



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

Corrective action

Completion Date:

Update all staff JDs with health and safety roles and responsibilities.


.....
Auditee

12/01/2021
.....
Date

Verification of corrective action

Evidence provided for the corrective action taken is verified and satisfied. Therefore, the Nonconformity is closed / Nonconformity is closed based on the corrective action plan provided.

Evidence / corrective action submitted is not satisfied, therefore, the Nonconformity is not closed.

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Auditor

.....
Date

Effectiveness of corrective action

Corrective action taken is effective

Corrective action taken is not effective. Therefore, the Nonconformity is raised.

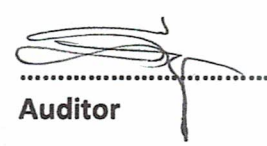
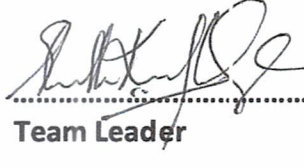
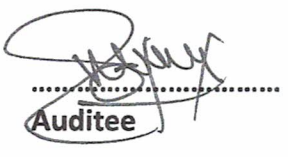
.....
Auditor

.....
Date

Name of Organization	: TBS International (Pvt) Ltd		
Date of audit	: 2025/12/15	Team Leader	: D.N.S. Kurupumull
NC No.	: 02	Auditor	: Buddhika Sajeewani
Relevant company document	:		
Relevant Standard	: ISO 45001:2018 SLS 1266:2023	SLS	
Clause No.	5.3		

Non-conformity detected **Category: Major/Minor**

The process of assigning roles and responsibilities is not effective.
 Ex: Job roles and responsibilities of certain employees are not aligned with the requirement of 5.3. (HR - Assistant Manager.)

 Auditor	 Team Leader	 Auditee
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Correction

The company got action to assign health and safety responsibilities for all staff.

 Auditee	12/01/2026 Date
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Root Cause for Non conformity

The company has been assigned health and safety responsibilities only for health and safety manager and compliance executive.

 Auditee	12/01/2026 Date
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TBS INTERNATIONAL (PVT) LTD

Quality Manual Annexure

Job Role and Responsibilities

Document No:	TBS/HRD/25
Issue No :	01
Issue Date :	01.10.2019
Revision No:	02
Revision Date:	02/01/2026
Page No :	Page 2 of 2

6. KNOWLEDGE	<ul style="list-style-type: none"> • Good analytical, leadership and problem-solving skills. 					
SKILLS & COMPETANCIES	<table border="1"> <tr> <th style="background-color: #4F7942; color: white;">SKILLS</th> <th style="background-color: #4F7942; color: white;">COMPETENCIES</th> </tr> <tr> <td>Negotiation skills</td> <td></td> </tr> </table>	SKILLS	COMPETENCIES	Negotiation skills		
SKILLS	COMPETENCIES					
Negotiation skills						
REPORTING STRUCTURE: (Show job titles & reporting relationships of the job holder's immediate superior, peers & subordinates- <i>Direct & Indirect</i>)						
<div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80px;">COO</div> <div style="text-align: center; margin: 5px 0;">↑</div> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 150px;">General Manager - Production</div> <div style="text-align: center; margin: 5px 0;">↑</div> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 150px;">Assistant Manager- Human Resources</div>						
KEY RESPONSIBILITIES						
TASKS	PERFORMANCE MEASURES					
OPERATING RELATIONSHIPS	Internal: MD, COO External: N/A					

Job Holder's Name / Signature

: Lakshman mukesh Date: 02/01/2026

Immediate Superior's Name / Signature

: Lakshmi Kariga Date: 02/01/2026

COO's Name / Signature

: Date: 02/01/26

Next Review Date

:



TBS INTERNATIONAL (PVT) LTD

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Document No:	TBS/HRD/25
Issue No :	01
Issue Date :	01.10.2019
Revision No:	02
Revision Date:	05/01/2026
Page No :	Page 1 of 2

TITLE	Assistant Manager- Human Resources		
DEPARTMENT	Human Resources		
NAME	Lakshman Mahesh		
REPORTS TO	1. Solid line reporting to: General Manager (Production)		
JOB PURPOSE	Perform all the functions of the HR department, handling areas such as personnel management, social welfare, employee health and safety and the maintenance of HR records.		
RESPONSIBILITIES	<ul style="list-style-type: none"> • Conducting yearly performance appraisals • Handling payroll and EPF & ETF correspondence work • Coordinating staff recruitment and selection process • Thorough onboarding of new joiners & arranging of mentoring • Organizing employee energizer & engagement events time to time • Support implementation and continual improvement of the OHS Management System from an HR perspective and facilitate worker consultation and participation in OHS matters in coordination with the Health & Safety Manager. • Coordinate employee OHS inductions, refresher training, and awareness programs and maintain training records, competency matrices, and attendance records. • Organizing company events • Provide information and assistance to staff and employees on human resource and work-related issues and grievance handling • Perform other related duties as required 		
MINIMUM REQUIREMENTS:	ESSENTIAL		DESIRABLE
1. QUALIFICATIONS	<ul style="list-style-type: none"> • Bachelor's degree in HR • Minimum 5 years of experience in similar capacity • Familiarity with factory laws • Ability to control employees • Ability to organize events and make speeches 		<ul style="list-style-type: none"> • Proven experience as a HR manager in similar capacity • Post graduate/ Professional qualifications
2. EXPERIENCE	<ul style="list-style-type: none"> • Minimum 3 years experience 		
3. PHYSICAL	<ul style="list-style-type: none"> • Very good physical fitness 		
4. PERSONALITY	<ul style="list-style-type: none"> • Outstanding Personality 		
5. PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Ability to work independently with minimum supervision. 		