



The Director/CEO,
Ind-Expo Certification Ltd,
CNCI Secretarial,
Apt # 20, 1stFloor,
Galle Face Court 02,
Colombo 03,
Sri Lanka.

for office use

DATE RECEIVED	
REFERENCE NUMBER	
NEW CERTIFICATION	
RECERTIFICATION	
REVIEWING OFFICER	

1. GENERAL:

- 1.1. Registered Name of the Applicant Organization: Deshika Tea Factory Private Limited
- 1.2. Address (Head Office): Karanketiya, Rakwana

Telephone: 045-2246800 Fax: 045-2246801 E-mail: deshikateafactory@gmail.com

1.3. Contact Person of the Organization:

a) Nominee 1:

Name : Mr.R.S.Dissanayake
Designation : Director
Telephone : 045-2246900
Fax : 045-2246801
E-mail : deshikatea@yahoo.com

b) Nominee 2:

Name : Mr.M.J.Wijitha Kumara
Designation : Operation Manager
Telephone : 045-2246900
Fax : 045-2246801
E-mail : deshikateafactory@gmail.com

1.4. Legal status of the organization :

- a) Registration authority: Register - General of Companies
- b) Registration number: PV 10042 Date: 04.12.2008

1.5. VAT registration number:

2. REQUESTED MANAGEMENT SYSTEM CERTIFICATION:

- GMP ; HACCP ; ISO 22000: 2005; ISO 9001: 2015; ISO 14001: 2015;
- OHSAS 18001 : 2007; ISO 50001: 2011

3. APPLICABLE LOCATION(S) FOR THE CERTIFICATION:

[Please indicate the permanent physical locations (subsidiaries, branches, warehouses etc.) registered under the Applicant Organization, which are to be included in the certification. Attach a separate sheet for temporary locations (eg.:ConstructionProjects)] [If required Please attach a separate sheet]

Name & Address	Telephone/Fax/E-mail
Deshika Tea Factory Private Limited Karanketiya,Rakwana	045-2246900, 045-2246801, deshikateafactory@gmail.com deshikatea@yahoo.com

4. DEPARTMENTS/DIVISIONS APPLICABLE AND NUMBER OF EMPLOYEES:

Departments/Divisions (eg.: Management, Design, Production, Quality Assurance, Human Resources, etc.)	Total Effective Number of Employees**			
	Full Time Employee	Part Time Employee	Casual Employee	Sub Contracted Employee
Head Office:	120	10		
Factory Staff	07	-		
Office staff	05	-		
Location 1				
Location 2				
Location 3				
Total				

[If required Please attach a separate sheet]

**The effective number of employees consists of all full time employees involved within the scope of certification including those working on each shift. Non-permanent (seasonal, temporary and contracted employees) and part time employees who will be present at the time of the audit shall be included in this number.

4.1. Whether product or service realization processes operate on a shift basis,

- a) No. of shifts per day: 02
- b) No. of employees working on a shift: 60-80

5. LEGAL & OTHER OBLIGATIONS OF THE COMPANY

[Please indicate the legal obligations to be abide by the Applicant Organization] (eg.: CEA regulations, CDDA regulations, industry specific regulations, compulsory product certifications etc.)

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6. CORE INFORMATION

6.1. System of the organization (ex. Quality Management System, Food Safety Management System, Environmental Management System ,etc) is developed by: [outside consultant(s) and/or organization itself]

Outside Consultant

6.2. Type of certification [New Certification or Recertification]:

CQC 2 Star

6.2.1 How long has the Management system been in place?

10 Years

6.2.2If Recertification;

- a) Date of first certification: 15th December 2007
- b) Validity period of previous certification:
- c) Scope of previous certification: Ceylon Tea Quality Certificate with 5s System
- d) Major changes done in the Management System during the previous year [if any]:

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6.3. Description of products manufactured and/or services offered/Nature of the Business:

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Black Tea Manufacturing

6.7 Ans

6.4. Markets Serving (at present): [Local only, Local and International (note down the countries), International only (note down the countries)]

Finished black tea sent to the Tea Auction through the Tea Broker

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6.5. Description of manufacturing processes and/or services which has been outsourced to the external party:

Green Leaf Receiving - Weighing - Withering - Rolling - Fermenting - Grading - Packing - Dispatch —

6.6. Description of products manufactured and/or services offered which are to be excluded from the scope of the certification:

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6.7. Desired scope of the certification:

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7. DOCUMENTED INFORMATION

Please submit copies of the following documents along with the duly perfected Application.

7.1 HACCP

- a) Scope of the organization
- b) HACCP plans, Policies & Procedures for implementation

7.2 ISO 22000:2005

- a) Scope of the organization
- b) HACCP plans, Policies & Procedures for implementation
- c) Food Safety Policy and objectives

7.3 ISO 9001:2015

- a) Scope of the organization, and justification for applicability ,
- b) Documented information to support the operation of processes of the organization,
- c) Quality Policy,
- d) Quality Objectives,
- e) Operational planning and control.
- f) Any other documented information (ex: Business plan, vision and mission, corporate strategies)

7.4 ISO 14001:2015

- a) Scope of the organization, and justification for any exclusion ,
- b) Environmental Policy ,
- c) Environmental Objectives,
- d) Operational planning and control.
- e) Environmental Aspect and Impact Evaluation

7.5 ISO 18001:2007

- a) Scope of the organization ,
- b) OHSAS Policy ,
- c) OHSAS Objectives,
- d) HIRA, Policies & procedures for implementation,
- e) Operational planning and control.

7.6 ISO 50001:2011

- a) Scope of the organization,
- b) Energy policy, objectives , targets and energy management action plan
- c) Energy review, energy performance & energy performance indicators
- d) Operational control

8. DECLARATION BY APPLICANT

8.1 I /We have read and understood the Terms and Conditions of Ind-Expo certification scheme.


8.2 Should any initial enquiry be made by the Certifying Authority, I/We agree to extend to the Certifying Authority all required facilities at my/our command and I/We agree to pay all costs involved prior to the grant of the Certificate.



8.3 I/We will not hold liable either the Ind-Expo Certification Ltd or those having a function in its activities for damages resulting from the consideration of the application for certification, including the possible rejection.

Signed at.....on

this 24 day of Aug July 2017

Signature : 

Name : Mr. R. S. Dissanayake

Designation : Director

For and on behalf of Deshika Tea Factory (Pvt) Ltd.
[Name of the Applicant Organization]

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W. A. D. ...

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