



IND-EXPO CERTIFICATION LIMITED
APPLICATION FOR MANAGEMENT SYSTEMS CERTIFICATION

The Director/CEO,

Ind-Expo Certification Ltd,
Apt # 01- C, Ocean Tower, Station Road,
Colombo 04, Sri Lanka
Tel : (0) 112 336654
Email : info@indexpolk

For office use

| | |
|-------------------|-----------|
| DATE RECEIVED | 2023/9/10 |
| REFERENCE NUMBER | OMS/101 |
| NEW CERTIFICATION | ✓ |
| RE-CERTIFICATION | |
| REVIEWING OFFICER | Isim |

| 1.0 COMPANY OR ORGANISATION TO BE AUDITED | | | |
|---------------------------------------------------|--------------------------------------------|--------------------|-------------------------|
| 1.1 Company Name | Hatten Plantations pvc | | |
| 1.2 Address | Agrakande Estate Lindula. | | |
| 1.3 Contact Name 1 | Mr. M J. Stephen | 1.4 Contact Name 2 | A. D. Gunasekara |
| 1.5 Designation | Manager | 1.6 Designation | Snr. Asst. Fac. Officer |
| 1.7 E-mail Address | Jeeard@hattenplantations.lk | 1.8 E-mail Address | - |
| 1.9 Tel No. | 077-3698620 | 1.10 Tel No. | 076-4128937 |
| 1.11 Fax | - | | |
| 1.12 Website | www.hattenplantations.lk | | |
| 1.13 Is this site part of a group? | - | | |
| 1.14 Please specify the group name | | | |
| 1.15 Business Registration number (Submit a copy) | MF 545 (Factory Registration) - PB 5414 pp | | |
| 1.16 VAT registration number | | | |

| 2.0 COMPANY TO BE INVOICED | | | |
|----------------------------------------------|--|----------------------|--|
| <i>(If same as above please leave blank)</i> | | | |
| 2.1 Company Name | | | |
| 2.2 Address | | | |
| 2.3 Contact Name | | 2.4 Contact Position | |
| 2.5 Contact E-mail Address | | | |
| 2.6 Tel No. | | | |

| 3.0 STANDARD REQUIRED | | | |
|----------------------------------------------------|------------------------------------------|------------------------------------------|----------------------------------------------------|
| <input checked="" type="checkbox"/> ISO 22000:2018 | <input type="checkbox"/> HACCP | <input type="checkbox"/> GMP | <input checked="" type="checkbox"/> ISO 9001: 2015 |
| <input type="checkbox"/> ISO 45001: 2018 | <input type="checkbox"/> ISO 14001: 2015 | <input type="checkbox"/> ISO 50001: 2011 | |
| <input type="checkbox"/> Other (Comment) | | | |

Doc No : QP-03-F-01

Issue No : 13
Rev. No : 05

Issue Date : 2016-11-29
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| 4.0 Core Information | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|-----------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Initial/First Certification | <input type="checkbox"/> Renewal of existing certification | <input type="checkbox"/> Extension to scope of existing certification |
| 4.1 Expected date for audit | 11 th October 2023. | |
| 4.2 Was a consultant used in the development of the Management System? If yes, please provide the name of the consultant used | MITS - Consultant | |
| 4.3 How long has the Management system been in place | be 03 months | |
| 4.4 Please indicate the legal obligations to be abide by the Applicant Organization (e.g. CEA regulations, CDA registration, Tea board registration, CHDA registration, industry specific regulations, compulsory product certifications etc.) | | |

| 5.0 IF PREVIOUSLY CERTIFIED, PAST HISTORY OF CERTIFICATION | | | | |
|-------------------------------------------------------------------------------------------|--------------------|-------------|---------------------------|--------------------|
| <i>Please indicate if you had any third party certification for the management system</i> | | | | |
| Scheme | Certification body | Expiry date | No NC's of the last audit | Status of the NC's |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| 5.1 Reason for changing the certification body | | | | |

| 6.0 SCOPE | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| 6.1 What is the proposed scope of certification? <i>(detail product/s manufactured and key processes, e.g. Activities pertaining to manufacturing of Black tea)</i> | Green Tea Manufacture |
| 6.2 Description of products manufactured and/or services offered/Nature of the Business | Green Tea |
| 6.3 Exclusions from the applicable requirements of the standard | |

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|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| 6.4 | Justification for exclusion | |
| 6.5 | Detail any operations included in the scope that are performed on another site? (Multi-site activities; production of different production activities in different locations under same scope etc.) What is the distance from this site? | No |
| 6.6 | Is any part of the process and/or product sub-contracted (out-sourced)? If Yes, please detail | No |

| 7.0 COMPANY DETAILS (Please complete fully this section as it determines the audit scope) | | |
|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| 7.1 | Plant size (metres square including storage on site) | |
| 7.2 | Headcount (total employees including temporary workers) | 20 |
| 7.3 | Employee head count breakdown (e.g.: permanent, contract workers, part time, trainees etc.) | Contract workers - 20 |
| 7.4 | Employee breakdown according to the departments (e.g.: Admin & HR, Planning, Production, Quality, Maintenance) | Admin. - 02 Maintenance - 01 Production - 02 Quality - 02 |
| 7.5 | Number of employees working away from the organization (e.g.: sales team, transportation employees etc.) | - |
| 7.6 | Number of production lines | 01 |

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|------|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| 7.7 | Number of employees in production full time equivalent on main shift | 18 |
| 7.8 | No of shifts and time duration for shift | 08 hrs |
| 7.9 | Is the process fully automated? | No |
| 7.10 | Preferred language to conduct audit | <input checked="" type="checkbox"/> Sinhala <input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Tamil |

| 8.0 DOCUMENTED INFORMATION (Please submit copies of the following documents along with the duly perfected Application) | |
|---------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8.1 | HACCP/ ISO 22000:2018 a) Flow diagram/s b) HACCP plan/s a) Food safety Policy b) Food Quality Objectives |
| 8.2 | ISO 9001:2015 c) Process flow chart/s, d) Quality Policy, e) Quality Objectives, f) Any other documented information (e.g.: Vision and mission, Identified risk and organizational strategies etc.) |
| 8.3 | ISO 14001:2015 g) Environmental Policy, h) Environmental Objectives, i) Emergency preparedness, j) Environmental Aspect and Impact Evaluation |
| 8.4 | k) If chemicals are used: chemical inventory, identified risk including compatibility ISO 45001:2018 l) Scope of the organization, m) OHSAS Policy, n) OHSAS Objectives, o) HIRA, Policies & procedures for implementation, p) Identified of the key hazards and OH&S risks associated with processes, |
| 8.5 | q) If chemicals are used: chemical inventory, identified risk including compatibility ISO 50001:2018 r) Scope of the organization, s) Energy policy, objectives, targets and energy management action plan t) Energy review, energy performance & energy performance indicators |

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90

DECLARATION BY APPLICANT

I/We have read and understood the Terms and Conditions for certification (IMSM/TCC/01) of Ind-Expo certification scheme. Should any initial enquiry be made by the Certifying Authority, I/We agree to extend to the Certifying Authority all required facilities at my/our command and I/We agree to pay all costs involved prior to the grant of the Certificate. I/We will not hold liable either the Ind-Expo Certification Ltd or those having a function in its activities for damages resulting from the consideration of the application for certification, including the possible rejection. Herby confirm that the information submitted true and accurate.

| | |
|----------------------|--------------------------------------------------------------------|
| Date | 10.09.2023 |
| Signature | MANJON PLANTATIONS PLC AGRAKANDE ESTATE |
| Name | Mr. M. J. Stephen |
| Designation | Manager |
| For and on behalf of | Agrakande Estate, Lindula. (Name of the Applicant Organization) |

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