



**IND-EXPO CERTIFICATION LIMITED**  
APPLICATION FOR MANAGEMENT SYSTEMS CERTIFICATION

The Director/CEO,  
Ind-Expo Certification Ltd,  
Apt # 01- C, Ocean Tower, Station Road,  
Colombo 04, Sri Lanka  
Tel : (0) 112 336654  
Email : info@indexpo.lk

For office use

DATE RECEIVED	SMEC / QMS / 102
REFERENCE NUMBER	2023-09-06
NEW CERTIFICATION	✓
RE-CERTIFICATION	
REVIEWING OFFICER	Tsuru

2.0 COMPANY OR ORGANISATION TO BE AUDITED			
1.1 Company Name	HATTON PLANTATIONS PLC		
1.2 Address	HENFOLD ESTATE, LINDULA.		
1.3 Contact Name 1	MR. LASANTHA DE SILVA	1.4 Contact Name 2	MR. D.K.B. MEDIRATNE
1.5 Designation	SENIOR MANAGER	1.6 Designation	SNR. ASST. MANAGER
1.7 E-mail Address	lasanfa@hattonplantations.lk	1.8 E-mail Address	
1.9 Tel No.	077-4569411	1.10 Tel No.	077-5414677
1.11 Fax			
1.12 Website	-		
1.13 Is this site part of a group?	-		
1.14 Please specify the group name	-		
1.15 Business Registration number (Submit a copy)		PB - 5414	
1.16 VAT registration number			

2.0 COMPANY TO BE INFORMED			
2.1 Company Name	HATTON PLANTATIONS PLC		
2.2 Address	HENFOLD ESTATE, LINDULA.		
2.3 Contact Name	MR. LASANTHA DE SILVA	2.4 Contact Position	SENIOR MANAGER.
2.5 Contact E-mail Address			
2.6 Tel No.	077-4569411		

3.0 STANDARD REQUIRED			
<input type="checkbox"/> ISO 22000:2018	<input type="checkbox"/> HACCP	<input type="checkbox"/> GMP	<input checked="" type="checkbox"/> ISO 9001: 2015
<input type="checkbox"/> ISO 45001: 2018	<input type="checkbox"/> ISO 14001: 2015	<input checked="" type="checkbox"/> ISO 50001: 2011	
<input type="checkbox"/> Other (Comment)			

Doc No : QP-03-F-01  
Reviewed & Approved by: Director

Issue No : 13  
Rev No : 05

Issue Date : 2016-11-29  
Rev. Date : 2023-08-25  
Issued by: Management Representative



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6.4 Justification for exclusion  
 6.5 Detail any operations Inc performed on another production of different locations under same What is the distance  
 6.6 Is any part of the contracted (o

4.0 Core Information		
<input checked="" type="checkbox"/> Initial/First Certification	<input type="checkbox"/> Renewal of existing certification	<input type="checkbox"/> Extension to scope of existing certification
4.1 Expected date for audit	05th October - 2023	
4.2 Was a consultant used in the development of the Management System? If yes, please provide the name of the consultant used	YES WTS CONSULTANCY.	
4.3 How long has the Management system been in place	ONE YEAR.	
4.4 Please indicate the legal obligations to be abide by the Applicant Organization (eg.: CEA regulations, CDA registration, Tea board registration, CIDA registration, industry specific regulations, compulsory product certifications etc)	CEA REGULATIONS TEA BOARD REGULATIONS / REGISTRATION INDUSTRY SPECIFIC REGULATIONS.	

5.0 IF PREVIOUSLY CERTIFIED, PAST HISTORY OF CERTIFICATION				
Please indicate if you had any third party certification for the management system.				
Scheme	Certification body	Expiry date	No NC's of the last audit	Status of the NC's
	- NA -			
5.1 Reason for changing the certification body		-	-	

6.0 SCOPE	
6.1 What is the proposed scope of certification? <i>(detail product/s manufactured and key processes, e.g. Activities pertaining to manufacturing of Black tea)</i>	BLACK TEA & TEA MANUFACTURE PROCESS
6.2 Description of products manufactured and/or services offered/Nature of the Business	TEA. MANUFACTURE
6.3 Exclusions from the applicable requirements of the standard	NA

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6.4	Justification for exclusion	N/A
6.5	Detail any operations included in the scope that are performed on another site? (Multi-site activities; production of different production activities in different locations under same scope etc.) What is the distance from this site?	N/A
6.6	Is any part of the process and/or product sub-contracted (out-sourced)? If Yes, please detail	N/A

7.0		6004 FT2
7.1	Plant size (metres square including storage on site)	6004 FT2
7.2	Headcount (total employees including temporary workers)	39 EMPLOYEES
7.3	Employee head count breakdown (e.g.: permanent, contract workers, part time, trainees etc.)	PERMANENT :- 29 CONTRACT :- 10
7.4	Employee breakdown according to the departments (e.g.: Admin & HR, Planning, Production, Quality, Maintenance)	EXECUTIVES :- 03 NOS STAFFS :- 07 NOS ASSOCIATES :- 39 NOS.
7.5	Number of employees working away from the organization (e.g.: sales team, transportation employees etc.)	N/A
7.6	Number of production lines	01

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7.7	Number of employees in production full time equivalent on main shift	39 NOS. ASSOCIATES
7.8	No of shifts and time duration for shift	5.00 AM TO - 1.00 PM 02 SHIFT - 12.00 PM TO - 08.00 PM
7.9	Is the process fully automated?	NO
7.10	Preferred language to conduct audit	<input checked="" type="checkbox"/> Sinhala <input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Tamil

DOCUMENTED INFORMATION

8.0 (Please submit copies of the following documents along with the duly completed Application)

- 8.1 HACCP/ ISO 22000:2018
- a) Flow diagram/s
  - b) HACCP plan/s
  - a) Food safety Policy
  - b) Food Quality Objectives
- 8.2 ISO 9001:2015
- c) Process flow chart/s,
  - d) Quality Policy,
  - e) Quality Objectives,
  - f) Any other documented information (e.g.: Vision and mission, Identified risk and organizational strategies etc.)
- 8.3 ISO 14001:2015
- g) Environmental Policy,
  - h) Environmental Objectives,
  - i) Emergency preparedness,
  - j) Environmental Aspect and Impact Evaluation
- 8.4 k) If chemicals are used: chemical inventory, Identified risk Including compatibility
- 8.4 ISO 45001:2018
- l) Scope of the organization,
  - m) OHSAS Policy,
  - n) OHSAS Objectives,
  - o) HIRA, Policies & procedures for implementation,
  - p) Identified of the key hazards and OH&S risks associated with processes,
- 8.5 q) If chemicals are used: chemical inventory, identified risk Including compatibility
- 8.5 ISO 50001:2018
- r) Scope of the organization,
  - s) Energy policy, objectives, targets and energy management action plan
  - t) Energy review, energy performance & energy performance indicators

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9.0

DECLARATION BY APPLICANT

I /We have read and understood the Terms and Conditions for certification (IMSM/TCC/01) of Ind-Expo certification scheme. Should any Initial enquiry be made by the Certifying Authority, I/We agree to extend to the Certifying Authority all required facilities at my/our command and I/We agree to pay all costs involved prior to the grant of the Certificate. I/We will not hold liable either the Ind-Expo Certification Ltd or those having a function in its activities for damages resulting from the consideration of the application for certification, including the possible rejection. Herby confirm that the Information submitted true and accurate. *Hatton Plantations PLC*

Date	
Signature	 Senior Manager
Name	MR. LISANTHA. DE. SILVA.
Designation	SENIOR MANAGER.
For and on behalf of	(Name of the Applicant Organization)

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