

**EVALUATION REPORT**

- 1.) **INTRODUCTION:** Conformity assessment of the Food Safety Management System of Kanuketiya Tea Factory
- 2.) **REFERENCE DOCUMENTS:** ISO 22000:2005
- 3.) **COMPANY DOCUMENTS REFERRED:** Food Safety Management manual, procedure manual, relevant records
- 4.) **SCOPE OF CERTIFICATION:** Receiving of green leaf, manufacture and packing of black tea
- 5.) **DETAILS OF AUDIT:** Adequacy Audit conducted on 2011-09-29  
Stage I Audit conducted on 2011-10-10  
Stage II Audit conducted on 2011-11-24
- 6.) **DETAILS OF NONCONFORMITIES/ OBSERVATIONS:**  
See audit summary and nonconformity reports (attached)  
Major- none  
Minor- 05 (five)
- 7.) **VERIFICATION OF NONCONFORMITIES:** with documentary evidence submitted is satisfactory. Thus NCR's are closed.
- 8.) **CONCLUSION:** Documents to be submitted to the certification committee

  
.....  
Certification Manager

2012-01-12  
.....  
Date



INTERNAL MEMO

**DATE :** 24<sup>th</sup> January 2012  
**SUBJECT:** APPLICATION FEE FOR TRADE MARK REGISTRATION  
**FROM :** HASANIKA – CERTIFICATION MANAGER  
**TO :** THE DIRECTOR

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Dear Sir,

Please be kind enough to approve Rs.16,800 being the Application fee for 05 nos of trade mark registration Fee.

Thank you,

Hasanika