



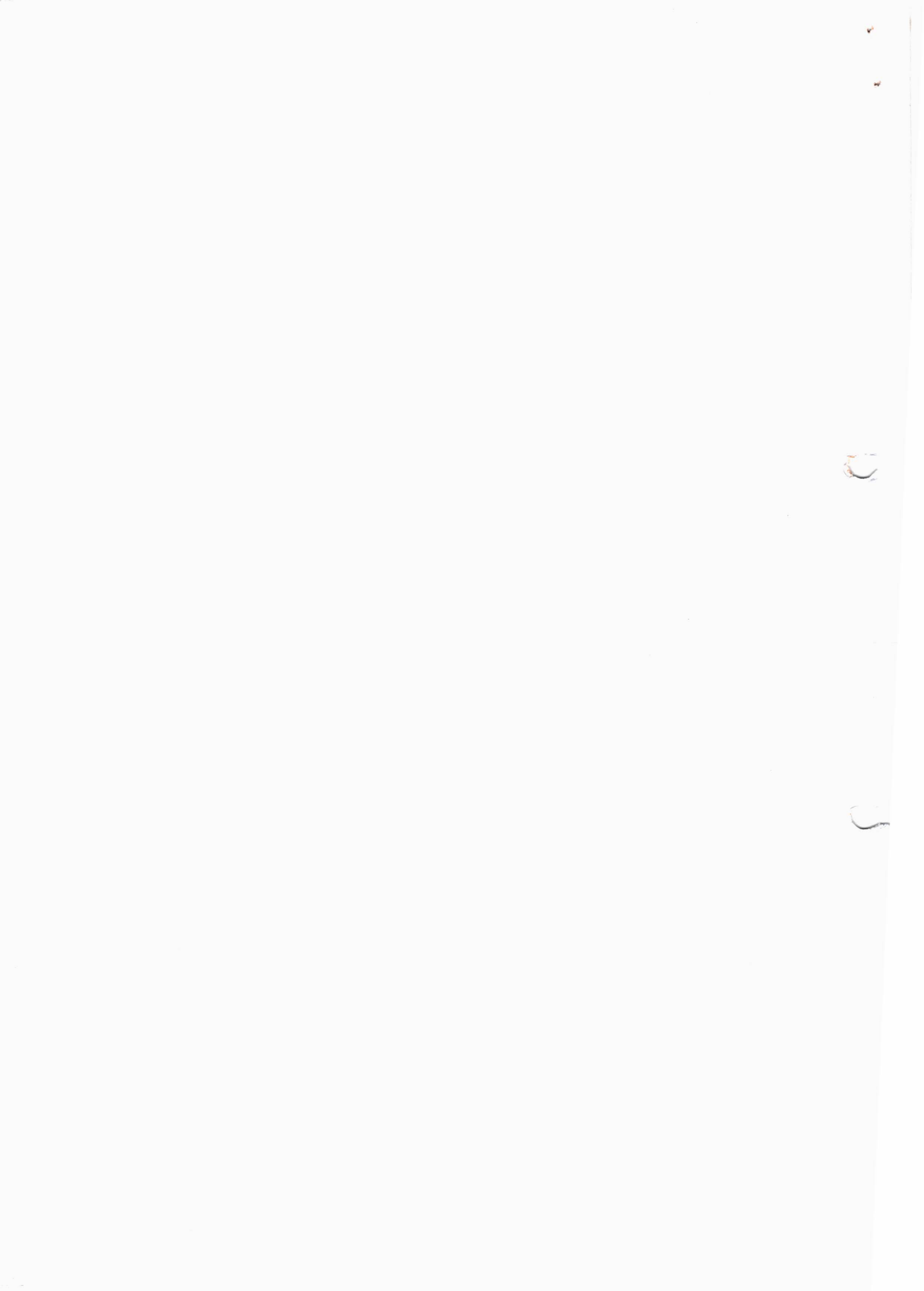
**INDEXPO CERTIFICATION LIMITED**

**INTEGRATED MANAGEMENT SYSTEMS  
CERTIFICATION SCHEME**

**SURVEILLANCE AUDIT REPORT**

**ISO 22000:2005**

**The Surf**





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

1. **NAME OF ORGANIZATION** : The Surf

2. **HEAD OFFICE ADDRESS** : No. 100, Hotel Road, Bentota.

3. **ASSESSMENT SITES** : Same as 2

**4. CONTACT DETAILS**

4.1 **Name** : Mr. Saman Jayawardena                      **Designation** : Group Chef

4.2 **Tel** : 0342275129                      **Mobile** :                      **Fax** : 0342275486

4.3 **E-mail** : [samanj@ceylonhotels.net](mailto:samanj@ceylonhotels.net)

4.4 **NO. OF EMPLOYEES** : Forty (40)

5. **APPLICABLE STANDARD** : ISO 22000:2005

6. **FILE NO.** : IMSC-FSMS-07

**7. PRODUCTS MANUFACTURED**

7.1 **Product categories** : Meat items, Sea food items, vegetables, fruits, rice & cereals, pastries, cakes, desserts, bread, juices and dairy items

8. **SCOPE OF CERTIFICATION** : Activities pertaining to sourcing, storing, processing and serving food and beverages for guests and employees

9. **APPLICABLE SECTOR** : Hotel

10. **DATE OF SURVEILLANCE AUDIT** : 2013-04-18

11. **AUDIT TEAM** : Mr. S L Ginige (Team Leader)  
Ms. F Weerawardena (Team Member)  
Ms. Hasanika Piyasena (Trainee Auditor)  
Ms. Amani Wijesinghe (Trainee Auditor)

**12. GENERAL :**

**12.1 Control of documents** : Documented procedure covering the relevant requirements of ISO 22000 :2005 was available and implemented.

**12.2 Control of records** : Documented procedure covering the relevant requirements of ISO 22000 :2005 was available and implemented.

**12.3 Top management commitment** : Top management commitment is evident.



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Responsibilities and authorities defined and communicated to relevant personnel. Work instructions available and followed. Sous Chef functions as the Food Safety Team Leader. However reporting matters on the effectiveness and suitability of the FSMS to the top management is not included in the responsibilities of the Food Safety Team Leader.(NCR 01)

**12.4 Communication :**Managing Director holds the responsibility for communication. Internal communication is through discussions, meetings. However communication need to be more effective.

**12.5 Emergency preparedness :**Sudden water leaks, storms with heavy rains and fire have been identified as potential emergencies. Staff is aware of the mitigation measures to be taken. Fire training has been provided and evidence was available.

**12.6 Management review :** A documented procedure is available and management review meetings are conducted biannually. Last management review meeting has been conducted on 2013-04-19 .

**12.7 Resource management :** Infrastructure and work environment and other resources necessary to implement and maintain the FSMS have been provided.

**12.8 Planning and realization of safe food :** PRPs required by ISO 22000:2005 have been documented in the FSMS manual and implemented. However it was observed that a gap exists between the main door & the frame at the main kitchen.(NCR 02)

Characteristics of raw materials, and end products have been described. Physical, chemical and biological food hazards documented.

**12.9 HACCP plan :**

Six (06)CCPs and six OPRPs have been identified in the HACCP plan . However the OPRP for thawing has not been included the time as a parameter in the OPRP plan. (NCR 03)

**12.10 Verification planning :**Verification plan documented. PRPs, hazard analysis and OPRPs are verified. Responsibilities for verification activities identified in the verification schedule (Appendix 08) of the FSMS manual.

The verification activities planned and documented for CCPs & OPRPs does not describe the method of verification and responsibilities. (NCR 04)

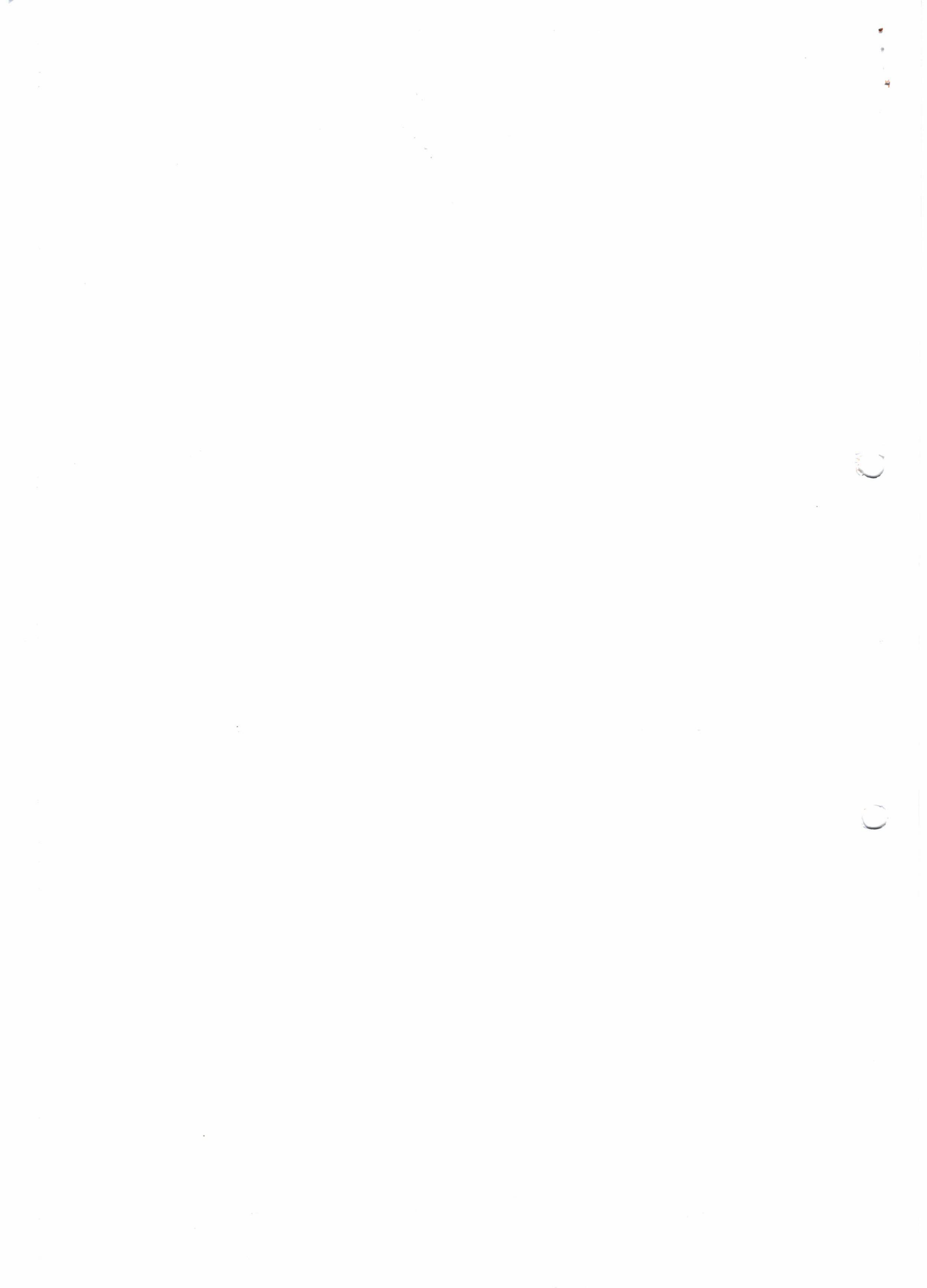
Internal audits have been conducted as per the frequency defined in the procedure manual.

**13. MAJOR NON-CONFORMITIES :** None

**14. MINOR NON-CONFORMITIES :** Four (04)

14.1 Reporting matters on the effectiveness and suitability of the FSMS to the top management is not included in the responsibilities of the Food Safety Team Leader

14.2 It was observed that a gap exists between the main door & the frame at the main kitchen.





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14.3 The OPRP for thawing has not been included the time as a parameter in the OPRP plan.

14.4 The verification activities planned and documented for CCPs & OPRPs does not describe the method of verification and responsibilities.

**15. CORRECTIVE ACTION REQUESTS (CAR) :** Corrective action requests have been submitted with proposed corrective actions agreed upon.

**16. OBSERVATIONS/OPPORTUNITIES FOR IMPROVEMENT :**

16.1 The document numbers may be given in the Master list of documents for easy reference.

16.2 Involvement of the Professional Body in the pest eradication activity should have more documentary evidence. Eg. A letter from the pest control professional body and application of chemicals.

16.3 Analysis of verification results need to be given more attention by the Food Safety Team.

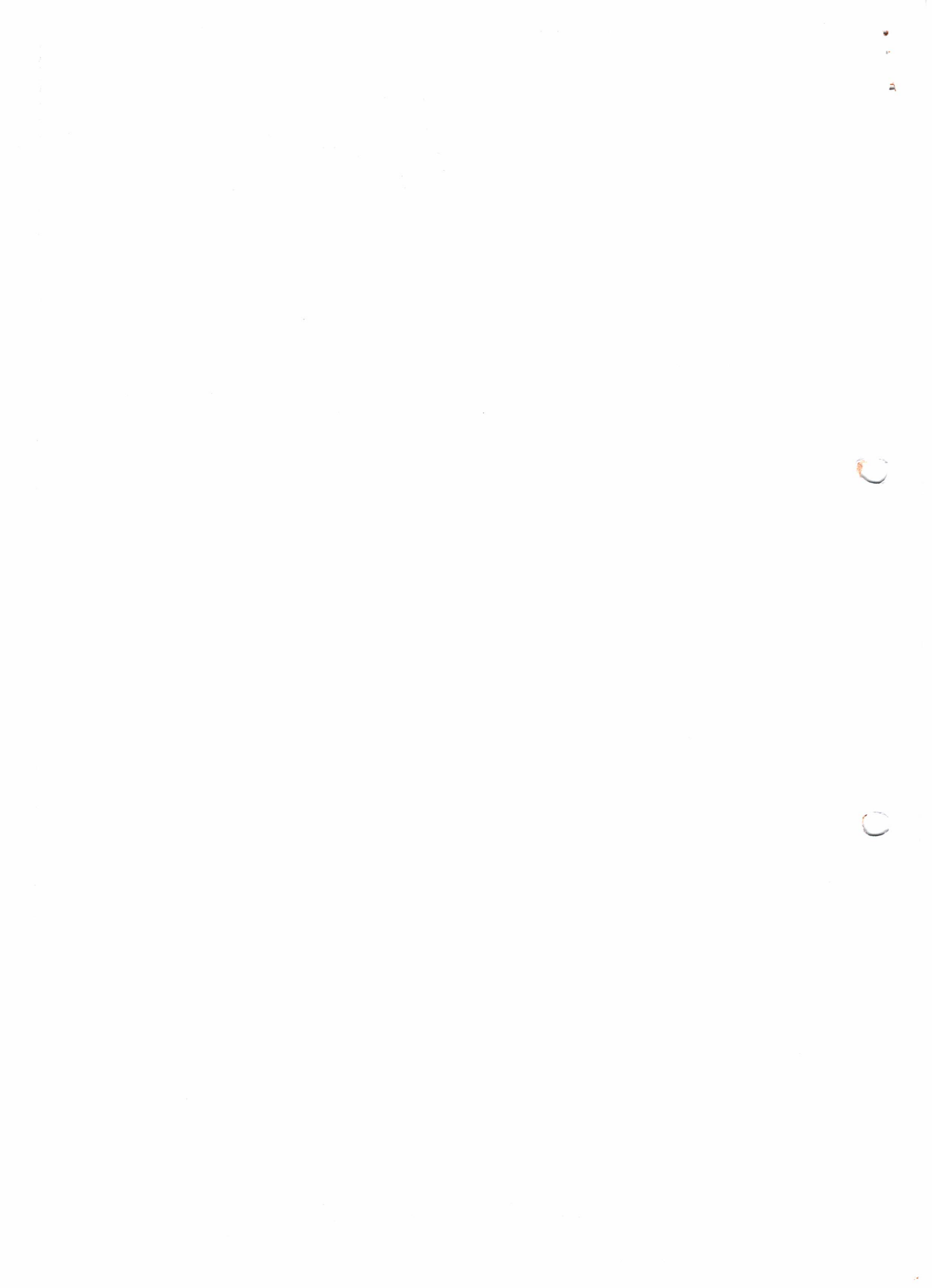
.....  
*Luqman*

**SIGNATURE OF TEAM LEADER**

.....  
*2013-04-18*

**DATE**

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17. RECOMMENDATION BY TEAM LEADER:

Recommended to continue the certification  
subject to the completion of the corrective  
actions for the NCS raised and submission  
of the evidence for same.

*S. H. Jais*  
Signature of Team Leader

*2013-04-18*  
Date

18. RECOMMENDATION BY CERTIFICATION MANAGER :

*H. Jayasena*  
Signature of Certification Manager

*2013-04-26*  
Date

19. APPROVAL FOR CONTINUATION OF CERTIFICATION :

*[Signature]*  
Signature of Director

*2013-04-26*  
Date