

2012-04-04

Mr. Nimal Sangakkara
General Manager (Operations)
The Surf Hotel
No. 100, Hotel Road,
Bentota.

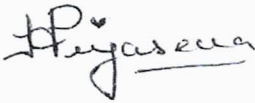
Dear Sir,

ADEQUACY AUDIT REPORT

Please find the adequacy audit report of your Food Safety Management Systems documentation attached.

Thank you,

Yours faithfully



Hasanika Piyasena
Certification Manager

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INDEXPO CERTIFICATION LIMITED

***INTEGRATED MANAGEMENT SYSTEMS
CERTIFICATION SCHEME***

ADEQUACY AUDIT REPORT

ISO 22000:2005

The Surf, Bentota.



**UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION
INVENTORY CONTROL RECORD**

Agri. Stat	PO Nr	Asset Id	Qty	Description	Serial Nr	Reg. Nr	Chassis Nr	Eng. Nr	Received date	Amt USD	Amt EUR	Last Proj Nr	Remarks
N	18056098	18056098-1-1	1	Photo Camera	2366363	-	-	-	20110211	1,220.57	857.63	UND	Authorization to cover expenses for Project Photo Camera (Nikon D90) and lens W/18-105 mm - Supplied Accessories. - Re.Li-
N	18061075	18061075-1-1	1	Notebook, DELL VOSTRO 3450	X1696091	-	-	-	20110726	1,009.17	706.42	UND	
N	18063119	18063119-1-1	1	COMPUTER, Notebook DELL VOSTRO 4350	X169609	-	-	-	20101011	1,004.57	734.34	UND	
N	18061938		1	Writing table with fixed drawing unit armed chair for indexpo					190911	239.96	166.30		
N	18062264		1	Hot and Cold standing water dispenser					171011	158.54	109.87		
N	18057790		1	Binding Machine	W107736P				280311	205.63	168.72		
N	18057789		1	Laminating Machine	2009100145				280311	227.50	186.67		
N	18057018		1	Cam Corder	19310283061				80211	632.81	519.23		
N	18066269		1	Lockabe Cupboard					300412	200.81	164.77		
				Assets are received at the project site and verified						14,051.13	10,217.52		Received & Verified. Signature/Date
Total for Project: TESRL06004													
Project: USLEB06002 Title: INCREASE ACCESS TO EXPORT MARKETS FOR LEBANESE PRODUCTS AND IMPROVEMENT OF ITS QUALITY INFRASTRUCTURE TO INCREASE TBT/SP													Allocation Holder: BADARNEH, Ali
Country: Lebanon													
N	15002341	10210601	1	LABORATORY, TESTING EQUIPMENT(ITEM 1 AND 2)					20090902	148,990.00	106,974.82		AS PER ATTACHED LIST TO PO - COUNTERPART: LAU BYBLOS



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**INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME
ADEQUACY AUDIT REPORT –ISO 22000 : 2005**

1. **Name of organization** : The Surf
2. **Address** : Bentota, Sri Lanka.
3. **Applicable standard** : ISO 22000:2005
4. **File No.** : IMSC-FSMS-06
5. **Applicable sector** : Hotel industry
6. **Date of adequacy audit** : 2012-04-04
7. **Name of Reviewing Officer** : Ms. Felicia Weerawardena
8. **FSMS Documentation** :

Food safety manual–General (Section I & II)	Food safety manual PRPs(Section III)	Hazard analysis (Section IV)
Issue Date : 2011-01-11	Issue Date : 2011-01-11	Issue Date : 2011-05-01
Revision No.: 00	Revision No.: 00	Revision No.: 00

Issue No. is not indicated.

9. Requirements of the standard:

9.1 Scope of the FSMS: Entire Food & Beverage operations, from incoming materials, including all kitchens, restaurants and bars, mini bars, staff kitchen & restaurant and stores.

9.2 Food safety policy : Addressed in Page 2 of 17 of Section II of the food safety manual as per Clause 5.2 of ISO 22000.

9.3 Food safety objectives : Reference is given to food safety objective monitoring table. Annexure 05.

9.4 Control of documents : A documented procedure is available (Page 07 of 17) covering the requirements of Clause 4.2.2 of ISO 22000 but control of external documents have not been addressed.

9.5 Control of records : A documented procedure is available (Page 09 of 17) covering all the requirements of Clause 4.2.3 of ISO 22000.

9.6 Responsibilities & authorities : Responsibilities and authorities given under different clauses in the manual but the Organization chart has not been referred to in the manual nor has it been submitted along with the documentation. Also as responsibilities and authorities have not been defined separately communicating within the organization has not been addressed.

Document No. : QP-04-F-03

Reviewed and approved by : Director

Issue No. : 03

Issued by : Management Representative

Issue Date : 2012-04--04

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INVENTORY CONTROL RECORD**

Agr. Stat	PO Nr	Asset Id	Qty	Description	Serial Nr	Reg. Nr	Chassis Nr	Eng. Nr	Received date	Amt USD	Amt EUR	Last Proj Nr	Remarks
Project: TESRL06004 Title: STRENGTHENING INTERNATIONAL CERTIFICATION CAPACITY IN SRI LANKA WITH PARTICULAR REFERENCE TO SOCIAL ACCOUNTABILITY STAND- Allotment Holder: BADARNEH, Ali													
Country: Sri Lanka													
N	18016953	10134101	1	PROJECTOR, TOSHIBA MULTIMEDIA TDP-T-40	51638693	-	-	-	-	1,865.00	1,542.36	-	TRANSFERRED FROM TFSRL01002 JAN2010 AS AGREED BETWEEN MR. GOONATILAKE & MR. BADARNEH E-MAIL DATED 12JAN2010
N	18031276	10161201	1	PHOTOCOPIER, TOSHIBA DIGITAL MODEL E-STUDIO 163	CAE727522	-	-	-	-	1,111.56	812.55	-	
N	18031965	10163902	1	COMPUTER, NOTEBOOK HP 1 COMPAQ BX 6320	SCNU7351YY	-	-	-	-	1,422.76	1,044.31	-	
N	18031965	10163903	1	COMPUTER, NOTEBOOK HP 1 COMPAQ BX 6320	SCNU7351Z0	-	-	-	-	1,422.76	1,044.31	-	
N	18031967	10163801	1	COMPUTER, NOTEBOOK HP 1 COMPAQ BX 6320	CNC712NVJX-	-	-	-	-	841.00	617.29	-	
N	18034738	10197301	1	PROJECTOR, MULTIMEDIA AIR CONDITIONER 24000 BTU/H/ WALL MOUNTED SPLIT TYPE ACPE	W400750F-HTZ-902NLC000	-	-	-	-	2,067.04	1,366.31	-	
N	18042110	10209301	1	AC COMPUTER, NOTEBOOK TOSHIBA	359	-	-	-	-	914.68	694.24	-	
N	18044151	10220701	1	TECRA M10-4460	88088077H-	-	-	-	-	1,122.02	797.76	-	



**INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME
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9.7 Food safety team leader :There is a food safety team leader (FSTL)as per the documentation but who has been appointed as FSTL has not been addressed in the manual.

9.8 Factory lay out: Referred to as Annex 04 of the manual but have not been submitted along with the documentation.

9.9 External Communication :For external communication Cooperate Chef, Executive Chef, F & B Manager, Chief Steward, Receiving Officer, Purchasing Manager and Food & Beverage Store Keeper are held responsible. Food safety team leader is responsible for internal communication.

9.10 Emergency preparedness &response :A separate procedure is available for emergency preparedness and response. Engineer is responsible for the implementation of the procedure. Reference is given to the Emergency Preparedness Response Plan. But the potential emergencies have not been identified.

9.11 Management review : Addressed in Page 06 of 17, Section II of the food safety manual (general)covering the requirements of Clause 5.8 of ISO 22000: 2005 and the frequency is given as biannual.

10 Resource management : Adequately addressed in Page 09 of 17, Section II of the food safety manual. Infrastructure and work environment detailed out in Section III of the manual.

10.1 Competency, awareness and training :Have been adequately addressed in Page 10 of 17 of the Food safety manual (general).

11. Planning & realization of safe products

11.1 Pre-requisite programs (PRPs) :Twelve (12)PRPs have been documented in Section III of the manual and listed as follows:

- 11.1.1 Construction and lay-out of buildings and associated utilities
- 11.1.2 Layout of premises, including workspace and employee facilities
- 11.1.3 Supplies of air, water, energy and other utilities
- 11.1.4 Supporting services including waste disposal, storage facilities
- 11.1.5 Establishment, Machinery and equipment maintenance, calibration & testing
- 11.1.6 Incoming material control
- 11.1.7 Prevention of cross contamination
- 11.1.8 Cleaning and sanitation
- 11.1.9 Pest control systems
- 11.1.10 Personal hygiene
- 11.1.11 Control of food processing operations
- 11.1.12 Lot identification and traceability system



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Total for Project: TESRL06004										14,051.13	10,217.52			Received & Verified. Signature/Date

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Assets are received at the project site and verified

10,217.52

14,051.13





**INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME
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11.2 Preliminary steps to enable hazard analysis

11.2.1 Food safety team :Reference is given to Annex 02 for the Composition of the Food safety team but the document has not been submitted along with the documentation.

11.2.2 Product characteristics :Product characteristics related to food safety have not been adequately addressed.

11.2.3 Characteristics of end products :Characteristics of end products related to food safety have not been adequately addressed.

11.2.4 Flow diagrams, Process steps & Control measures :Flow diagrams for meat items, sea food items, vegetables, fruits, cakes, bread, fruit juices and dairy items given in Annex 01.

11.2.5 Hazard analysis : Hazards have been analyzed for each item given under flow diagrams and detailed out in Section IV.

11.2.6 OPRPs : Six (06) OPRPs for meat items, Seven (07) OPRPs for sea food items, three (03) OPRPs for vegetables, one (01) OPRP for fruits, one (01) OPRP for rice and other cereals, three (03) OPRPs for pastry, two (02) OPRPs for cakes, four (04) OPRPs for desserts, two (02) OPRPs for bread, two (02) OPRPs for juices and four (04) OPRPs for dairy items have been documented and the following information have been included:

- a) Food safety hazard to be controlled by the program
- b) Control measure
- c) Monitoring procedures
- d) Corrections and corrective actions to be taken
- e) Responsibilities and authorities
- f) Records of monitoring

11.3 Establishing the HACCP Plan : The HACCP plans for different products have been established and documented in Section V as follows:

- Meat items : Page 03 of 20
- Sea food items : Page 06 of 20
- Vegetables : Page 08 of 20
- Rice and other cereals: Page 11 of 20
- Pastry : Page 13 of 20
- Cakes : Page 15 of 20
- Bread : Page 18 of 20

11.3.1 Identification of critical control points :Critical control points and critical limits have been identified for the following items and documented as given below:

Document No. : QP-04-F-03
Reviewed and approved by : Director

Issue No. : 03
Issued by : Management Representative

Issue Date : 2012-04--04



**UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION
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Agri. Slat	PO Nr	Asset Id	Qty	Description	Serial Nr	Reg. Nr	Chassis Nr	Eng. Nr	Received date	Amt USD	Amt EUR	Last Proj Nr	Remarks
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Country: Sri Lanka													
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N	18031965	10163902	1	COMPUTER, NOTEBOOK HP COMPAQ BX 6320	SCNU7351YY D-	-	-	-	-	1,422.76	1,044.31	-	
N	18031965	10163903	1	COMPUTER, NOTEBOOK HP COMPAQ BX 6320	SCNU7351Z0 0-	-	-	-	-	1,422.76	1,044.31	-	
N	18031967	10163801	1	COMPUTER, NOTEBOOK HP COMPAQ BX 6320	CNC12NVJX-	-	-	-	-	841.00	617.29	-	
N	18034738	10197301	1	PROJECTOR, MULTIMEDIA W400750F-HTZ-	W400750F-HTZ-	-	-	-	20090303	2,067.04	1,366.31	-	
N	18042110	10209301	1	AIR CONDITIONER 24000 BTU/H/ WALL MOUNTED SPLIT TYPE ACPE 902NLNC000	359-	-	-	-	20090720	914.68	694.24	-	
N	18044151	10220701	1	COMPUTER, NOTEBOOK TOSHIBA TECRA M10-A460	88088077H-	-	-	-	20090720	1,122.02	797.76	-	



**INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME
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- Meat items : One CCP –Core temperature at cooking 75⁰ C or more than 75⁰ C for 15 sec. & oven temperature min. 75⁰ C for 20 min.
- Sea food items : One CCP –Core temperature at cooking 75⁰ C or more than 75⁰ C for 15 sec. & oven temperature min. 75⁰ C for 20 min.
- Vegetables : One CCP –Temperature at cooking 75⁰ C or more than 75⁰ C for 15 sec.
- Rice and other cereals : One CCP –Temperature at cooking temperature at cooking 75⁰ C or more than 75⁰ C for 15 sec. & oven temperature min. 75⁰ C for 2 min.
- Pastry : Two CCPs – Baking & steaming temperature at a min. of 150⁰ C for 20 min.
- Cakes : One CCP – Baking, oven temperature at 150⁰ C min. for 30 min.
- Bread : Two CCPs –Baking ,oven temperature & time - 180⁰ C min. for 25 min. & deep frying at 100⁰ C for 15 sec.

11.3.2 System for the monitoring of critical control limits : Addressed in the HACCP plan.

11.3.3 Actions to be taken when monitoring results exceed critical limits : Corrections and corrective actions to be taken when there are deviations have been documented in the OPRP and HACCP plan.

11.4 Verification planning : Referred to as Annexure 06 but not submitted along with the documentation.

11.5 Traceability of products : Traceable to the employee log, then the transfer notes which is traceable to the issue notes and then to the raw materials.

11.6 Control of non-conformity : Documented procedure is available 2.14.2.1.1 in the manual addressing the requirements of Clause 7.10.3.1 of ISO 22000.

11.6.1 Corrections & Corrective actions : Documented procedure is available 2.14.2.5.1 in the manual addressing the requirements of Clause 7.10.2 of ISO 22000.

11.6.2 Handling of potentially unsafe products : Documented procedure is available 2.14.2.2.1 in the manual addressing the requirements of Clause 7.10.3 of ISO 22000.

11.6.3 Disposition of non-conforming products : Non-conforming products dealt as given in 2.14.2.2.1.(Page 13 of the manual).

11.6.4 Withdrawals : Detailed out under 2.14.2.4 covering the requirements of Sub-clause 7.1.0.4 of ISO 22000 :2005.

11.7 FSMS Validation

11.7.1 Validation of control measures adequately addressed under 2.15.1 in Page 15 of Section II of the manual.



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11.7.2 Control of monitoring & measuring : A documented procedure is available under PRPs (3.5.2).

11.8 FSMS verification& Improvement

11.8.1 Internal audit :Addressed in Page 16 of 17 , Section II of the manual and a documented procedure covering the requirements of sub-clause **8.4.1** of ISO 22000 : 2005 (**2.15.2.1**) is available in the Food Safety manual.

11.8.2 Improvement : Addressed in the manual covering the requirements of Sub-clause **8.5.1** of ISO 22000..

➤ **Italics indicate inadequacies in the documentation.**

FJR S Weerawardena

Felicia J R S Weerawardena
Signature of Reviewing Officer

2012-04-04
Date

- Page 06 of 06 is for internal purposes only.

Document No. : QP-04-F-03
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ADEQUACY AUDIT REPORT –ISO 22000 : 2005**

COMMENTS OF REVIEWING OFFICER

Subject to addressing the documentation inadequacies, a date for the Stage I audit could be arranged with the client.

JRS Shreenandan

Signature of Reviewing Officer

2012-04-04

Date

RECOMMENDATION BY THE CERTIFICATION MANAGER

upon addressing to the inadequacies, do proceed on the Stage I audit.

H. Jayaram

Signature of Certification Manager

2012-04-05

Date

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