



**IND-EXPO CERTIFICATION LIMITED**

**INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME**

**STAGE I AUDIT REPORT**

**ISO 9001:2015**

**HENFOLD ESTATE**



INDEXPO CERTIFICATION LIMITED  
MANAGEMENT SYSTEMS CERTIFICATION SCHEME  
STAGE I AUDIT REPORT –ISO 9001: 2015

1. NAME OF ORGANIZATION : Henfold Estate
2. REGISTERED ADDRESS : Henfold, Lindula
3. FACTORY/OUTLET/LOCATIONS/SITES: Same as 2
4. CONTACT DETAILS :
  - 4.1 Name: Mr. Torans Jayasanka
  - 4.2 Designation: Assistant Manager
  - 4.3 Telephone :                      Mobile : 0716880862 Fax :    E-mail: torans@hattonplantations.lk
5. APPLICABLE STANDARD : ISO 9001:2015
6. FILE NO. : IMSC-QMS-102
7. APPLICABLE SECTOR : Tea
8. NACE CODE : C 10.83
9. SCOPE OF CERTIFICATION : Manufacturing of black tea
10. NO. OF EMPLOYEES : 39
11. DATE OF AUDIT: 2023-10-9
12. TYPE OF AUDIT: Stage I
13. AUDIT TEAM : Isuru Illangakoon (II) – Team Leader  
Anuruddha Yasas (AY) – Team Member

**14. AUDIT OBJECTIVES:**

The objectives of this audit were:

- to confirm that the management system has been planned to conform with all the requirements of the audit standard including availability of documented information required;
- to understand the scope of the management system of the client with regards to operational sites, processes, equipment and the complexity of the operation (levels of controls established particularly in case of multiple site), applicable statutory, regulatory and contractual requirements;
- to confirm the readiness and planned arrangements for the Stage 2 audit.

**15. AUDIT FINDINGS :**

| Serial No. | Relevant Clause of ISO 9001 :2015 | Finding                                                                                                                     | Remarks                                                 |
|------------|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| 1.         | 5.2.2                             | Quality policy is not communicated to internal staff effectively.<br>Quality policy is not only English and Sinhala version | Quality policy has been communicated to internal staff. |
| 2.         | 7.1.4                             | Fire extinguishers have been kept on floor without protection                                                               | Fire extinguishers have been kept in safe               |
| 3.         | 7.1.4                             | A broken point was observed at feeding point in 2 <sup>nd</sup> loft.                                                       | broken point of 2 <sup>nd</sup> loft has been corrected |
| 4.         | 7.5.1                             | Moisture meter is handled without having a balanced surface.                                                                | It is corrected                                         |
| 5.         | 7.5.2                             | Master list is not updated.                                                                                                 | master list has been updated                            |
| 6.         | 8.6                               | The quality of final product is checked. However, it is not documented                                                      | raised a n.c                                            |

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

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

18. OVERALL CONCLUSIONS:

- The Stage 1 audit was successful in meeting the stated objectives: YES  NO   
If NO please mention the reasons:

Audit has been carried out on sample basis and the available information. consideration to the findings identified on the report the overall conclusions of the audit are as follow:

- The management system has been planned to conform with all the requirements of the audit standard: YES  NO
- The management system is designed to achieve the organization's policy and quality objectives: YES  NO
- Based on the information provided, the system is designed to identify and manage compliance with statutory, regulatory and contractual requirements: YES  NO
- Verification, validation of appropriate controls has been done: YES  NO
- The internal audit and management review planning assure appropriate coverage prior to the Stage 2 Audit: YES  NO
- Appropriateness of the certification scope: YES  NO

Signature of Team Leader : ...Isuru Illangakoon... Date:...2023...

INDEXPO CERTIFICATION LIMITED  
MANAGEMENT SYSTEMS CERTIFICATION SCHEME  
STAGE I AUDIT REPORT -ISO 9001 : 2015

1. RECOMMENDATION BY AUDIT TEAM :

*Recommended*

*[Signature]*  
.....

Signature of Team Leader

*2023/10/19*  
.....

Date

*[Signature]*  
.....

Signature of Team Member -1

*2023/10/19*  
.....

Date

.....

Signature of Team Member - 2

.....

Date

2. RECOMMENDATION BY CERTIFICATION MANAGER :

*Recommended for stage II audit*

*[Signature]*  
.....

Signature of Certification Manager

*2023/10/25*  
.....

Date