



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

Name of Organization: The Surf NC No. : 01 of 04
 Section : Management Team Leader : Mr. S L Ginige
 Relevant Standard : ISO 22000 Auditor : Ms. F Weerawardena
 Relevant Clause : 4.2.2 Date of audit : 2014-01-31
 Relevant company document : Master list of documents

Non-conformity detected **Category : Major/Minor**

The following deviations were observed in the Control of documents.
 i) Responsibility has not been assigned in some PRPs. Eg. Verification of cleaning
 ii) External documents have not been updated.
 iii) Master list of documents not updated.

F.R.S. Weerawardena S.L. Ginige
 Auditor Team Leader :

Correction:
 Responsibility will be assigned for all PRPs. External documents and master list of documents will be updated

Uneda 02-02-2014
 Auditee Date

Root cause for Non-conformity
 Control of document procedure not followed.

Uneda 20-02-2014
 Auditee Date

Proposed corrective action **Proposed date of completion:**
 Responsibility for all PRPs assigned. External documents and master list of documents updated. Advised to follow the procedure

Uneda 26-02-2014
 Auditee Date

Verification of corrective action **NC Closed/Open**
 The corrective action taken is verified on the evidence provided

S.L. Ginige 2014/03/01
 Auditor Date

Effectiveness of corrective action
 The corrective action taken is verified as effective

S.L. Ginige 2015/05/30
 Auditor Date




Verification Schedule
Annexure- 09

Date of Issue	2012-11-01
Issue No.	01
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ACTIVITY	FREQUENCY	RECORDS	RESPONSIBILITY
Verification of Flow Diagrams	Once a year or change in the process	Flow Diagrams for Product categories	FSTL
Review identified hazards Risk Assessment Table Review appropriateness of the established CCPs	Once a year or change in the process	HACCP analysis	FSTL
Critical Limits Verification Review	Once a year	HACCP-External-Documents	FSTL
CCP & OPRP Verification	Once in two weeks	Temp. records	FSTL
Records of Corrective Action	Daily / Weekly	Corrective Action Records	FSTL
PRP's			
a) Building Maintenance	Biannual	Maintenance check list	Engineer
b) Water Supply	Biannual	Analysis Report	Engineer
c) Personal Hygiene Facilities	Once in two weeks	Personal Hygiene check list	Supervisor
d) Supplier Evaluation	Biannual	Supplier evaluation records	Store Keeper
e) Preventive maintenance of Equipment	Every Month	Preventive maintenance check lists	Engineer
f) Calibration	Annually	Calibration records	Engineer
g) Cleaning and sanitation procedures	Biannual	Cleaning check list	Supervisor
h) Drainage and waste disposal	Every Month	Check list	Engineer
i) Personal Health status	Annually	Medical records of food handlers	FSTL
j) Illness and injury	Biannual	Illness report notice	HOD
k) Pest Control	Every Month	Check lists	House Keeper
<u>Specific Control Measures-</u>			
Rice/Peanuts – Aflatoxin analysis	Annually	Food Analysis Report	FSTL
Chemical analysis for Fish - Histamine	Annually	Food Analysis Report	FSTL
Microbiological Analysis for food items	Annually	Food Analysis Report	FSTL

Prepared By: Food Safety Team Leader

Reviewed & approved by: General Manager

	EXTERNAL LIST OF DOCUMENTS	ISSUE DATE :	10.01.2012
		ISSUE NO:	01
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EXTERNAL DOCUMENTS

Document Title	Description	Master copy	Available With *
			Controlled copy
ISO 22000:2005 Standard	Food Safety Management System Requirement for Any Organization in the Food Chain	FSTL	GM, R&BM, ENG
Sri Lanka Standard 614:2013	Specification for Potable Water	FSTL	GM, R&BM, ENG
Sri Lanka Standard 143 : 1999	Code of Practice for General Principles of Food Hygiene (Second Revision)	FSTL	GM, R&BM, ENG
Food Act No. 26 of 1980	Food Act of Sri Lanka	FSTL	GM, R&BM, ENG
Food hygiene regulations	Food Hygiene Regulations gazetted on Nov. 2011	FSTL	GM, R&BM, ENG

*Note: FSTL – Food Safety Team Leader, GMO –General Manager Operations, R&BM- Restaurant and Bar Manager, ENG- Engineer

PREPARED BY		REVIEWED AND APPROVED BY	
Food Safety Team Leader		General Manager Operations	



MASTER LIST OF DOCUMENTS

Annexure 10

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Serial No.	Document title	Issue No.	Issue Date	Revision No.	Revision Date
FOOD SAFETY MANUAL					
01	Content page	01	10-01-2012	00	----
02	Amendment record sheet	01	10-01-2012	00	----
03	Section 1.1 General	01	10-01-2012	00	----
04	Section 1.2 Hotel profile	01	10-01-2012	00	----
05	Section 1.3 Food safety policy	01	10-01-2012	00	----
06	Section 2.1 Scope & references	01	10-01-2012	00	----
07	Section 3 Terms & Definitions	01	10-01-2012	00	----
08	Section 4 Food safety management system requirements	01	10-01-2012	00	----
09	Procedure for control of documents	01	10-01-2012	00	----
10	Procedure for Control of records	01	10-01-2012	00	----
09	Section 5 Management responsibility	01	10-01-2012	00	----
10	Procedure for Emergency preparedness and response	01	10-01-2012	00	----
10	Section 6 Resource management	01	10-01-2012	00	----
11	Procedure for training	01	10-01-2012	00	----
12	Section 7 Realization of safe products	01	10-01-2012	00	----
13	Procedure for Control of non-conformities	01	10-01-2012	00	----
14	Procedure for Corrective actions	01	10-01-2012	00	----
15	Procedure for Handling of potentially unsafe products & situations	01	10-01-2012	00	----
16	Section 8 Verification, validation & improvement of the FSMS	01	10-01-2012	00	----
17	Procedure for Complaints handling	01	10-01-2012	00	----
18	Procedure for internal audits	01	10-01-2012	00	----
19	Pre-requisite programmes	01	10-01-2012	00	----

PREPARED BY	REVIEWED AND APPROVED BY
Food safety Team Leader	General Manager



The Surf
Sri Lanka

Bentota - Sri Lanka

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22	Annexure 02	Food safety team	01	10-01-2012	00	----
23	Annexure 03	Organizational chart	01	10-01-2012	00	----
24	Annexure 04	Plant layout	01	10-01-2012	00	----
25	Annexure 05	Objective monitoring table	01	10-01-2012	00	----
26	Annexure 06	Traceability chart	01	10-01-2012	00	----
27	Annexure 07	Emergency preparedness & response plan	01	10-01-2012	00	----
28	Annexure 08	Product description	01	10-01-2012	00	----
29	Annexure 09	Verification schedule	01	10-01-2012	00	----
30	Annexure 10	Master list of documents	01	10-01-2012	00	----
31	Annexure 11	List of records	01	10-01-2012	00	----
32	Annexure 12	Objectives	01	10-01-2012	00	----
FORMS AND FORMATS						
01	Temperature monitoring records -Ovens		01	10-01-2012	00	----
02	Temperature monitoring records -Freezers		01	10-01-2012	00	----
03	Temperature monitoring records – hot holding		01	10-01-2012	00	----
04	Temperature monitoring records – cold holding		01	10-01-2012	00	----
05	Cleaning check lists		01	10-01-2012	00	----
06	Personal hygiene check lists		01	10-01-2012	00	----
07	Pest control check lists,		01	10-01-2012	00	----
08	Maintenance check lists		01	10-01-2012	00	----
09	Incoming inspection records		01	10-01-2012	00	----
10	Calibration records		01	10-01-2012	00	----
11	Calibration schedule		01	10-01-2012	00	----
12	Training records		01	10-01-2012	00	----

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Food safety Team Leader	General Manager



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13	Internal audit non-conformity report	01	10-01-2012	00	----
14	OPRP and HACCP plan for Juices	02	03-01-2015	00	----
15	Training plan	01	10-01-2012	00	----
16	Training attendance record	01	10-01-2012	00	----
17	Training feed- back form	01	10-01-2012	00	----
18	Non-conforming product report	01	10-01-2012	00	----
19	Customer complaint record	01	10-01-2012	00	----
20	Internal audit plan	01	10-01-2012	00	----
21	Internal audit schedule	01	10-01-2012	00	----
22	Internal audit non-conformity report	01	10-01-2012	00	----
23	Internal audit summary report	01	10-01-2012	00	----
24	Water quality check report	01	10-01-2012	00	----
25	List of plant machines & equipment	01	10-01-2012	00	----
26	Machinery maintenance schedule	01	10-01-2012	00	----
27	Running maintenance check list	01	10-01-2012	00	----
28	Calibration schedule	01	10-01-2012	00	----
29	Cleaning schedule	01	10-01-2012	00	----
30	Daily cleaning check list	01	10-01-2012	00	----
31	Daily personal cleanliness check list	01	10-01-2012	00	----
32	Cooking temperature monitoring log sheet	01	10-01-2012	00	----
33	Oven temperature monitoring log sheet	01	10-01-2012	00	----
34	Defrosting record sheet	01	10-01-2012	00	----
35	Temperature monitoring log sheet - Chiller	01	10-01-2012	00	----

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Food safety Team Leader	General Manager

