

**IND-EXPO CERTIFICATION (PVT) LTD;**  
**INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME**  
**NON-CONFORMITY REPORT**

Name of Organization: Supreme Lanka Corp Ltd NC No. : 04 of 07  
Section : Management Team Leader : S.L. Ginige  
Relevant Standard Clause : 6.2.2 Auditor : Felicia Uerawardana  
Relevant company document : ..... Date of audit : 2012-01-26

Non-conformity detected Category: Major/Minor  
No evidence is available for evaluating the effectiveness of training conducted on 2012-01-05.

Auditor F U Sheerawardana Team Leader : S L Ginige

Correction: The evaluation of the effectiveness of training is now done using a sep specialized questionnaire.

Auditee

Root cause for Non-conformity Due to the extreme small nature of the business, certain requirements are not met fully.

Auditee

Proposed corrective action : The MSTL should be aware of all requirements of the ISO22000 FSMS,

Proposed date of completion:

10.2.2012

Auditee

Date

Verification of corrective action

NC Closed/Open

Corrective action taken is verified as effective

Auditor

2012-02-13

Date

Effectiveness of corrective action

Auditor

Date

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Evaluation of Training

Questions	Emp. 1	Emp. 2	Emp. 3	Emp. 4	Emp. 5
Does the employee know what equipments are required to do the cleaning(About Cleaning)	✓	✓	✓	✓	✓
Does the employee know what material are required for cleaning	✓	✓	✓	✓	✓
Does the employee know to clean the item accurately	✓	✓	✓	✓	✓
Does the employee know which items are to be cleaned	✓	✓	✓	✓	✓
Does the employee know how often it is to be cleaned	✓	✓	✓	✓	✓
Does the employee know what are the components of his uniform (PH)	✓	✓	✓	✓	✓
Does the employee wear his uniform in full	✓	✓	✓	✓	✓
Does the employee know which things he should not wear while in a food processing area	✓	✓	✓	✓	✓
Does the employee keep himself away from such items while in the food processing area	✓	✓	✓	✓	✓
Does the employee know which behaviors he should refrain from while working in a food area	✓	✓	✓	✓	✓
Does the employee know how to wash his hands systematically	✓	✓	✓	✓	✓
Does the employee know what are high risk food and what are medium risk food	✓	✓	✓	✓	✓
Does the employee know how the food gets spoiled at different stages	✓	✓	✓	✓	✓
Does the employee know how food spoilage can be prevented at different stages of preparation	✓	✓	✓	✓	✓
Does the employee know exact limit values of preventive steps	✓	✓	✓	✓	✓
Does the employee know what purchasing standard is used by the firm when purchasing food items	✓	✓	✓	✓	✓

Evaluation of Training

Questions	Emp. 1	Emp. 2	Emp. 3	Emp. 4	Emp. 5
Does the employee know what equipments are required to do the cleaning(About Cleaning)	✓	✓	✓	✓	✓
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Does the employee know to clean the item accurately	✓	✓	✓	✓	✓
Does the employee know which items are to be cleaned	✓	✓	✓	✓	✓
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Does the employee know how food spoilage can be prevented at different stages of preparation	✓	✓	✓	✓	✓
Does the employee know exact limit values of preventive steps	✓	✓	✓	✓	✓
Does the employee know what purchasing standard is used by the firm when purchasing food items	✓	✓	✓	✓	✓

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**IND-EXPO CERTIFICATION (PVT) LTD;  
INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME  
NON-CONFORMITY REPORT**

Name of Organization: Supreme Lanka (Pvt) Ltd. NC No. : 02 of 07

Section : Management Team Leader : S.L. GINIGE

Relevant Standard Clause : 4.2.3 Auditor : Pelicia Werawardena

Relevant company document : SLAOP/PS/PPD 19 Date of audit : 2012-01-26

Non-conformity detected

Category : Major/Minor

The following records have not <sup>indexed &</sup> been identified in the Records matrix.

- a) Non-conformity report
- b) Customer complaint record
- c) Internal audit report

Auditor : JRS Werawardena

Team Leader : Ginige

Correction: Non-conformity report, customer complaint records, Internal Audit records are now being included in the master list of documents. Records matrix.

Auditee

Root cause for Non-conformity lack of awareness.

Auditee

Proposed corrective action :

Proposed date of completion:

The master list of documents shall be revised continuously to ensure that it encapsulates all necessary documents.

10.2.2012

Auditee

Date

Verification of corrective action

NC Closed/Open

Corrective action taken is verified as effective

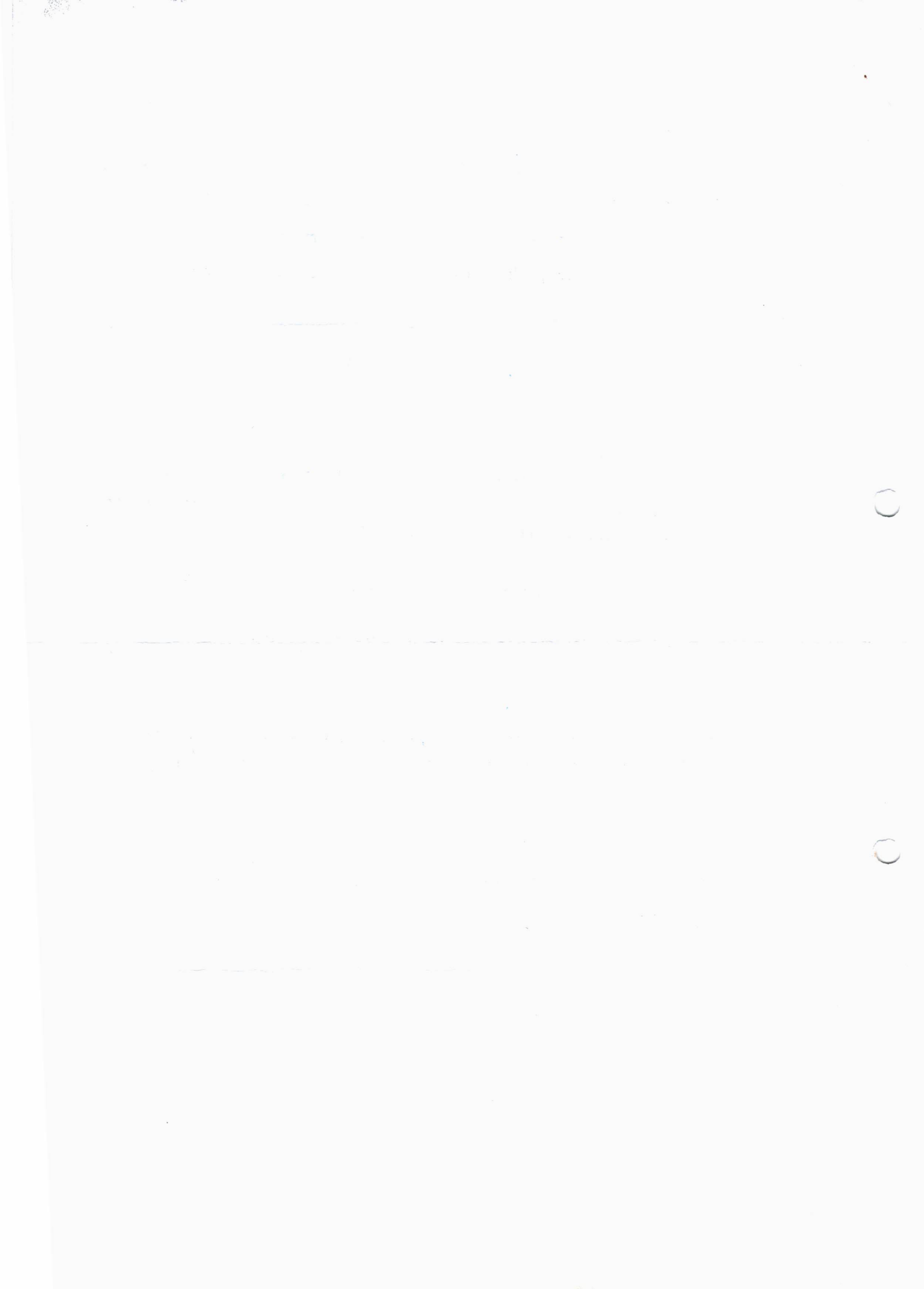
Auditor

Date

Effectiveness of corrective action

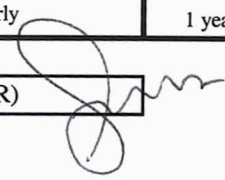
Auditor

Date



Title : Record Matrix	Code : SLAP/FSMS/RCDS/24
date of Issue: 1/11/2011	Issue No:

No	Record	Purpose	Retention Time	Responsibility	Location
1	List of suppliers	Ensure quality of supplies	1 year	Supervisor	SLAP/FSMS/RCDS/01
2	Supplier issues register	Ensure quality of supplies	1 year	Director	SLAP/FSMS/RCDS/02
3	Supplier education leaflet	To educate suppliers	1 year	Supervisor	SLAP/FSMS/RCDS/ 03
4	Supplier evaluation sheet	To assess suppliers	1 year	Supervisor	SLAP/FSMS/RCDS/ 04
5	Food handlers check list	To ensure personal hygiene	1 year	Supervisor	SLAP/FSMS/RCDS/ 05
6	TNA/ Competency matrix	To assess skill level	1 year	Director	SLAP/FSMS/RCDS/ 06
7	Training Calendar	Deliver training timely	1 year	Supervisor	SLAP/FSMS/RCDS/ 07
8	Communication matrix	Ensure proper communication	1 year	Director	SLAP/FSMS/RCDS/ 08
9	Pest control map	To ensure pest control	1 year	Supervisor	SLAP/FSMS/RCDS/ 09
10	Pest control plan	To ensure pest control	1 year	Director	SLAP/FSMS/RCDS/10
11	Garbage removal records	To ensure cleanliness	1 year	Supervisor	SLAP/FSMS/RCDS/ 11
12	Non conformance records	To record NCRs	1 year	Director	SLAP/FSMS/RCDS/12
13	Corrective actions	To record corrective actions	1 year	Director	SLAP/FSMS/RCDS/13
14	Audit plan/ schedule	To conduct internal audits	1 year	Director	SLAP/FSMS/RCDS/14
15	Audit findings	To report audit findings	1 year	Director	SLAP/FSMS/RCDS/15
16	Management review meeting minutes	To record what is being discussed	1 year	Director	SLAP/FSMS/RCDS/16
17	Cleaning records	To ensure all cleaning is done properly	1 year	Supervisor	SLAP/FSMS/RCDS/17
18	Verification records	To ensure the verification is being done regularly	1 year	Director	SLAP/FSMS/RCDS/18
19	Validation records	To ensure the validation is being done regularly	1 year	Director	SLAP/FSMS/RCDS/19
20	Calibration records	To ensure the calibration is being done regularly	1 year	Director	SLAP/FSMS/RCDS/20
21	CCP monitoring records	To ensure all CCP are strictly monitored	1 year	Director	SLAP/FSMS/RCDS/21
22	Legal and regulatory documents	To ensure legal compliance	1 year	Director	SLAP/FSMS/RCDS/22
23	Customer complains	To ensure all customer complains are dealt with properly	1 year	Director	SLAP/FSMS/RCDS/23

Reviewed by(SP) : \_\_\_\_\_ Approved by(DR) 

 02/11/11

## SUPREME LANKA FACTORY MANAGEMENT REVIEW MEETING MINUTES

Date : 3<sup>rd</sup> February 2012  
Topic : Findings of the ISO 22000 FSMS Internal Audit  
Participants : Mr. Sugath Withana, Mr. Nalin Gunasekara, Mr. Nishantha

### Matters Discussed:

- The following findings of the internal audit were discussed.
- Mr. Withana explained the awareness among the employees is not satisfactory and therefore an awareness program has to be held before the stage two audit. Mr. Gunasekara stated this can be done on 3<sup>rd</sup> week of January 2012.
- Mr. Withana highlighted the fact that samples of food items has to be tested for its microbial content. Since the service of ITI can be delayed it was decided to obtain the service of NARA.
- Further it was discussed the need to conduct stool test to ensure employees are in good health conditions. Mr. Nalin said it will not cost much .
- The verification results were discussed. Mr. Nalin emphasized that the monitoring records will largely serve the purpose of verification continuously in addition to internal audits. The supervisor produced quality evaluation of supplies, employee health and hygiene, CCP and OPRP monitoring records etc as such verification attempts.



Handwritten signature of Mr. Nalin Gunasekara, dated 10/2/12.



Handwritten signature of Mr. Sugath Withana.

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INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME  
NON-CONFORMITY REPORT

Name of Organization: Supreme Lanka Agro Products (PVT) Ltd NC No.: 03 of 07  
Section: Management Team Leader: S. L. Gunige  
Relevant Standard Clause: 5.8.2 Auditor: Felicis Weerawarden  
Relevant company document: Management Review Meeting Minutes Date of audit: 2012-01-25

Non-conformity detected Category: Major/Minor  
No evidence is available for the discussion of verification activities results & external audit results at the Management Review Meeting held on 2012-01-02.

Auditor: FRS Weerawarden Team Leader: Gunige

Correction: The Management R. Meeting was held again to discuss findings of the internal audit & results of verification.

Auditee

Root cause for Non-conformity Lack of awareness.

Auditee

Proposed corrective action: The FSTL should be aware about the detailed requirements of the ISO 22000 FSMS. Proposed date of completion: 10.2.2012

Auditee

Date

Verification of corrective action

Corrective action taken is verified as effective

NC Closed/Open

Auditor

2012-02-13

Date

Effectiveness of corrective action

Auditor

Date

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

Issue No.: 02

Issue Date: 2011-11-25

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**IND-EXPO CERTIFICATION (PVT) LTD;  
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NON-CONFORMITY REPORT**

Name of Organization: Supreme Lanka Agro Products (PVT) Ltd NC No.: 07/07  
 Section: PRODUCTION Team Leader: S. L. Rajase  
 Relevant Standard Clause: 7-6. HACCP plan Auditor: .....  
 Relevant company document: CCP Plan Date of audit: 2012-01-26

**Non-conformity detected**

Category: Major/Minor

The CCP plan related to the two CCPs (Drying and Sealing) had not documented the actual operations on the floor. Observed (monitored) critical limits, methods of monitoring, correction & corrective actions, verification, Resp and Records need to be included  
 Auditor: ..... Team Leader: S. L. Rajase

**Correction:**

correction, corrective action & verification are now being included.

Auditee

Root cause for Non-conformity

lack of awareness.

Auditee

Proposed corrective action:

Proposed date of completion:

To improve the awareness of FSTL on major requirements of the CCPs & OPRs.

Auditee

Date

10.2.2012

Verification of corrective action

NC Closed/~~Open~~

Corrective action taken is verified as effective

Auditor

Date

Effectiveness of corrective action

Auditor

Date

CCPs :

CCP	Process Step	Hazard	Critical Limit	What to monitor	How to monitor	When to monitor (Frequency)	Correction	Corrective Action	Relevant recording	By whom (Responsibility)	verification	validation
8 B1	Drying	Mould growth	50-55C/ /2hours	Temperature level	Reading of the thermometer	In every 1/2 an hour	Redry the lot till it reaches exact dry condition	Employee has to be educated/ scrutinize the performance of the oven	Temperature Logs	Production Supervisor	Monitoring the temperature and time	Past experience/ Bacteria count of the final product
13B1	Sealing	Mould growth	Complete sealing	completeness of sealing	Pressing the pack for air leaks	one in every 5 packs	Reseal the pack	Educate the employee	batch production record	Supervisor	random sample observations	past experience



