

Ind-Expo Certification (Pvt) Limited

"A joint venture of Ceylon National Chamber of Industries and National Chamber of Exporters of Sri Lanka"



2012-02-20

Mr. R R D Wickramasuriya
Proprietor
Kanuketiya Tea Factory
Imaduwa
Galle.

Dear Sir,

Certification Documents

Heartiest Congratulations on your achievement.

We thank you for the cooperation extended to us during the audits and also for your participation at the Award Ceremony.

Please find the following documents in support of the awarding of the certificate.

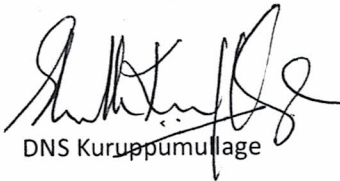
- ✚ Logo Master (CD)
- ✚ Conditions for use of logo (CD and Hard copy)
- ✚ Terms and conditions for Certification (Hard copy)
- ✚ Fee Structure (Hard copy)

As per the procedure an agreement has been signed upon.

While anticipating your fullest cooperation we assure the best of services in the future.

Thank you,

Yours faithfully



DNS Kurupumullage

Director



**IND-EXPO CERTIFICATION (PVT) LTD
INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME
FEES STRUCTURE**

1. Brochure Fee: LKR 500/=

A folder encompasses a complete set of documents required for management systems certification.

2. Application Fee

GMP : LKR 3000/=

HACCP/ ISO 22000/ ISO 9001/ ISO 14001/ OSHAS 18001: LKR 10,000/=

This covers the cost of reviewing the Management System documents.

3. Stage I Audit Fee:

Stage I audit fee is computed as LKR 6000/= per auditor per man-day.

4. Stage II Audit Fee:

Stage II audit fee is computed as LKR 6000/= per auditor per man-day.

- Annual fee as stipulated below shall be paid before registration each year. This covers the Surveillance audit fee for the year but excludes expenses for travelling and accommodation. Where the number of products made at a facility exceeds ten, an additional fee of LKR 10,000/= shall be paid.

5. Annual Registration Fee:

Categorized as per the value of fixed assets:

	GMP
Category I (Less than LKR 01 million)	LKR 18,000/=
Category II (Between LKR 01 -05 million)	LKR 25,000/=
Category III (Over LKR 05 million)	LKR 35,000/=

Categorized as per the size of the organization:

	HACCP	ISO 22000/ISO 9001/ ISO 14001 OSHAS 18001
Category I (Less than 50 employees)	LKR 35,000/=	LKR 50,000/=
Category II (51 to 250 employees)	LKR 45,000/=	LKR 60,000/=
Category III (251 to 750 employees)	LKR 55,000/=	LKR 70,000/=
Category IV (751 to 1500 employees)	LKR 65,000/=	LKR 80,000/=
Category V (Over 1500 employees)	LKR 75,000/=	LKR 90,000/=

6. Re-assessment audit fee:

Re-assessment audit fee for renewal of certificate is computed as LKR 6000/= per auditor per man day.

7. The client shall provide transport and accommodation for auditors. Accommodation only if needed.

8. Concession for ISO certificate holders: Any organization obtaining more than one certification from INDEXPO would be given a concession of 10% for the annual registration fee of the additional certification.



**INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME
TERMS AND CONDITIONS FOR CERTIFICATION**

1. OBJECTIVE: To ensure that the clients are in compliance with the terms and conditions framed herein so that there will be uniformity in the certification of systems.

2. SCOPE: The rules and regulations given herein shall be applicable for the certification of GMP/HACCP /ISO 22000/ISO 9001/ ISO 14001/OSHAS 18001 systems.

3. TERMS AND CONDITIONS :

3.1 Company shall ensure transparency and reliability of the information provided to the Certification Body (CB).

3.2 The Company shall ensure that all necessary arrangements are made before an audit, including provision for reviewing of documents, access to all processes and areas, records and personnel.

3.3 Company shall agree to bear the cost of transport arrangements pertaining to the audit.

3.4 The Company shall inform the CB in writing of any changes related to the following:

- a) Legal, commercial, organizational status or ownership,
- b) Organization and management (eg. key managerial, decision-making or technical staff)
- c) Contact address and sites,
- d) Scope of operations under the certified management systems, and
- e) Major changes to the management system and processes

4. USE OF LOGO

4.1 The award of the certificate entitles the company to use the relevant certification mark in accordance with the provisions set out herein.

4.2 The "Certification mark" shall only be used by the company and shall always be used in conjunction with the company's name and the certificate number. A copy of the "Certification mark" shall be provided by the CB upon the award of the certificate.

4.3 The logo CANNOT be used on sites or activities not included in the scope of the certificate or in any misleading manner.

4.4 The logo can be used with the accreditation mark of the accreditation of INDEXPO. This accreditation mark must only be used in conjunction with the INDEXPO certification logo, and show the management system relevant to the client's certificate.

4.5 The "certification mark" shall not be directly applied on the company's product and its packaging or be associated with the company's product in such a way as to imply that the product itself is certified by INDEXPO.

1

2

3



INDEXPO CERTIFICATION (PVT) LTD;

INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME TERMS AND CONDITIONS FOR CERTIFICATION

4.6 All materials including but not limited to letterheads and advertisement brochures containing the "certification mark" shall be submitted to INDEXPO for written approval prior to their use and or release to the public.

4.7 The company shall discontinue the use of the "certification mark" immediately upon the expiry or termination of the certificate, or for whatever reason(s) as decided by INDEXPO.

5. CERTIFICATE

5.1 The certificate awarded shall be valid for a period of three (03) years as specified in the certificate.

5.2 The certificate may be withdrawn by INDEXPO at any time, if

- a) The company fails to maintain an effective management system in compliance with the requirements of the relevant standard;
- b) The company uses the "Certification mark" without approval from INDEXPO;
- c) The company fails to provide reasonable facilities to the auditors of INDEXPO to inspect the factory and other premises;
- d) The company fails to comply with or is in breach of any of the terms and conditions of the Integrated Management System Scheme;
- e) The company fails to pay INDEXPO the applicable fees within the stipulated time period.

5.3 At any time during the validity period of the certificate, if the company wishes to withdraw from the scheme the company may inform INDEXPO in writing of their intention.

5.4 It shall be communicated to the Certification Committee and shall approve it.

5.5 The decision shall be communicated to the company and they shall immediately return the certificate.

5.6 The certificate shall be remain the property of the INDEXPO and must be returned to INDEXPO upon termination or expiry of the certification.

5.7 INDEXPO reserves the right to renew or refuse to grant renewal of the certificate.

6 APPEALS

6.1 In the event of the company wishing to make an appeal against any decision of INDEXPO, it shall officially inform the decision to the Director INDEXPO in writing.

6.2 INDEXPO shall send the prescribed form for making the appeal (QP-10-F-01) to the company.

6.4 The duly completed form shall be submitted to INDEXPO.



**INDEXPO CERTIFICATION (PVT) LTD;
INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME
TERMS AND CONDITIONS FOR CERTIFICATION**

6.5The decision of INDEXPO shall stand, pending any further considerations by the Appeals Committee of INDEXPO. The appeal procedure shall be followed by INDEXPO.

6.5 The decision of the Appeals Committee shall be final.

7 CONFIDENTIALITY

7.1All information and documents supplied by the company under the scheme shall be kept confidential.

8. LIABILITY

8.1INDEXPO shall not be liable to the company for any expenses, loss or damages suffered by the company and caused by the company's participation in the scheme or as a result of the assessment of the company's management system by INDEXPO or its representatives.

9. INDEMNITY

9.1The Company shall agree and indemnify INDEXPO against all losses and expenses suffered by INDEXPO including but not limited to all claims by any third party against INDEXPO.

10. TAXES

10.1The Company shall agree to indemnify and pay INDEXPO for all taxes, levies, and duties including, but not limited to value added tax (VAT) or withholding tax which INDEXPO may be liable to pay as a result of providing the services to the company herewith.

11 GOVERNING LAW

11.1These terms and conditions shall be governed by and construed in accordance with the laws of the Democratic Socialist Republic of Sri Lanka.

12 CHANGES IN THE TERMS AND CONDITIONS

12.1If any major changes are made to the terms and conditions governing the Integrated Management Systems Certification Scheme, all certified companies shall be informed in writing by the management of INDEXPO.



**INDEXPO CERTIFICATION (PVT) LTD;
INTEGRATED SYSTEMS CERTIFICATION SCHEME
CONDITIONS FOR USE OF LOGO**

1. The certification logo issued by INDEXPO CERTIFICATION (PVT) LTD can be used by any client certified for a management system by INDEXPO CERTIFICATION (PVT) LTD;
 2. The certification logo indicates the relevant management system standard.
 3. The logo shall not be used in any way that may be interpreted as denoting product conformity.
 4. Situation where the logo **CAN** be used:
 - (a) Clients stationary, provided the client's logo or title is also displayed with at least equal prominence
 - (b) Client's publicity materials or other items relevant to the certificate
 - (c) Exhibition stands
 - (d) Internal walls and doors within the certified client's building,
 - (e) Business cards
 - (f) Client's Website
 5. Situations where certification logo **CANNOT** be used:
 - (a) On products or primary product packaging*
 - (b) Promotional items~
 - (c) Vehicles*
 - (d) External walls of buildings*
 - (e) Flags and banners*
- *However the client can use a statement such as "ISO 22000 Certified Organization" on their products/ primary packaging, vehicles, external walls of buildings, flags and banners.
- ~ In case of promotional items the logo may be printed below the name of your organization with the statement "ISO 22000 Certified Organization" in close proximity.
6. The logo **CANNOT** be used on sites or activities not included in the scope of the certificate or in any misleading manner.
 7. The logo **CANNOT** be applied to laboratory test, calibration or inspection reports.
 8. The logo can be used with the accreditation mark of the accreditation of INDEXPO. This accreditation mark must only be used in conjunction with the INDEXPO certification logo, and show the management system relevant to the client's certificate.
 9. The certificate registration number must be printed centrally below the accreditation mark and certification logo.
 10. The logo master can be obtained from INDEXPO office.



**INDEXPO CERTIFICATION (PVT) LTD;
INTEGRATED SYSTEMS CERTIFICATION SCHEME
CONDITIONS FOR USE OF LOGO**

11. Electronic reproduction of the logo master is permitted.
12. Redrawn approximations of the logo shall not be allowed.
13. The client organization shall not give the impression of certification the parts of the client organization or its subsidiaries or associates that are not certified and the activities or services not within the scope of certification.
14. The certification logo, claims or declarations shall not be used in a way as to imply that INDEXPO accepts responsibilities for activities carried out under the scope of the certification.
15. Flagrant and / or persistent misuse of the logo can be considered grounds for withdrawal of certification.
16. Certified organizations shall immediately cease to use any materials or documentation containing the logo following withdrawal, suspension or termination of certification.
17. If an organization decides to rescind its certificate it must immediately cease issue of any materials that suggest it is still certified, and the organization shall return the original certificate to INDEXPO.