



**IND-EXPO CERTIFICATION LIMITED**  
**INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME**  
**NON-CONFORMITY REPORT**

Name of Organization: The Surf

NC No. : 01 of 04

Section : Management

Team Leader : S L Ginige

Relevant Standard : ISO 22000:2005

Auditor : Felicia Weerawardena

Relevant Clause : 5.5

Date of audit : 2013-04-18

Relevant company document : Annexure 2 of the FSMS Manual

Non-conformity detected

Category : Major/Minor

Reporting matters on the effectiveness & suitability of the FSMS to the top management is not included in the responsibilities of the FSTL.

*Felicia Weerawardena*  
 Auditor

*S L Ginige*  
 Team Leader :

Correction: REPORTING ON THE EFFECTIVENESS AND SUITABILITY OF THE FSMS TO THE TOP MANAGEMENT TO BE INCLUDED IN THE RESPONSIBILITIES OF THE FSTL

Auditee *Umesh*

Root cause for Non-conformity

RESPONSIBILITIES TO FSTL ~~HAS~~ NOT BEEN UPDATED.

*Umesh*  
 Auditee

Proposed corrective action :

Proposed date of completion: 19-04-2013

THE RESPONSIBILITIES OF RELEVANT PERSONAL TO BE RECEIVED AS APPROPRIATE ~~WAS~~ REPORTING MATTERS OF THE EFFECTIVENESS AND SUITABILITY OF THE FSMS ~~HAS~~ BEEN INCLUDED IN THE RESPONSIBILITIES OF THE FSTL AND BE FLOWED.

*Umesh*  
 Auditee

19-04-2013  
 Date

Verification of corrective action

NC Closed/~~Open~~

Corrective action taken is verified as effective. The NC is closed.

*Chinisa*  
 Auditor

2013-05-18  
 Date

Effectiveness of corrective action

corrective action taken is verified as effective

*S L Ginige*  
 Auditor

2013-01-31  
 Date



1917-18-1918-1919  
1919-20-1920-21-1921-22  
1922-23-1923-24-1924-25

1925-26-1926-27-1927-28

1928-29-1929-30-1930-31-1931-32  
1932-33-1933-34-1934-35-1935-36  
1936-37-1937-38-1938-39-1939-40



**FOOD SAFETY TEAM  
RESPONSIBILITIES AND AUTHORITIES**

**Executive Chef -(Food Safety Team Leader)**

- Coordinate the top management commitment in developing and implementing of the FSMS.
- Communication of the importance of the FSMS for the business
- Identification of required resources in conjunction with the Food Safety Team Leader
- Provide financial assistance through the Director Operational for necessary resources required for the food Safety
- . Recommending improvements required for the effective and efficient implementation of the FSMS
- Give directions to process controllers in fulfilling the food safety process
- Provision of required resources
- Identification of relevant training requirements of the food safety team members.
- Responsible for the continuous improvements of the FSMS
- Review the CCP/OPRP and other monitoring check lists.
- Report the effectiveness of the FSMS to the Food safety team verifying the evidence of external food sample report , Water testing report, internal and external audit carried out etc.
- Get the corrective actions for all the non conformities with assistance of the sectional heads.

**Chef De Partie**

Management of the food safety team and organizing its work

- Overall responsible for the FSMS.
- Identification of required resources in conjunction with the sectional heads.
- Overall responsibility to implementing & practicing all relevant procedures
- Establishment, monitor, implementation, maintenance and updating the FSMS.
- Coordinate and management of all operational work of managers and other officers with respect to the Food Safety.
- Review the FSMS documents, Records.
- Responsible for FSMS Documentation.
- Schedule and Conduct internal audits.
- Conduct management review meetings.

**Demi Chef De Parti**

- Identification of required resources in conjunction with the sectional heads.
- Overall responsibility to implementing & practicing all relevant procedures
- Establishment, monitor, implementation, maintenance and updating the FSMS.
- Review the FSMS documents, Records.
- Responsible for FSMS Documentation

**Demi Chef De partie**

- Identification of required resources in conjunction with the sectional heads.
- Overall responsibility to implementing & practicing all relevant procedures
- Establishment, monitor, implementation, maintenance and updating the FSMS.
- Review the FSMS documents, Records.
- Responsible for FSMS Documentation.

### **Chief Steward**

- Responsible for cleanliness of the food handling areas equipments and utensils.
- Prepare proper cleaning schedules implement the cleaning procedures.
- Control the pests in the food handling areas.

### **Engineer:**

- Maintenance of machines and equipments in periodical manner to improve the food safety of the products
- Prepare all the food contact areas properly suitable for food safety schedule and calibration of equipments.
- Provide suitable locations for food preparation and storage.
- Carry out all engineering construction work for efficient implementation of the FSMS

### **Store Keeper**

- Storage food items in good hygienic manner. Maintain FIFO system and proper identification system in the stores.
- Inform relevant personnel when an issue related to the food safety is identified
- Instruct supervisors to implement corrective actions related to food safety
- Control and selection of suppliers as requirements of the FSMS.
- Implementation and establishment of Food Safety Management system in effective manner..
- Conduct supplier audit

### **F& B Manager**

- Responsible for cleanliness of the relevant food handling areas equipments and utensils.
- Prepare proper cleaning schedules implement the cleaning procedures.
- Monitor relevant processes to improve the FSMS
- Improve the food safety processes
- Inform relevant personnel when an issue related to the food safety is identified
- Instruct supervisors to implement corrective actions related to food safety

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**IND-EXPO CERTIFICATION LIMITED**  
**INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME**  
**NON-CONFORMITY REPORT**

Name of Organization: The Surf

NC No. : 02 of 04

Section : Main Kitchen

Team Leader : S L Ginige

Relevant Standard : ISO 22000:2005

Auditor : -----

Relevant Clause : 7.2 PRP

Date of audit : 2013-04-18

Relevant company document : PRP doc

Non-conformity detected

Category : Major/Minor

There is a gap existing between the main door frame at the main kitchen.

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Auditor

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Team Leader :

Correction:

COVERED ALL THE GAPS IN THE MAIN ENTRANCE.

Auditee *[Signature]*

Root cause for Non-conformity

MAINTENANCE SCHEDULE HAS NOT BEEN FOLLOWED.

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Auditee

Proposed corrective action :

Proposed date of completion: 19-04-2013

PERSON RESPONSIBLE WAS INSTRUCTAD TO FOLLOW THE MAINTENANCE SCHEDULE AND TAKE ACTION AS APPROPRIATE

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Auditee

19-04-2013  
Date

Verification of corrective action

NC Closed/Open

The corrective action taken is verified as effective the NC is closed

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Auditor

2013-05-18  
Date

Effectiveness of corrective action

Corrective action taken is verified as effective

.....  
Auditor

2014-01-31  
Date



Organization – The Surf /– Bentota

NC No 02/04

Photo graphic evidence of the corrective action

The gap is covered with a PVC screen & rubber beading strip.



