

Thanking you,

Best Regards



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Isuru

From: Isuru <isuru@indexpo.lk>
Sent: Monday, December 18, 2023 12:37 PM
To: 'Romesh Perera'; 'Asanka Dharmadasa'
Cc: 'shantha@indexpo.lk'; 'aruna@indexpo.lk'; 'buddhika@indexpo.lk'; 'promila@indexpo.lk'
Subject: OHSAS Audit - Teejay Lanka Prints (Pvt) Ltd
Attachments: QP-10-F-02 Customer Satisfaction Survey.pdf; Audit Plan - OHSAS.pdf

Dear Mr. Romesh,

Please note that the OHSAS audit at Teejay Lanka Prints (Pvt) Ltd has been scheduled on 20th December 2023. Audit plan and safety guidelines attached herewith.

If there are any objections with regard to any of the issues or for any information / clarification, feel free to contact our Certification Manager (Ms. Buddhika Sajeewani) immediately. Otherwise please confirm the audit plan.

Please share the following latest documents 3 days prior to the audit (Please disregard if the documents are already shared)

ISO 45001:2018

- a) Scope of the organization
- b) OHSAS Policy
- c) OHSAS Objectives
- d) HIRA, Policies & procedures for implementation
- e) Identified of the key hazards and OH&S risks associated with processes
- f) Latest Internal audit report & Management Review
- g) If chemical are used : chemical inventory, identified risk including compatibility

Please be kind enough to complete the attached customer survey on the audit date and forward it to info@indexpo.lk. The certificate or continuation letter will be awarded only after submission of Customer satisfaction form.

SAFETY GUIDELINES FOR THE TRANSPORT OF THE AUDITORS

Following guideline has been introduced to ensure safety of members of the audit team which is deployed to audit your organization. You are kindly requested to adhere to following guidelines.

If transport is arranged by the company, the vehicle shall be complied to all regulatory requirements of transport passengers. It shall also necessary to verify by the company that the vehicle is consist with following ;

1. Sound breaks system (both hand break and foot break)
2. Signal lamps
3. Whippers
4. Tires suitable to travel the distance (Including spear wheel and necessary tools)
5. Seat belts and other necessary safety systems

Note : The driver shall be a person who had at least 8 hr rest and not drunken prior to driving.