

IND-EXPO CERTIFICATION LIMITED  
INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME  
NON-CONFORMITY REPORT

Name of Organization: Polypackaging Industries (Pvt) Ltd

NC No.: 01 of 06

Section : Management

Team Leader : Ms. Chalani Jayasuriya

Relevant Standard : ISO 22000:2018

Auditor :-

Relevant Clause : 5.2 C

Date of audit : 2021/10/07

Relevant company document :

Non-conformity detected:

Category : ~~Major~~/Minor

Statutory and regulatory requirements have not been addressed in the food safety policy.

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Auditor

  
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Team Leader

  
.....  
Auditee

Correction:

Old policy documents were removed from the system.

  
.....  
Auditee

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Date

2021/10/20

Root cause for Non-conformity:

Poor design of Food Safety Policy.

  
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Auditee

.....  
Date

2021/10/20

Corrective action:

Date of completion: 2021/12/31

New Food Safety Policy will be designed to address statutory and regulatory requirements.



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Auditee


2021/10/20  
.....

Date

Verification of corrective action:

NC Closed/Open

Evidence of corrective action taken is verified, NCR is closed.



.....  
Auditor

2022/01/03  
.....

Date

Effectiveness of corrective action:

The corrective action take is effective



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Auditor

2022/10/10  
.....

Date

**ආහාර ආරක්ෂණ ප්‍රතිපත්තිය.**

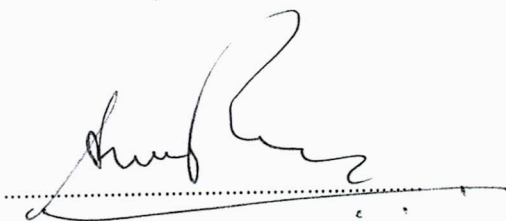
සි/ස පොලිපැකේජින් ඉන්ඩස්ට්‍රිස් (පුද්.) සමාගමේ සාමාජිකයින් වන අප, අපගේ පාරිභෝගිකයින්හට ඔවුන් තෘප්තිමත්වන අයුරින් දේශීය සහ ජාත්‍යයන්තර සම්මතයන්ට අනුකූලව ඉතා ආරක්ෂිතව නම්‍යශීලී ඇසුරුම් ද්‍රව්‍ය අඩණ්ඩුව ලබාදීමට කැපවී සිටින්නෙමු. එමෙන්ම නිෂ්පාදන ක්‍රියාවලියට අදාළ නීති රීති සහ පරිපාලන අවශ්‍යතාවයන්ට අනුකූලව මෙන්ම ආහාර ආරක්ෂණය පිළිබඳව පාරිභෝගිකයන් සමග එකඟ වූ අවශ්‍යතාවයන්ට අනුකූලවද අප තරයේ කටයුතු කරන්නෙමු.

අපගේ නිෂ්පාදනවල තත්වය සහ ආරක්ෂාව වැඩිදියුණු කිරීම සඳහා නව සොයා ගැනීම්, නිෂ්පාදන ක්‍රියාවලිය දියුණු කිරීම, යහපත් සෞඛ්‍ය පුරුදු අනුගමනය කිරීම සහ නිරන්තර පුහුණුව මගින් ආහාර ආරක්ෂණ කළමනාකරන පද්ධතිය නිරන්තරයෙන් වැඩි දියුණු කිරීමට කැපවී සිටින්නෙමු.

**FOOD SAFETY POLICY**

We at Polypackaging Industries (Pvt) Ltd. are fully committed to satisfy our customers & convince them, with our superior quality of service and a continuous supply of consistently safe and hygienically suitable flexible packaging material that will meet all relevant national & international Standards. Also we adhere to applicable statutory and regulatory requirements and mutually agreed customer requirements related to the food safety of the products offered.

We are committed to continually improving the food safety management system to enhance the product quality and food safety through innovation, process excellence, good hygienic practices and regular training of all our employees.



Signature of Managing Director

31/12/2021

Date

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IND-EXPO CERTIFICATION LIMITED  
INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME  
NON-CONFORMITY REPORT

Name of Organization: Polypackaging Industries (Pvt) Ltd

NC No. : 03 of 06

Section : Management

Team Leader : Ms. Chalani Jayasuriya

Relevant Standard : ISO 22000:2018

Auditor : Mr. Tharindu Hettiarachchi

Relevant Clause : 7.2 a

Date of audit : 2021/10/07

Relevant company document :

Non-conformity detected:

Category : Major/Minor

It was identified that the company has not determined the necessary competency of persons doing work under its control that affect the performance and effectiveness of the system

Ex: company has identified internal auditors however it was not considered the required competency and experience to perform as an internal auditor

  
.....  
Auditor

  
.....  
Team Leader

  
.....  
Auditee

Correction:

Management discussed about the competencies of internal auditors.

  
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Auditee

2021/10/27  
.....  
Date

Root cause for Non-conformity:

Competencies of internal auditors was not reviewed for last year.

  
.....  
Auditee

2021/10/27  
.....  
Date

Corrective action:

Date of completion: 2021/11/05

Competencies of internal auditors will be documented properly.



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Auditee

2021/10/27

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Date

Verification of corrective action:

NC Closed/Open

Evidence of corrective action taken is verified, NCR is closed.

Dhanushka

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Auditor

2022/01/03

.....  
Date

Effectiveness of corrective action:

The corrective action taken is effective



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Auditor

2022/10/10

.....  
Date

# POLYPACKAGING INDUSTRIES (PVT) LTD

## COMPETENCIES OF INTERNAL AUDITOR

Following qualifications and competencies should be possessed by the members of Internal Quality Audit Team for ISO 9001 and ISO 22000 Standards implemented in Polypackaging Industries (Pvt) Ltd.

1. Degree/Diploma/Certificate level education in relation to the manufacturing of flexible packaging material.
2. More than 10 years of experience in the food grade packaging material manufacturing or related industry.
3. Sound knowledge in ISO Quality and Food Safety Management Systems.
4. Strong communication skills.
5. Critical thinking and Business acumen.
6. Professional skepticism
7. Interpersonal skills.



MR/FSTL

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HERALIYAWALA,  
KURUNEGALA.

Document Name	Competencies of Internal Auditor		
Document No.	QA/LI/04		
Issue No. 01	Issue Date: 15/12/2021	Rev. No. 00	Rev. Date: N/A

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HERALIYAWALA,  
KURUNEGALA.

10/1/19

10/1/19

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10/1/19



IND-EXPO CERTIFICATION LIMITED  
INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME  
NON-CONFORMITY REPORT

Name of Organization: Polypackaging Industries (Pvt) Ltd

NC No. : 02 of 06

Section : Management

Team Leader : Ms. Chalani Jayasuriya

Relevant Standard : ISO 22000:2018

Auditor :-

Relevant Clause : 5.3 d

Date of audit : 2021/10/07

Relevant company document :

Non-conformity detected:

Category : Major/Minor

It was determined that the certain duties and responsibilities carried out by the team members are not clearly defined.

Ex: Assistant manager –Stores who has been performed as food safety team member mentioned that he is performing the monitoring of cleaning, jewelry policy and as a IA team member. However his JD and the HACCP manual has not mentioned the same.

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Auditor

  
.....  
Team Leader

  
.....  
Auditee

Correction:

Management discussed about the duties and responsibilities of internal audit team and decided to update the JD and HACCP manual.

  
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Auditee

2021/10/26  
.....  
Date

Root cause for Non-conformity:

JDs were not updated periodically.

  
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Auditee

2021/10/26  
.....  
Date

Corrective action:

Date of completion: 2021/12/31

JDs of the internal audit team and the HACCP manual will be updated with the system requirement.



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Auditee

2021/10/26  
.....  
Date

Verification of corrective action:

NC Closed/Open

Evidence of corrective action taken is verified, NCR is closed.



.....  
Auditor

2022/01/03  
.....  
Date

Effectiveness of corrective action:

The corrective action taken is effective



.....  
Auditor

2022/10/10  
.....  
Date

System :	ISO 22000 Food Safety Management System	Date of Issue:	2020.06.12
Company:	POLYPACKAGING INDUSTRIES(PVT)LTD	Date of Revision:	N/A
Manual:	HACCP Manual	Issue no:	01
Doc No:	PP/HACCP/MN/01	Revision No:	00

### FOOD SAFETY TEAM AND RESPONSIBILITIES

Function In Team	Name	Position In the Company	Responsibilities	Qualifications / Skills / Experience
System Development (Food Safety Team Leader)	Jagath Kuruppu	Quality Assurance Manager	<ul style="list-style-type: none"> <li>• Establish, implement, maintain &amp; update of FSMS.</li> <li>• Conducting Food Safety related Awareness training programmes.</li> <li>• Coordinate with the Food safety team with related safety issues</li> <li>• Development &amp; Implementation of Food Safety Management System</li> <li>• Verification of all Critical Limits</li> <li>• Monitoring &amp; Verification of Critical Limits &amp; OPRP's</li> <li>• Monitoring &amp; Verification of Personal &amp; Factory Hygiene</li> <li>• Report to the Top Management on the effectiveness of FSMS.</li> <li>• Function as an Internal Auditor</li> </ul>	BSc Eng. Diploma in Rubber Technology. 15 Years Working Experience in different industries
Team Member	Anne Nissanka	Junior Quality Assurance Manager	<ul style="list-style-type: none"> <li>• Monitoring &amp; Verification of Personal &amp; Factory Hygiene</li> <li>• Conducting Food Safety related training programmes.</li> <li>• Function as an Internal Auditor</li> <li>• Monitoring PRPs</li> </ul>	BSc degree in Polymer Science
Team Member	Sumith Amarasinghe	Deputy Production Manager	<ul style="list-style-type: none"> <li>• Monitoring &amp; Verification of Factory Hygiene</li> <li>• Monitoring &amp; Verification of CCP's</li> <li>• Monitoring &amp; Verification of OPRP</li> <li>• Monitoring PRPs</li> <li>• Function as an Internal Auditor</li> </ul>	NCT – Mechanical. 20 Years working experience in different Industries.
Team Member	Rohana Arunananda	Assistant Manager – Production Planning	<ul style="list-style-type: none"> <li>• Monitoring &amp; Verification of Factory Hygiene</li> <li>• Monitoring &amp; Verification of CCP's</li> <li>• Monitoring PRPs</li> <li>• Function as an Internal Auditor</li> </ul>	NCT – Mechanical. Certificate in Rubber Technology. Certificate in Packaging Technology 20 Years working experience in different Industries.
Team Member	Ajith Piyasiril	Assistant Manager Stores	<ul style="list-style-type: none"> <li>• Monitoring &amp; Verification of Personal Hygiene of workers</li> <li>• Monitoring PRP's</li> <li>• Function as an Internal Auditor</li> </ul>	Certificate in Stores management. 15 years working Experience in different Industries.
Team Member	G.P.Prasanna	Maintenance Forman	<ul style="list-style-type: none"> <li>• Preparing Annual Maintenance Plan &amp; Responsible for any maintenance Activities.</li> <li>• Involving all maintenance work which is related to the deviation of CCP's.</li> <li>• Function as an Internal Auditor</li> </ul>	German Tech Certificate. 13 Years working experience in working different industries.

Prepared By:	Reviewed & Approved By:
Food Safety Team Leader	Managing Director

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HERALYAWALA INDUSTRIAL ZONE,  
HERALYAWALA,  
KURUNEGALA



## **JOB DESCRIPTION**


**Job Title** : **Assistant Stores Manager**  
**Department** : **Stores**  
**Reporting to** : **Finance Manager**

### **List of duties:**

- Responsible for maintaining the inventories safely and deliver in a proper order & quickly at the request of the customers.
- Ensure the receipt of correct materials to the stores as per the Purchase Order.
- Manage the storage of raw materials to enable issue on FIFO method.
- Ensure the quick supply of raw materials to the production Department according to their request.
- Monitor the production materials out of the orders and accumulation of non-moving materials.
- Monitor the production of packing materials for internal purposes.
- Manage to send waste materials daily to Recycling Center.
- Monitor the raw material requirements with Production In-charge.
- Monitor the collection of finished goods from the Production Sections.
- Ensure the location of finished goods at the correct place for easy identification.
- Ensure the quick dispatch of finished goods in right quantity, on the right order to the customer.
- Follow the non-moving orders and inform the management.
- Ensure the proper storage of machinery spare parts.
- Monitor the purchasing requirements of machinery parts with Maintenance Officer and make sure that enough stock is available for maintenance works.
- Ensure the supply of the spare parts quickly to Maintenance Department.
- Ensure the updating of system manual records.
- Manage to divide the duties properly among the stores staff & assistants.
- Manage to eliminate the absenteeism and late attendance of stores staff & assistants.
- Evaluate the performance of the employees in the section.

FOR REPACKAGING PURPOSES ONLY  
REPACKAGING INSTRUCTIONS  
REPACKAGING INSTRUCTIONS  
REPACKAGING INSTRUCTIONS

- Manage to keep the staff & assistants updated with new information & changes.
- Identify the requirements of training & awareness programs for staff & assistants.
- Make sure that stores activities are carried out, cost effectively.
- Manage to eliminate the idle time of stores assistants.
- Coordinate with other functions such as marketing, production, purchasing, maintenance, accounts & administration.
- Finally ensure quality customer service by quick & correct delivery of materials.
- Manage to coordinate with other departments.
- Ensure that all the activities of the section are within the scope of the requirements of ISO 9001 and ISO 22000 management systems.
- Function as a food safety team member
- Function as an internal auditor for ISO 9001 and ISO 22000 management systems in the company.



Managing Director

31/12/2021

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HERALIYAWALA INDUSTRIAL ZONE,  
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