

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.

Thanking you,

Best Regards

Isuru Ilangakoon

Assistant Certification Manager

Indexpo Certification Limited

Apt # 01- C, Ocean Tower, Station Road,

Colombo 04

From: Isuru Ilangakoon <isuru@indexpo.lk>

Sent: Monday, December 16, 2024 10:00 AM

To: 'Romesh Perera' <RomeshP@teejay.com>; 'Asanka Dharmadasa' <AsankaD@teejay.com>

Cc: 'shantha@indexpo.lk' <shantha@indexpo.lk>; 'aruna@indexpo.lk' <aruna@indexpo.lk>;
'buddhika@indexpo.lk' <buddhika@indexpo.lk>; 'Dinushi' <dinushi@indexpo.lk>;
'sammanisapl@gmail.com' <sammanisapl@gmail.com>; 'kumudunie.perera@gmail.com'
<kumudunie.perera@gmail.com>; 'Tharindu' <tharindu@indexpo.lk>

Subject: OHSAS Audit - Teejay Lanka Prints (Pvt) Ltd

Dear Asanka,

Please note that the OHSAS audits at Teejay Lanka Prints (Pvt) Ltd has been scheduled on 2024.12.18.
safety guidelines attached herewith.

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.
