



IND-EXPO CERTIFICATION (PVT) LTD;
CORRECTIVE ACTION PLAN FOR NON-CONFORMITIES

For all minor non-conformities please state the time duration without exceeding two (02) months. (Please attach documentary evidence).

Name of organization : Kanuketiya Tea Factory, Imaduwa, Galle.

Type of audit : Stage II

Dates of audit : 2011-11-24

NCR No.	Root cause analysis	Actions taken	Date of implementation	Evidence of implementation
01/05	Low awareness level	Enhance employee awareness	01/01/12	Documents with external origin attached
02/05	Lack of awareness	Management Review meeting conducted which has been recorded	01/01/12	MRM minutes attached.
03/05	Insufficient attention	A special record is introduced	01/01/12	The extraneous matter record attached.
04/05	Poor focus of FO's on record keeping	A special column is introduced and how it is recorded	01/01/12	Moisture Record.
05/05	Poor knowledge and understanding on record keeping	Internal Audit records made available	01/01/12	Interval Audit records.

J. S. Wickramasuriya
 Signature of Management Representative

03-1-2012
 Date

OBSERVATIONS AND RECOMMENDATIONS

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

S. S. S. S.
 Signature of Team Leader/Lead Auditor

2012-01-09
 Date



The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy auditing of the accounts.

In the second section, the author details the various methods used to collect and analyze data. This includes both primary and secondary research techniques. The primary research involved direct observation and interviews with key stakeholders, while secondary research focused on reviewing existing literature and industry reports.

The third part of the document provides a comprehensive overview of the findings. It highlights several key trends and insights that emerged from the data analysis. These findings are crucial for understanding the current market landscape and identifying potential opportunities for growth.

Finally, the document concludes with a series of recommendations based on the research findings. These suggestions are designed to help the organization optimize its operations, improve its financial performance, and stay ahead of the competition in a rapidly changing market.

