



## INDEXPO CERTIFICATION LIMITED

### INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME SURVEILLANCE AUDIT REPORT – ISO 45001

<b>1. NAME OF ORGANIZATION</b> : Teejay Lanka Prints (Pvt) Ltd.	
<b>2. HEAD OFFICE ADDRESS</b> : Block D-03, Seethawaka EPZ, Avissawella	
<b>3. SITES AUDITED</b> : Same as above	
<b>4. CONTACT DETAILS</b>	
<b>4.1 Name</b> : Mr. Romesh Perera	<b>Designation</b> : Manager HR & Admin
<b>4.2 Tel</b> : +94 (36) 4 279 500	<b>Mobile</b> : 0770659163 <b>Fax</b> : +94 (36) 4 279 595
<b>4.3 E-mail</b> : RomeshP@teejay.com	
<b>5. NO. OF EMPLOYEES</b> : 174	
<b>6. APPLICABLE STANDARD</b> : OHSAS 45001:2015	
<b>7. FILE NO.</b> : IMSC-OHSMS-008	
<b>8. PRODUCTS MANUFACTURED</b> : Activities pertaining to fabric printing	
<b>9. APPLICABLE SECTOR</b> : Division 13	
<b>10. SCOPE OF CERTIFICATION</b> : Scope is confirmed during the opening meeting	
<b>11. TYPE OF AUDIT</b> : Surveillance I	
<b>12. DATES OF AUDIT</b> : 20.12.2023	
<b>13. AUDIT TEAM</b> :	
D N S Kuruppumullage (DNSK)	Team Leader
Aruna Amaradasa (AA)	Team Member
Buddhika Sajeewani (BS)	Team Member
Promila Jayarajh (PJ)	Team Member

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**IND-EXPO CERTIFICATION LIMITED**

**INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME**

**SURVEILLANCE AUDIT REPORT**

**ISO 45001:2018**

**TEEJAY LANKA PRINTS (PVT) LTD.**



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#### **Determining the scope of the OH&S management system (4.3 of ISO 45001) :**

The company has determined the scope considering boundaries and applicability of the OH&S management system based on the complexity of its operations, external and internal issues identified interested parties and their needs and expectations. It includes legal and other requirements as well. The scope has been kept in documented information as activities pertaining to fabric printing

**Reference** – ISO 45001:2018 OSHMS COMPANY MANUAL- HR/OHSMS/01

#### **OH&S management system (4.4 of ISO 45001):**

Company has established implemented and maintained the OH&S policies and activities including processes require and its interaction to fulfil the OH&S management system requirements including actions for continual improvements.

#### **Leadership and worker participation (Clause 5 of ISO 45001:2018)**

##### **Leadership and commitment (5.1 of ISO 45001:2018)**

Top management has shown a keen interest to implement OH&S management system taking overall responsibility and accountability for the prevention of incidents that can lead to injury and ill health. This includes establishment of policy and objectives in compatibility with the strategic direction of the organization. Company has provided all resources needed to implement OH&S management system and continual improvement. The management has provided opportunities for all the members of staff including the workforce to actively participate in prevention of injuries and ill health.

##### **OH&S policy (5.2 of ISO 45001:2018)**

Company has established implemented and maintained OH&S policy which includes the commitment to provide safety and healthy working conditions for prevention of work related injury and ill health and it is also matching with the context of the organization, size and complexity of the organization. It also includes commitment to fulfill legal and other requirements, eliminate hazards and reduce OH&S risk of workers and to continual improvement of OH&S. The policy is maintained as documented information. It is also adequately communicated within the organization.

Teejay print has adopted the OHSAS policy of Teejay Lanka, However, activity mentioned in the policy is not specific to the Teejay print. (OB)

**Reference** – OHSMS Policy

##### **Organizational roles, responsibilities and authorities (5.3 of ISO 45001:2018)**

Responsibilities and authorities for relevant roles within the OH&S management system have been assigned and communicated for all the level of the organization and maintained as documented information. They have also been assigned the responsibility and authorities to ensure the conformance of OH&S management system and reporting the performance of OH&S management system.

**Reference** – Organization Chart & Job Descriptions

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**14. AUDIT OBJECTIVES:**

The objectives of this audit were:

- to confirm that the management system complies with all the requirements of the audit standard;
- to confirm that the organization has effectively continue the planned management system;
- to verify whether there are any changes, incidence that could adversely affect the management system

**15. AUDIT CRITERIA:** ISO 45001:2018, ISO 19011:2018, other applicable and regulatory requirements

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

**17. ANY SIGNIFICANT ISSUES IMPACTING ON THE AUDIT PROGRAMME:** None

**18. SIGNIFICANT CHANGES, IF ANY, THAT AFFECT THE MANAGEMENT SYSTEM OF THE COMPANY SINCE THE LAST AUDIT TOOK PLACE :** None

**19. AUDIT FINDINGS :**

**Context of the organization ( clause 4 of ISO 45001:2018)**

**Understanding the organization and its context (4.1 of ISO 45001:2018):**

The company has a mechanism to understand the issues that are relevant to OH&S management system which can affect the intended outcomes. For this purpose, all level of personnel has been contributed through their relevant supervisors and managers. Company also has a mechanism to monitor and review those issues annually.

**Reference –** MRM minutes

**Understanding the needs and expectations of workers and other interested parties (4.2 of ISO 45001:2018):**

Company has identified the needs and expectations of interested parties as employees, management, customers, shareholders, labour department, MOH, PHI, fire brigade/service department /BOI, supplier & service providers, hospital, central environmental authority, neighbouring facilities, banks, and certification bodies. It has been listed in the manual. These needs include legal and regulatory requirements and other requirements of customers etc. Further they have identified NIKE as new interested party and their need and expectations have been discussed at the management review meeting.

**Reference –** Needs and expectations of the workers and other interested parties - ISO 45001:2018 OSHMS COMPANY MANUAL, MRM Minutes

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requirements and other requirements that are applicable. These requirements have been communicated to all relevant personnel to take into account implementing, maintaining and continually improving OH&S management system. Documented information on above activities are available in the company.

**Reference** – Legal Compliance register, EPL. Test reports of Noice, Water, heat etc. Boiler inspection

#### **Planning action (6.1.4 of ISO 45001:2018)**

The organization has planned all action necessary to address identified risk and opportunities and legal and other requirements with necessary preparedness for emergency situations. Company also has integrated these actions in to OH&S management system and other business processes which is evaluated periodically.

#### **OH&S objectives and planning to achieve them (6.2 of ISO 45001:2018)**

##### **OH&S objectives (6.2.1 of ISO 45001:2018)**

Company has established three long term and three short term OH&S objectives for the year 2023/2024 in order to maintain and continual improved OH&S management system and its performance. The objectives are consistent with the policy and capable of performance. These objectives have been derived from assessment of OH&S risk and other risk to OH&SMS. It is monitored and communicated to the relevant personnel.

**Reference** – OH&S Objectives - Manual

##### **Planning to achieve OH&S objectives (6.2.2 of ISO 45001:2018)**

Company has established a plan to achieve its OH&S objectives effectively by considering what will be done, what resources will be required, who will be responsible, when it will be completed, how the results will be evaluated, including indicators for monitoring and how the actions to achieve OH&S objectives will be integrated into the organization's business processes. Progress of the achievement of objectives have been analyzed ad discussed at the management review meeting.

**Reference** – OH&S Objectives – Manual, MRM Minutes Teejay Group Occupational Safety & Health Strategy,

#### **Support (Clause 7 of ISO 45001:2018)**

##### **Resources (7.1 of ISO 45001:2018)**

Company has determined and provide necessary resources sufficient to establish, implement and maintain and improve OH&SMS.

##### **Competence (7.2 of ISO 45001:2018)**

Organization has determined the competence required to workers which can affect OH&SMS. They have been trained. Company also uses competent and licensed employees in operation where it is appropriated.

The process of evaluating the effectiveness of action taken for necessary competence is not effective. – (NC) (Ex:- Chemical training , First aid & emergency response)

##### **Awareness (7.3 of ISO 45001:2018)**

Company has given adequate awareness to relevant employees about OH&S policy and objectives and how they can contribute OH&SMS to improve the performance and consequences of not performing as

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**INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME  
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The process of establishment, implementation of consultation and participation of workers at all applicable levels and functions, and, where they exist, workers' representatives, in the development, planning, implementation, performance evaluation and actions for improvement of the OH&S management system is effective and satisfactory.

**Planning (Clause 6 of ISO 45001:2018)****Actions to address risks and opportunities (6.1 of ISO 45001:2018)****General (6.1.1 of ISO 45001:2018)**

Organization has taken into account the context of the organization, interested parties and their needs and expectations, and the scope of OH&S management system to determine the risk and opportunities. So that it can achieve intended outcomes, prevent and reduce undesired effects and achieve continual improvement. Company has determined and assessed the risk and opportunities of internal and external context and planned actions to mitigate the risks and grab the opportunities.

**Reference** – External context Analysis - ISO 45001: 2018 OSHMS COMPANY MANUAL, Current objectives and HIRA

**Hazard identification and assessment of risks and opportunities (6.1.2 of ISO 45001:2018)****Hazard identification (6.1.2.1 of ISO 45001:2018)**

Company has implemented and maintained a process for hazard identification proactively. However, the process of hazard identification is not adequate. The company has not properly identified social factors and human factors and its implications on human health. (NC)

(Ex:- Victimization, harassment, lack of supervisor support, lack of recognition of effort, fairness in treatment and lack of social support etc.)

**Reference** – HIRA

**Assessment of OH&S risks and other risks to the OH&S management system (6.1.2.2 of ISO 45001:2018)**

The organization has implemented and maintained a process to assess occupational health risk for identified hazards considering the effectiveness of the existing control and determine and assess the other risk related to the company operations and maintenance of the OH&S management system. Company maintained documented information regarding this activity.

**Assessment of OH&S risks and other risks to the OH&S management system (6.1.2.3 of ISO 45001:2018)**

Organization is also having a process to assess opportunities either direct or indirect that can affect the performance of OH&S management system considering planned changes policies, processes, activities, and any planned changes. These opportunities are in relations with adapt to work organization and work environment.

**Determination of legal requirements and other requirements (6.1.3 of ISO 45001:2018)**

When the OH&S management system is established and implemented company has initially gathered all necessary legal requirement and other requirements such as requirements specified by buyers and this has been done in consultation and participation with OH&S team who represent all departments of the company. It has been observed that the necessary steps have been taken to access up to date legal

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#### Operation (Clause 8 of ISO 45001:2018)

##### Operational planning and control (8.1 of ISO 45001:2018)

##### General (8.1.1 of ISO 45001:2018)

Company has planned and implemented the necessary processes required to control and maintain occupational health and safety system. Criteria required for different processes and its controls have been implemented. However, the process needed to meet requirements of OH&SMS is not effective. -(NC)

Ex:- Access has not been controlled at sub chemical stores.

Metal plate which covered the drain line has been damaged at washbasin of outside of driver rest room.

Power transformer & main distribution area is not access controlled.

Forklift machine does not have mirrors & seat belts.

Exit pathways & emergency light in certain area are not satisfactory.

##### Eliminating hazards and reducing OH&S risks (8.1.2 of ISO 45001:2018)

Company has established and implemented and maintained processes for control of hazards in hierarchy, elimination of the hazards, replacement of the hazards, using reorganizing and engineering control and administrative control and training, use by providing PPE s.

**Reference** – HIRA- (HR/FO/6), emergency preparedness plan, Emergency Response procedure for a Chemical spill/Accident

##### Management of change (8.1.3 of ISO 45001:2018)

Company has established and implemented process to control temporary and permanent changes that directly impact OH&S performance of the company. Procedure of managing organizations changes described in the manual. Teejay Lanka Prints has reviewed the consequences of unintended changes, taking action to mitigate any adverse effects, as necessary. For continual improvement of the management of change checklist has been developed to address any change.

**Reference** – Manual, Checklist for management change-HR/HS/FO/25

##### Procurement (8.1.4 of ISO 45001:2018)

##### General (8.1.4.1 of ISO 45001:2018)

##### Contractors (8.1.4.2 of ISO 45001:2018)

Company has a procedure to coordinate with procurement its contractors in order to identify hazards and risks including contractors' activities and operations that have any impact on the organization. Vis versa. Company also has implemented a mechanism to prevent accidents and health risk in contracting.

##### Outsourcing (8.1.4.3 of ISO 45001:2018)

The organization has effectively controlled the outsourced necessary functions of Pest control, security, cleaning, canteen activities and processes while consistent with the legal and other requirements. The type and degree of such controls have been identified.

References: Agreements, meeting records, monitoring records etc.

##### Emergency preparedness and response (8.2 of ISO 45001:2018)

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per the criteria. They have also been made aware hazards, risk, and the actions to be taken and also outcomes of investigations of incidents that are relevant to the m.

**Communication (7.4 of ISO 45001:2018)****General (7.4.1 of ISO 45001:2018)**

Organization carries out its communication on OH&SMS in a pre-determined manner. What to communicate, when to communicate, whom to communicate and how to communicate has been determined. This also includes both contractors and visitors to the work place and other interested parties considering language literacy.

Communication modes are emails, notice boards, PAS system, and periodical meetings wherever required.

**Reference** – Evidences of communication (email, contracts, purchase orders, meeting minutes & Display boards)

**Internal communication (7.4.2 of ISO 45001:2018)**

Company has a mechanism to internally communicate information relevant to OH&SMS among all departments and levels. It includes any changes planned and carried out on OH&SMS. This communication is adequate to workers to contribute to performance improvement.

**External communication (7.4.3 of ISO 45001:2018)**

Organization also has a mechanism to communicate its OH&S information to relevant external parties which includes legal and other requirements.

**Documented information (7.5 of ISO 45001:2018)****General (7.5.1 of ISO 45001:2018)**

Company has adequately documented necessary to implement requirements given in the standard. This also includes inform generated from its operation, legal and other requirements.

**Creating and updating (7.5.2 of ISO 45001:2018)**

Documented information are created and updated by ensuring their identification, description, appropriate format, and media and reviewed and forwarded for approval for suitability and adequacy.

**Control of documented information (7.5.3 of ISO 45001:2018)**

Documented information system covers distribution, access retrieval and use, storage and preservation, including preservation of legibility, retention and disposition.

All necessary external documents are identified sufficiently.

**Reference** – master list of records

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#### Management review (9.3 of ISO 45001:2018)

The top management of the company has reviewed the organization's OH&S management system, annually to ensure its continuing suitability, adequacy and effectiveness of the system.

The management review included consideration of the status of actions from previous management reviews wheatear it is completed, changes to be included in external and internal issues that are relevant to the OH&S management system including: the needs and expectations of interested parties, legal requirements and other requirements, risks and opportunities, the extent to which the OH&S policy and the OH&S objectives have been met, information on the OH&S performance (incidents, nonconformities, corrective actions and continual improvement, monitoring and measurement results, results of evaluation of compliance with legal requirements and other requirements, internal and external audit results, consultation and participation of workers, risks and opportunities) adequacy of resources for maintaining an effective OH&S management system, relevant communication(s) with interested parties, opportunities for continual improvement.

**Reference** – MR Minutes of 2023.06.22 (HR/HS/FO/27), MR meeting attendance sheet

#### Improvement (Clause 10 of ISO 45001:2018)

##### General (10.1 of ISO 45001:2018)

Company has determined and selected opportunities for improvement and implemented necessary actions to achieve the intended outcomes of its OH&S management system.

##### Incident, nonconformity and corrective action (10.2 of ISO 45001:2018)

Company has taken necessary actions to address an incident or nonconformities and corrective actions have been implemented for such nonconformities. However, the process established for incident, non-conformity and corrective action is not effective. (NC)

Ex:- Effectiveness of corrective action taken for non-conformity raised due to deviation lux level from regulatory requirement is not adequate. Root cause analysis of certain finding of internal audit is identified as negligence.

**Reference** – Internal audit records, non-conformity and customer complain records

##### Continual improvement (10.3 of ISO 45001:2018)

Company is committed to continually improve the effectiveness of the OH&S management system through the use of new technology, good practices, suggestion and recommendation from interested parties, new knowledge and understanding of occupational health and safety issues etc.

QR scan technology is introduces to recording of accident, incident and near misses. However, no provision given to identify hazardous situation and this mechanism is not implemented effectively. (OB)

## 20. KEY PERSONNEL INTERVIEWED :

Name:	Designation	Responsibilities
Mr Romesh Perera	Manager HR	Overseen the certification activities
Mr Asanka Darmadasa	Senior Executive-HR	Managing all EHS related aspects.
Ms Imesha Ranatunga	Ex: Sustainability	Responsible for the all maintenance related matters.

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Company has implemented and maintained the processes needed to prepare for and respond to potential emergency situations identified in hazards and risk assessments for OH&SMS. It includes training communication of relevant information to interested parties including workers, contractors and visitors evaluation of performance of where necessary. Documented information required has been retained. However, attendance of the all the participance of training provided to contractor at the time of assigning duties is not recorded. (OB)

**Reference** – Procedure for Emergency Preparedness, training records, Guidelines for drivers

**Performance evaluation (Clause 9 of ISO 45001:2018)****Monitoring, measurement, analysis and performance evaluation (9.1 of ISO 45001:2018)****General (9.1.1 of ISO 45001:2018)**

Company has determined what needs to be monitored and measured, the methods for monitoring, measurement and analysis. Company has maintained documented information of the results of monitoring, measurement and analysis and performance evaluation. Monitoring and measuring equipment has been calibrated and reports are available.

**Evaluation of compliance (9.1.2 of ISO 45001:2018)**

Company has determined what needs to be monitored and measured, the methods for monitoring, measurement, analysis.

Workers have been undergone medical test to determine the health condition, However, recommendation of medical practitioner is not available. (OB)

**Internal audit (9.2 of ISO 45001:2018)**

The company has conducted internal audits bi annually (May/Jun & Nov/Dec) covering all the departments including CAD, Engineering, Printing, Colour, Finishing, Inspection etc. to provide information on whether OH&SMS is effectively implemented and maintained.

Company had taken appropriate action to address nonconformities and to continually improve it OH&S performances.

The organization has planed, established, implemented and maintained an audit programme including the frequency, methods, responsibilities, planning requirements and reporting, which shall take into consideration the importance of the processes concerned and the results of previous audits. The internal audit also defined the audit criteria and scope for each audit.

The internal auditors have been selected, trained to conducted the audit with impartiality. However it was noted that an auditor been in the team auditing his dpt. ( Eg: Haritha Lakmal – CAD dpt.)

The organization has recoded the results of the audits are reported through an Internal audit report and internal audit finding report to relevant responsible personnel.

Root cause - take action to address nonconformities and continually improve its OH&S performance (see Clause 10)

Documented information as evidence of the implementation of the audit programme and the audit results are retained within the organization.

**Reference** – Internal audit plan, Internal audit report (Ref: HR/OHSMS/04), Internal audit finding reports (HR/OHSMS/02)

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(1) The process of hazard identification is not adequate. The company has not properly identified social factors and human factors and it's implications on human health. –(6.1.2.1(a)(b)3)

(Ex:- Victimization, harassment, lack of supervisor support, lack of recognition of effort, fairness in treatment and lack of social support etc.)

(2) The process of evaluating the effectiveness of action taken for necessary competence is not effective. – (7.2.C)

Ex:- Chemical training , First aid & emergency response.

(3) The process needed to meet requirements of OH&SMS is not effective. -(8.1.1/8.1.3)

Ex:-

- Access has not been controlled at sub chemical stores.
- Metal plate which covered the drain line has been damaged at washbasin of outside of driver rest room.
- Power transformer & main distribution area is not access controlled.
- Forklift machine does not have mirrors & seat belts.
- Exit pathways & emergency light in certain area are not satisfactory.

(4) Process established for incident, non-conformity and corrective action is not effective. –(10.2)

Ex:-Effectiveness of corrective action taken for non-conformity raised due to deviation lux level from regulatory requirement is not adequate.

Root cause analysis of certain finding of internal audit is identified as negligence.

#### 29. OPPORTUNITIES FOR IMPROVEMENT: Four

1. Teejay print has adopted the OHSAS policy of Teejay Lanka, However, activity mentioned in the policy is not specific to the Teejay print. - (5.2)
2. Attendance of the all the particpance of training provided to contractor at the time of assigning duties is not recorded. – (8.2)
3. Workers have been undergone medical test to determine the health condition, However, recommendation of medical practitioner is not available. – (9.1.2)

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- 21. **APPLICABLE LEGAL REQUIREMENTS:** Factory Ordinance, BOI regulations, CEA regulations
- 22. **ANY UNRESOLVED ISSUES:** None
- 23. **REVIEW OF PREVIOUS AUDIT REPORT & VERIFICATION OF EFFECTIVENESS OF CORRECTIVE ACTIONS FOR PREVIOUSLY IDENTIFIED NON- CONFORMITIES:** Verified
- 24. **USE OF LOGO:** As per the terms and conditions
- 25. **DETAILS OF SHIFT ACTIVITIES :** The company have shift activities, and the during the audit the activities and its arrangements were interviewed. The shift will be audited during the next audit.
- 26. **OVERALL CONCLUSION OF THE AUDIT**

Audit is based on a sampling process of the available informatior 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

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

28. **MINOR NON-CONFORMITIES:** Four

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• This page is for internal purposes only.

31. RECOMMENDATION BY AUDIT TEAM : Recommended for continuation subject to verification of C.A taken for raised NCs.

.....  
Signature of Team Leader Date 2023.12.20

.....  
Signature of Team Member -1 Date 2023.12.20

.....  
Signature of Team Member - 2 Date 2023/12/20

.....  
Signature of Team Member - 2 Date 2023.12.20

32. RECOMMENDATION BY CERTIFICATION MANAGER: All NCs have been closed, hence recommended for ~~star~~ continuation.

.....  
Signature of Certification Manager Date 2024/02/16

33. APPROVAL FOR SUBMISSION TO THE CERTIFICATION COMMITTEE:

Approved  
.....  
Signature of Director Date 2024/02/16

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- 4. QR scan technology is introduced to recording of accident, incident and near misses. However no provision given to identify hazardous situation and this mechanism is not implemented effectively.  
(10.3 (b)/(c))

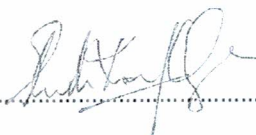
**30. RECOMENDATION FROM AUDIT TEAM:**  
**(Strike off which is not relevant)**

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: 2023.12.20