



# IND-EXPO CERTIFICATION LIMITED

## APPLICATION FOR MANAGEMENT SYSTEMS CERTIFICATION

The Director/CEO,  
Ind-Expo Certification Ltd,  
CNCI Secretarial,  
Apt # 20, 1<sup>st</sup> Floor,  
Galle Face Court 02,  
Colombo 03,  
Sri Lanka.

for office use

DATE RECEIVED	
REFERENCE NUMBER	
NEW CERTIFICATION	
RE-CERTIFICATION	
REVIEWING OFFICER	

### 1. GENERAL:

1.1. Registered Name of the Applicant Organization: Gangalagamuwa Tea Factory (pvt) Ltd.

1.2. Address (Head Office): Weddagala, Kalawana

Telephone: 071 452 5057 Fax: 045 2255745 E-mail: gangalagamuwa@gmail.com

1.3. Contact Person of the Organization:

a) Nominee 1:

Name: Mr. Shanaka Samaranayake  
Designation: MD/Director  
Telephone: 071 452 5057  
Fax: 045 2255745  
E-mail: gangalagamuwa@gmail.com

b) Nominee 2:

Name: Mr. Shanaka Samaranayake  
Designation: MD/Director  
Telephone: 071 452 5057  
Fax: 045 2255745  
E-mail: gangalagamuwa@gmail.com

1.4. Legal status of the organization :

a) Registration authority: Company Registrar and Tea Board

b) Registration number: Tea Board BF 0155 Date: 26/03/2012

Company Registration Number : PV 130131 Date 22/02/2018

1.5. VAT registration number: .....

### 2. REQUESTED MANAGEMENT SYSTEM CERTIFICATION:

- GMP       HACCP ;       x ISO 22000: 2018;       ISO 9001: 2015;       ISO 14001: 2015;  
 ISO 45001: 2018;       ISO 50001: 2011



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#### 3. APPLICABLE LOCATION(S) FOR THE CERTIFICATION:

[Please indicate the permanent physical locations (subsidiaries, branches, warehouses etc.) registered under the Applicant Organization, which are to be included in the certification. Attach a separate sheet for temporary locations (eg.:ConstructionProjects)] [If required Please attach a separate sheet]

Name & Address	Telephone/Fax/E-mail
Gangalagamuwa Tea Factory (Pvt) Ltd. Weddagala , Kalawana, Sri Lanka	071 452 5057 Gangalagamuwa@gmail.com

#### 4. DEPARTMENTS/DIVISIONS APPLICABLE AND NUMBER OF EMPLOYEES:

Departments/Divisions (eg.: Management, Design, Production, Quality Assurance, Human Resources, etc.)	Total Effective Number of Employees**				Number of employees working on each shift and time of shift		
	Full Time Employee	Part Time Employee	Casual Employee	Sub Contracted Employee	Shift 1 & time	Shift 2 & time	Shift 3 & time
Head Office:							
Location 1	25	25	4	6	2 7am to 5pm 5pm to 4am		
Location 2							
Location 3							
Total	25	25	4	6			

[If required Please attach a separate sheet]



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\*\*The effective number of employees consists of all full time employees involved within the scope of certification including those working on each shift. Non-permanent (seasonal, temporary and contracted employees) and part time employees who will be present at the time of the audit shall be included in this number.

### 5. LEGAL & OTHER OBLIGATIONS OF THE COMPANY

[Please indicate the legal obligations to be abide by the Applicant Organization] (eg.: CEA regulations, CDDA regulations, industry specific regulations, compulsory product certifications etc.)

Food Act 1982, SLS 143, Tea board Circulars, COVID 19 circulars issued by Health ministry

### 6. CORE INFORMATION

6.1. System of the organization (ex. Quality Management System, Food Safety Management System, Environmental Management System ,etc) is developed by: [outside consultant(s) and/or organization itself]  
If you used service from consultant mentioned the name of consultant.

Sri Lanka Quality Center

6.2. Type of certification [New Certification or Recertification] and required certification (Accredited certificate or Non Accredited certificate):

Note: Non Accredited certificates will be issued only for scope where Ind-expo does not process accreditation)

New Certification

6.2.1 How long has the Management system been in place?

No

6.2.2If Recertification;

a) Date of first certification: .....N/A.....

b) Validity period of previous certification: .....N/A.....

c) Scope of previous certification: .....N/A.....

d) Major changes done in the Management System during the previous year [if any]: .....

N/A



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6.3. Description of products manufactured and/or services offered/Nature of the Business:

Withering, rolling, fermenting, drying, shifting, packing & delivering

6.4. Markets Serving (at present): [ Local only, Local and International (note down the countries), International only (note down the countries)]

Local & international Market

6.5. Description of manufacturing processes and/or services which has been outsourced to the external party:

N/A

6.6. Description of products manufactured and/or services offered which are to be excluded from the scope of the certification:

N/A

6.7. Desired scope of the certification:

Manufacture quality tea for local & international market



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## 6.8 . Reason for the certification:

..... Manufacture quality tea for local & international market .....

.....

.....

## 6.9. Preferred language to conduct audit:

x Sinhala       x English       Tamil

## 7. DOCUMENTED INFORMATION

Please submit copies of the following documents along with the duly perfected Application.

### 7.1 HACCP

- a) Scope of the organization
- b) HACCP plans, Policies & Procedures for implementation

### 7.2 ISO 22000:2005/ISO 22000:2018

- a) Scope of the organization
- b) HACCP plans, Policies & Procedures for implementation
- c) Food Safety Policy and objectives

### 7.3 ISO 9001:2015

- a) Scope of the organization, and justification for applicability ,
- b) Documented information to support the operation of processes of the organization,
- c) Quality Policy,
- d) Quality Objectives,
- e) Operational planning and control.
- f) Any other documented information (ex: Business plan, vision and mission, corporate strategies)

### 7.4 ISO 14001:2015

- a) Scope of the organization, and justification for any exclusion ,
- b) Environmental Policy ,
- c) Environmental Objectives,
- d) Operational planning and control.
- e) Environmental Aspect and Impact Evaluation

### 7.5 ISO 45001:2018

- a) Scope of the organization ,
- b) OHSAS Policy ,
- c) OHSAS Objectives,
- d) HIRA, Policies & procedures for implementation,
- e) Operational planning and control.



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7.6 ISO 50001:2011

- a) Scope of the organization,
- b) Energy policy, objectives, targets and energy management action plan
- c) Energy review, energy performance & energy performance indicators
- d) Operational control

#### 8. DECLARATION BY APPLICANT

8.1 I /We have read and understood the Terms and Conditions for certification (IMSM/TCC/01) of Ind-Expo certification scheme.

8.2 Should any initial enquiry be made by the Certifying Authority, I/We agree to extend to the Certifying Authority all required facilities at my/our command and I/We agree to pay all costs involved prior to the grant of the Certificate.

8.3 I/We will not hold liable either the Ind-Expo Certification Ltd or those having a function in its activities for damages resulting from the consideration of the application for certification, including the possible rejection.

Date :.....2021/06/03.....

Gangalagamuwa Tea Factory (PVT) Ltd.

Signature : .....  
Director/MD

Name :.....  
Mr. Shanaka Samaranayake

Designation :.....  
Director

For and on behalf of .....  
Gangalagamuwa Tea Factory

[Name of the Applicant Organization]