










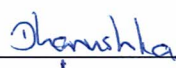



OPENING MEETING

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

Name of the Organization Shannon Tea Factory.....

Date of Assessment: 10.08.2023.....

| NAME OF ATTENDEE | DESIGNATION | DEPT./SECTION | SIGNATURE |
|------------------------------|----------------------|---------------|---|
| 1 Don vithanga Pathum. | Manager. | |  |
| 2 H.P. Maleesha Hettithathri | Asst. Manager | |  |
| 3 P. Sathya Kumar | Asst Factory officer | |  |
| 4 A. Kocilaraj | Sup. Asst Fact Offr | |  |
| 5 D.M.C Dissanayaka | Head factory officer | |  |
| 6 S. Murugesan | Asst Factory officer | |  |
| 7 K. Raveendrakumar | Asst Factory Offic | Driers/firing |  |
| 8 A. Alexander | ASST Factory offce | |  |
| 9 G.K.L. Chandu | EMA | |  |
| 10 J. Sasikala | P.F.WO | |  |
| 11 Aruna Amaradasa | Auditor TIL | Ind-Expo |  |
| 12 Thorindu Hettiarachchi | Auditor T/M | " |  |
| 13 Anuraddha Yasas | " | " |  |
| 14 | | | |
| 15 | | | |











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 Shannon Tea Factory

Date of Assessment: 10.08.2023

| NAME OF THE ATTENDEE | DESIGNATION | DEPT./SECTION | SIGNATURE |
|-------------------------------|---------------------|---------------|---|
| 1 Don vithanga Pathum | Manager | |  |
| 2 H.P. Maleesha Hettithanthun | Asst. Manager | |  |
| 3 D.m.c Dissanayaka | Hed factory officer | |  |
| 4 A. Alexander | ASST. P/O | |  |
| 5 P. S. Kumar | ASST P/O | |  |
| 6 A. Kucilaraj | Snr Assi P | |  |
| 7 K. Raveendrakumar | Assi fac officer | |  |
| 8 Aruno Amaradasa | Auditor TIL | Ind-Expo |  |
| 9 Tharindu Hettiarachchi | Auditor TIM | " |  |
| 10 Anuruddha Yasas | " | " |  |
| 11 | | | |
| 12 | | | |
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