

The Director/CEO,
 Ind-Expo Certification Ltd,
 CNCI Secretarial,
 Apt # 20, 1stFloor,
 Galle FaceCourt 02,
 Colombo 03,
 Sri Lanka.

for office use

DATE RECEIVED	
REFERENCE NUMBER	
NEW CERTIFICATION	
RECERTIFICATION	
REVIEWING OFFICER	

1. GENERAL:

1.1. Registered Name of the Applicant Organization:
Ivy Valley Tea Factory (Ivy Valley Tea Company Pvt Ltd)

company pvt Ltd

1.2. Address (Head Office): **Ihala Lelwala, Wadurmba, Galle**

Telephone: **0717777657** Fax: **N/A** E-mail: **maheskat@gmail.com**

1.3. Contact Person of the Organization:

a) Nominee 1:

Name : **Mr. Mahes Katugaha**
 Designation : **General Manager**
 Telephone : **0717777657**
 Fax : **N/A**
 E-mail : **maheskat@gmail.com**

b) Nominee 2:

Name : **Mr. Mahes Katugaha**
 Designation : **General Manager**
 Telephone : **0717777657**
 Fax : **N/A**
 E-mail : **0717777657**

1.4. Legal status of the organization :

a) Registration authority: **Company Registrar and Tea Board**

b) Registration number: **Tea Board MF 1170** Date:

Company Registration Number : **...PV 1669...** Date **2007/12/31**

1.5. VAT registration number:

2. REQUESTED MANAGEMENT SYSTEM CERTIFICATION:

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

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
Ivy Valley Tea Factory Ihala Lelwala, Wadurmba	Mr. Mahes Katugaha 0717777657 maheskat@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	50				2 7am tp7pm 7pm to 7am		
Location 2							
Location 3							
Total	50						

[If required Please attach a separate sheet]



**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



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

Receiving green tea leaves, withering, rolling, fermentation, drying, shifting, packing & delivering of black tea leaves

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

Local sale and sending to tea auction

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:

Manufacturing of black tea, packing and Dispatch for local sale and tea auction

6.8 . Reason for the certification:

Tea board registration and clients requirements

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6.9. Preferred language to conduct audit:

Sinhala 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.

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 : May 31st 2021
..... **IVY VALLEY TEA CO (PVT) LTD**

Signature : 

Name : Director
I. GOONWETILLEKE

Designation :

For and on behalf of Ivy Valley Tea Company Pvt Ltd
.....
[Name of the Applicant Organization]