



IND-EXPO CERTIFICATION LIMITED

**INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION
SCHEME**

SURVEILLANCE AUDIT REPORT

ISO 45001:2018

**Sithro Garment Finishing Company
Limited**

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

1. NAME OF ORGANIZATION : Sithro Garment Finishing Company Limited		
2. HEAD OFFICE ADDRESS : No. 103, Gampaha Road, Ekala, Ja-Ela		
3. SITES AUDITED : same as above		
4. CONTACT DETAILS		
4.1 Name : Lisil Wariyapperuma	Designation : Assistant manager Compliance	
4.2 Tel : +9470 1718332	Mobile :	Fax :
4.3 E-mail: Lisil.Wariyapperuma@hirdaramani.com		
5. NO. OF EMPLOYESS : 411		
6. APPLICABLE STANDARD : ISO 45001:2018		
7. FILE NO. : IMSC-OHSAS-021		
8. PRODUCTS MANUFACTURED : Washing of Garments		
9. APPLICABLE SECTOR : C 14		
10. SCOPE OF CERTIFICATION : Activities pertaining to Washing of Garments		
11. TYPE OF AUDIT: Surveillance I		
12. DATES OF AUDIT: 2024.09.27		
13. AUDIT TEAM :		
Mr. D.N.S Kuruppumullage (DNSK)		Team Leader
Ms. Buddhika Sajeewani (BS)		Team Member
Mr. Isuru Ilangakoon (II)		Team Member
Mr. Tharidu Hettiarachchi (TH)		Team Member

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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 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)
<p>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. Reference –Internal & External issues</p>
<p>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 Customers / Buyers, Shareholders, Management, Employees, Suppliers, District factory inspection engineer, BOI, Certification bodies, Neighbouring facilities, MOH office, Area PHI, Hospital and Villagers. These needs include legal and regulatory requirements and other requirements of customers etc. Reference – Needs and expectations of the workers and other interested parties</p>
<p>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. Reference – scope</p>
<p>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.</p>

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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.

Reference – OHS 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

Consultation and participation of workers (5.4 of ISO 45001:2018)

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 considered 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 need to be address. So that it can achieve intended outcomes, prevent and reduced undesired effects and achieve continual improvement. Company has determined and assessed the risk and opportunities that are relevant to intended outcome and for planned changes prior to change is implemented.

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. This hazard identification is updated as and when require. Hazard identification includes factors appropriate to the organization such as physical factors, social factors, technological factors as well as environmental factors effect in organization and routing and non-routing activities in the organization such as machinery equipment materials chemicals and physical work condition of the work place including infrastructure. It also considers all incidents and potential emergencies whether it is internal or external which can have adverse effect on OH&S management system. Company maintained documented information regarding this activity.

Reference – Hazard Identification Risk Assessment and Controls

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

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

Reference – Legal Compliance status

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 OH&S objectives for the year 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.

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.

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. Company has retained all necessary documented information as evidence of competence.

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 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 them.

Reference – Training calendar for 2024 and training records.

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**INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME
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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 department wise daily meetings, weekly meetings, emails, notice boards, PAS system, Report of near misses and accidents 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. Communication modes are contractor handbook, contractual agreements, self-declaration formats.

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 is created and updated by ensuring their identification, description, appropriate format, and media and review and approval for suitability and adequacy of documented information is adequate.

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. However Certain documents are not controlled. Ex: panel board check list, internal audit plan (OB)

Reference – master list of records

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)**

The process of implementation of planning, control and maintenance of processes related to meet the requirements of OH&S is not effective.

The process of operational control is not effective.

Ex: although the access to liquid oxygen tank is restricted at the time of audit it has been observed that gate kept opened.

It was observed O2, N2, Ar cylinders without mounting at the workshop (NCR)

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

The implementation, control and maintenance of the processes needed to meet the requirements of the OH&S Management system is effective.

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Management of change (8.1.3 of ISO 45001:2018)

The process of implementation and control of planned temporary and permanent changes that impact OH&S performances is adequate.

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.

References: Contractor handbook, self-declaration format, work permits, contractual agreements

Outsourcing (8.1.4.3 of ISO 45001:2018)

The organization has obtained few outsourced necessary functions of transport, construction and building work, security, cleaning, canteen activities and processes while consistent with the legal and other requirements.

References: Contractor handbook, self-declaration format, work permits such as work at height, hot works, excavation, contractual agreements, meeting records, monitoring records etc.

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

The process of emergency preparedness and response is not effective

It was observed that knowledge has not been adequately disseminated to trainees of fire training (NCR)

The mechanism for visitor head count is not adequate (OB)

Surgical dressings kept in the first aid box is not hygienically stored (OB)

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 implemented a process to analyse and evaluate the data and evaluation obtains from monitoring and measurement activities. Such as occupational health complains, observe health of workers and work environment, work related injuries. Documented information required has been retained.

References: Internal test reports, 3rd party test reports, calibration reports

Internal audit (9.2 of ISO 45001:2018)

Company has conducted internal audits annually covering all the sections to provide information on whether OH&SMS is effectively implemented. Last internal Audit was carried out by qualified and competent auditors. Company had taken appropriate action to address nonconformities and to continually improve it OH&S performances.

Results of the audit have been reported to the last management review meeting conducted and other relevant managers, workers and relevant interested parties and corrective actions have been taken without delay.

Reference – Internal Audit Plan, Non-conformity Records

Management review (9.3 of ISO 45001:2018)

The process of implementation of management review is effective

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26.

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 established, implemented and maintained the process of determination of root causes of non-conformities raised at the internal audit however The process of reporting, investigating and taking action to manage near misses is not effective.

Ex: company does not have evidence for record of near misses

Reference – process non-conformity and internal audit non-conformity records and customer complaint 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.

20. KEY PERSONNEL INTERVIEWED :

Name:	Designation	Responsibilities
Mr. Lisil Hasmin	Assistant manager Compliance	Total Responsibility in compliances functions
Mr. Sahan Diluka	Compliance Executive	Overall responsibility in quality compliances of the factory
Ms. Nirosha Sanjeewani	Nurse	Overall responsibility in medical support and Emergency
Dilahani Arachchige	Councillor	Overall responsibility community leadership and networking

21. **APPLICABLE LEGAL REQUIREMENTS:** EPL, ETF, EPF, Factory ordinance

22. **ANY UNRESOLVED ISSUES:** None

23. **REVIEW OF PREVIOUS AUDIT REPORT & VERIFICATION OF EFFECTIVENESS OF CORRECTIVE ACTIONS FOR PREVIOUSLY IDENTIFIED NON- CONFORMITIES:**
Done

24. **USE OF LOGO:** Terms and conditions are as per the certification body regulations.

25. **DETAILS OF SHIFT ACTIVITIES:** The audit covered the operational shift during the audit. No night shift activities at the moment

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26. 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

27. MAJOR NON-CONFORMITIES: None

28. MINOR NON-CONFORMITIES: Three

1. The process of operational control is not effective.
Ex: although the access to liquid oxygen tank is restricted at the time of audit it has been observed that gate kept opened.

It was observed O2, N2, Ar cylinders without mounting at the workshop – (8.1)
2. The process of emergency preparedness and response is not effective
It was observed that knowledge has not been adequately disseminated to trainees of fire training - (8.2)
3. The process of reporting, investigating and taking action to manage near misses is not effective.
Ex: company does not have evidence for record of near misses

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29. OPPORTUNITIES FOR IMPROVEMENT: None

- The mechanism for visitor head count is not adequate (OB 01)
- Certain documents are not controlled. Ex: panel board check list, internal audit plan (OB 02)
- Surgical dressings kept in the first aid box is not hygienically stored (OB 03)

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:2024.09.27.....

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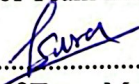
31. RECOMMENDATION BY AUDIT TEAM :

Recommended for continue subject to verification of corrective action taken for raised non conformities.



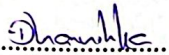
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Signature of Team Leader

.....2024.09.27.....
Date



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Signature of Team Member -1

.....2024/9/29.....
Date



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Signature of Team Member - 2

.....2024/09/27.....
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32. RECOMMENDATION BY CERTIFICATION MANAGER: All NCs have been closed. Hence recommended for continuation

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Signature of Certification Manager

.....2024/10/29.....
Date

33. APPROVAL FOR CONTINUATION :



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Signature of Director

.....2024/10/29.....
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