



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

Name of Organization: Abbotsleigh Tea Factory

NC No. : 01 of 04

Section : Operation

Team Leader : Mr. Aruna Amaradasa

Relevant Standard : ISO 22000:2018

Auditor : Mr. Therindu Hettiarachchi

Relevant Clause : 7.1.3

Date of audit : 2021-04-09

Relevant company document :

Non-conformity detected:

Category : Major/Minor

Safety of the stairs at robuane, CTC Line# III, is not adequate for the operator.
1 Gap between two steps is high.
2 No hand rails

Dhanuka
 Auditor

[Signature]
 Team Leader

[Signature]
 Auditee

Correction:

Have fixed protected steps with hand rails.

[Signature]
 Auditee

[Signature]
10/04/2021
 Date

Root cause for Non-conformity:

Not consider other feature when fixing steps. have considered only the task from it

[Signature]
 Auditee

10/04/2021
 Date



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

Corrective action:

Date of completion: 10/04/2021

Have fixed Protected steps with handrails.

[Signature]

Auditee

10/04/2021

Date

Verification of corrective action:

NC Closed/Open

Evidence provided for the corrective action taken is effective. ∴ NC is closed.

[Signature]

Auditor

2021/05/09

Date

Effectiveness of corrective action:

Correction action taken is effective.

[Signature]

Auditor

2022/04/12

Date

Abbotsleigh Tea Factory

Relevant Clause: 7.1.3



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

Name of Organization: *Abbotsleigh Tea Factory*

NC No. : *02 of 04*

Section : *Management*

Team Leader : *Mr. Aruna Amaradasa*

Relevant Standard : *ISO 22000 : 2018*

Auditor : *Mr. Tharindu Hettiarachchi*

Relevant Clause : *7.5.3*

Date of audit : *2021-04-09*

Relevant company document :

Non-conformity detected:

Category : *Major/Minor*

*Certain documents have not been controlled.
Ex. Generator running details
Cleaning check list - rest room*

Drumkha
.....
Auditor

[Signature]
.....
Team Leader

[Signature]
.....
Auditee

Correction:

I have controlled all documents as per the standard.

[Signature]
.....
Auditee

10/04/2021
.....
Date

Root cause for Non-conformity:

It was mistake of document preparation.

[Signature]
.....
Auditee

10/04/2021
.....
Date

Corrective action:

Date of completion: 10/04/2021

I have controlled all documents as per the standard.

2
Jasanta

.....
Auditee

10/04/2021
.....
Date

Verification of corrective action:

NC Closed/Open

Evidence provided for the corrective action taken is verified. & NC is closed.

SPM

.....
Auditor

2021/05/04
.....
Date

Effectiveness of corrective action:

Correction action taken is effective.

APK

.....
Auditor

2022/04/12
.....
Date



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

Name of Organization: *Abbotsleigh Tea Factory*

NC No. : *03 of 04*

Section : *Operation*

Team Leader : *Mr. Aruna Amarendasa*

Relevant Standard : *ISO 22000:2018*

Auditor : *-*

Relevant Clause : *8.2.4 d)*

Date of audit : *2021-04-09*

Relevant company document :

Non-conformity detected:

Category : *Major/Minor*

There is an opening/window at 2nd loft which allow to movement of conveyor. However the opening is not closed when conveyor is not operate.

.....
Auditor

[Signature]
.....
Team Leader

[Signature]
.....
Auditee

Correction:

Have fixed cover for closing window which use for conveyor movements.

[Signature]
.....
Auditee

11/04/2021
.....
Date

Root cause for Non-conformity:

Have fixed strip curtain system previously, but it was broken.

[Signature]
.....
Auditee

11/04/2021
.....
Date

Corrective action:

Date of completion: 11/04/2021

Have fixed cover for leaf conveyor window opening.

.....
Auditee

11/04/2021
.....
Date

Verification of corrective action:

NC Closed/Open

Evidence provided for the corrective action taken is effective. NC is closed.

.....
Auditor

2021/05/05
.....
Date

Effectiveness of corrective action:

Corrective action taken is effective.

.....
Auditor

2022/04/12
.....
Date

CLEANING CHECK LIST – REST ROOM (MALE & FEMALE)

MONTH:

	Items	Frequency	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
1	Commodes and toilet utensils	Daily																																
2	Walls	Weekly																																
3	Roof	Weekly																																
4	Tables	Daily																																
5	Cupboards	Daily																																
6	Availability of soaps and detergents	Daily																																
7	Windows	Daily																																
8	Doors	Daily																																
9	Floor	Daily																																
	Signature																																	

Responsibility: Security Officer

Remarks

Factory Officer

Asst. Manager

Issue No: 01	Issue Date: 30.12.2020	Revision No: 01	Revision Date: 10.04.2021
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Abbotsleigh Tea Factory

Relevant Clause 8.2.4.d

Before



After



Name of Organization: *Abbotsleigh Tea Factory*

NC No. : *04 of 04*

Section : *Operation*

Team Leader : *Mr. Aruna Amaradasa*

Relevant Standard : *ISO 22000:2018*

Auditor : *-*

Relevant Clause : *8.5.4*

Date of audit : *2021-04-09*

Relevant company document :

Non-conformity detected:

Category : *Major/Minor*

According to OPRP3 plan, level of iron particle should be zero at the magnet. However considerable amount of iron particles is observed in the magnet and the corrective action is not taken.

.....
Auditor

[Signature]
.....
Team Leader

[Signature]
.....
Auditee

Correction:

Have fixed ^{more} two magnets for fiber mat conveyors. From those, can detect iron particles early.

[Signature]
.....
Auditee

11/04/2021
.....
Date

Root cause for Non-conformity:

Have not allocated budgets for iron magnets before.

[Signature]
.....
Auditee

11/04/2021
.....
Date

Corrective action:

Date of completion: 11/04/2021

Have fixed two more magnets in fiber mat conveyor in shifting section, before winnower machine.



.....
Auditee

11/04/2021
.....
Date

Verification of corrective action:

NC Closed/Open

Evidence provided for the
ID verified. A. NC closed.

corrective action taken



.....
Auditor

2021/05/05
.....
Date

Effectiveness of corrective action:

corrective action taken is effective.



.....
Auditor

2022/04/12
.....
Date

Abbotsleigh Tea Factory

Relevant Clause 8.5.4

