IND-EXPO CERTIFICATION LIMITED

INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME

STAGE II AUDIT REPORT

ISO 22000:2005

KDE Serendib Food Products (Pvt) Ltd

INDEXPO CERTIFICATION LIMITED

INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME
STAGE II AUDIT REPORT – ISO 22000:2005

1. NAME OF ORGANIZATION : KDE Serendib Food Products (Pvt) Ltd
2. ADDRESS OF HEAD OFFICE : No 145, Kinsey Road, Colombo -08
3. ASSESSMENT SITE/S : Ranbima Estate, Urapotta, Thisogama, Bingiriya
4. CONTACT DETAILS :
4.1 Name : Mr.Gayantha Rajapaksha **Designation :** Manager-Production & Operations
4.2 Tel : - **Mobile :** 076-3599805 **Fax :** -
4.3 E-mail : gayanthar@ksf.lk
5. NO. OF EMPLOYESS : 350
6. APPLICABLE STANDARD : ISO 22000:2005
7. FILE NO. : IMSC-FSMS-55
8. NACE CODE / SUBCATEGORY : C IV – Processing of ambient stable products
9. SCOPE OF CERTIFICATION : Manufacturing of Virgin Coconut oil, Paring Coconut Oil and Creamed Coconut
10. CONFIRMATION FOR SCOPE OF CERTIFICATION :
The scope is confirmed.
Deputy General Manager KDE Serendib Food Products(Pvt) Ltd No. 145, Kynsey Road, Colombo 08.
.....
Signature
11. DATE OF AUDIT & Time : 2017-10-11
12. TYPE OF AUDIT : Stage II
13. AUDIT TEAM :
Mr. Aruna Amaradasa (AA) Team Leader
Mr. B L Amarasiriwardane (BA) Team Member
Ms. Kema Arulanandam (KA) Team Member

14. AUDIT OBJECTIVES:
The objectives of this audit were:

- to confirm that the management system conforms with all the requirements of the audit standard;
- to confirm that the organization has effectively implemented the planned management system;
- to confirm that the management system is capable of achieving the organization's policy objectives.

15. ANY DEVIATIONS FROM THE AUDIT PLAN AND REASONS: No

16. ANY SIGNIFICANT ISSUES IMPACTING ON THE AUDIT PROGRAMME: No

17. AUDIT FINDINGS :

17.1 Food Safety Management System (4 of ISO 22000):
General requirements (4.1 of ISO 22000):
Scope has been defined by the organization. Food safety hazards have been identified. Hazard analysis done and communicated to relevant personnel. Company has been outsourced pest control process relevant to the operation.

Documentation requirements (4.2 of ISO 22000):
General (4.2.1 of ISO 22000):
Documentation is in par with 4.2.1 of ISO 22000. Food Safety Objectives for 2017 has been available.

Control of Documents (4.2.2 of ISO 22000):
Documented procedure available for Control of documents covering the relevant requirements of 4.2.2 of ISO 22000:2005 available and implemented.

Controls of Records (4.2.3 of ISO 22000):
Documented procedure available for Control of documents covering the relevant requirements of 4.2.3 of ISO 22000:2005 available however retention time and disposition methods of records have not been adequately defined. **(NCR – 01)**

17.2 Management Responsibility (5 of ISO 22000):
Management commitment (5.1 of ISO 22000):
Top management commitment is evident. Responsibilities and authorities were defined and communicated to relevant personnel. Work instructions were available and followed.

Food safety policy(5.2 of ISO 22000):
Policy was in par with 5.2 of ISO 22000 and it was communicated to all staff .Policy is supported by measurable objectives.

Food Safety management system planning (5.3 of ISO 22000):
Top management ensured that planning of the food safety management system is carried out to meet the scope as well as the objectives of the organization that support food safety, and the integrity of the food safety management system is maintained when changes to the food safety.

Responsibility and authority (5.4 of ISO 22000):
Top management ensured that responsibilities and authorities are defined and communicated within the organization.

Food safety team leader (5.5 of ISO 22000):
Assistant Manger – Quality Assurance has been appointed as food safety team leader who is having 7 years experience in the field.

Communication (5.6 of ISO 22000):
External communication (5.6.1 of ISO 22000):
Designated personnel (FSTL) have responsibility for communication. Company has effectively implemented the external communication with various external parties like suppliers, service providers, and regulatory bodies.

Internal communication (5.6.2 of ISO 22000):
Internal communication is through discussions, meetings.

Emergency preparedness and response(5.7 of ISO 22000):
A procedure has been established, implemented to manage potential emergency situations and accidents that can impact food safety and which are relevant to the role of the organization in the food chain.

Management review(5.8 of ISO 22000):
Top management reviewed the organization's food safety management system at planned intervals. This review shall include assessing opportunities for improvement and the need for change to the food safety management system, including the food safety policy .Record of management review has maintained.

17.3 Resource management (6 of ISO 22000):
Provision of resources (6.1 of ISO 22000):
The organization has provided adequate resources for the establishment, implementation, and maintenance and updating of the food safety management system.

Human resources (6.2 of ISO 22000):
The food safety team and the other personnel carrying out activities having an impact on food safety been competent and have appropriate education, training, skills and experience.

Infrastructure (6.3 of ISO 22000):
The resources for the establishment and maintenance of the infrastructure needed by the standard

have been provided.

Work environment (6.4 of ISO 22000):
The resources needed for the establishment, management and maintenance of the work environment has been provided.

17.4 Planning and realization of safe products (7 of ISO 22000):
General (7.1 of ISO 22000):
The organization has identified the relevant statutory requirements and is in compliance with same.

Prerequisite programme (7.2 of ISO 22000):
PRPs have been established as per 7.2.2 of ISO 22000 and implemented. However following deviations were observed in PRPs:

1. Hand washing facility is not provided for pairing coconut oil unit cream coconut unit **(NCR – 02)**
2. Kernel feeder conveyor and cutter feeder conveyor not fully covered to protect wear and tear rubber particles from rubber belts of power transmission system at wet section**(OB -01)**
3. No face mask for nut driller who is collecting coconut water. **(OB -02)**
4. Greasy transmission chain of conveyor touching the drilled nuts during the time of delivering them after pass through coconut water collection area. **(OB – 03)**
5. Coconut cake was stored at paring oil section **(OB – 04)**
6. One operator was wearing woollen gloves at creamed coconut area**(OB – 05)**
7. No space was provided to raw materials & end products **(OB – 06)**
8. According to the revised flow diagram, the desiccated coconut being purchased as a raw material from outside but legal requirement (CDA) was not mentioned**(OB – 07)**

Preliminary steps to enable hazard analysis (7.3 of ISO 22000:
General (7.3.1 of ISO 22000):
All relevant information needed to conduct the hazard analysis collected, maintained, updated and documented. Records were maintained.

Food safety team (7.3.2 of ISO 22000):
A food safety team has been appointed consisting of a combination of multidisciplinary knowledge and experience in food safety.

Product characteristics (7.3.3 of ISO 22000):
Characteristic of raw materials and end products have been described. Physical, chemical and biological food hazards documented.

Intended use (7.3.4 of ISO 22000):
Intended use of products has been addressed in the food safety manual.

Flow diagram, process step and control measures (7.3.5 of ISO 22000
Flow diagrams available for all the processes, which covered the entire steps from raw material

receiving to the end product dispatch and the control measures, were sufficiently detailed.

HACCP analysis (7.4 of ISO 22000):
HACCP plans have been established. CCPs have been established, implemented and monitored.

Establishing the operational prerequisite program (OPRPs) (7.5 of ISO 22000):
OPRP's have been documented and implemented.

Establishing the HACCP plan (7.6 of ISO 22000):
The HACCP plan were documented and included the following information for each identified critical control point (CCP):

1. Food safety hazards to be controlled at the CCP
2. control measures
3. critical limits
4. monitoring procedures
5. corrections and corrective actions to be taken if critical limits are exceeded
6. responsibilities and authorities;
7. Record of monitoring.

Updating of preliminary information and documents specifying the PRPs and the HACCP plan (7.7 of ISO 22000):
Preliminary information was noted updating when necessary. When CCPs or OPRPs not in normal condition, relevant measures for identifying and evaluating affected products have been developed and implemented.

Verification planning (7.8 of ISO 22000):
Verification methods were defined clearly for CCPs, PRPs and OPRP's. Reviewing documents, external lab testing, calibration and internal audits have been used as verification methods. Monitoring records are verified by the responsibility holders.

Traceability system (7.9 of ISO 22000):
Documented procedure was available for Traceability. Product could trace from the batch number.

Control of non conformity (7.10 of ISO 22000):
Documented procedures are available for corrections and corrective actions, handling of potentially unsafe products and withdrawals as per the requirements of ISO 22000:2005.

17.5 Validation, verification and improvement (8 of ISO 22000):
General (8.1 of ISO 22000):
The food safety team planned and implemented the processes needed to validate control measures, control measure combinations, and to verify and improve the food safety management system.

Validation of control measure combinations (8.2 of ISO 22000):

Control of monitoring and measuring (8.3 of ISO 22000):

For monitoring and measuring equipments, calibration schedule is available.

Food safety management system verification (8.4 of ISO 22000):
Documented procedure available for internal audit covering the requirements of 8.4.1of ISO 22000: 2005 and implemented. Internal audits have been conducted as per the frequency defined in the procedure manual.

Improvement (8.5 of ISO 22000):
Top Management ensured that the organization continually improve the effectiveness of FSMS through management reviews and Internal Audits.

18. APPLICABLE LEGAL REQUIREMENTS: CDA regulations, Food Hygiene regulations, Food Act, CEA regulations

19. ANY UNRESOLVED ISSUES: No

20. OVERALL CONCLUSION OF THE AUDIT

Audit is based on a sampling process of the available information at the point of auditing and the audit methods used were interviews, observation of activities and review of documentation and records. With consideration to the findings identified on the report the overall conclusions of the audit are as follow:

- The management system documentation demonstrated conformity with the requirements of the audit standard and provided sufficient structure to support implementation and maintenance of the management system. YES [√] NO [ ]
- The organization has demonstrated effective implementation and maintenance /improvement of its management system. YES [√] NO [ ]
- The organization has demonstrated the establishment and tracking of Appropriate key performance objectives and targets and monitored progress towards their achievement. YES [√] NO [ ]
- The internal audit program has been fully implemented and demonstrates effectiveness as a tool for maintaining and improving the management system. YES [√] NO [ ]
- The management review process demonstrated capability to ensure the continuing suitability, adequacy and effectiveness of the management system. YES [√] NO [ ]
- Throughout the audit process, the management system demonstrated overall conformance with the requirements of the audit standard. YES [ ] NO [√]

21. MAJOR NON-CONFORMITIES: None

22. MINOR NON-CONFORMITIES:

1. Retention time and disposition methods of records have not been adequately defined. **(NCR – 01)**
2. Hand washing facility is not provided for pairing coconut oil unit cream coconut unit **(NCR – 02)**

23. OPPORTUNITIES FOR IMPROVEMENT:

23.1 Kernel feeder conveyor and cutter feeder conveyor not fully covered to protect wear and tear rubber particles from rubber belts of power transmission system at wet section**(OB -01)**

23.2 No face mask for nut driller who is collecting coconut water. **(OB -02)**

23.3 Greasy transmission chain of conveyor touching the drilled nuts during the time of delivering them after pass through coconut water collection area. **(OB – 03)**

23.4 Coconut cake was stored at paring oil section **(OB – 04)**

23.5 One operator was wearing woollen gloves at creamed coconut area**(OB – 05)**

23.6 No space was provided to raw materials & end products **(OB – 06)**

23.7 According to the revised flow diagram, the desiccated coconut being purchased as a raw material from outside but legal requirement (CDA) was not mentioned**(OB – 07)**

24. RECOMENDATION FROM AUDIT TEAM:

The audit team concludes that the organization has [√] has not [ ] established and maintained its management system in line with the requirements of the standard and demonstrated the ability of the system to systematically achieve agreed requirements for products or services within the scope and the organization's policy and objectives.

Therefore the audit team recommends that, based on the results of this audit and the system's demonstrated state of development and maturity, management system certification be:

Granted [√]/ continued [ ]he certification subjected to the completion and subsequent verification of corrective action for all minor non conformities raised. Suspended[ ] until satisfactory corrective action is completed.

Signature of Team Leader : ..... Date:.....

- *Page 09of 09is for internal purposes only.*

25. RECOMMENDATION BY AUDIT TEAM :

Recommend for certification subject to the corrective action taken for raised NCRs.

..... Signature of Team Leader

2017/10/11 Date

..... Signature of Team Member -1

..... Date

..... Signature of Team Member - 2

..... Date

26. RECOMMENDATION BY CERTIFICATION MANAGER:

All NCRs have been closed, Hence recommend for certification

..... Signature of Certification Manager

2017/10/13 Date

27. APPROVAL FOR SUBMISSION TO THE CERTIFICATION COMMITTEE:

Appd.

..... Signature of Director

2017/10/13 Date