



**IND-EXPO CERTIFICATION LIMITED**

**INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME**

**SCOPE EXTENSION AUDIT REPORT**

**ISO 22000:2005**

**KDE Serendib Food Products (Pvt) Ltd**





# INDEXPO CERTIFICATION LIMITED

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

1. NAME OF ORGANIZATION : KDE Serendib Food Products (Pvt) Ltd
2. ADDRESS OF HEAD OFFICE : No 145, Kinsey Road, Colombo -08
3. ASSESSMENT SITE/S : Ranbima Estate, Urapotta, Thisogama, Bingiriya
4. CONTACT DETAILS :
4.1 Name : Mr. Thushantha Lokusooriya                      Designation : QA Manager
4.2 Tel : -                      Mobile : 76 35 99 818                      Fax : -
4.3 E-mail : <a href="mailto:thushanthal@ksf.lk">thushanthal@ksf.lk</a>
5. NO. OF EMPLOYEES : 350
6. APPLICABLE STANDARD : ISO 22000:2005
7. FILE NO. : IMSC-FSMS-55
8. NACE CODE / SUBCATEGORY : C IV – Processing of ambient stable products
9. SCOPE OF CERTIFICATION : Manufacturing of Virgin Coconut Oil, Paring Coconut Oil, Creamed Coconut, Coconut Milk, Coconut Water and Coconut flour
10. CONFIRMATION FOR SCOPE OF CERTIFICATION : The scope is confirmed.
..... Signature <b>Quality Assurance Manager</b> KDE Serendib Food Products (Pvt) Ltd, Ranbima Estate, Bingiriya.
11. DATE OF AUDIT & Time : 2017-02-23
12. TYPE OF AUDIT : Stage II
13. AUDIT TEAM :
Mr. Aruna Amaradasa (AA)                      Team Leader
Mr. B L Amarasiriwardane (BA)                      Team Member

Bingihya.  
Randima Estate,  
KDE Serendib Food Products (Pvt) Ltd.  
Quality Assurance Manager

**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 objectives.

**15. ANY DEVIATIONS FROM THE AUDIT PLAN AND REASONS: No**

**16. ANY SIGNIFICANT ISSUES IMPACTING ON THE AUDIT PROGRAMME: No**

**17. AUDIT FINDINGS :****17.1 Food Safety Management System (4 of ISO 22000):****General requirements (4.1 of ISO 22000):**

Scope has been defined by the organization. Food safety hazards have been identified. Hazard analysis done and communicated to relevant personnel. Company has been outsourced pest control process relevant to the operation.

**Documentation requirements (4.2 of ISO 22000):****General (4.2.1 of ISO 22000):**

Documentation is in par with 4.2.1 of ISO 22000. Food Safety Objectives for 2017 has been available.

**Control of Documents (4.2.2 of ISO 22000):**

Documented procedure available for Control of documents covering the relevant requirements of 4.2.2 of ISO 22000:2005 available and implemented.

**Controls of Records (4.2.3 of ISO 22000):**

Documented procedure available for Control of documents covering the relevant requirements of 4.2.3 of ISO 22000:2005.

**17.2 Management Responsibility (5 of ISO 22000):****Management commitment (5.1 of ISO 22000):**

Top management commitment is evident. Responsibilities and authorities were defined and communicated to relevant personnel. Work instructions were available and followed.

**Food safety policy(5.2 of ISO 22000):**

Policy was in par with 5.2 of ISO 22000 and it was communicated to all staff .Policy is supported by measurable objectives.

**Food Safety management system planning (5.3 of ISO 22000):**

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Top management ensured that planning of the food safety management system is carried out to meet the scope as well as the objectives of the organization that support food safety, and the integrity of the food safety management system is maintained when changes to the food safety.

**Responsibility and authority (5.4 of ISO 22000):**

Top management ensured that responsibilities and authorities are defined and communicated within the organization. The person who has responsible and authority for the semi-finished product (canned coconut milk) under quarantine was not identified and defined. (OB 01)

**Food safety team leader ( 5.5 of ISO 22000):**

Manger Quality Assurance has been appointed as food safety team leader who is having 7 years experience in the field.

**Communication (5.6 of ISO 22000):****External communication (5.6.1 of ISO 22000):**

Designated personnel (FSTL) have responsibility for communication. Company has effectively implemented the external communication with various external parties like suppliers, service providers, and regulatory bodies.

**Internal communication (5.6.2 of ISO 22000):**

Internal communication is through discussions, meetings.

**Emergency preparedness and response( 5.7 of ISO 22000):**

A procedure has been established, implemented to manage potential emergency situations and accidents that can impact food safety and which are relevant to the role of the organization in the food chain.

**Management review( 5.8 of ISO 22000):**

Top management reviewed the organization's food safety management system at planned intervals. This review shall include assessing opportunities for improvement and the need for change to the food safety management system, including the food safety policy .Record of management review has maintained.

**17.3 Resource management (6 of ISO 22000):****Provision of resources (6.1 of ISO 22000):**

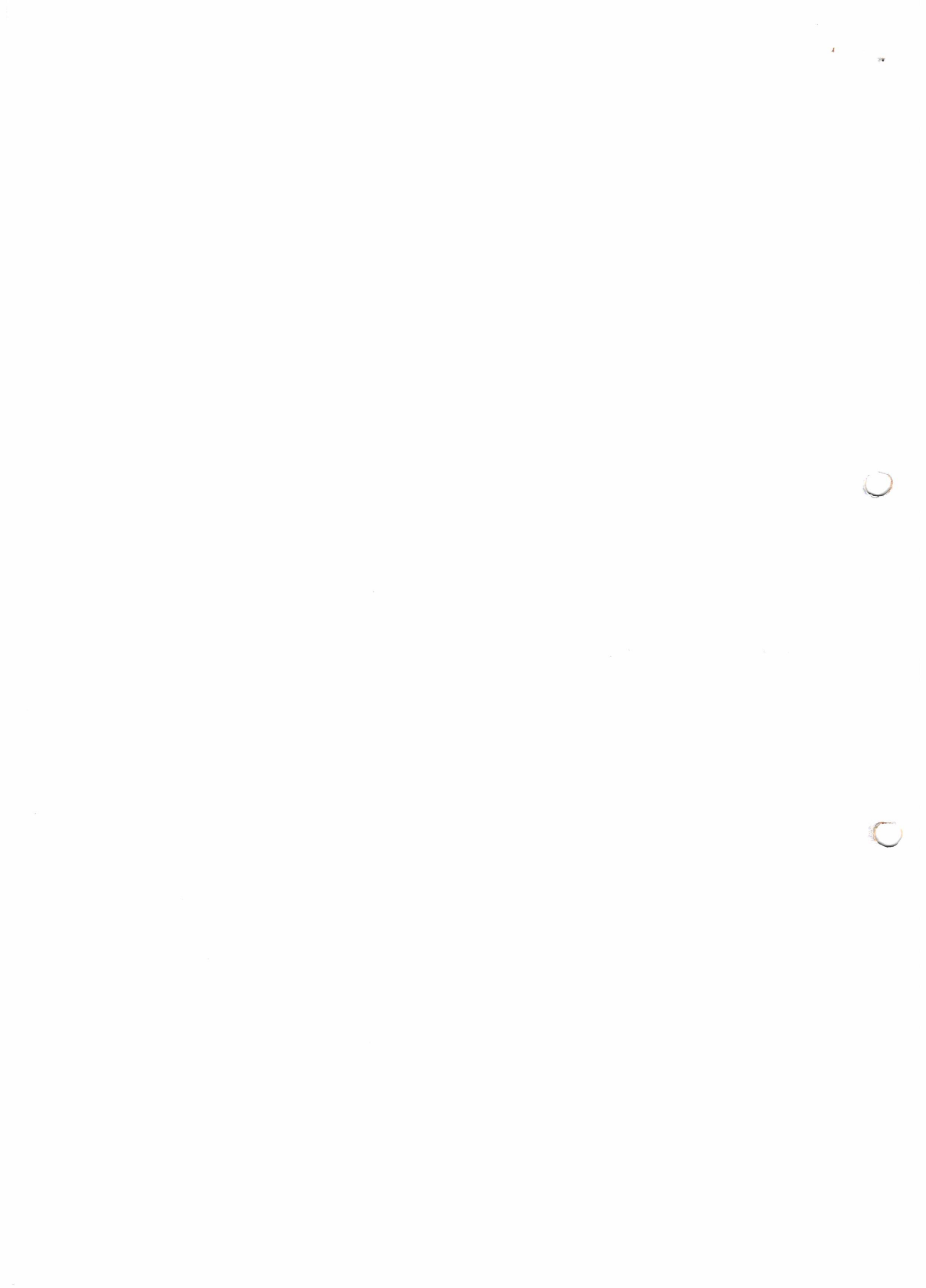
The organization has provided adequate resources for the establishment, implementation, and maintenance and updating of the food safety management system.

**Human resources (6.2 of ISO 22000):**

The food safety team and the other personnel carrying out activities having an impact on food safety been competent and have appropriate education, training, skills and experience.

**Infrastructure (6.3 of ISO 22000):**

The resources for the establishment and maintenance of the infrastructure needed by the standard have been provided.



**INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME  
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The resources needed for the establishment, management and maintenance of the work environment has been provided.

**17.4 Planning and realization of safe products (7 of ISO 22000):****General (7.1 of ISO 22000):**

The organization has identified the relevant statutory requirements and is in compliance with same.

**Prerequisite programme (7.2 of ISO 22000):**

PRPs have been established as per 7.2.2 of ISO 22000 and implemented. However following deviations were observed in PRPs:

Workers have not been certified as food handler according to food hygiene regulation. (NCR 01)

Cracked and spoiled nuts were passed into wet section from nut shed. (OB 02)

Ear plug found on washing tank upper rim. (OB 03)

**Preliminary steps to enable hazard analysis (7.3 of ISO 22000):****General (7.3.1 of ISO 22000):**

All relevant information needed to conduct the hazard analysis collected, maintained, updated and documented. Records were maintained.

**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):**

Characteristic of raw materials and end products have been described. Physical, chemical and biological food hazards documented. However ingredients described under coconut water is not detailed enough. (OB 04)

**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)**

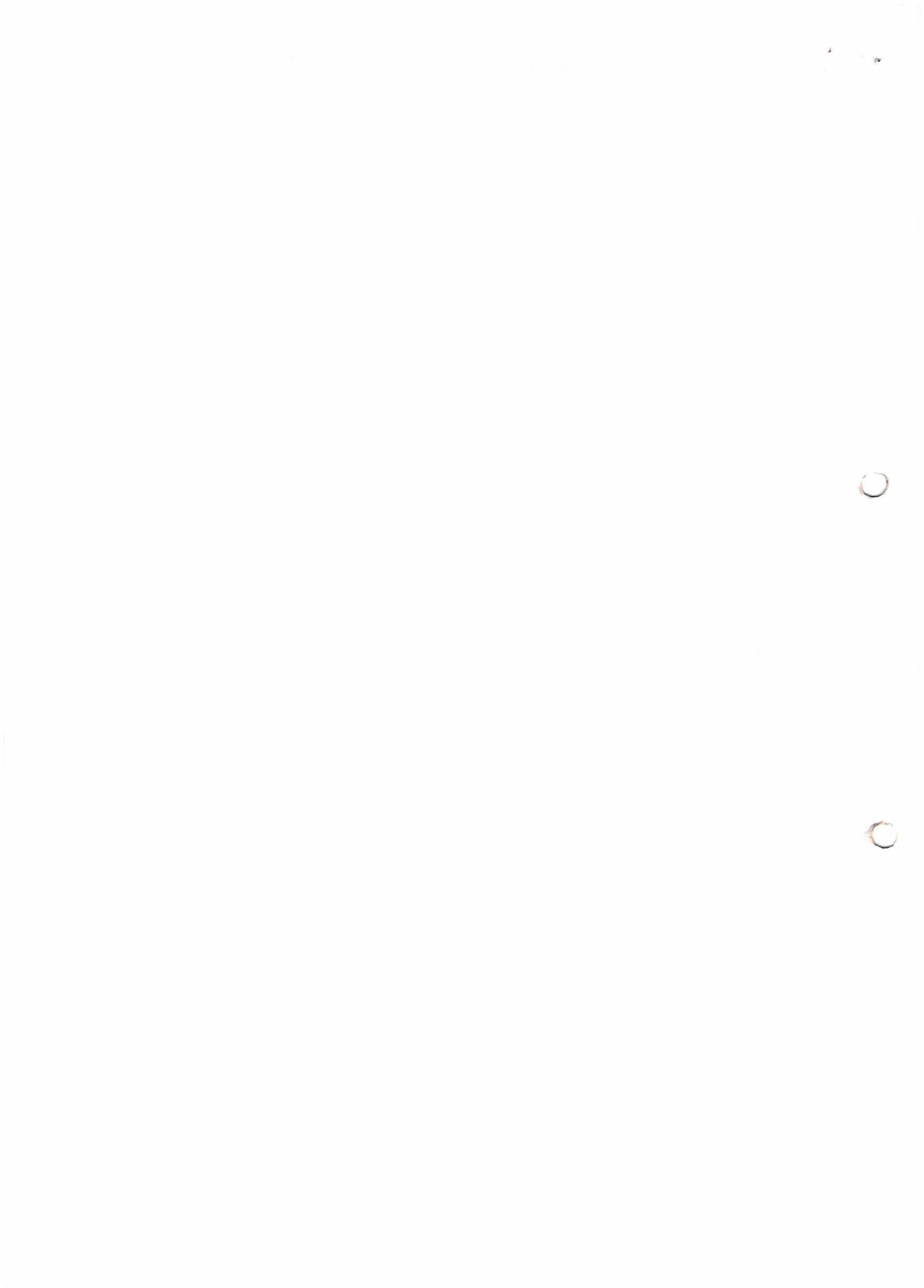
Flow diagrams available for all the processes, which covered the entire steps from raw material receiving to the end product dispatch and the control measures, were sufficiently detailed. Although water is used as a raw material for coconut milk, it is not considered in the flow diagram. (NCR 02)

**HACCP analysis (7.4 of ISO 22000):**

HACCP plans have been established. CCPs have been established, implemented and monitored. Although introduction of metal pieces has been identified at milling process in hazard assessment of coconut flour. There is no adequate control measure has been taken place to reduce these hazards. (NCR 03)

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

OPRP's have been documented and implemented.



**INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME  
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The HACCP plans are documented. Although seaming and canning is identified as CCP1 critical limit is not defined. (NCR 04)

**Updating of preliminary information and documents specifying the PRPs and the HACCP plan (7.7 of ISO 22000):**

Preliminary information was noted updating when necessary. When CCPs or OPRPs not in normal condition, relevant measures for identifying and evaluating affected products have been developed and implemented.

**Verification planning (7.8 of ISO 22000):**

Verification methods were defined clearly for CCPs, PRPs and OPRP's. Reviewing documents, external lab testing, calibration and internal audits have been used as verification methods. Monitoring records are verified by the responsibility holders.

**Traceability system (7.9 of ISO 22000):**

Documented procedure was available for Traceability. Product could trace from the batch number.

**Control of non conformity (7.10 of ISO 22000):**

Documented procedures are available for corrections and corrective actions, handling of potentially unsafe products and withdrawals as per the requirements of ISO 22000:2005.

**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):**

For monitoring and measuring equipments, calibration schedule is available.

**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 and implemented. Internal audits have been conducted as per the frequency defined in the procedure manual.

**Improvement (8.5 of ISO 22000):**

Top Management ensured that the organization continually improve the effectiveness of FSMS through management reviews and Internal Audits.



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**18. APPLICABLE LEGAL REQUIREMENTS:** CDA regulations, Food Hygiene regulations, Food Act, CEA regulations

**19. ANY UNRESOLVED ISSUES:** No

**20. OVERALL CONCLUSION OF THE AUDIT**

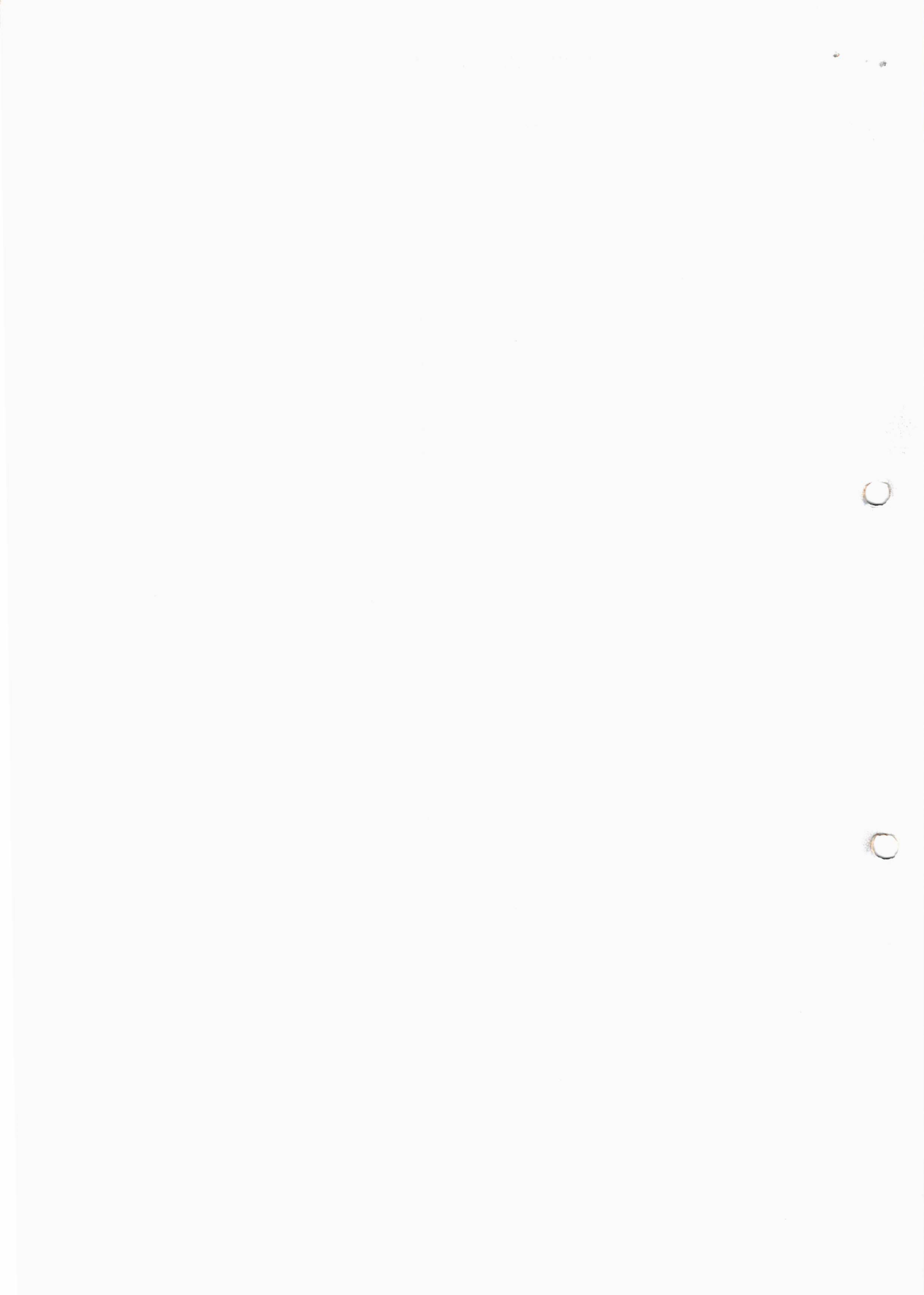
Audit is based on a sampling process of the available information at the point of auditing and the audit methods used were interviews, observation of activities and review of documentation and records. With consideration to the findings identified on the report the overall conclusions of the audit are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

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

**22. MINOR NON-CONFORMITIES:**

1. Workers have not been certified as food handler according to food hygiene regulation. (NCR 01)
2. Although water is used as a raw material for coconut milk, it is not considered in the flow diagram. (NCR 02)
3. Although introduction of metal pieces has been identified at milling process in hazard assessment of coconut flour. There is no adequate control measure has been taken place to reduce these hazards. (NCR 03)



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4. Although seaming and canning is identified as CCP1 critical limit is not defined. (NCR 04)

**23. OPPORTUNITIES FOR IMPROVEMENT:**

1. The person who has responsible and authority for the semi-finished product (canned coconut milk) under quarantine was not identified and defined. (OB)
2. Cracked and spoiled nuts were passed into wet section from nut shed. (OB)
3. Ear plug found on washing tank upper rim. (OB 03)
4. Ingredients described under coconut water are not detailed enough. (OB 04)

**24. RECOMENDATION FROM AUDIT TEAM:**

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 or 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 minor non conformities raised. Suspended  until satisfactory corrective action is completed.

Signature of Team Leader : Aruna Amaradasa

Date: 2018-02-23

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25. RECOMMENDATION BY AUDIT TEAM :

Recommend for the scope extension subject to  
the corrective action taken for valid NCRs.

  
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Signature of Team Leader

2018/02/23  
.....  
Date

.....  
Signature of Team Member -1


.....  
Date

.....  
Signature of Team Member - 2

.....  
Date

26. RECOMMENDATION BY CERTIFICATION MANAGER:

ACI NCRs are closed - Recommend for certificate  
scope extension.

  
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Signature of Certification Manager

2018/03/02  
.....  
Date

27. APPROVAL FOR SUBMISSION TO THE CERTIFICATION COMMITTEE:

Approved

  
.....  
Signature of Director

2018/03/02  
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Date

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