



IND-EXPO CERTIFICATION LIMITED
INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME
ATTENDENCE RECORD

OPENING MEETING

Stage I/ Stage II/ Final Assessment/ Surveillance/Recertification/Witness Audit/ Special Audit

Name of the Organization Henfold Estate

Date of Assessment: 2024/11/21

NAME OF ATTENDEE	DESIGNATION	DEPT./SECTION	SIGNATURE
1 Ravendra Samsatya	Sup. Manager	Henfold	[Signature]
2 Kolidha Bandara	Inst. Manager	Henfold	[Signature]
3 T. Gunaratnam	F/O	Henfold	[Signature]
4 A. Edward	Snr. Asst F/O	Giftng / packing	[Signature]
5 R. Pathmanathan	Asst. F/O	Firing	[Signature]
6 G. Prince Guranayagaraj	EMP	Henfold	[Signature]
7 K. D. Dharma Siri Gun	A. PO	A. I. Wickins	[Signature]
8 Tharindu Hettiarachchi	T/M Auditor	Ind-Expo	[Signature]
9 Isuru Ilangakoon	T/L		[Signature]
10 Mr. A. Branzos	Asst F/O	Henfold	[Signature]
11 Lahiru Rajapaliska	Deputy Manager	Henfold	[Signature]
12			
13			
14			
15			

Doc. No : QP-05-L-01
Reviewed & Approved By : Director

Issue No : 05

Issued Date : 2016.08.03
Issued by : Management Representative



IND-EXPO CERTIFICATION LIMITED
INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME
ATTENDANCE RECORD

CLOSING MEETING

Stage I/ Stage II/ Final Assessment/ Surveillance/Recertification/Witness Audit/ Special Audit

Name of the Organization

Date of Assessment:

	NAME OF THE ATTENDEE	DESIGNATION	DEPT./SECTION	SIGNATURE
1	Mr. Ravindra Sannasudya	Snr. Manager	Handold	[Signature]
2	Mr. Kollifa Bondara	Asst. Manager	Handold	[Signature]
3	Mr. T. Gunaratnam	Factory officer	Overroll	[Signature]
4	Mr. A. Edward	Snr. Ass F/O	Sifting/ Packing	[Signature]
5	Mr. R. P. Thimmalan	Asst. F/O	firing	[Signature]
6	Mr. G. Prince Gundarayagari	EMP	Handold	[Signature]
7	M. D. DHARMA SIVA PERA	A/E O	G. L. Wickram	D. S. [Signature]
8	Tharindu Hettiarachchi	TIM Auditor	Ind-Expo	[Signature]
9	Isuru Ilangakoon	T/L "	"	[Signature]
10	Mr. A. Brandon	Asst FO	Handold	[Signature]
11	Leleu Rajipetsky	Deputy Manager	Handold	[Signature]
12				
13				
14				
15				

Doc. No : QP-05-L-01
Reviewed & Approved By : Director

Issue No : 05

Issued Date : 2016.08.03
Issued by : Management Representative