



IND-EXPO CERTIFICATION LIMITED
INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME
NON-CONFORMITY REPORT

Name of Organization: Wilehena Tea Factory

NC No. : 02 of 02

Section : Management

Team Leader : Mr. Aruna Amaradasa

Relevant Standard : ISO 22000:2018

Auditor :

Relevant Clause : 8.4

Date of audit: 16/10/2022

Relevant company document :

Non-conformity detected:

Category : Major/Minor

Process of control of emergency preparedness and response is not effective

: Eg! It is observed that service date of certain fire extinguishers are expired. And there is no mechanism to identify suitability of fire extinguishers for ~~the~~ fire fighting.

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Auditor

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Team Leader

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Auditee

Correction:

Immediately implementing new check list for inspection of fire extinguisher suitability

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Auditee

.....
Date

Root cause for Non-conformity:

Food safety team not effectively implementing for fire extinguisher inspection, mostly.

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Auditee

.....
Date

Doc. No. : QP-18-F-01

Issue No. : 07

Issue Date : 2018-01-02

Rev No : 00

Rev Date : 00

Reviewed and approved by : Director

Issued by Management Representative



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Corrective action:

Date of completion:

01. Monthly inspection of all fire extinguisher and implementing criteria for inspection of fire extinguisher
02. conducting training program for how inspection for all fire extinguisher and its suitability of fire fighting.

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Auditee

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Date

Verification of corrective action:

NC Closed/Open

Evidence provided by the corrective action taken is verified. NC is closed.

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Auditor

2022/10/30
.....
Date

Effectiveness of corrective action:

.....
Auditor

.....
Date



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Evidence for correction of nonconformance 01

		Wijebandura Tea Factory Pvt Ltd Food Safety Management System ISO 22000:2018		Doc. Ref Issued by Authorized by Issue Date Revision Date Rev. No.		WJEP/FSMS-QA/2/1 QA Officer Factory Manager 19/10/2018 00		Issue Date		
CHECK LIST: 2.3.1 MONTHLY FIRE EXTINGUISHER INSPECTION										
Check these details during a monthly fire extinguisher inspection.										
Criteria for Inspection										
1. Confirm the extinguisher is visible, unobstructed, and in its designated location. 2. Verify the locking pin is intact and the tamper seal is unbroken. Examine the extinguisher for obvious physical damage, corrosion, leakage, or clogged nozzle. 3. Confirm the pressure gauge or indicator is in the green range, and lift the extinguisher to ensure it is still full. 4. Make sure the operating instructions on the nameplate are legible and facing outward. 5. Check the last professional service date on the tag. (A licensed fire extinguisher maintenance contractor must have inspected the extinguisher within the past 12 months.) 6. Initial and date the back of the tag.										
Note: An A-B-C fire extinguisher can be used on all kinds of fires. **Leave all damaged and/or used extinguishers in the main office and send replacement request to maintenance immediately**										
Month	Inspection Date	Location of used	Water	CO2	Dry Powder	Weight of co2 fire extinguisher	Date of expired	Criteria for inspection	Remarks	Verified by QAO
January								1 2 3 4 5 6		Monitoring by
February										
Wijebandura Tea Factory Pvt Ltd Food Safety Management System ISO 22000:2018										
Doc. Ref Issued by Authorized by Issue Date Revision Date Rev. No.										
WJEP/FSMS-QA/2/1 QA Officer Factory Manager 19/10/2018 00										
Month	Inspection Date	Location of used	Water	CO2	Dry Powder	Weight of co2 fire extinguisher	Date of expired	Criteria for inspection	Remarks	Verified by QAO
May								1 2 3 4 5 6		
June										
July										
August										
September										
October										
November										



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Monitoring and update

Food Safety Management System		ISO 22000:2018		Factory Manager		Authorized By		Revision Date		Rev. No.				
Month	Inspection Date	Location of audit	Water	CO2	By Product	Type	Weight of sample	Date of capture	Criteria for inspection	Remarks	Monitored by	Verified by QAO		
							Ex-emplar		1	2	3	4	5	6
April		Water Tank												
May		Water Tank												
June		Water Tank												
July		Water Tank												
August		Water Tank												
September		Water Tank												
October	09/10/2018	Water Tank	01	01	01	01	01	01	01	01	01	01	01	01
November		Water Tank												



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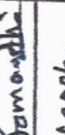



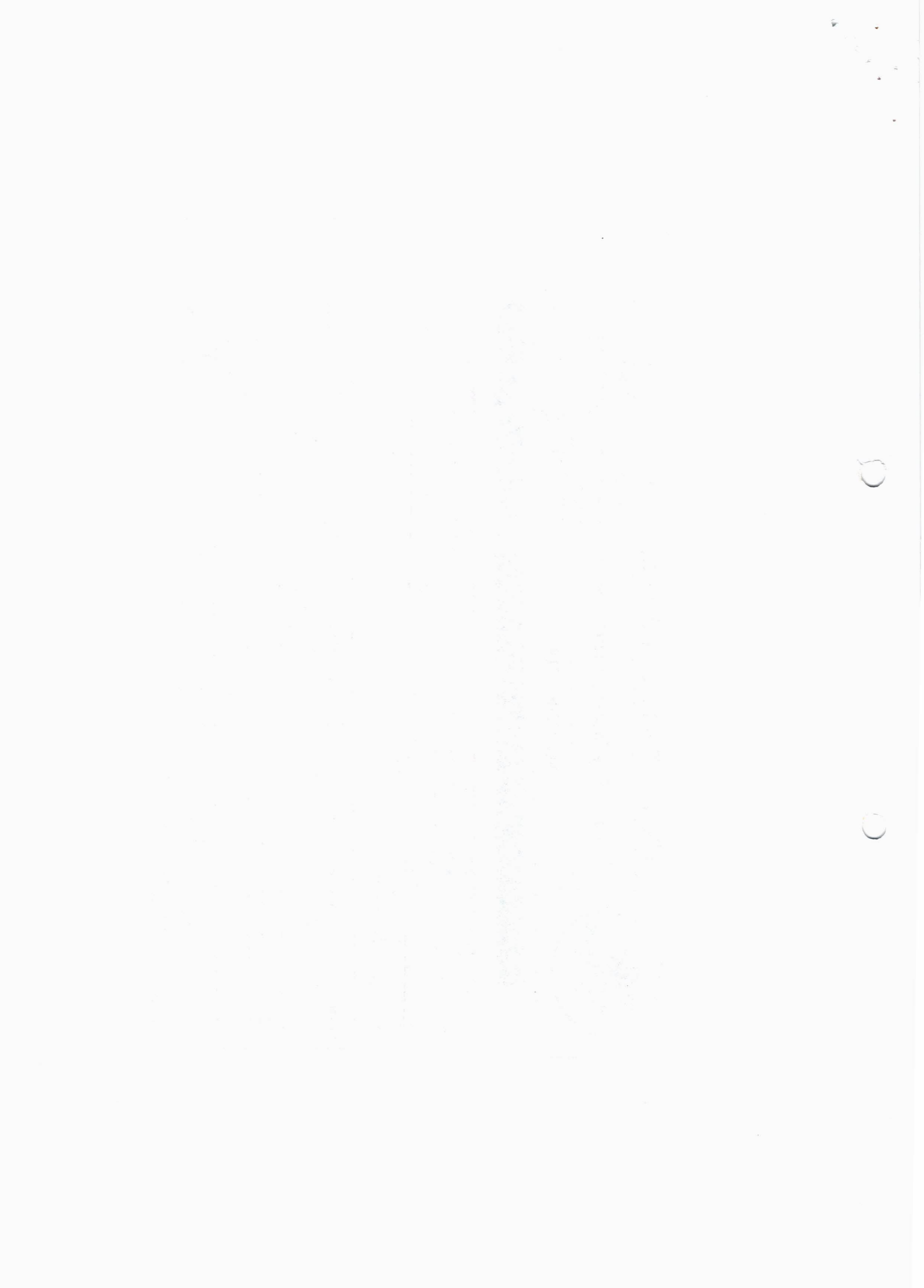
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Training Attendance Sheets for Food safety Team

		Wilchena Tea Factory Pvt Ltd		Doc. Ref		WTFPL/FSMS/HR/01	
		Food Safety Management System		Issued by Authorized by Issue Date: 19/05/2021 Revision Date: 00 Rev. No: 00			
ISO 22000:2018				TRAINING ATTENDANCE			
Training Programme Name: <u>Fire extinguisher inspection regularly</u>							
Trainer Name: <u>Mr. Shivan</u>							
Location: <u>Factory</u>							
Date: <u>11.0.19</u>							

Sr.No	Employee Name	Designation	Department	Signature
1	Mr. Shivan	Manager	Management	
2	Anando	Q.A.O	Factory	
3	Sudero	F/O	Factory	
4	Somenche	GT	Factory	
5	Hersha Ruwen	M.O	Factory	





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Training module for Importance of Fire Extinguisher inspection regularly



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Importance of Fire Extinguisher inspection regularly


Fire Extinguisher




Monthly Inspection

What to check? In general

- ✓ Location of the fire extinguisher
- ✓ Proper labeling of your extinguisher
- ✓ Number of extinguishers to be placed in the area of use as per the fire code
- ✓ ABC Extinguisher label is not faded
- ✓ Expiration date of the extinguisher is not past
- ✓ Safety device is not broken or tampered with
- ✓ Pressure gauge is not broken or tampered with
- ✓ Extinguisher is not damaged or tampered with
- ✓ Extinguisher is not expired
- ✓ Extinguisher is not used for the wrong type of fire




Fire Extinguisher



Monthly Inspection

Visual Inspection

Safety seals & tamper indicators not broken or missing




Visual Inspection

Pressure pin is in place




Indicator Gauge

Is pressure gauge in the correct range (green zone)




Physical Condition

Determine fullness by hefting (lifting) the extinguisher




Hose/Nozzle

Inspect hose/nozzle clear of obstructions




Clear Hose




Blocker Nozzle

Inspection Tag

Is it current?



Current



Out of Date

Fire Extinguisher Monthly Quick Check

- Unit is in proper location.
- Unit is easily visible and accessible.
- Safety seals in place and snug on pin.
- Gauge is in the green and unit appears full when "hefted".
- Overall condition of unit looks undamaged.
- Initial the tag and report any problems to:

