


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

Name of Organization: KDE Serendib Food Products (Pvt) Ltd.

NC No.: 01 of 02

Section: Management

Team Leader: Aruna Amradasa

Relevant Standard: ISO 22000:2005

Auditor: Ms. Kema Arulanandan

Relevant Clause: 4.2.3

Date of audit: 2017-10-11


Relevant company document: ~~Rec~~ Master List of Records

Non-conformity detected

Category: Major/Minor


Retention time and disposition methods of records has not been adequately defined.


Auditor


Team Leader:

Correction:

Define Retention time & Disposition methods for records.


Auditee

12/10/2017
Date

Root cause for Non-conformity

If there is no retention time & Disposition method for record, Issues can be taken place when traceability.


Auditee

12/10/2017
Date

Deputy General Manager
KDE Serendib Food Products (Pvt) Ltd
No. 145, Kynsey Road,
Colombo 08.

IND-EXPO CERTIFICATION LIMITED
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Corrective action

made the list of records
with retention time &
disposition method.

Date of completion:

12/10/2018



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Auditee

12/10/2018

.....
Date

Verification of corrective action

NC Closed/Open

Evidence provided for the corrective action taken & verified.



.....
Auditor

2017/10/13

.....
Date

Effectiveness of corrective action

.....
Auditor

.....
Date

KDE SERENDIB FOOD PRODUCTS (Pvt) Ltd. QUALITY ASSURANCE

MANUAL	: RETENTION TIME AND DISPOSITION METHODS OF RECORDS	NAME	: KSFRT&DMOR
APPLIED AT	: QUALITY ASSURANCE	ISSUED	: 01-August-2017
APPROVED BY	: DGM	REVISION	: 02
		AUTHOR (S)	: Amila
SUBJECT	: RETENTION TIME AND DISPOSITION METHODS OF RECORDS		

1.0 PURPOSE

- 1.1 To identify the Records retention time and disposition method.

2.0 SCOPE

- 2.1 The scope covers the Records retention time and disposition method.

1.1 TERMS & DEFINITIONS

N/A

3.0 REFERENCE(S)

N/A

4.0 PROCEDURE

- 4.1 Please see the below table.

5.0 ATTACHMENTS

Deputy General Manager
 KDE Serendib Food Products(Pvt) Ltd
 No. 145, Kynsey Road,
 Colombo 08.

KDE SERENDIB FOOD PRODUCTS (Pvt) Ltd. QUALITY ASSURANCE

MANUAL : RETENTION TIME AND DISPOSITION METHODS OF RECORDS	NAME : KSFRT&DMOR
APPLIED AT : QUALITY ASSURANCE	ISSUED : 01-August-2017
APPROVED BY : DGM	REVISION : 02
	AUTHOR (S) : Amila
SUBJECT : RETENTION TIME AND DISPOSITION METHODS OF RECORDS	

No.	Title of the Documents	Custodian	Retention Time	Method of Disposition
01	Food Safety Internal Training Attendance List KSF(QA)ITAL	FSTL	Until employee retired or resigned	Shredding
02	Receiving And Inspection Report SFR02-1	FSTL	05 years	Shredding
03	Inspection Summary Report-SFR02-2	FSTL	05 years	Shredding
04	Purchase Order-SFR03-1	FSTL	03 years	Shredding
05	Purchase Order Log-SFR03-2	FSTL	03 years	Shredding
06	Purchase Order Follow Up-SFR03-3	FSTL	03 years	Shredding
07	Purchasing Requisition-SFR03-4	FSTL	03 years	Shredding
08	Calibration Database-SFR04-1	FSTL	03 years	Shredding
09	Calibration Record (Lab)-SLTR04-2	FSTL	03 years	Shredding
10	Calibration Record-SFR04-3	FSTL	03 years	Shredding
11	Daily Cleaning Record of VCO Wet & Dry Section-KSFPCR(VCO)-A1	FSTL	03 months	Shredding
12	Daily Cleaning Record of PCO Section-KSFPCR(PCO)-A1	FSTL	03 months	Shredding
13	Daily Cleaning Record of CC Section-KSFPCR(VCO)-A1	FSTL	03 months	Shredding
14	Daily wash room cleaning log sheet - KSF(GC)-A1	FSTL	03 months	Shredding
15	Corrective Action Log - SFR06-1	FSTL	02 years	Shredding

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AQAM	AUTHOR (S) : Amila
SUBJECT : RETENTION TIME AND DISPOSITION METHODS OF RECORDS	

No.	Title of the Documents	Custodian	Retention Time	Method of Disposition
16	Corrective Actions Record (CAR) For OPRP- SFR06-5	FSTL	03 years	Shredding
17	ISO 22000 Deviation Report- SFR06-6	FSTL	03 years	Shredding
18	Unusual Occurrence and corrective Action- SFR06-7	FSTL	03 years	Shredding
19	Dispatch Note SFR07-1	FSTL	05 years	Shredding
20	Feedback Report SFR07-2	FSTL	05 years	Shredding
21	Master list of documents SFR08	FSTL	05 years	Shredding
22	Pest Control Monitoring Record-SFR09-1	FSTL	03 years	Shredding
23	Pest Control Record-SFR09-2	FSTL	03 years	Shredding
24	Agreement to Report Infections-SFR10-1	FSTL	05 years	Shredding
25	Confidential Staff Health Questioner-SFR10-2	FSTL	05 years	Shredding
26	Shipping Details SFR11	FSTL	05 years	Shredding
27	Vehicle Inspection Record SFR12	FSTL	05 years	Shredding
28	Visitors Declaration Form SFR13	FSTL	05 years	Shredding
29	Master list of records SLTL06	FSTL	05 years	Shredding
30	Waste Disposal Record SFR14			

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APPROVED BY	: DGM	REVISION	: 02
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SUBJECT : RETENTION TIME AND DISPOSITION METHODS OF RECORDS			

No.	Title of the Documents	Custodian	Retention Time	Method of Disposition
31	Weekly Production Plan SFR15	FSTL	03 years	Shredding
32	Workers Hygiene Record SFR16	FSTL	05 years	Shredding
33	Document Change Control-SFR18-1	FSTL	05 years	Shredding
34	Request For Document Change (RDC)-SFR18-2	FSTL	05 years	Shredding
35	Approved Supplier List-SFR19-1	FSTL	10 years	Shredding
36	Vendor Performance Log-SFR19-2	FSTL	05 years	Shredding
37	Supplier Assessment Form-SFR20-1	FSTL	05 years	Shredding
38	Vendor Survey Form-SFR20-2	FSTL	05 years	Shredding
39	FSMS Internal Audit Report SFR21	FSTL	05 years	Shredding
40	Product Traceability Log SFR22	FSTL	05 years	Shredding
41	Glass And Wood Control Register SFR23	FSTL	05 years	Shredding
42	Nonconformance Register SFR24	FSTL	05 years	Shredding
43	Food Safety Training And Training Questionnaire SFR25	FSTL	05 years	Shredding
44	Goods Receiving Note SFR26	FSTL	05 years	Shredding
45	Oven Record SFR27	FSTL	05 years	Shredding
46	Filtering Records SFR28	FSTL	05 years	Shredding

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No.	Title of the Documents	Custodian	Retention Time	Method of Disposition
62	PCO physiochemical analysis log. SFQAR(PCO)-A1	FSTL	03 years	Shredding
63	PCO microbiology analysis log. SFQAR(PCO)-A2	FSTL	03 years	Shredding
64	CC physiochemical analysis log. SFQAR(CC)-A1	FSTL	03 years	Shredding
65	CC microbiology analysis log. SFQAR(CC)-A2	FSTL	03 years	Shredding
66	VCO deshelling and paring log sheet - KSFPR(VCO)-A1	FSTL	03 years	Shredding
67	VCO kernel washing and cutting log sheet - KSFPR(VCO)-A2	FSTL	03 years	Shredding
68	VCO drying log sheet - KSFPR(VCO)-A3	FSTL	03 years	Shredding
69	VCO expelling log sheet - KSFPR(VCO)-A4	FSTL	03 years	Shredding
70	VCO sedimentation and filtering log sheet - KSFPR(VCO)-A5	FSTL	03 years	Shredding
71	VCO storage and packing log sheet - KSFPR(VCO)-A6	FSTL	03 years	Shredding
72	PCO Paring receiving and washing log sheet - KSFPR(PCO)-A1	FSTL	03 years	Shredding
73	PCO drying and cutting log sheet - KSFPR(PCO)-A2	FSTL	03 years	Shredding
74	PCO expelling log sheet - KSFPR(PCO)-A3	FSTL	03 years	Shredding
75	PCO sedimentation and filtering log sheet - KSFPR(PCO)-A4	FSTL	03 years	Shredding
76	PCO storage and packing log sheet - KSFPR(PCO)-A5	FSTL	03 years	Shredding

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No.	Title of the Documents	Custodian	Retention Time	Method of Disposition
77	CC DC Receiving log sheet – KSFP(R)(CC)-A1	FSTL	03 years	Shredding
78	CC Production log sheet – KSFP(R)(CC)-A2	FSTL	03 years	Shredding
79	CC filling and packaging log sheet – KSFP(R)(CC)-A3	FSTL	03 years	Shredding
80	Plan Preventive Maintenance (PPM) for VCO Plant - KSFM(D)(PPM)-A1	FSTL	03 years	Shredding
81	Plan Preventive Maintenance (PPM) for CM & CW Plant - KSFM(D)(PPM)-A2	FSTL	03 years	Shredding
82	Plan Preventive Maintenance (PPM) for CC Plant - KSFM(D)(PPM)-A3	FSTL	03 years	Shredding
83	Plan Preventive Maintenance (PPM) for PCO Plant - KSFM(D)(PPM)-A4	FSTL	03 years	Shredding
84	Plan Preventive Maintenance (PPM) for FM Boiler - KSFM(D)(PPM)-A5	FSTL	03 years	Shredding
85	Plan Preventive Maintenance (PPM) for AHU - KSFM(D)(PPM)-A6	FSTL	03 years	Shredding
86	Plan Preventive Maintenance (PPM) Job card - KSFM(D)(PPM)-A7	FSTL	05 years	Shredding
87	Operation Check-List of Machines and Equipment in VCO Plant - KSFM(D)(PPM)-A8	FSTL	03 years	Shredding
88	Internal audit record - KSFIAR	FSTL	03 years	Shredding

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6.0 Document Revision History

Revision	Date	Reason for Change	Authorized Person
00	01.08.2017	-	AQAM
01	02.10.2017	Record disposing method was changed as ISO 22000 1 st stage audit findings	AQAM
02	12.10.2017	Record retention time was defined properly as NC of ISO 22000 2 nd stage audit	AQAM


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

Name of Organization: KDE Serendib food Products (Pvt) Ltd

NC No.: 02 of 02

Section: Production / Operation.

Team Leader: Aruna Amarathna.

Relevant Standard: ISO 22000:2005

Auditor: -

Relevant Clause: 7.2

Date of audit: 2017-10-11

Relevant company document: PRPs

Non-conformity detected

Category: Major/Minor


Hand washing facility is not provided for packing coconut oil unit and cream coconut unit.

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Auditor


.....
Team Leader:

Correction:

Provide hand washing facility


.....
Auditee

12/10/2017
.....
Date

Root cause for Non-conformity

If there is no hand washing facility, food borne pathogens can be transmitted through food handlers.


.....
Auditee

12/10/2017
.....
Date

Deputy General Manager
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IND-EXPO CERTIFICATION LIMITED
MANAGEMENT SYSTEMS CERTIFICATION SCHEME
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Corrective action

Date of completion:

Fixed hand washing sink
in creamed coconut unit
and paring oil unit.

12/10/2017



12/10/2017

.....
Auditee

.....
Date

Verification of corrective action

NC Closed/Open

Evidence provided for the corrective action taken
is verified



2017/10/13

.....
Auditor

.....
Date

Effectiveness of corrective action

.....
Auditor

.....
Date



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