

**IND-EXPO CERTIFICATION LIMITED
MANAGEMENT SYSTEMS CERTIFICATION SCHEME**

CORRECTIVE ACTION PLAN FOR NON-CONFORMITIES

For all non-conformities kindly complete this form and submit with evidence within two months.

Name of organization :

Type of audit : Stage II / Surveillance / Re-certification / Special audit (delete whichever is inapplicable)

Date/s of audit :

NCR No.	Non-conformity	Corrective actions taken & Date of implementation	Evidence of implementation
1	There is no evidence of proper agreement for certain external Service provider.	Establish and implement an onboarding process with proper service agreements.	30 th Sept.
	I. Catering Service - Sisila Lanka II. Food waste collection III. Pest Control Service.		
2	It is observed that certain delivery to MAS Active have been returned due to handling damage and there is no evidence for any action taken	Record root cause and corrective measures for the handling damage in complaint file.	30 th Aug.

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Signature of Management Representative /FSTL /EMR

2nd Sept. 2019
Date

OBSERVATIONS AND RECOMMENDATIONS

All NCRs have been closed, ∴ terminated for contract.

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Signature of Team Leader/Lead Auditor

09/09/2019
Date