



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

Name of Organization: Kanukatiya Tea Factory NC No. : 01 of 05

Section : Management Team Leader : Mr. S. L. Ginige

Relevant Standard : ISO 22000:2005 Auditor : Ms. F. Weerawardena

Relevant ISO Clause : 4.2.2 Date of audit : 2011-11-24

Relevant company document : KKTF/FS/PRCD/18

Non-conformity detected

The following deviations were observed, in document control.
 i) ISO 22000:2005 has not been identified as an externally originated document.
 ii) Responsibility for externally originated documents have not been identified.

Auditor J.R. Weerawardena Team Leader : Mr. Ginige

Correction: ISO 22000:2005 has now been observed and identified as an externally originated document and now the responsibility is vested with the Food safety Team Leader.

J. J. Wickramasuriya
Auditee

Root cause for Non-conformity Since the FSMS is at its infancy stage the employees do not have a comprehensive understanding over their responsibilities.

J. J. Wickramasuriya
Auditee

Auditee

Proposed corrective action : All documents are being revised for completeness. It is scrutinized that people who are responsible for different tasks are aware of their tasks.

J. J. Wickramasuriya
Auditee

Proposed date of completion: 31/12/2011

Auditee

Verification of corrective action

Corrective action taken is verified as effective on evidence provided

Auditor

Date

Effectiveness of corrective action

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Auditor

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Date

Documents & Records with External Origin	KK/FS/ RCDS/ 30
Date or Issue: 01/11/2012	Issue No: 01

No	Record	Purpose	Retention Time	Responsibility	Location
Records					
1	Microbiological test report	To ensure the safety of the end product	1 year	Director	DO
2	Thermometer	To ensure the safety of the end product	1 year	Director	DO
3	Stool test	To ensure the health of employees	1 year	Director	CCO
Documents					
1	Food Act 1980	To ensure the act is being complied	5 year	Director	DO
2	ISO 22000 standard	To ensure the standard is being complied	5 year	Director	DO
3	ISO 22000 certificates of suppliers	To ensure packing complies with ISO 22000	1 year	Director	CCO
4	SLS standards <i>relevant</i>	To ensure the quality of made tea	5 year	Director	CCO
5	Pest control guide lines	To ensure pest control is done accurately	1 year	Director	CCO
6	MSDS by pest control agencies	To ensure approved chemicals are used	1 year	Director	CCO
7	machine operational manual	To ensure machine maintenance does not pose risk to tea	1 year	Director	CCO
8	machine maintenance manuals	To ensure machine maintenance does not pose risk to tea	1 year	Director	CCO
9	Instructions on fire can maintenance	To ensure Fire cans are in good use mode	1 year	Director	CCO

Reviewed by(CC):	Approved by(Dir.) <i>J. S. Wickramasinghe</i>
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10/11/09



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

Name of Organization: Kanuketing Tea Factory NC No. : 02 of 05

Section : Management Team Leader : M. S. L. Ginige

Relevant Standard : ISO 22000:2005 Auditor : Ms. F. Weerawardena

Relevant ISO Clause : 5.2.8 Date of audit : 2011-11-29

Relevant company document : KKTF/FS/PRCD/22

Non-conformity detected : There is no evidence ^{Minor/Major} available for conducting Management review meetings as per the procedure.

Auditor FRS Weerawardena Team Leader : S. W. J. J.

Correction: The management review is being conducted and management review meeting minutes are made available.

Root cause for Non-conformity : lack of awareness among the staff.

J. J. Wickramasuriya

Auditee

Proposed corrective action : The Food Safety Team Leader shall be aware of what documents are there in his possession. Further he needs to be aware of the location as well.

J. J. Wickramasuriya

Auditee

Proposed date of completion: 31/12/2011.

Verification of corrective action

Corrective action taken is verified as effective on the evidence provided

Auditor

Date

Effectiveness of corrective action

Auditor

Date

02/05

KANUKETIYA TEA FACTORY MANAGEMENT REVIEW MEETING MINUTES

Date : 8th October 2011
Topic : Findings of the ISO 22000 FSMS Internal Audit
Participants : Ms. Dayawathi, Ms. Mallika Gunasekara, Ms Yamuna Dilrukshi, Mr. Nuwan Chandana, Mr. Nalin Gunasekara

Audit Findings

- The unnecessary items at the entrance to the factory have been removed. Mr. Wickramasooriya emphasized that waste should be emptied regularly rather than allowing it to get accumulated in large quantities.
- Ms Dayawathi explained how entrance to the withering loft has to be covered using make shift strip curtains.
- The space between the wall and the roof in loft has been netted similar to the opposite side. The remaining windows also shall be netted in coming two days.
- The roller room operation is now being reorganized that it is not allowing employees to put tea on naked floor. As suggested tea is now collected in to flat crates/ clothes at the roll breaker.
- The dryer room dool bins are now properly placed. The dryer operated is made aware of the requirements.
- The cobwebs in the sifting room has been removed and dust on windows has cleaned. This shall be done on a regular basis.
- In the sift room operation all poly packs used as covering material are now removed.
- The flow rate of the Winover machine is now adjusted in such a way that tea will not spew out. The water sample has not yet tested for microbiological elements. This will be done in with water board Galle office. The payment is made and they will submit a capsule to collect the sample.
- There should be a pest control plan to eradicate pests. The initial contact with an authorized pest control agency has been made.

J. D. Wickramasooriya

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M. 01/19



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

Name of organization : Kanuketiya Tea Factory NC No. : 03/05
 Section : Tea Receiving Team Leader : S. L. Gamage
 Relevant Standard : ISO 22000:2005 Auditor : S. L. Gamage
 Relevant clause in the Standard : 7.3.5.2 Date of assessment : 2011-11-24
 Relevant company document : HACCP Plan (Tea Receiving) - Hazard Analysis

Details of Non-conformity : Minor / Major
 The monitoring records connected to the inspection of sand, mud and other Ext. matter in leaves do not have records.

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 Auditor S. L. Gamage Team Leader S. L. Gamage

Auditor's comments (if any):

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 Auditor
 Root cause for Non-conformity : The training recieved by the factory officer seem to be insufficient.

J. S. Wickramasuriya
 Auditee
 Proposed corrective action : The factory officer is being educated over the need to maintain the records pertinent to extraneous matter. The records are now in place and are continuously filled by the FO.
J. S. Wickramasuriya Proposed date of completion: 31/12/2011
 Auditee

Verification of corrective action : NC Closed/Open
Corrective action taken is verified as effective

 Auditor S. L. Gamage Date 2012-01-09

Effectiveness of corrective action

 Auditor Date

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