



IND-EXPO CERTIFICATION LIMITED

**INTEGRATED MANAGEMENT SYSTEMS
CERTIFICATION SCHEME**

STAGE II AUDIT REPORT

ISO 45001:2018

**Hirdaramani Industries (Private)
Limited
Kahathuduwa**



**INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME
STAGE II AUDIT REPORT – ISO 45001:2018**

1. NAME OF ORGANIZATION : Hirdaramani Industries (Private) Limited- Kahathuduwa		
2. ADDRESS OF HEAD OFFICE : No 279 Horana Road, Kahathduwa		
3. ASSESSMENT SITE/S :		
4. CONTACT DETAILS :		
4.1 Name :	Nethkelum Pushpakumara	Designation : Executive Compliance
4.2 Tel :	Mobile : 07144911132	Fax :
4.3 E-mail : nethkelum.pushpakumara@hirdaramani.com		
5. NO. OF EMPLOYESS : 2460		
6. APPLICABLE STANDARD : ISO 45001:2018		
7. FILE NO. : <i>IMSC-OHSAS - 009</i>		
8. NACE CODE / SUBCATEGORY : C 14.13, C 14.14		
9. SCOPE OF CERTIFICATION : Activities pertaining to manufacturing of garments		
10. CONFIRMATION FOR SCOPE OF CERTIFICATION :		
The scope is confirmed.		
.....		
Signature		
11. DATE OF AUDIT & Time : 2022.12.13 & 21		
12. TYPE OF AUDIT : Stage II		
13. AUDIT TEAM :		
Mr. D.N.S Kuruppumullage (DNSK)		Team Leader
Mr. Isuru Ilangakoon (II)		Team Member
Mr. Aruna Amaradasa(AA)		Observer
Ms. Sammani Samarawicrama (SS)		Team Member
Mr. Tharidu Hettiarachchi (TH)		Team Member



**INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME
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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 and objectives on quality management

15. AUDIT CRITERIA : ISO 19011:2018, IAF MD 5:2019, and other regulatory requirements

16. ANY DEVIATIONS FROM THE AUDIT PLAN AND REASONS: No

17. ANY SIGNIFICANT ISSUES IMPACTING ON THE AUDIT PROGRAMME: No

18. SIGNIFICANT CHANGES, IF ANY, THAT AFFECT THE MANAGEMENT SYSTEM OF THE COMPANY SINCE THE LAST AUDIT TOOK PLACE : No

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.

Reference –Internal & External issues

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. It has been listed. These needs include legal and regulatory requirements and other requirements of customers.

However, the involvement of all level of employees is establishing Interested parties and their needs and expectations was not evident **OB**

Reference – Interested parties and Expectations

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 manufacturing of garments.

Reference – scope

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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, suggestions for improvements.

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)**

The process of determining of responsibilities and authorities for relevant roles within the OH&S management system, assigning and communicating at all levels within the organization is not effective (NCR)

- Eg: I. Responsibilities of recording of near misses are not assigned.
II. Job descriptions of supervisors are not given.

Reference – Organization Chart**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 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 need to be address. So that it can achieve intended outcomes, prevent and reduced undesired effects and achieve

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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.

Reference – 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. 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 etc. It also take into account 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.

However, routine and non-routine activities have not been classifies in HIRA (OB)

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 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 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 its OH&S objectives in order to maintain and continual improved OH&S management system and its performance. The objectives are consistent with the policy and capable of

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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 – H&S Objectives

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&SM.

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. Ex. Boiler operators, Heavy vehicle operators, drivers etc. Company has retained all necessary documented information as evidence of competence.

However, certain training evaluation is not adequately cover the evaluation of effectiveness of outcome of trainings. **OB**

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 all outcomes of investigations of incidents that are relevant to them.

Reference – Training calendar for 2023 and training records.

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.

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<p>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.</p>
<p>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.</p>
<p>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.</p>
<p>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</p>
<p>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 of implementation of planning, control and maintenance of processes related to meet requirements of OH&S is not effective. Eg: Dexamethasone is used by Nursing Officer for throat infections and asthma without the directions of a qualified doctor. (NCR) Also, RPM label was missing in hand operated grinder at R7D workshop. (OB)</p>
<p>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, emergency preparedness plan</p>
<p>Management of change (8.1.3 of ISO 45001:2018) Process of management of change to OHSM that can impact planned temporary and permanent change is adequate.</p>
<p>Procurement (8.1.4 of ISO 45001:2018) General (8.1.4.1 of ISO 45001:2018)</p>

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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 and processes while consistent with the legal and other requirements. The type and degree of such controls are identifies.

References: Agreements, meeting records, monitoring records etc.

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

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.

Reference – Procedure for Emergency Preparedness

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.

Reference – report on Noise, Dust, Heat, Illumination, , customer complains, Accident reports and Inspection, Report of the results of examination of Air Receiver and compressors, and Testing For The Electrical distribution System

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 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 management review meeting conducted and other relevant managers, workers and relevant interested parties and corrective actions have been taken without delay.

However, Internal audit schedule is not available. (OH)

Reference – Non-conformity Records

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<p>Management review (9.3 of ISO 45001:2018) Company has reviewed the OH&S management system at planned intervals to ensure its continuing suitability, adequacy, effectiveness and achieving intended outcome. Last management review meeting has conducted.</p> <p>Reference – MR Minutes, MR meeting attendance sheet</p>
<p>Improvement (Clause 10 of ISO 45001:2018)</p>
<p>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.</p>
<p>Incident, nonconformity and corrective action (10.2 of ISO 45001:2018) Company has established , implemented and maintained the process of</p> <p>Reference – non conformity and customer complain records</p>
<p>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.</p>

20. KEY PERSONNEL INTERVIEWED :

Name:	Designation	Responsibilities
Himal Indika	Human Resource Manager	Overall responsibility of the human resources of the company
Basura Dissanayake	Manger Engineering	Overall responsibility of the Engineering aspects of the company
Eranga Perera	Operational Manger	Responsibility of the Operational department
Mr. Suresh Rathnayaka	Manager-Compliance	Responsibility of the all compliances in terms of occupational health and safety
Mr. Nethkelum Pushpakumara	Executive-Compliance	Responsibility of the all compliances in terms of occupational health and safety assisting Manger-Compliances
Mr. Marlon Wijesinghe	Executive-Compliance	Responsibility of the all compliances in terms of occupational health and safety assisting Manger-Compliances

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

22. ANY UNRESOLVED ISSUES: None

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

24. 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 | <input checked="" type="checkbox"/> | NO | <input type="checkbox"/> |
| • The organization has demonstrated effective implementation and maintenance /improvement of its management system. | YES | <input checked="" type="checkbox"/> | NO | <input type="checkbox"/> |
| • The organization has demonstrated the establishment and tracking of Appropriate key performance objectives and targets and monitored progress towards their achievement. | YES | <input checked="" type="checkbox"/> | NO | <input type="checkbox"/> |
| • The internal audit program has been fully implemented and demonstrates effectiveness as a tool for maintaining and improving the management system. | YES | <input checked="" type="checkbox"/> | NO | <input type="checkbox"/> |
| • The management review process demonstrated capability to ensure the continuing suitability, adequacy and effectiveness of the management system. | YES | <input checked="" type="checkbox"/> | NO | <input type="checkbox"/> |
| • Throughout the audit process, the management system demonstrated overall conformance with the requirements of the audit standard. | YES | <input checked="" type="checkbox"/> | NO | <input type="checkbox"/> |

25. MAJOR NON-CONFORMITIES: None

26. MINOR NON-CONFORMITIES: TWO (02)

- 1) The process of determining of responsibilities and authorities for relevant roles within the OH&S management system, assigning and communicating at all levels within the organization is not effective. (5.3)
Eg: I. Responsibilities of recording of near misses are not assigned.
II. Job descriptions of supervisors are not given
- 2) The process of implementation of planning, control and maintenance of processes related to meet requirements of OH&S is not effective.
Eg: Dexamethasone is used by Nursing Officer for throat infections and asthma without the directions of a qualified doctor. (8.1.1 a & b)

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27. OBSERVATIONS: Five(05)

- 01. Internal audit schedule is not available. (9.2.2)
- 02. Certain training evaluation is not adequately cover the evaluation of effectiveness of outcome of trainings. (7.2. C)
- 03. RPM label was missing in hand operated grinder at R7D workshop. (8.1)
- 04. Involvement of all level of employees is establishing Interested parties and their needs and expectations was not evident (4.2)
- 05. Routine and non-routine activities have not been classifies in HIRA (6.1.2.1)

**28. 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:



2022-12-21

.....
SIGNATURE OF LEAD AUDITOR

.....
DATE

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- This page is for internal purposes only.

29. RECOMMENDATION BY AUDIT TEAM :

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



.....
Signature of Team Leader

.....2022-12-21.....

Date

.....
Signature of Team Member - 1

.....2022-12-21.....

Date

.....
Signature of Team Member - 2

.....2022-12-21.....

Date

30. RECOMMENDATION BY CERTIFICATION MANAGER:

Recommended

for
Signature of Certification Manager

.....2023/11/3.....

Date

31. APPROVAL FOR SUBMISSION TO THE CERTIFICATION COMMITTEE:

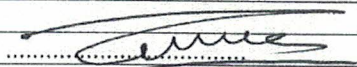
Approved

.....
Signature of Director

.....2023/01/03.....

Date

**INDEXPO CERTIFICATION LIMITED****INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME
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4. CONTACT DETAILS :	
4.1 Name : Nethkelum Pushpakumara	Designation : Executive Compliance
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Doc. No. : QP-06-F-06

Issue No. : 03

Issue date : 2016-08-26

Rev No : 05

Rev Date : 2022-06-01

Reviewed and approved by : Director

Issued by : Management Representative

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