



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

Name of Organization: Polypackaging Industries (Pvt) Ltd.

NC No. : 01, of 03

Section : Management

Team Leader : Aruna Amaradasa

Relevant Standard : ISO 22000: 2018

Auditor : Promila Jayarajh

Relevant Clause : 7.2 (d)

Date of audit: 10/10/2022

Relevant company document :

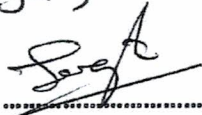
Non-conformity detected:

Category : Major/Minor

Actions taken to acquire the necessary competence (training schedule) is not adequately addressed for certain personnel in the food safety team
[No Food safety training is identified for junior quality assurance manager]


.....
Auditor


.....
Team Leader


.....
Auditee

Correction:

Registered for the Advanced Food Safety Management course at Asian Productivity Organization.


.....
Auditee

17/10/2022
.....
Date

Root cause for Non-conformity:

Delay in registering for the course.


.....
Auditee

19/10/2022
.....
Date



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

Corrective action:

Date of completion: 15/12/2022

Course will be completed by the mid of December.

.....
Auditee

30/11/2022

.....
Date

Verification of corrective action:

NC Closed/Open

Action taken is sufficient. However next audit the implementation of this action needs to be verified. Therefore the NC closed.

.....
Auditor

19/12/2022

.....
Date

Effectiveness of corrective action:

Corrective action is effective.

.....
Auditor

21.09.2023

.....
Date

ASIAN PRODUCTIVITY ORGANIZATION

CERTIFICATE

This is to certify that

Hasini Anne Nissanka

has completed the

APO e-Course on Food Safety Management (Advanced)

organized by the

Asian Productivity Organization

15 December 2022

offered through the APO eLearning Website.



Dr. Indra Pradana Singawinata
Secretary-General



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

Name of Organization: Polypackaging Industries (Pvt) Ltd.

NC No. : 02 of 03

Section : Factory

Team Leader : Aruna Amaradasa

Relevant Standard : ISO 22000 : 2018

Auditor :

Relevant Clause : 8.2.4 (d) / (h)

Date of audit: 10/10/2022

Relevant company document :

Non-conformity detected:

Category : Major/Minor

Process of pest control is not effective,
- It is observed that poison is used for to control rats inside the warehouse.

.....
Auditor

.....
Team Leader

.....
Auditee

Correction:

All poison materials that were used to control rats inside the warehouse were removed.

.....
Auditee

11/10/2022
.....
Date

Root cause for Non-conformity:

Lack of information regarding the used chemicals.

.....
Auditee

13/10/2022
.....
Date

Doc. No. : QP-18-F-01

Issue No. : 07
Rev No : 00

Issue Date : 2018-01-02
Rev Date : 00

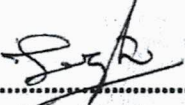


IND-EXPO CERTIFICATION LIMITED
INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME
NON-CONFORMITY REPORT

Corrective action:

Date of completion: 17/11/2022

Rat control system with glue boards will be established.



.....
Auditee

13/10/2022
.....
Date

Verification of corrective action:

NC Closed/Open

Action taken is sufficient. However during the next audit the implementation of this action needs to be verified. Therefore the NC is closed.


.....
Auditor

19/12/2022
.....
Date

Effectiveness of corrective action:

Corrective action is effective


.....
Auditor

21-09-2023
.....
Date

EXTERMINATORS PLC

02, Ascot Avenue, Colombo-05
 Tel 0117 760 763, 0117 760 764
 customerservice@exterminators.lk



Pest Control Contract

Name / Address
Polypackaging Industries (Pvt) Ltd. Heraliyawala Industrial Zone, Heraliyawala, Kurunegala

Start Date
2022-11-17
End Date
2023-11-16

Date	IPM #	Rep
2022-11-08	IPM 9568	SB
Account # CIN11664 Invoice # 31223		
		Site address

Product	Pest control service details	Qty	Total		
PEST X PLUS	Strategic Pest Management Services 1. Rat, Cockroach, Ant and Fly control services (with 4 Rat glue every month) 2. Twelve (12) month service contract 3. Frequency of services - Monthly		1,11,150.00		
<table border="1"> <tr> <td>Payment terms</td> <td>Due on receipt</td> </tr> </table>			Payment terms	Due on receipt	Total LKR 1,11,150.00
Payment terms	Due on receipt				

EXTERMINATORS PLC AND THE CUSTOMER AGREES TO THE FOLLOWING TERMS AND CONDITIONS
 Hereafter EXTERMINATORS PLC is called EP.

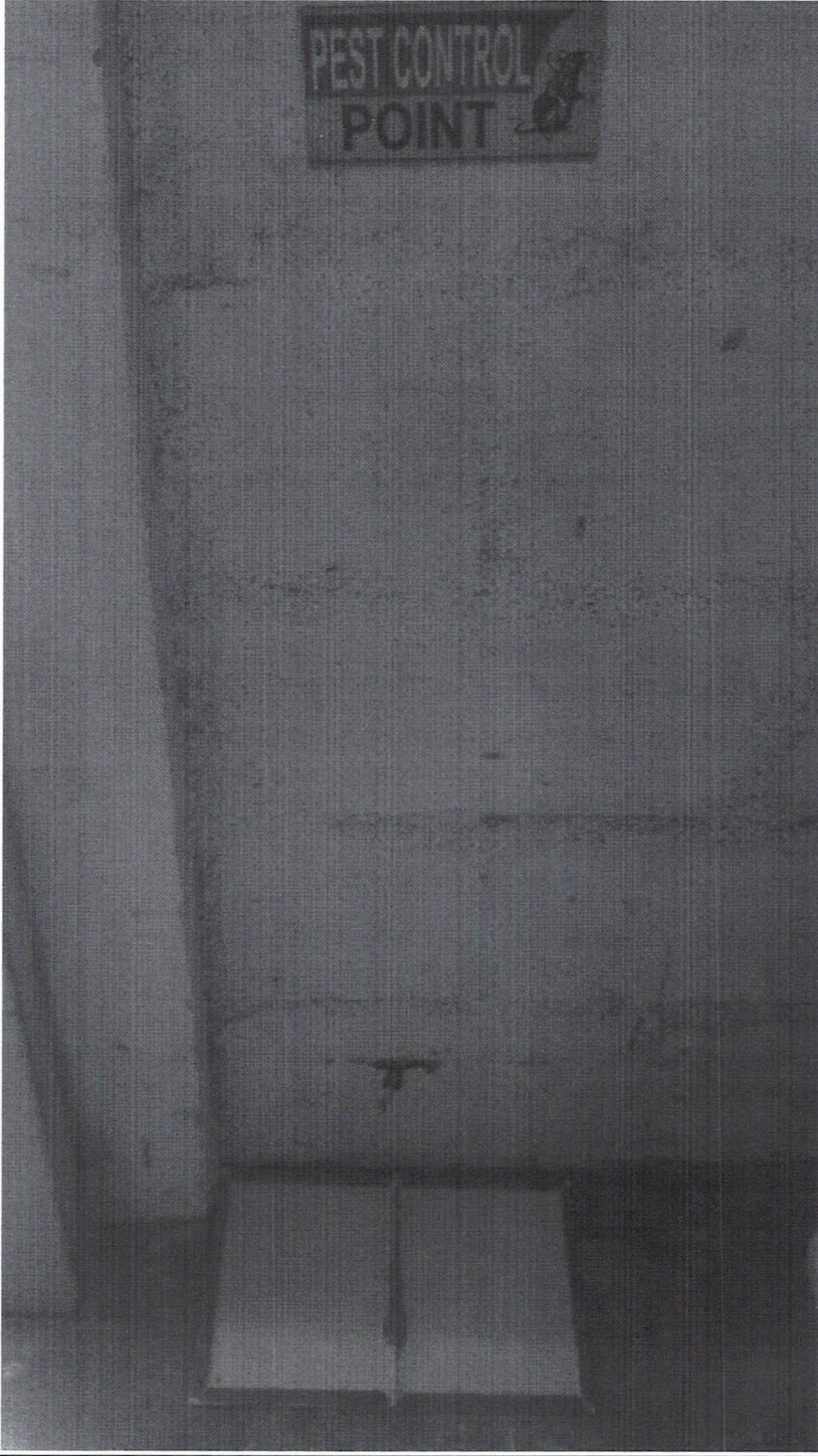
- INITIAL TREATMENT all components/devices will be installed the pest treatment will be carried according to the service plan selected
- MAINTENANCE SERVICES will be carried out according to frequency mentioned above and service plan selected
- RE-TREATMENT will be carried out immediately on 'Customers' requirements and pest threshold limits
- SCHEDULING OF TREATMENT - The 'Customer' will make the property available for treatment at a pre-arranged time
- MATERIAL - All insecticide, rodenticide utilized by the EP is registered by the 'Dept of Agriculture, Sri Lanka and approved by the WHO.
- COMPONENTS - All of the components of the 'EP Pest Control System' will remain the property of EP. Unless outright purchases.
- PAYMENTS - Customer agrees to make the payment on the due date. If the Customer fails to make the payment on the due date this pest control service contract will be suspended given seven (7) days written notice till the payment is received.
- MONEY BACK GUARANTEE - The customer has the right to request for refund in writing given seven (7) days written notice. EP agrees to refund the payment without any reason whatsoever up to maximum of 70% the total contract value or pro-rata basis.
- RISK ASSESSMENT. The EP will exercise due care while performing any work here under to try to avoid damaging any part of the Customer's property, plants or animals. If utility services (phone, electricity, water etc..) are present in and around the structure(s), their location(s) should be accurately identified by the 'Customer' and inform the EP to avoid potential damage or chemical contamination. Customer should inform the place of the well and water sumps to the 'EP' in a diagram. Also the 'Customer' or its authorized personal should be present during the time of the treatment. Exterminators will not take any responsibility if well or sump is contaminated if not informed in the diagram at the time of signing the agreement.
- PEST CONDUCTIVE ENVIRONMENTS - The customer warrants full cooperation with EP during the term of service contract and agrees to maintain the structure(s) and the area treated from any conditions considered conducive to PEST re-infestation, such as to eliminate faulty plumbing, leaks and dampness from drains, gutters, toilets, down spouts, and condensation or leaks from the roofs, ceilings, windows.
- PREVENTIVE PEST MANAGEMENT - 'EP' will manage the pest infestation significantly in a reasonably acceptable period of times. Only if the customer maintains the structure according to the conditions listed below. (a). Seal pest entry points (b). Eliminate water sources for pests (c). Eliminate food sources for pests (d). Eliminate pest harborage sites
- TRANSFER OF CONTRACT - Upon transfer of the ownership of the structure, EP agrees to transfer the contract if the customer agrees to the same terms and conditions. Upon receipt of transfer fee of 15% of the contract value.
- EXTERMINATORS PLC liability under this contract will be terminated if the EP is prevented from fulfilling its responsibilities under the terms of this contract by circumstances or causes beyond the control of EP.

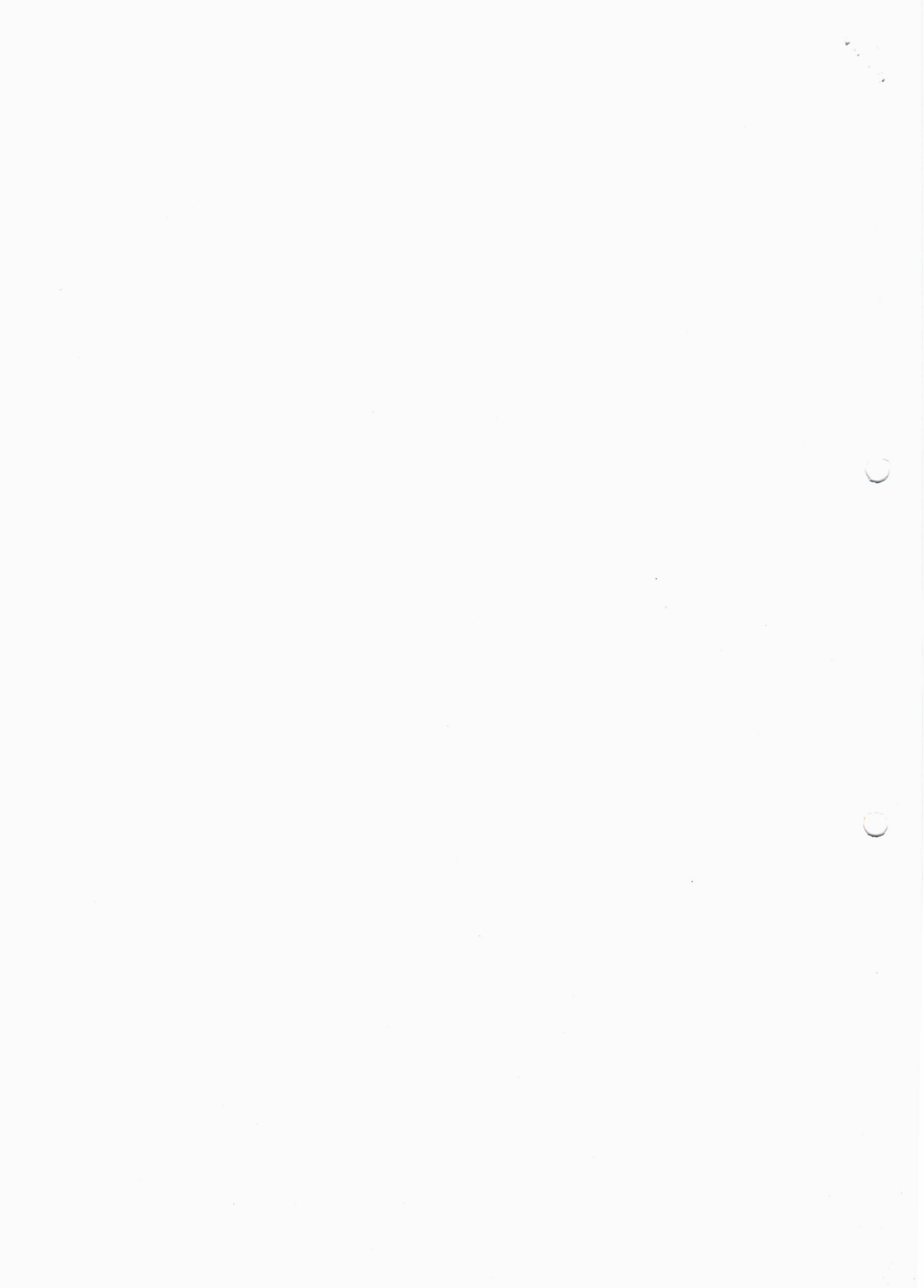
By signing this pest control service contract, I, the Customer, certify that I have read and fully understand the provisions on the agreement, and the attached graph if any, with all its terms and conditions without limitations, and it being specifically understood that the EP and the undersigned are bound only by the terms of this agreement and not by any other representation(s) oral or otherwise.

EXTERMINATORS PLC
 For *[Signature]*
TRAVIS FERREIRA
 Executive Director

Customer Name Polypackaging Industries (Pvt) Ltd.
 Contact Person Name *Jagath Kuruppu*
 Customer Signature *[Signature]*
 Date 10/11/2022

Pest Control Point







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

Name of Organization: Polypackaging Industries (Pvt) Ltd.

NC No. : 03 of 03

Section : Management

Team Leader : Aruna Amaradasa

Relevant Standard : ISO 22000:2018

Auditor :

Relevant Clause : 8.4

Date of audit: 10/10/2022

Relevant company document :

Non-conformity detected:

Category : Major/Minor

Process of emergency preparedness and response is not effective.

Documented information has not been established and maintained to manage emergency situations.

.....
Auditor

.....
Team Leader

.....
Auditee

Correction:

Food Safety Team met and discussed to establish an emergency preparedness and response procedure.

.....
Auditee

.....
Date

15/10/2022

Root cause for Non-conformity:

Emergency preparedness and response procedure was not updated.

.....
Auditee

.....
Date

17/10/2022



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

Corrective action:

Date of completion: 30/10/2022

The emergency preparedness and response procedure will be updated and documented.

Auditee

17/10/2022

Date

Verification of corrective action:

NC Closed/Open

Action taken is sufficient. However during the next audit. the implementation of this action needs to be verified. Therefore the NC is closed.

Auditor

19/12/2022

Date

Effectiveness of corrective action:

Corrective action is effective.

Auditor

21-09-2023

Date

POLYPACKAGING INDUSTRIES (PVT) LTD.		PROCEDURE FOR EMERGENCY PREPAREDNESS & RESPONSE	QA DEPARTMENT
ISSUE NO	02	FSMS/PD/05	PAGE 11 OF 30
DATE OF ISSUE	10-01-2014		
REVISION NO.	01		
DATE OF REVISION	30-10-2022		

1.0 PURPOSE :

To aware about any Emergency situations which are taking place inside the factory premises.

2.0 SCOPE AND RESPONSIBILITY :

This covers all process activities inside the factory premises. Production Manager, QAM, Administration Manager & Maintenance In charge will responsible for it.

3.0 PROCEDURE:

EMERGENCY PREPAREDNESS AND RESPONSE [EPR]

The Emergency Team is composed from the factory staff to successfully face an emergency situation that can impact food safety.

The Emergency team,

- Maintenance In-charge
- Production Manager
- Quality Assurance Manager
- Administration Manager
- Supervisors
- Machine Operators

The Emergency team is responsible for Emergency preparedness and response procedure. The team will be responsible for managing any emergency situation.

EPR Procedure:

Maintenance In-Charge should be informed any emergency situation in the factory premises. Then he will decide the most suitable action to be taken based on the seriousness of the issue and its potential to affect the Flexible Packages. Communicate the incident and its degree of occurrence among Emergency team members, every one involved in operation.

PREPARED & REVIEWED BY	Management Representative
APPROVED BY	Managing Director

POLYPACKAGING INDUSTRIES (PVT) LTD.		PROCEDURE FOR EMERGENCY PREPAREDNESS & RESPONSE		QA DEPARTMENT	
ISSUE NO	02	FSMS/PD/05			PAGE 11 OF 30
DATE OF ISSUE	10-01-2014				
REVISION NO.	01				
DATE OF REVISION	30-10-2022				
<p>Actions to be taken,</p> <p>Move Flexible Packages to a place of safety Transfer Flexible Packages from one store to another. Transfer products to an external storage area.</p> <p>After controlling the initial emergency discuss with the food safety team to evaluate success of emergency measures.</p> <p>FST will carry out inspections and will categorize the products in to following groups</p> <ul style="list-style-type: none"> a] Contaminated products/material b] Good product/material c] Products/material required to be tested. <p>QAM will prepare Stage 1 - Emergency report including quantities of above categories, details of contamination and the procedure of cleaning the premises to get back to better conditions. Report will be discussed at Food safety team meeting/MRM</p> <p>Contaminated Product will be disposed after obtaining approval from Food Safety Team Leader & Managing Director.</p> <p>QAM will carry out Visual Inspection and keep on hold those Flexible Packages that are on doubt. Decisions will be taken based on results and these will be conveyed to the MR meeting.</p> <p>The Emergency team will coordinate to arrange and ensure the premises are back to the original state.</p> <p>EPR Procedure for Potential fire</p> <p>If any critical fire taking place, will immediately inform to the Kurunegala Municipal council Fire Brigade unit. A trained fire team is available at the factory. So if any non critical fire is taking place they will control it by using fire Extinguishers.</p>					
PREPARED & REVIEWED BY			Management Representative		
APPROVED BY			Managing Director		

ISSUE NO	02	FSMS/PD/05	PAGE 11 OF 30
DATE OF ISSUE	10-01-2014		
REVISION NO.	01		
DATE OF REVISION	30-10-2022		

The Emergency committee will decide the most suitable action to be taken based on the seriousness of the damage after fire is being controlled.

After controlling the emergency fire, ask food safety team to evaluate the things. FST will carry out inspections and will categories the products in to following groups.

- a] Burnt products/material
- b] Good product/material

FSTL will prepare *Emergency report* including quantities of above categories, and the procedure of cleaning the premises to get back to better conditions. Report will be discussed at Food safety team meeting /MRM

Fire affected products will be disposed after getting the approval of Managing Director.

QAM will assure the quality of good Product and these will be stored in a clean, dry area.

Emergency team will coordinate every one to rearrange the premises to get back to previous conditions.

- 4.0. REFERENCES:** 1.Emergency Record – (QA/FM/08)
2.Fire Team

PREPARED & REVIEWED BY	Management Representative
APPROVED BY	Managing Director

100

100

100