

Name of Organization: St. Coombs Tea Factory

NC No. : 01 of 04

Section : Management

Team Leader : Mr. Aruna Amaradasa,

Relevant Standard : ISO 22000:2018

Auditor : Mr. Tharindu Hettiarachchi

Relevant Clause : 8.2.4 f

Date of audit : 2022/05/27


Relevant company document :

Non-conformity detected:

Category : Major/Minor

The process of supplier appraisal and assurance is not adequately addressed.

Ex: Food grade declaration for packing materials, supplied by Quick Pack.


  
.....  
Auditor

  
.....  
Team Leader

  
.....  
Auditee

Correction:

Collected food grade declarations and FSSC certificate from Quick Pak (Pvt) Ltd.

  
.....  
Auditee

30.05.2022  
.....  
Date

Root cause for Non-conformity:

Due to unawareness about supplier selection and control.

  
.....  
Auditee

30.05.2022  
.....  
Date

Corrective action:

Date of completion: 30.06.2022 ,

Awareness given to food safety team members about selection and control of suppliers to ensure the consistency of Raw material & packaging materials.



.....  
Auditee

..... 30.06.2022 ,  
Date

Verification of corrective action:

NC Closed/Open

Taken Evidence provided for taken corrective action is satisfied. Therefore, NC is closed,

.....  
Shanika

Auditor

..... 2022-07-15  
Date

Effectiveness of corrective action:

.....  
Auditor


.....  
Date

Certificate LK16/711041046

The Food Safety Management System of

# Tea Sack (Pvt) Ltd



 FSSC 22000

Quik Pak (Pvt) Ltd, 325, Angalakumbura, Muruthapahamula, Galleya  
has been assessed and certified as meeting the requirements of

## Food Safety System Certification FSSC V5.1

Certification scheme for food safety management systems consisting of the following elements:  
ISO 22000:2018, ISO/TS22002-1:2009 Additional FSSC 22000 ( Version 5.1)

This certificate is applicable for the scope of  
Manufacturing (Lamination, Tubing, Printing, Bag Making) of Multi Wall Paper Sacks & Multi Wall  
Rigid Sacks for Food Industry.

### Food Category I - Production of Food Packaging and Packaging Material

This certificate is valid from 23 November 2021 until 25 June 2022 and remains valid subject to satisfactory  
surveillance audits.

This certificate was issued following a FULL REMOTE AUDIT

Date of Certification decision 23 November 2021

Issue Date 28 January 2022

Issue 5 Certified since 04 April 2016

Authorized by

A handwritten signature in black ink, appearing to be 'KR'.

SGS United Kingdom Ltd

Rossmore business Park, Ellesmere Port, Cheshire, CH65 3EN, UK

t +44 (0)151 350-6666 - [www.sgs.com](http://www.sgs.com)

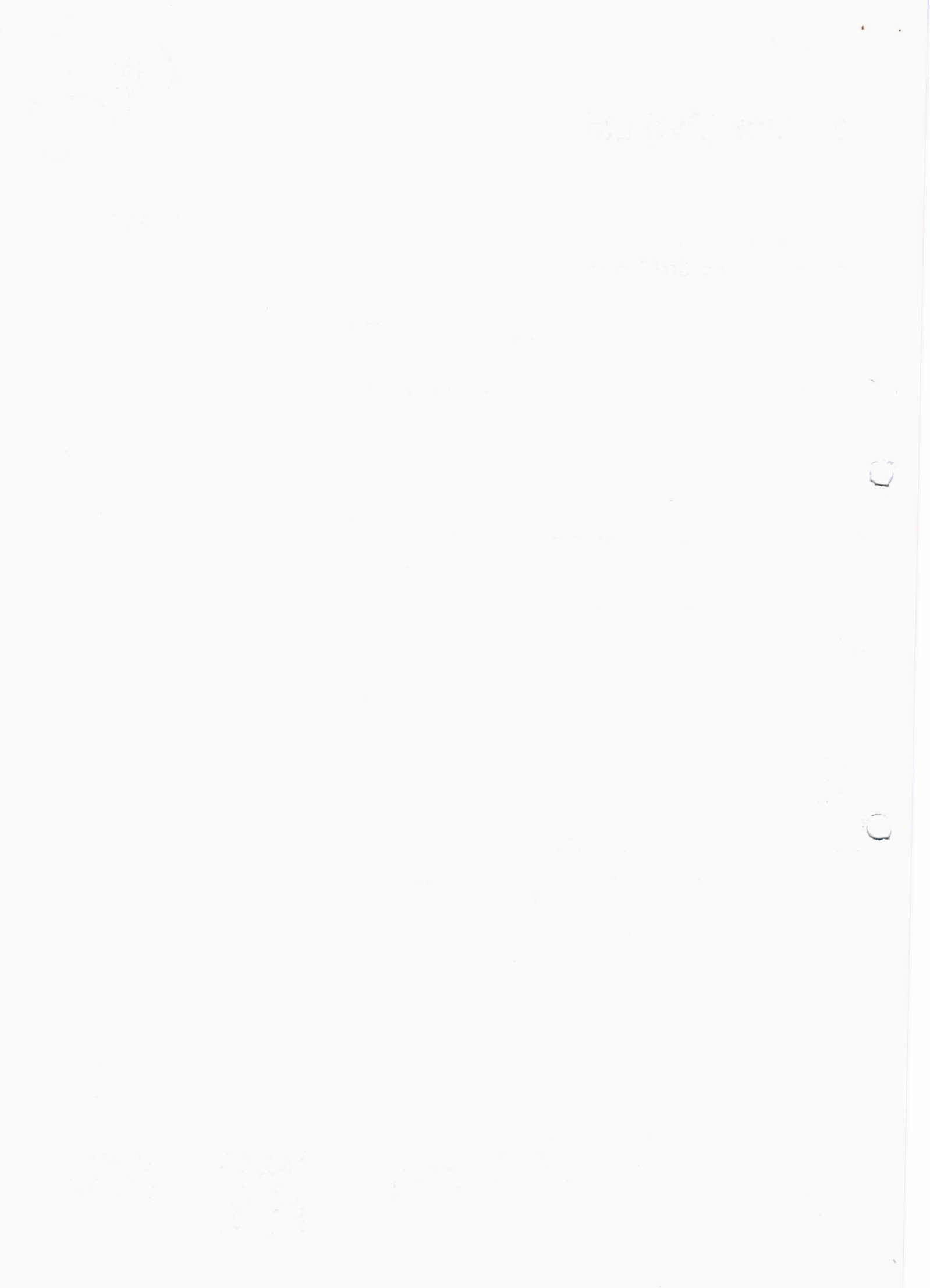
Validity of this certificate can be verified in the FSSC 22000 database of certified organizations available on  
[www.fssc22000.com](http://www.fssc22000.com).



This document is issued by the Company subject to its General Conditions of Certification Services  
accessible at [www.sgs.com/terms\\_and\\_conditions.html](http://www.sgs.com/terms_and_conditions.html). Attention is drawn to the limitations of liability,  
indemnification and jurisdictional issues established therein. The authenticity of this document may be  
verified at <http://www.sgs.com/en/verified-clients-and-producers/verified-client-directory>. Any unauthorized  
alteration, forgery or falsification of the content or appearance of this document is unlawful and offenders  
may be prosecuted to the fullest extent of the law.



**SGS**





**St. Coombs Estate Tea Factory**

Doc. Ref

SCETF/FSMS/HR/01

**Food Safety Management System**

Issued by

QA Officer

Authorized by

Superintendent

Issue Date:

30/12/2021

Revision Date:

-

Rev. No:

00

**ISO 22000:2018**

**CHECK LIST: 01**

**TRAINING ATTENDANCE**

Training Programme Name: 4) Product contamination and measures taken to prevention of cross-contamination to ensure the safety of the product

5) Selection & control of suppliers to ensure the consistency of RM and packaging materials.

Trainer Name: Rohan de silva, Consultant, SLCC

Date: 30.06.2022

Location: St. Coombs Tea Factory

Sr.No	Employee Name	Designation	Department	Signature
1	G. S. Senth	S.A.F.	St. Coombs	[Signature]
2	Ryantha Mohetti	A.F.O	St. Coombs	[Signature]
3	W. M. Suresh	J.A.F.O	St. Coombs	[Signature]
4	M. Sathya Kumar	J.A.F.O	St. Coombs	[Signature]
5	Sathya Selaan	Mechanic	"	[Signature]
6	G. V. C. Kumara	J.A.F.O.	St. Coombs	[Signature]
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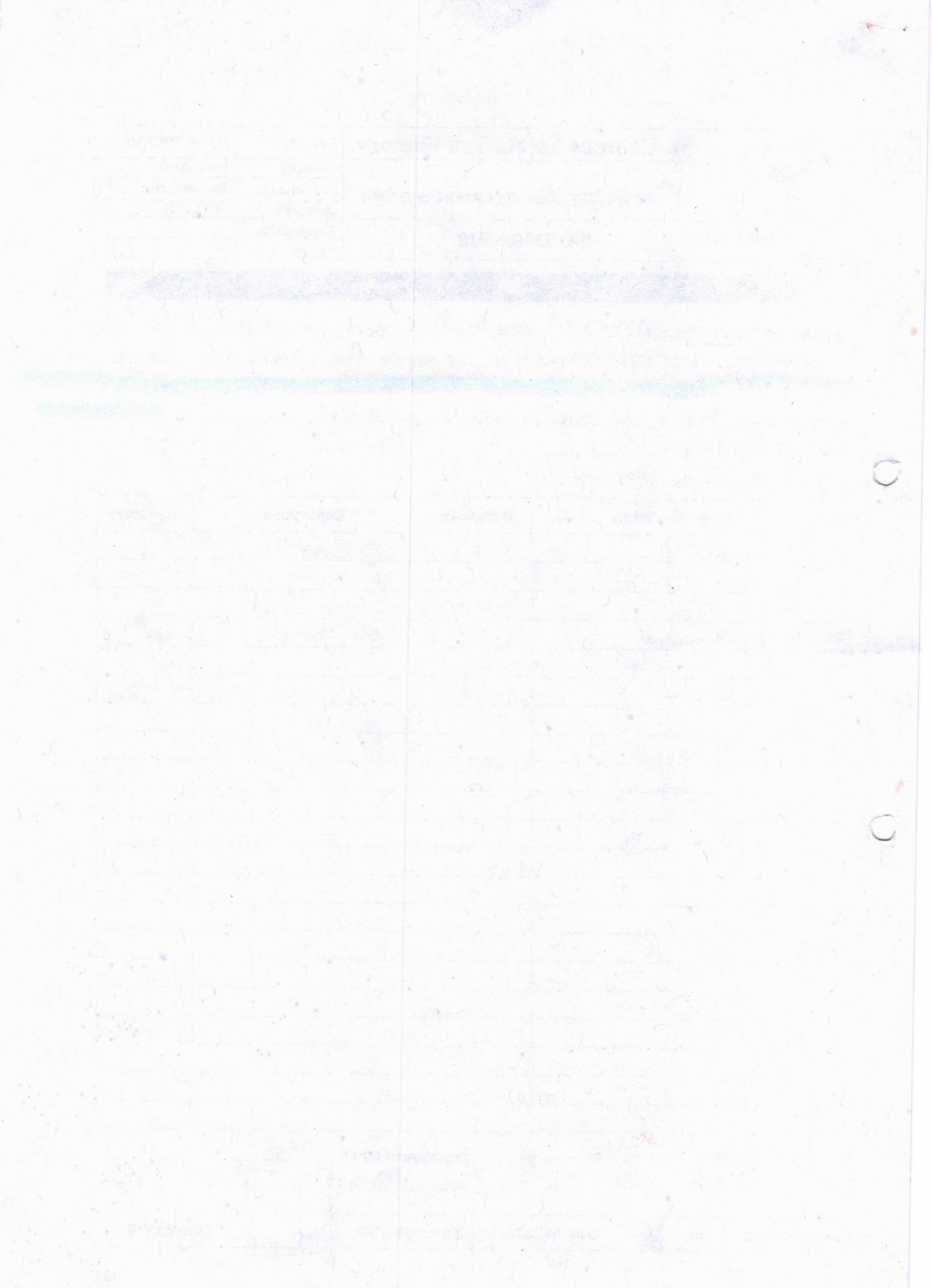
Signature of Trainer: [Signature]

Signature of QAO: [Signature]

Date: 30.06.2022

Date: 30.06.2022

Prepared by QAO	Sign: [Signature]	Date: 30.12.2021	Approved by SD	Sign: [Signature]	Date: 30.12.2021
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Name of Organization: *St. Coombs Tea Factory*

NC No. : *02 of 04*

Section : *Operation*

Team Leader : *Mr. Aruna Amaradasa*

Relevant Standard : *ISO 22000:2018*

Auditor : *Mr. Tharindu Hettiarachchi*

Relevant Clause : *8.2.4 h*

Date of audit : *2022 / 05 / 27*

Relevant company document :

Non-conformity detected:

Category : Major/Minor

*It was observed that several areas that can be lead cross contamination.*

*Ex: conveyor no. 2 bearing  
glass bulbs in rolling and sifting areas.*

*[Signature]*

Auditor

*[Signature]*

Team Leader

*[Signature]*

Auditee

Correction:

*Properly fixed covers to all uncovered bearings and chains in conveyors of roll breakers & rotarvens where can be contaminate with products.*

*Removed all glass bulbs observed in rolling & sifting areas and immediately replaced with LED lights.*

*[Signature]*

Auditee

*20.06.2022*  
Date

Root cause for Non-conformity:

*Due to unawareness about product contamination and preventive maintenance.*

*[Signature]*

Auditee

*30.05.2022*  
Date

Corrective action:

Date of completion: 30.06.2022 ✓

Awareness given to food safety team members about Product Contamination and measures taken to prevention of cross-contamination to ensure the safety of the products.



.....  
Auditee

30.06.2022  
.....  
Date

Verification of corrective action:

NC Closed/Open

Evidence provided for taken corrective action is satisfied. Therefore, NC is closed.

.....  
Dhanishka  
Auditor

2022-07-15  
.....  
Date

Effectiveness of corrective action:

.....  
Auditor

.....  
Date

Evidence for Correction on ISO 22000:2018 audit non conformities  
St. Coombs Estate Tea Factory – Tea Research Institute, Thalawakelle.

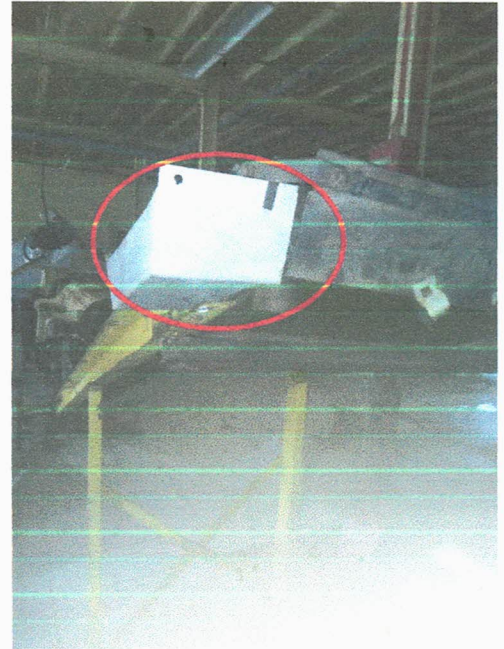
i) Uncovered bearing of the conveyor No. 02

Before correction



Uncovered bearing

After Correction



After fixing a guard



Uncovered motor chain

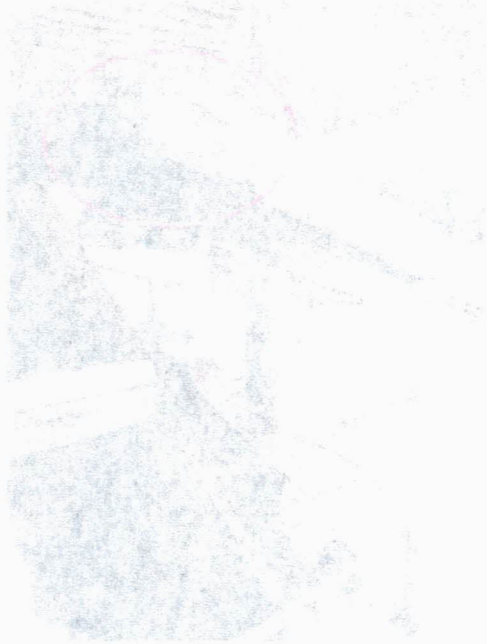
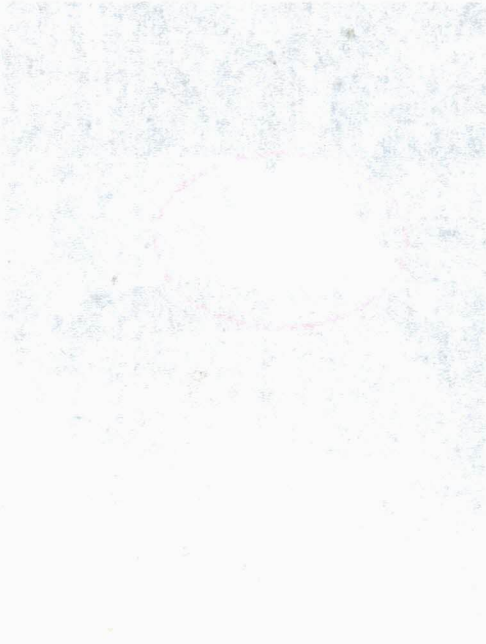


After fixing guard

Received bearing of the report No. 01

11/11/1968

11/11/1968



11/11/1968

11/11/1968



11/11/1968

11/11/1968

ii) Glass bulbs in rolling and sifting areas  
Before Correction



Uncovered glass bulb in rolling area

After Correction



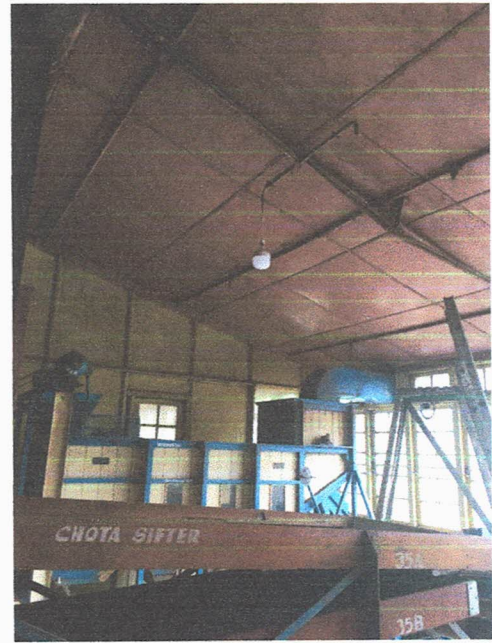
After replaced with LED bulb



CFL bulb in sifting area

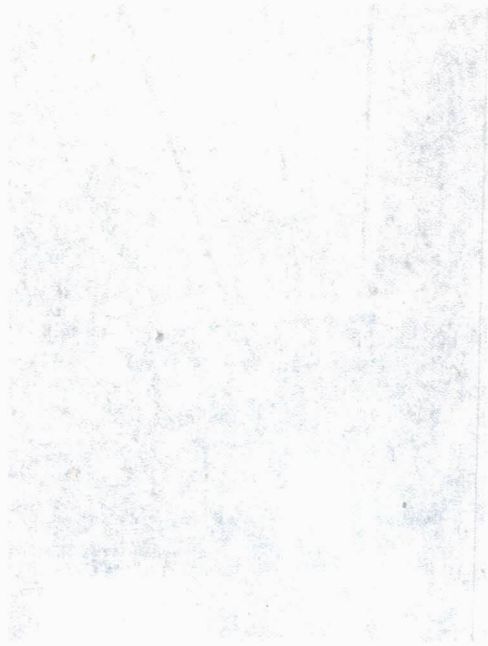


After replaced with LED bulb



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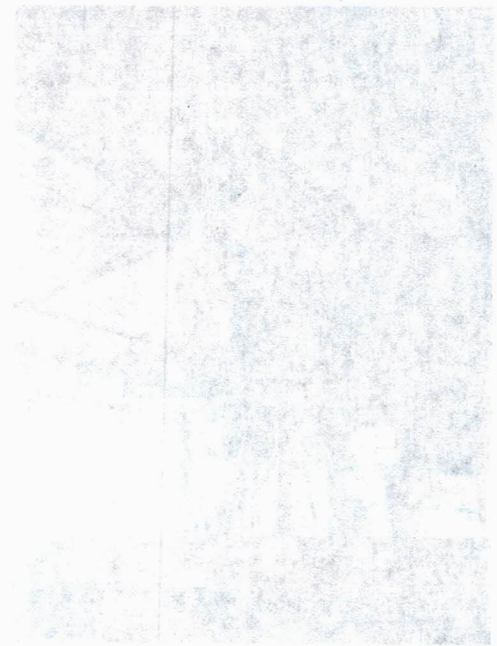
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	St. Coombs Estate Tea Factory	Doc. Ref	SCETF/FSMS/HR/01
	Food Safety Management System	Issued by	QA Officer
		Authorized by	Superintendent
	ISO 22000:2018	Issue Date:	30/12/2021
		Revision Date:	-
Rev. No:		00	

**CHECK LIST: 01 TRAINING ATTENDANCE**

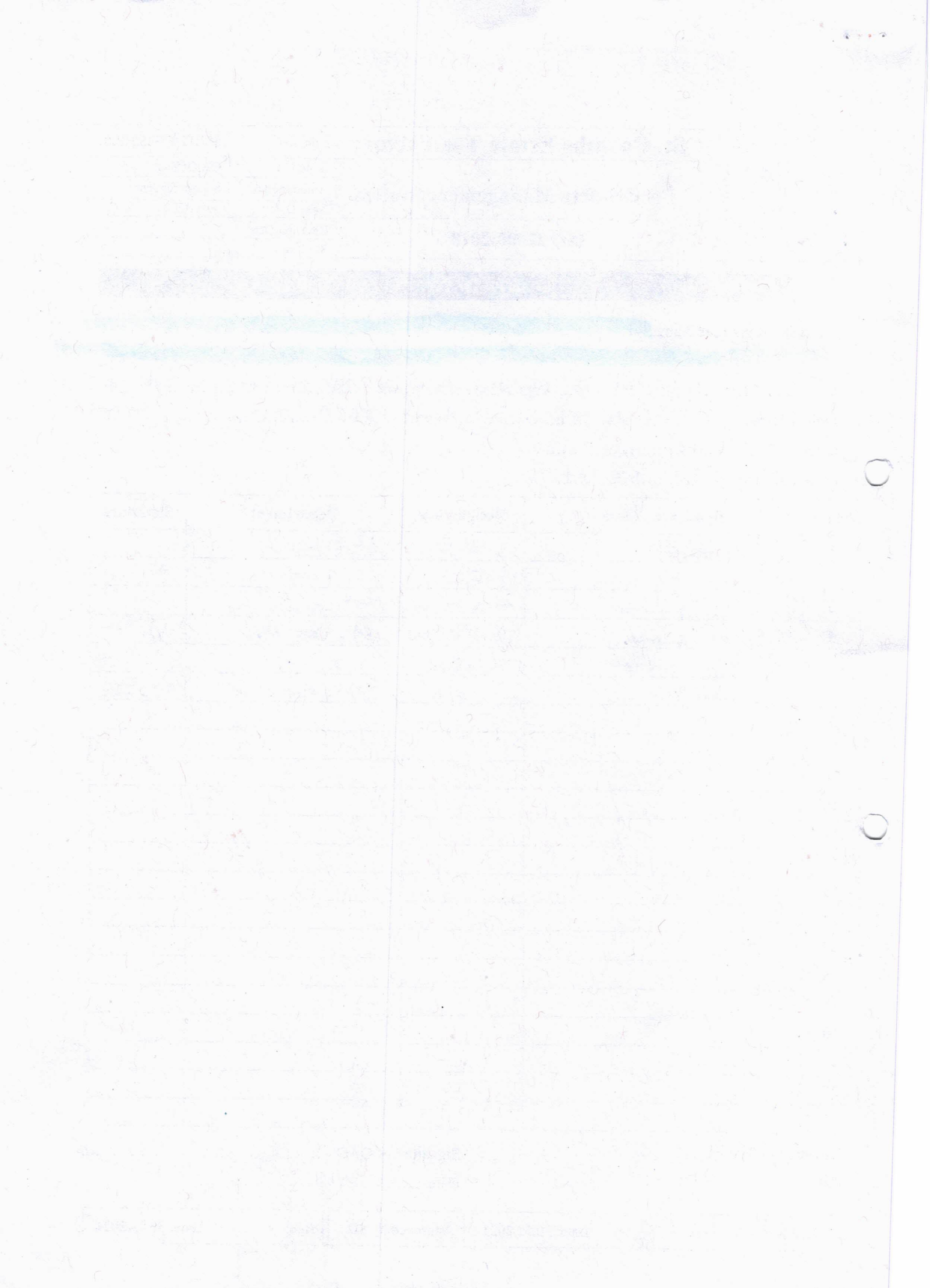
Training Programme Name: 4) Product contamination and measures taken to prevention of cross-contamination to ensure the safety of the product.  
 5) Selection & control of suppliers to ensure the consistency of RM and packaging materials.  
 Trainer Name: Rohane de Silva, Consultant, SLAC  
 Date: 30.06.2022  
 Location: St. Coombs Tea Factory

Sr.No	Employee Name	Designation	Department	Signature
1	Sun S. Senth	S.A.F.C	St. Coombs	[Signature]
2	Ryantha Mohitini	A.F.O	St. Coombs	[Signature]
3	W.M. Jayasinghe	J.A.F.O	ST Coombs	[Signature]
4	M. Sarath Kumar	J.A.F.O	St. Coombs	[Signature]
5	Sathya Seelan	Mechanic	"	[Signature]
6	G.V.C. Kumara	J.A.F.O.	st. coombs	[Signature]
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Signature of Trainer: [Signature]  
 Date: 30.06.2022

Signature of QAO: [Signature]  
 Date: 30.06.2022

Prepared by QAO	Sign: [Signature]	Date: 30.12.2021	Approved by SD	Sign: [Signature]	Date: 30.12.2021
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Name of Organization: *St Coombs Tea Factory*

NC No. : *03 of 04*

Section : *Management*

Team Leader : *Anna Amarasena*

Relevant Standard : *ISO 22000:2018*

Auditor :

Relevant Clause : *8.2.4 (j)*

Date of audit : *2022/05/27*

Relevant company document :

Non-conformity detected:

Category : ~~Major~~/Minor

*Process of control of personal hygiene is not effective*

*: Eg. Medical certificate as food handlers is pending.*

.....  
Auditor

.....  
Team Leader

.....  
Auditee

Correction:

*Immediately call quotation for certain testing from medical laboratory and conducted laboratory testings for all food handlers.*

.....  
Auditee

*20.06.2022*  
.....  
Date

Root cause for Non-conformity:

*It was unable to completed the medical screening for food handlers before the planned date, however the physical examination was conducted by the MCH for all employees.*

.....  
Auditee

*20.05.2022*  
.....  
Date

Corrective action:

Date of completion: 30.06.2022

Awareness given to food safety team members about food safety management system and regulatory requirements according to food hygiene regulations.



.....  
Auditee

30.06.2022  
.....  
Date

Verification of corrective action:

NC Closed/Open

Evidence provided for taken corrective action is satisfied.  
Therefore, NC is closed.

.....  
Auditor

2022-07-15  
.....  
Date

Effectiveness of corrective action:

.....  
Auditor

.....  
Date

DISPENSARY - Talwade  
43, Hatton Road, Talwade  
Contact: 0775984833

Date: 04/05/2002

MILITARY REPORT

Name: D. Mahadevi  
Gender: Female

Address: 1725 V

Age: 40

Occupation: Factory worker - shifting

Marital Status: Married

Past Illnesses

H/o Chest Pain: Yes/No

H/o Difficulty in Breathing: Yes/No

H/o Cough or Blood in Sputum: Yes/No

H/o Epilepsy: Yes/No

H/o Abdominal pain after meals: Yes/No

H/o Headache / Head Coll: Yes/No

H/o Eye Disease: Yes/No

H/o Accidents: Yes/No

H/o Gun Operation: Yes/No

Signature of Applicant

*D. Mahadevi*

DISPENSARY - Talwade  
43, Hatton Road, Talwade  
Contact: 0775984833

Height: 153.4cm  
Weight: 53kg  
BMI: 23

Physical Defects or Disturbances

Condition of

Teeth

Gums

Eyes

Ears

Throat

Chest

Heart

Pulse

Respiratory System

Blood Pressure

Lungs

Abdomen

Musculoskeletal

Hernia

Genitourinary System

Hypertension

Any evidence of infectious disease

Allergies


Nervous System

Evidence of infectious disease


Signature of Government Medical Officer

100/70 mmHg

*[Signature]*  
Signature of Government Medical Officer



# LIBERTY CHANNEL



O.P.D., Medical Laboratory, Pharmacy, E.C.G., Dental,  
 Ultra Sound Scan, Optical & Visiting Consultation.  
**No. 1/28, Nuwara Eliya Road, Talawakelle.**  
 Tel: 077-0833866 / 071-0625715 / 072-3411444 / 072-2869997

**LABORATORY REPORT (Confidential)**

Name of Patient - Ms. D Mahaden  
 Laboratory No - 03 / 2022  
 Referred by - Dr. \_\_\_\_\_  
 Age - 41 Yrs  
 Sex - Female

Specimen- serum

Antigen 'O' - Non Reactive  
 Antigen 'H' - Non Reactive  
 Antigen 'Para' 'H' - Non Reactive

2022-06-18

Medical Laboratory Technologist

# Health Screening Programme for Factory workers at St Coombs Estate

Sujeva Abeeragoon  
 Medical Laboratory Technologist (Dip. in Med. Lab. Technology)  
 SLMC Reg No. 846 - B  
 Mobile - 071 8457172 (Laboratory)

**St. Coombs Estate Tea Factory**

Food Safety Management System

ISO 22000:2018

Doc. Ref: SCET/FSMS/QA/23  
 Issued by: QA Officer  
 Authorized by: Superintendent  
 Issue Date: 30/12/2021  
 Revision Date: -  
 Rev. No: 00

**CHECK LIST: 28**

**MEDICAL CERTIFICATE ISSUED TO FOOD HANDLER**

To Whom It May Concerns

I, Medical Officer of Health of the area of \_\_\_\_\_  
 have physically examined after appropriate laboratory investigations of Mr. / Ms. **D. Mahadev**  
 bearer of National Identity Card No. **815591725V**  
 and certify that he/she is not suffering from any communicable disease or carrier of any pathogen which  
 constitutes a threat or potential threat to food safety and that he/she is not afflicted with infected wounds, skin  
 infection, sores or diarrhea.

Medical Officer of Health  
 (Official Seal)  
 Date: 21-05-2022

Prepared by QAO \_\_\_\_\_ Sign \_\_\_\_\_  
 Date: 30.12.2021  
 Approved by SD \_\_\_\_\_ Sign \_\_\_\_\_  
 Date: 30.12.2021

DISPENSARY - Taloakalele  
44 Hutton Road, Taloakalele  
Contact: 0775984533

Date: 21/05/2022

MEDICAL REPORT

K. MURUGESON

792114156V

42

Factory worker - packing

Married

Name

Gender

National Identity Card No

Age

Occupation

Blood Group

Civil Status

Past Illnesses

H/O Chest Pain

H/O Difficulty in Breathing

H/O Cough or Blood in Sputum

H/O Epilepsy

H/O Abdominal pain after meals

H/O Heartache / Arrythmia

H/O Skin Diseases

H/O Any Accidents

H/O Any Operations

*K. Murugeson*

Signature of Applicant

Yes/No  
Yes/No  
Yes/No  
Yes/No  
Yes/No  
Yes/No  
Yes/No  
Yes/No  
Yes/No

DISPENSARY - Taloakalele  
44 Hutton Road, Taloakalele  
Contact: 0775984533

General Appearance

Height  
Weight  
BMI

153.4cm  
44kg  
19

Physical Defects or Deformities

Condition of

Teeth

Gums

Eyes

Ears

Throat

Chest

Heart

Lungs

Stomach Intestines

Blood Pressure

Urine

Blood DMFT

Haemoglobin

Hemite

Urinary system

Alphacell

Any evidence of venereal disease

Allergies

Nervous System

Evidence of infectious diseases

I can't have an x-ray because the patient is currently in pain and has

recorded in my records the time and date of injury that the applicant is applying for

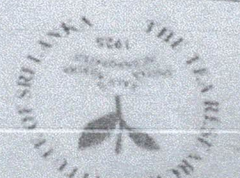
from my previous employment and for employment

Signature of Government Medical Practitioner

DR. K. D. RAJINEE

130/50 mm Hg

05-2022



Doc. Ref	SCTH/FSMS/QA/33
Issued by	QA Officer
Authorized by	Superintendent
Issue Date	30/12/2021
Revision Date	-
Rev. No.	00

**St. Coombs Estate Tea Factory**  
**Food Safety Management System**  
**ISO 22000:2018**

Medical Certificate Issued to Food Handler

To Whom It May Concerns

I, Medical Officer of Health of the area of  
Mr. K. Murgesson  
792114156V  
 bearer of National Identity Card No. 792114156V  
 and certify that he/she is not suffering from any communicable disease or carrier of any pathogen which constitutes a threat or potential threat to food safety and that he/she is not afflicted with infected wounds, skin infection, sores or diarrhea

Medical Officer of Health

DR. Mrs. D. Reishnee

(Official Seal)

Date: 21-05-2022

DR. Mrs. D. Reishnee  
 M.D. (Food Safety)  
 B.Sc. (Hons) Microbiology  
 M.T. (Food Safety - Diploma)  
 Tel: 077-5924533

Prepared by QAO Sign: [Signature] Date: 30.12.2021  
 Approved by SD Sign: [Signature] Date: 30.12.2021

**LIBERTY CHANNEL**  
 O.P.D., Medical Laboratory, Pharmacy, E.C.G., Dental,  
 Ultra Sound Scan, Optical & Vetting Consultation.  
**No.1/28, Nuwara Eliya Road, Talawakelle.**  
 Tel : 077-0832866 / 071-0625715 / 072-341444 / 072-2869997

**LABORATORY REPORT (Confidential)**

Name of Patient - Mr. K. Murgeshan Age - 43 yrs  
 Laboratory No - 04 / 2022 Sex - Male  
 Referred by - Dr.

Specimen - serum

Antigen 'O' - Non Reactive  
 Antigen 'H' - Non Reactive  
 Antigen 'Para 'H' - Non Reactive

2022-02-24

Medical Laboratory Technologist

# Health Screening Programme for Factory workers at St. Coombs Estate



St. Coombs Estate Tea Factory

Doc. Ref

SCETF/FSMS/HR/01

Food Safety Management System

Issued by

QA Officer

Authorized by

Superintendent

Issue Date:

30/12/2021

ISO 22000:2018

Revision Date:

-

Rev. No:

00

CHECK LIST: 01

TRAINING ATTENDANCE

Training Programme Name: 1) Implementation of HACCP plan according to ISO 22000:2018 requirement  
 2) Food safety management system & regulatory requirement according to food hygiene  
 3) Monitoring and verification of FSMS to ensure the effectiveness of FSMS activities.

Trainer Name: Rahana de Silva, Consultant, SLQC

Date: 30.06.2022

Location: St. Coombs Tea Factory

Sr.No	Employee Name	Designation	Department	Signature
1	S.M.S. start	C.A.F.O	St. Coomb	[Signature]
2	Manthe Mohetti	A.F.O	St. Coomb	[Signature]
3	W.M. Seneviratne	J.A.F.O	St. Coomb	[Signature]
4	M. Sarath Kumara	J.A.F.O	St. Coomb	[Signature]
5	Sathya Seelan	mechanic	"	[Signature]
6	G.W.C. Kumara	J.A.F.O	St. Coomb	[Signature]
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Signature of Trainer: [Signature]

Signature of QAO: [Signature]

Date: 30.06.2022

Date: 30/06/2022

Prepared by QAO	Sign: [Signature]	Date: 30.12.2021	Approved by SD	Sign: [Signature]	Date: 30.12.2021
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