has been appointed as the food safety team leader.

**Communication (5.6 of ISO 22000):**

**External communication (5.6.1 of ISO 22000):** Personnel are designated with responsibilities for communicate with external parties such as customer, supplier, contractors and legal authorities. Agreement with customers, suppliers available and implemented.

**Internal communication (5.6.2 of ISO 22000):** Designated personnel have responsibility for communication. Internal communication is through discussions, meetings. Food safety team shall periodically meet and discuss changes that affect FSMS implementation.

**Emergency preparedness and response (5.7 of ISO 22000):** Documented procedure is available for Emergency preparedness and response. Anyway foams and powder form fire extinguishers were expired. **(NCR 02)**

**Management review (5.8 of ISO 22000):** Management review has been conducted annually. However It has not been conducted as per the process.

**17.3 Resource management (6 of ISO 22000):**

**Provision of resources (6.1 of ISO 22000):** Resources necessary to implement and maintain the FSMS have been provided.

**Human resources (6.2 of ISO 22000):** The food safety team and the other personnel carrying out activities having an impact on food safety are competent and have appropriate education, training, skills and experience.

**Infrastructure (6.3 of ISO 22000):** Organization provided the infrastructure for the establishment and maintenance of the infrastructure needed to implement the requirements of ISO 22000 standard. It

**INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME  
STAGE II AUDIT REPORT – ISO 22000:2005**

was observed that adequate distance was not maintained between machines and not connected to the earth directly. **(NCR 03)**

**Work environment (6.4 of ISO 22000):** Organization had provided adequate resources for establishment, management and maintenance of the work environment needed to implement the requirements of food safety management system.

**17.4 Planning and realization of safe products (7 of ISO 22000):**

**General (7.1 of ISO 22000):** The organization has implemented, operated and effectiveness of planned activities ensured.

**Prerequisite programme (7.2 of ISO 22000):** PRPs required by ISO 22000:2005 have been documented in the FSMS manual and implemented. Characteristics of raw materials and end products have been described. Physical, chemical and biological food hazards documented. Updating of PRPs, hazard analysis, OPRPs and HACCP plan shall be periodically planned and carried out. Records shall be maintained.

Following facts were not adequately maintained under Pre-requisite programs;

- 1) No actions have taken to control pests and holes created by pests were observed at the loading bay.
- 2) No mechanism was in place to monitor the personal hygiene of the external parties when entering the production floor.
- 3) The top opening of the cutter machine was not designed to ensure the food safety. **(NCR 04)**

Also, information related to buyers/sellers and their evaluations were not recorded. **(NCR 05)**

**Preliminary steps to enable hazard analysis (7.3 of ISO 22000):**

**General (7.3.1 of ISO 22000):** Relevant information needed to conduct the hazard analysis available and documented.

**Food safety team (7.3.2 of ISO 22000):** A food safety team has been appointed consisting of a combination of multidisciplinary knowledge and experience in food safety.

**Product characteristics (7.3.3 of ISO 22000):** Characteristics of raw materials & finished products are described in FSMS manual.

**Intended use (7.3.4 of ISO 22000):** Intended use of products has been addressed in the food safety manual.

**Flow diagram, process step and control measures (7.3.5 of ISO 22000):** Flow diagrams available for all the processes, ingredients and methods including oPRPs and CCP points where applicable.

**HACCP analysis (7.4 of ISO 22000):** Hazard identification and determination of acceptable levels identified and recorded.

**Establishing the operational prerequisite program (OPRPs) (7.5 of ISO 22000):** OPRPs have been

**INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME  
STAGE II AUDIT REPORT – ISO 22000:2005**

documented and implemented. Responsibilities and authorities have been defined.

**Establishing the HACCP plan (7.6 of ISO 22000):** HACCP plan had documented. Identification of hazards, the mitigation or elimination methods and other applicable information were available. However, the equipment used to measure the temperature which is a Critical Control Point (CCP) were not calibrated. **(NCR 06)**

**Updating of preliminary information and documents specifying the PRPs and the HACCP plan (7.7 of ISO 22000):** Organization has been updated HACCP system and HACCP plan and the procedures and instructions specifying the PRPs amended.

**Verification planning (7.8 of ISO 22000):** Verification plan documented and include purpose, method, frequency, responsibility and relevant records. Responsibilities for verification activities identified in the verification plan of the FSMS manual. Internal audits have been conducted as per the frequency defined in the procedure manual.

**Traceability system (7.9 of ISO 22000):** Traceability available through incoming inspection check list, invoice and purchase order.

**Control of non-conformity (7.10 of ISO 22000):** Calibration for thermometers and weighing machines have been carried out.

**17.5 Validation, verification and improvement (8 of ISO 22000):**

**General (8.1 of ISO 22000):** The food safety team planned and implemented the processes needed to validate control measures, control measure combinations, and to verify and improve the food safety management system.

**Validation of control measure combinations (8.2 of ISO 22000):** Control measures validation done by FST members internally with respect to changes of CCPs, OPRPs. There are no any changes of the either CCPs or OPRPs in recent past.

**Control of monitoring and measuring (8.3 of ISO 22000):** Calibration for thermometers has been carried out.

**Food safety management system verification (8.4 of ISO 22000):** Documented procedure available for internal audit covering the requirements of 8.4.1 of ISO 22000: 2005. Non-conformity reports raised for previous internal audit have been closed after the implementation of corrective actions.

**Improvement (8.5 of ISO 22000):** Organization had ensure that the organization continually improves the effectiveness of the food safety management system through the use of communication , management review, internal audit, evaluation of individual verification results, analysis of results of verification activities, validation of control measure combination, corrective actions and food safety management system updating.

**INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME  
STAGE II AUDIT REPORT – ISO 22000:2005**

**15. APPLICABLE LEGAL REQUIREMENTS:** Food act, Food (hygiene) regulations and other food regulations, licence from Coconut Development Authority, EPL

**18. ANY UNRESOLVED ISSUES:** No any unresolved issues noted during the audit.

**19. OVERALL CONCLUSION OF THE AUDIT**

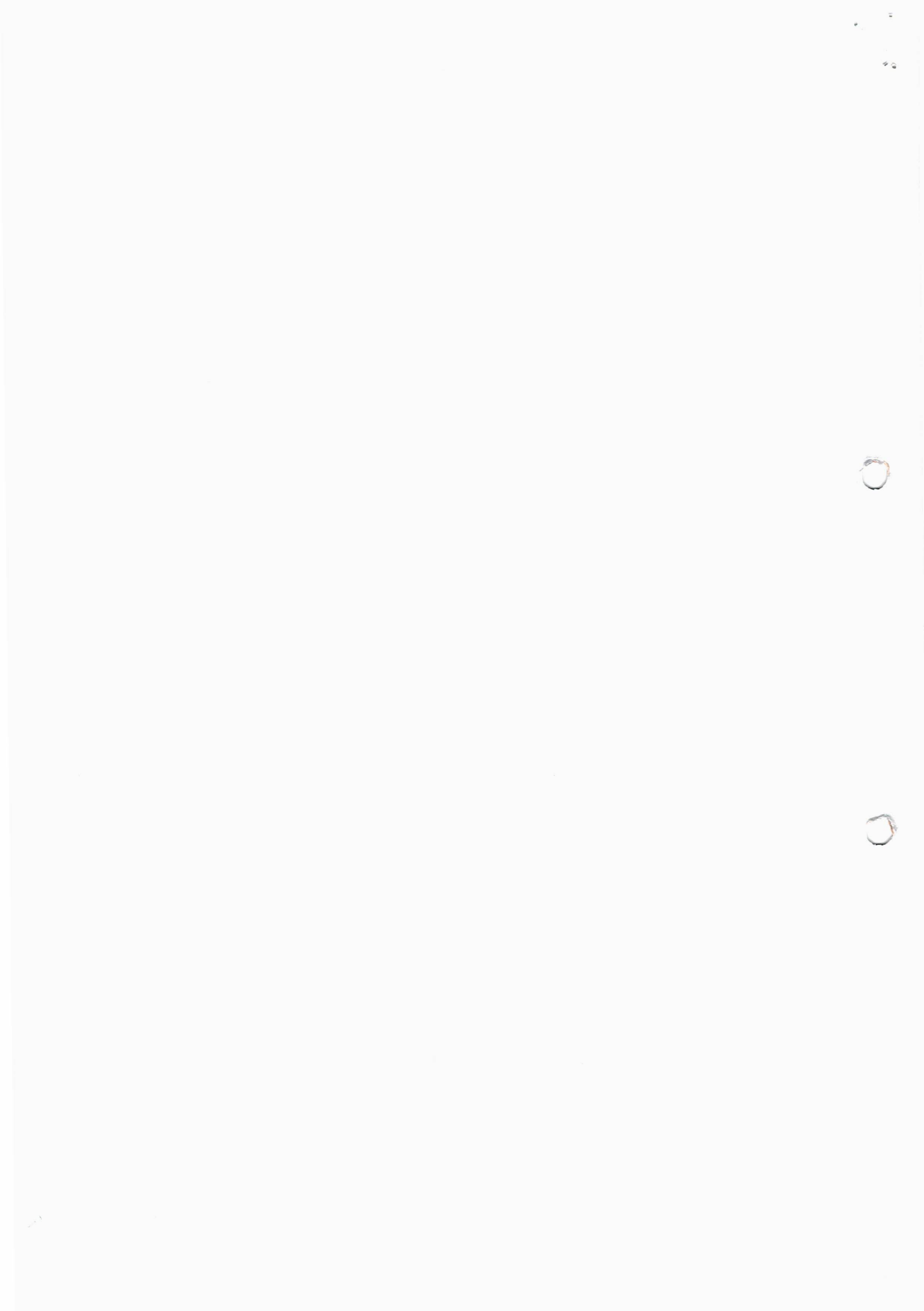
Audit is based on a sampling process of the available information at the point of auditing and the audit methods used were interviews, observation of activities and review of documentation and records. With consideration to the findings identified on the report the overall conclusions of the audit are as follow:

- The management system documentation demonstrated conformity with the requirements of the audit standard and provided sufficient structure to support implementation and maintenance of the management system. YES  NO
- The organization has demonstrated effective implementation and maintenance /improvement of its management system. YES  NO
- The organization has demonstrated the establishment and tracking of Appropriate key performance objectives and targets and monitored progress towards their achievement. YES  NO
- The internal audit program has been fully implemented and demonstrates effectiveness as a tool for maintaining and improving the management system. YES  NO
- The management review process demonstrated capability to ensure the continuing suitability, adequacy and effectiveness of the management system. YES  NO
- Throughout the audit process, the management system demonstrated overall conformance with the requirements of the audit standard. YES  NO

**20. MAJOR NON-CONFORMITIES:** None

**21. MINOR NON-CONFORMITIES:**

1. Food safety policy was not been communicated to the Tamil employees who are the majority, further it was observed that food safety policy displayed in Sinhala and no evidence found that awareness is given to employees. **(NCR 01)**
2. Foams and powder form fire extinguishers were expired. **(NCR 02)**
3. It was observed that adequate distance was not maintained between machines and not connected to the earth directly. **(NCR 03)**



**INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME  
STAGE II AUDIT REPORT – ISO 22000:2005**

- 4. Following facts were not adequately maintained under Pre-requisite programs;
  - i) No actions have taken to control pests and holes created by pests were observed at the loading bay.
  - ii) No mechanism was in place to monitor the personal hygiene of the external parties when entering the production floor.
  - iii) The top opening of the cutter machine was not designed to ensure the food safety.  
**(NCR 04)**
- 5. Also, information related to buyers/sellers and their evaluations were not recorded. **(NCR 05)**
- 6. The equipment used to measure the temperature which is a Critical Control Point (CCP) were not calibrated. **(NCR 06)**

**22. OBSERVATIONS:**

- 1. *Certain annexures related to the food safety was not included in to the document control system. (OB 01)*
- 2. *Roles and responsibilities related to each designation had not documented in the organization structure. (OB 02)*

**23. RECOMENDATION FROM AUDIT TEAM:**

**(Strike off which is not relevant)**

The audit team concludes that the organization has / has not established and maintained its management system in line with the requirements of the standard and demonstrated the ability of the system to systematically achieve agreed requirements for products / services within the scope and the organization's policy and objectives.

Therefore the audit team recommends that, based on the results of this audit and the system's demonstrated state of development and maturity, management system certification be:

Granted / continued the certification subjected to the completion and subsequent verification of corrective action for all major/minor non conformities raised / Suspended until satisfactory corrective action is completed.

**ANY OTHER COMENTS:**

Signature of Team Leader : .....  ..... Date: ..... 2018-10-23 .....



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INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME  
STAGE II AUDIT REPORT – ISO 22000:2005

• This page is for internal purposes only.

24. RECOMMENDATION BY AUDIT TEAM : *Recommended for certification subject to satisfactory completion of corrective action.*

*[Signature]*  
.....  
Signature of Team Leader

*2018-10-23*  
.....  
Date

*[Signature]*  
.....  
Signature of Team Member -1

*2018-10-23*  
.....  
Date

.....  
Signature of Team Member - 2

.....  
Date

25. RECOMMENDATION BY CERTIFICATION MANAGER:

*All NCRs have been closed. recommended for certification*

*[Signature]*  
.....  
Signature of Certification Manager

*2018/11/11*  
.....  
Date

26. APPROVAL FOR SUBMISSION TO THE CERTIFICATION COMMITTEE:

*Approved*

*[Signature]*  
.....  
Signature of Director

*2018-11-11*  
.....  
Date

laboratory equipment and materials  
assembled for subject to

2018-10-23

*[Signature]*

2018-11-23

*[Signature]*

laboratory equipment and materials

2018/11/11

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2018-11-11