



No.	Activity/Working Environment/Module	Type of activity (Routine/Non routine/Emergency)	Hazard	Risk Identified	Description	Assessment of risk (Likelihood Level + Risk Level)			Impact	Existing controls	Residual Risk Level			Additional measures to mitigate the risk	Responsibility	Target Date
						Likelihood	Consequence	Risk Level			Likelihood	Consequence	Risk			
1		Routine	Working in night shift	Disturbance in human clock	Changes in personal human working pattern can be cause health issues	3	3	9	Medium Risk	24/7 CCTV operation, safety warning inspection, contractor activities restricted during night	1	3	3	Give regular awareness on mental and physical rest	HRM	
2	Shift working pattern	Routine	Working in night shift	Disturbance in human clock	Changes in personal human working pattern can be cause accident	3	3	9	Medium Risk	Fire drills covered for night shift, emergency vehicle & manual staff available in 24/7 fire team & first aid teams deployed, duty manager roster created, CCTV monitoring of all movements	1	3	3	Give regular awareness night time hazards at work	HRM	
3		Emergency	Emergency situations	Readiness for emergency during night shift	Due to lesser executives staff to manage emergency situation during night time	4	4	16	High Risk	Contractor agreement, Work permit, JSA, induction training, daily inspections, CCTV monitoring of all movements	2	4	8	Regular refresher toolbox training to HSN & induction training for all outsiders	HRM	
4	Sub-contractor activities	Non Routine	New sub-contractor activities	New contractors may unaware of safety & operation processes	Safety & operation processes may violated by contractors	3	4	12	High Risk	Contractor agreement, Work permit, JSA, induction training, daily inspections, CCTV monitoring of all movements	1	4	4	Regular refresher toolbox training to HSN & induction training for all outsiders	HRM	
5	Visitor movement	Non Routine	Visitor movements in factory premises	Visitors may unaware of safety & operation processes	Visitors may faced hazard that their accident & incidents may happened due to bump, random working activities	3	4	12	High Risk	Visitor handling procedure, Guard room operations, visitor ID issuing procedure, factory guide required to guide towards factory, emergency plans displayed & CCTV monitoring of all movements	1	4	4	Modify visitor pass adding factory plan and safety induction, induction training for all outsiders	HRM	
6	Mental wellbeing	Non Routine	Working in stressful area	Accidents & incidents may occurred	Accidents & incidents may happened due to bump, random working activities	3	3	9	Medium Risk	Regular tea breaks and meal breaks are given to all employees, EMO appreciation, Annual trip, shutdown concert & other facilities, Comaster facilities	1	3	3	Introduce new methods to up lift employee mental wellbeing	HRM	
7	Staff transport	Routine	Vehicle movement inside the BOI zone and public road	Vehicle and other collision accidents	Staff transport vehicles can be collide with vehicles or road objects	3	4	12	High Risk	Daily vehicle inspection done by drivers, monthly vehicle fitness test, difference driving training for all drivers, driver re-orientation procedures	2	4	8	Regular training and inspections on drivers and vehicles	HRM	
8		Non Routine	Vehicle breakdown	Accident due to vehicle malfunctioning	Critical accidents can be happened due to malfunctioning in vehicle	3	5	15	High Risk	Daily vehicle inspection done by drivers, monthly vehicle fitness test	1	5	5	Training on general vehicle maintenance	HRM	
9		Routine	Vibrations while operating drills, grinders and hammer wrenches	Exposure to vibrations for long time	These power tool operators likely to disengage with vibration disease (HAVs)	3	3	9	Medium Risk	Use hand gloves and correct disks (cutting BMM), Give awareness of safer power tool usage	1	3	3	Select power tool with lowest vibration level. Minimize the time individuals use the equipment	ENM & HRM	
		Routine	Noise	Hearing damage	Exposure to high noise for longer time may cause hearing damage	3	3	9	Medium Risk	Wear hearing protection if above 80dB(A) or if non-continually loud (request assessment if in doubt). Advise nearby persons of hazard. Supervisors should inform users of risks from noise	2	3	6	Continuous awareness on power tool safety	HRM	
		Routine	Dust	Respiratory illness/Infectious visibility/ Skin irritation	Exposure to dust particles can affect respiratory system	4	3	12	High Risk	Using dust masks and respirators	1	3	3	Continuous awareness on power tool safety	HRM	
		Emergency	Electrical Hazard	Electrician may happened due to faulty tools	Damaged wires, faults in tools may cause electric shock	3	4	12	High Risk	Routine inspection and servicing of power tools, awareness of electrical safety	2	4	8	Continuous awareness on electrical safety & power tool usage	HRM	
		Emergency	Physical Hazard	Cutting grinders & other physical injuries may cause	Removing machine parts, using faulty tools & untrained worker may cause physical injuries	3	4	12	High Risk	Using proper PPEs, Routine inspection and servicing of power tools, awareness of power tool usage	2	4	8	Continuous awareness on power tool safety	HRM	
		Emergency	Flammable/explosive atmosphere	Fire or explosion	Fire may cause due to sparks	3	5	15	High Risk	Hot Work Permit, Do not work near flammable, compressed gases, in explosive atmospheres or confined spaces without special advice	1	5	5	Continuous awareness on fire safety & power tool usage	HRM	

**IND-EXPO CERTIFICATION LIMITED**  
**MANAGEMENT SYSTEMS CERTIFICATION SCHEME**  
**CONFORMITY ACTION PLAN / NON-CONFORMITIES**

For all non-conformities kindly complete this form and submit with evidence within two months.  
 Name of organization: Tejraj Lanka Prints Pvt Ltd  
 Type of audit: Stage 1 / Surveillance / Re-certification special audit (where applicable)  
 Issue of audit: 20-12-2022

NCR No.	Non-conformity	Corrective actions taken & Date of implementation	Evidence of implementation
01	Process of Hazard Identification is not effective. Hand operating vibration machines such as hand drills and hand grinders have not been considered for risk analysis.	All hand operating vibration hand drills and hand grinders have been considered and included into the HIRA.	HIRA Attached

Signature of Management Representative / FSTL / EMR: \_\_\_\_\_ Date: 22-12-22

**OBSERVATIONS AND RECOMMENDATIONS**

Signature of Team Lead / Lead Auditor: \_\_\_\_\_ Date: \_\_\_\_\_

Doc. No.: CP-18-F-02 Issue No.: 07 Issue Date: 2018-01-30  
 Reviewed and approved by: Director Issued by: Management Representative

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

Name of Organization: Tejraj Lanka Prints (Pvt) Ltd.

NC No.: 01 of \_\_\_\_\_  
 Section: \_\_\_\_\_ Team Leader: D. N. S. Kumarapulleige  
 Relevant Standard: ISO 45001:2018 Auditor: ?  
 Relevant Clause: 6.1.2.1 Date of audit: 2022-12-20  
 Relevant company document: Hazard Identification

Non-conformity detected: \_\_\_\_\_ Category: Major/Minor

Process of Hazard Identification is not effective.  
 Ex: Hand operating vibration machines such as hand drills and hand grinders have not been considered for risk analysis.

Auditor: \_\_\_\_\_ Team Leader: \_\_\_\_\_ Auditee: \_\_\_\_\_  
 Corrections: Reviewed the Hazard Identification process by re-considering the hand operating vibration machines such as hand drills and hand grinders. The risk has been evaluated and additional controls are in progress.

Signature: \_\_\_\_\_ Date: 22-12-22

Report issues for Non-conformity: \_\_\_\_\_  
This has been noticed when evaluating the HIRA due to lack of awareness.

Signature: \_\_\_\_\_ Date: 22-12-22

Doc. No.: CP-18-F-01 Issue No.: 07 Issue Date: 2018-01-02  
 Rev No.: 00 Rev Date: 00

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

Corrective action: \_\_\_\_\_ Date of completion: \_\_\_\_\_

- Immediate controls have been taken to provide hand gloves (PPE) for operators.
- Risk Assessment has been updated properly by re-considering the hand operating vibration machines.
- This has been communicated to the relevant department.

Signature: \_\_\_\_\_ Date: 22-12-22

Verification of corrective action: \_\_\_\_\_ NC Closed/Open: \_\_\_\_\_

corrective action is satisfied

Signature: \_\_\_\_\_ Date: 2022-12-23

Effectiveness of corrective action: \_\_\_\_\_

corrective action taken is effective,

Signature: \_\_\_\_\_ Date: 2022/12/23

Doc. No.: CP-18-F-01 Issue No.: 07 Issue Date: 2018-01-02  
 Reviewed and approved by: Director Rev No.: 00 Rev Date: 00 Issued by: Management Representative