



**INDEXPO CERTIFICATION (PVT) LTD;**

**INTEGRATED MANAGEMENT SYSTEMS  
CERTIFICATION SCHEME**

**STAGE II AUDIT REPORT  
ISO 22000:2005**

**Kanuketiya Tea Factory**



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

1. **NAME OF ORGANIZATION** : Kanuketiya Tea Factory
2. **ADDRESS** : Immaduwa, Galle.
3. **ASSESSMENT SITE** : Same as 2
4. **CONTACT DETAILS**
  - 4.1 **Name** : Mr. R D D Wickramasuriya      **Designation** : Proprietor
  - 4.2 **Tel** : 0912286199    **Mob.:**0778366834    **Fax:** ----
  - 4.3 **E-mail** : dinushawickramasuriya@yahoo.com
5. **NO. OF EMPLOYEES** : Fourteen (14)
6. **APPLICABLE STANDARD** : ISO 22000:2005
7. **FILE NO.** : IMSC-FSMS-01
8. **SCOPE** : Receiving of green leaf, manufacture and packing of black tea
9. **APPLICABLE SECTOR** : Beverages
10. **DATE OF STAGE II AUDIT** : 2011-11-24
11. **AUDIT TEAM** :  
Mr. S L Ginige      Team Leader  
Ms. F Weerawardena      Team Member  
Mr. Sapumal Kapukotuwa      Trainee auditor
12. **AUDIT SUMMARY** :

**Control of documents** : Procedure documented and implemented, external documents have been identified, however ISO 22000: 2005 has not been identified as an external document and a minor non-conformity was raised. (NC 1)

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

**Top management commitment** : Top management commitment is evident. Responsibilities and authorities defined and communicated to relevant personnel. Work instructions available and followed. Proprietor functions as the Food Safety Team Leader.

**Communication** : Internal communication is effective and supplier log books maintained.

**Emergency preparedness** : Potential emergencies identified and staff is aware of the mitigation measures to be taken.

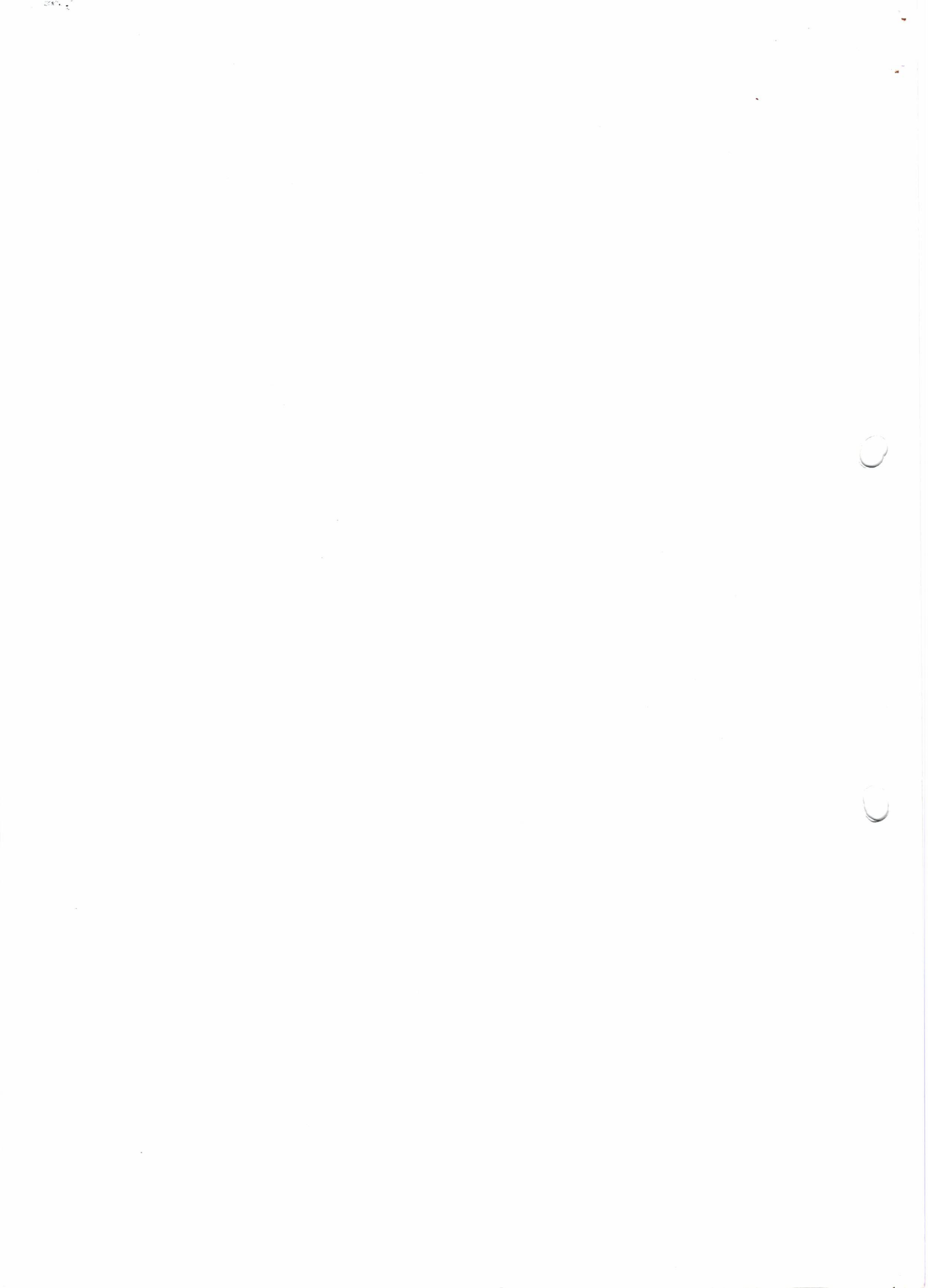
Doc. No.: QP-06-F-03

Issue No. : 02

Issue Date : 2011-10-01

Reviewed and approved by : Director

Issued by : Management Representative





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**Management review** :A documented procedure is available but no evidence was available for conducting a Management review meeting and a minor non-conformity was raised.

(NC 2)

**Resource management** :Necessary infrastructure and work environment and other resources have been provided. Training in internal auditing have been provided to the staff.

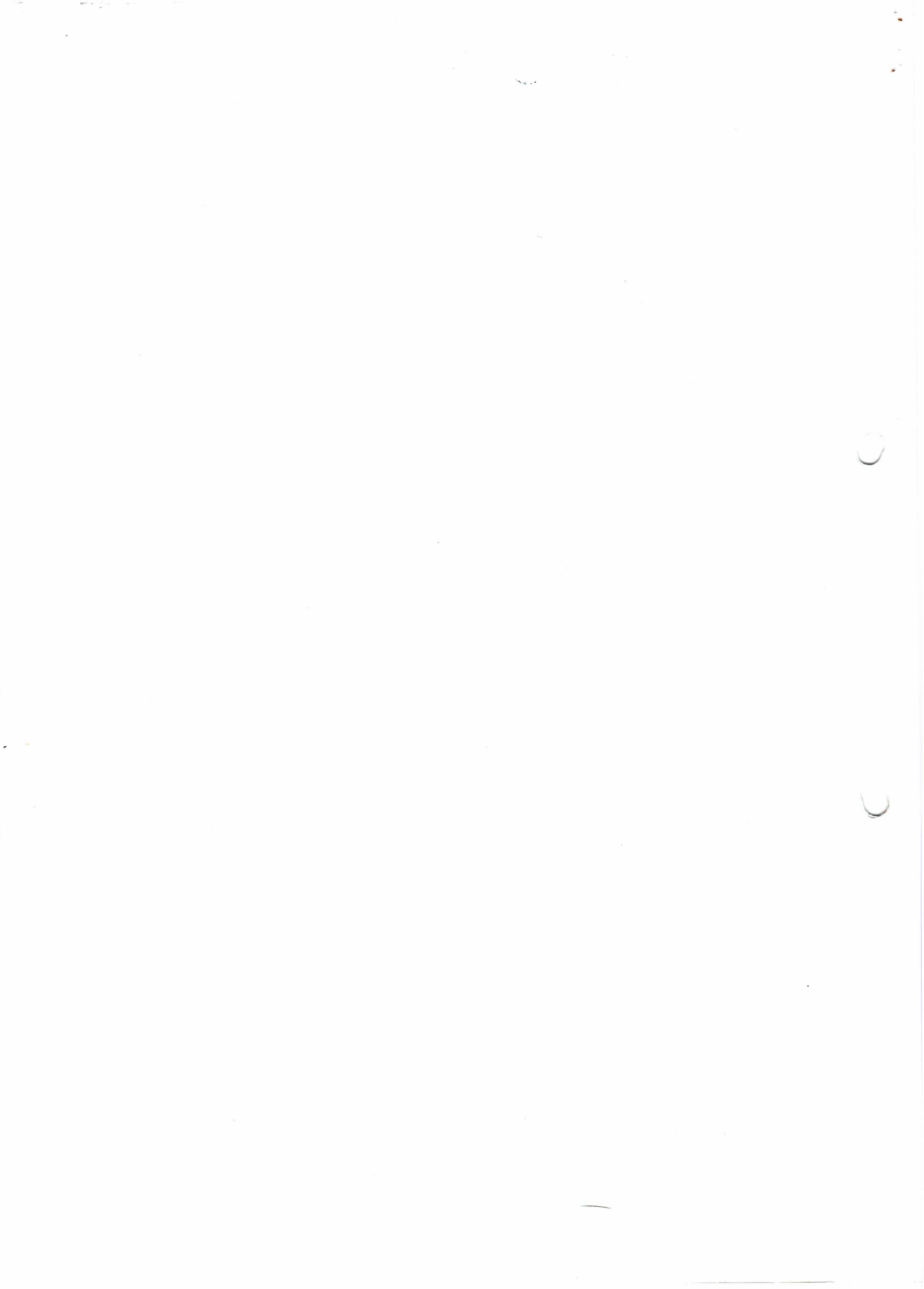
**Planning and realization of safe food** :PRPs required by ISO 22000 : 2005 have been documented in the FSMS manual and implemented. Cleaning in the rolling room is not so effective. (Observation 1). Characteristics of raw materials, and end products have been described, however no records were available for monitoring mud and sand in the tea leaves received. (NC 3). All food hazards documented. In the OPRPs the monitoring of the cleaning of the magnet was not evident. (Observation 2).

**HACCP plan** :Two CCPs have been identified and documented. Responsibilities of personnel operating the CCPs are to be mentioned in the HACCP plan (Observation 3). Inlet and outlet temperatures of the dryer are monitored and recorded and this can be included in the HACCP plan. (Observation 4).

No corrective actions recorded in the deviation noted on 2011-11-02 at CCP 1. (NC 4).

**Verification planning** : No evidence is available for conducting internal audits as per the documented procedure.(NC 5).

Results of verification of magnet shall be maintained. (**Observation 5**).





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**13. Major non-conformities :**None.

**14. Minor non-conformities :** Five (05)

**14.1**The following deviations were observed in document control,

- a) ISO 22000: 2005 has not been identified as an external document and a minor non-conformity was raised.
- b) Responsibility for externally originated documents have not been identified.

**14.2**There is no evidence available for conducting Management review meetings as per the procedure.

**14.3.** Records were not available for the monitoring records connected to the inspection of sand, mud and other extraneous matter in leaves.

**14.4**No corrective actions have been recorded in the deviations of moisture measurement of tea on 2011-11-02.

**14.5** No evidence is available for conducting internal audits, as per the procedure.

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

**16.Observations :**

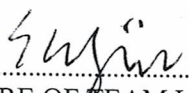
**16.1**Cleaning in the rolling room is not so effective.

**16.2**In the OPRPs the monitoring of the cleaning of the magnet was not evident.

**16.3**Responsibilities of personnel operating the CCPs are to be mentioned in the HACCP plan.

**16.4**Inlet and outlet temperatures of the dryer are monitored and recorded and this can be included in the HACCP plan.

**16.5**Results of verification of magnet shall be maintained.

  
.....  
SIGNATURE OF TEAM LEADER

2011-12-02  
.....  
DATE

Doc. No.: QP-06-F-03  
Reviewed and approved by : Director

Issue No. : 02  
Issued by : Management Representative

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**INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME  
STAGE II AUDIT REPORT – HACCP**

**17. RECOMMENDATION BY TEAM LEADER:**

all five minor non conformities are closed  
on the evidence provided for the corrective actions  
Recommended for certification

.....  
Signature of Team Leader

..... 2012-01-09.  
Date

**18. RECOMMENDATION BY CERTIFICATION MANAGER:**

Upon closing the NCR, ~~it~~ <sup>is</sup> recommended for the  
certification committee

.....  
Signature of Certification Manager

..... 2012-01-09.  
Date

**19. APPROVAL FOR SUBMISSION TO THE CERTIFICATION COMMITTEE:**

.....  
Signature of Director

..... 2012-01-09  
Date