

Name of Organization: Carolina Tea Factory.

NC No.: 01 of 02

Section : Management

Team Leader : Buddhika Sajeewani

Relevant Standard : ISO 22000:2018

Auditor :

Relevant Clause : ~~8.5.4.3~~ 7.2

Date of audit : 27.01.2022

Relevant company document :

Non-conformity detected:

Category : Major/Minor

Competency of monitoring moisture level of the tea is not satisfactory.

Ex: Company does not have a ^{defined} procedure or work instruction for monitoring moisture.

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Auditor

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Team Leader

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Auditee

Correction:

Have prepared procedure for operating of moisture analyzer by group Assistant Manager - Quality Assurance.

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Auditee

28/01/2022
.....
Date

Root cause for Non-conformity:

Not documented procedure previously. All factory officers were aware about operating of moisture meter. But if not available factory officers, others should know. Because of that NC was raised.

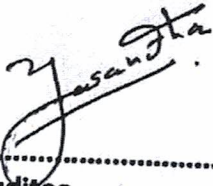
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Auditee

28/01/2022
.....
Date

Corrective action:

Date of completion: 22/01/2022

Have prepared a procedure for moisture meter operating and mentioning moisture analyzing.


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Auditee

22/01/2022

Date

Verification of corrective action:

NC Closed/Open

Evidence provided is satisfactory. Hence NC is closed.


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Auditor

30/01/2022

Date

Effectiveness of corrective action:

The corrective action is effective


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Auditor

2023/03/28

Date



Carolina Tea Factory of Hatton plantations (PLC)

ISO 22000:2018 Food Safety Management System Records

Record Name:	Procedure for Moisture Testing		
Record No:	15	Revision No:	0
Original Date:	28.01.2022	Revision Date:	-

Scope : Test final Moisture level of made black tea before packing into final package

Objectives : To determine whether the appropriate moisture content meet with applicable criteria

Authorized Officer : Factory Manager

Responsible Officer : Senior Assistant Factory Officer

Frequency : Every day and every batch before packing

Number of samples to be tested : 03

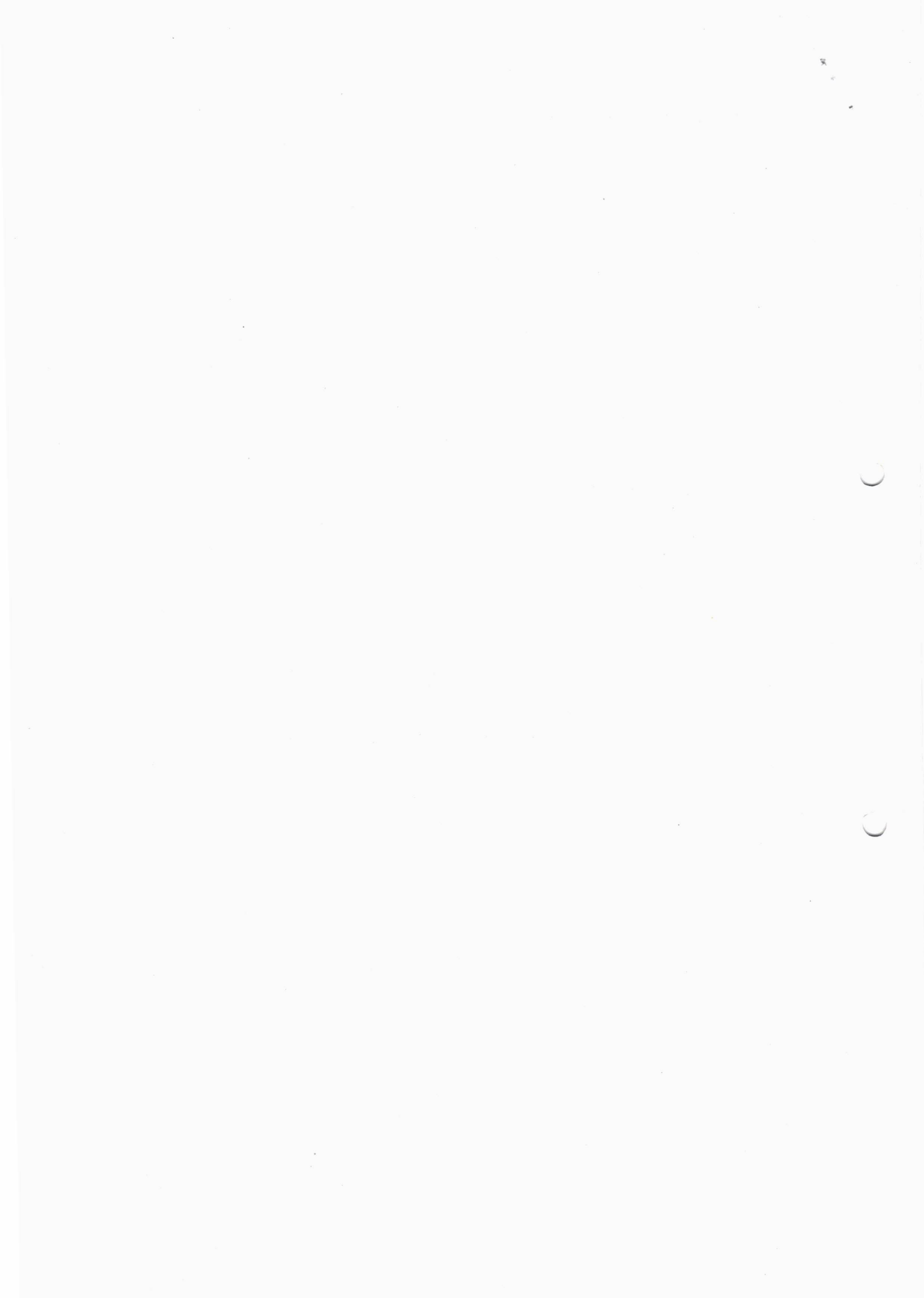
Method of sampling : Random sampling when bulking

Criteria of conformity : If the one of the each three samples moisture content below the 5% bulk tea allowed to packed in multi wall paper bag. If not, whole bulk should re fire.

Way of operating Moisture analyzer

1. Switch on the moisture meter
2. Tare the meter
3. Fill the Tray 5g of tea
4. Set the time for 10 minutes
5. On the switch for operating of process
6. Wait until 10 minutes and the bell will ringing
7. Read the indicated moisture
8. Switch off the machine
9. Clean the tray

Prepared by : F.S.M.S. Team Leader	Authorized by : Top Management
Signature:	Signature:
Date: 30.01.2021	Date: 30.01.2021



Name of Organization: Carolina Tea Factory

NC No.: 02 of 02

Section : Production

Team Leader : Buddhika Sajewani

Relevant Standard: ISO 22000:2018

Auditor : Mohamed Asif

Relevant Clause : 8.2.4

Date of audit : 27.01.2022

Relevant company document :

Non-conformity detected:

Category : Major/Minor

Certain PRPs are not effective.

- It was observed a gap under the door at rolling room.
- It was observed overgrown nails of officers in rolling and shifting room.

U. Ashif
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Auditor

[Signature]
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Team Leader

[Signature]
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Auditee

Correction:

- 1) Have repaired the door closing that observed gap.
- 2) Have trained on that time, and manager inspect all staffs randomly and he had gave instructions to not to take anybody who not trained nails and not complying with other hygienic conditions.

[Signature]
.....
Auditee

28/01/2022
.....
Date

Root cause for Non-conformity:

- 1) That door was damaged because of old and the gap was occurred.
- 2) The relevant Asst: factory officer not trimmed his nails. he came to work that day after long leave. however that is the wrong habit from him.

[Signature]
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Auditee

28/01/2022
.....
Date

Corrective action:

Date of completion: 22/01/2022

- i) Have repaired that gap, observed in a machinery movement door in rolling section.
- ii) Manager given strict advice again to all workers in Carolina tea factory and he taken a written declaration about General food hygienic SOP including hygienic conditions. all staffs were read that and have signed mentioning that they have understood. and also have displayed that SOP.

Jaranta
Auditee

22/01/2022
Date

Verification of corrective action:

NC Closed/Open

Evidence provided is satisfactory. Hence NC is closed.

[Signature]
Auditor

30.01.2022
Date

Effectiveness of corrective action:

Corrective action taken is effective. However some of PRP's observed that implenting of PRP general have not been effective. Therefore a NC raised on 3.2.4g

[Signature]
Auditor

023/03/23
Date

Carolina Tea Factory of Hatton Plantations PLC

- ISO 22000 : 2018 1st Surveillance audit NC correction proofs
- NC No: 02 (i)
- Relevant Clause: 8.2.4



Hatton Plantations PLC

Co. Reg. No. PB5414PQ



Hatton Plantations PLC

Standard operation procedure for food (General)

- If have wound, asthma, dearie, or any disease please inform to factory officer before enter the factory premises.
- Do not wear unsuitable or possibility to fallen jewelries, when entering production floor
- Should cut nails shortly before entering the Factory
- Do not chewing betel in factory and working hours
- Do not bring any bags, handbags, lockets, extra cloths to production floor
- Always should wear clean uniforms, P.P.E s as per the required relevant tasks specially tea handlers must wear gloves, masks, head caps. Women's should tie hear tightly.
- Always should wash hands and foots before enter to production floor
- After using washrooms should wash hands using provided soap
- Do not have meals, snacks, or any other food or any drink in production floor
- If hearing fire alarm or fire inform sound, should immediately come to fire assembly point (Fire extinguishers are allowed to use only firefighting team members)
- If you see, hear any violations of product safety system or contaminations, threat for product, Please inform to Manager, assistant manager, Factory officers

Anuradha Priyantha

FACTORY MANAGER

Issue No: 01	Issue Date: 28.01.2022	Revision No: 00	Revision Date: N/A
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