

ALL INFORMATION SUPPLIED WILL BE TREATED WITH STRICT CONFIDENCE

TMSC/QMS/112

The Director/CEO,
Ind-Expo Certification Ltd,
Apt # 01- C, Ocean Tower, Station Road,
Colombo 04, Sri Lanka
Tel : (0) 112 336654
Email : info@indexpo.lk

OFFICIAL USE

DATE RECEIVED	2024/6/18
REFERENCE NUMBER	QMS/24/0010A
NEW CERTIFICATION	<input checked="" type="checkbox"/>
RECERTIFICATION	
REVIEWING OFFICER	DSUN

1.0 COMPANY OR ORGANISATION TO BE AUDITED

1.1 Company Name	Jayakody Cost Consultants (Pvt) Ltd		
1.2 Address	Jayakody Cost Consultants (Pvt) Ltd No. 418/8, Weli Rd, Thalawathugoda, Sri Lanka		
1.3 Contact Name 1	Theldeniyage Pathmasiri	1.4 Contact Name 2	Gihansa Methyani
1.5 Designation	Senior Contract Specialist	1.6 Designation	Management Asistant
1.7 E-mail Address	pathme.office@gmail.com	1.8 E-mail Address	
1.9 Tel No.	+94 112 774 992 +94 743 434 959	1.10 Tel No.	
1.11 Fax			
1.12 Website	Jccsl.lk		
1.13 Is this site part of a group?	No		
1.14 Please specify the group name			
1.15 Business Registration number (Submit a copy)	P V 00213376		
1.16 VAT registration number			

2.0 COMPANY TO BE INVOICED
(If same as above please leave blank)

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 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 checked="" type="checkbox"/> ISO 14001: 2015	<input type="checkbox"/> ISO 50001: 2011	<input type="checkbox"/> ISO 21001: 2018
<input type="checkbox"/> Other (Comment)			

Doc No : QP-03-F-01 Issue No : 13 Issue Date : 2016-11-29
 Reviewed & Approved by: Director Rev.No : 06 Rev. Date : 2024-03-01
 Issued by: Management Representative

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		
4.2 Was a consultant used in the development of the Management System? If yes, please provide the name of the consultant used	Yes , Kanishka Perera , Kaisha Kaisen Consultancies	
4.3 How long has the Management system been in place	1 Year	
4.4 Please indicate the legal obligations to be abide by the Applicant Organization (eg: CEA regulations, CDA registration, Tea board registration, CIDA registration, industry specific regulations, compulsory product certifications etc)		

5.0 IF PREVIOUSLY CERTIFIED, PAST HISTORY OF CERTIFICATION
Please indicate if you had any third party certification for the management system.

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>	Provision of consultancy services including: 1. Contract administration 2. Claims management 3. Dispute management 4. Projects management
6.2 Description of products manufactured and/or services offered/Nature of the Business	1. Contract administration 2. Claims management 3. Dispute management 4. Projects management
6.3 Exclusions from the applicable requirements of the standard	<ul style="list-style-type: none"> o 7.1.5. Monitoring and Measuring Resources o 8.3 Design and development of products and services.

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	<ul style="list-style-type: none"> o 8.5.1 (f) the validation, and periodic revalidation, of the ability to achieve planned results of the processes for production and service provision, where the resulting output cannot be verified by subsequent monitoring or measurement.
<p>6.4 Justification for exclusion</p>	<ul style="list-style-type: none"> o 7.1.5. Monitoring and Measuring Resources As we are not using any measuring equipment or conduct any measurements throughout our RCM operation, this clause is not applicable to us. o 8.3 Design and development of products and services. Since the company does not engage in any design and development activities this clause is not applicable to us. o 8.5.1 (f) the validation, and periodic revalidation, of the ability to achieve planned results of the processes for production and service provision, where the resulting output cannot be verified by subsequent monitoring or measurement. All our services can be verified throughout the service realization processes, therefore this clause is not applicable to us.

<p>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?</p>	
<p>6.6 Is any part of the process and/or product sub-contracted (out-sourced)? If Yes, please detail</p>	
<p>6.7 Is there any specific seasonality factors related to the organization and its food category or products</p>	

<p>7.0 COMPANY DETAILS <i>(Please complete fully this section as it determines the audit time)</i></p>	
<p>7.1 Plant size (metres square including storage on site)</p>	<p>140 Square meters</p>
<p>7.2 Headcount (total employees including temporary workers)</p>	<p>21</p>
<p>7.3 Employee head count breakdown (e.g.: permanent, contract workers, part time, trainees etc.)</p>	<p>Permanent Staff 19 Trainees 2</p>
<p>7.4 Employee breakdown according to the departments (e.g.: Admin & HR, Planning, Production, Quality, Maintenance)</p>	<p>Operation 16 Finance, HR & Administration 3</p>
<p>7.5 Number of employees working away from the organization (e.g.: sales team, transportation employees etc.)</p>	
<p>7.6 Total Number of Students (For Education Industry)</p>	
<p>7.7 Number of production lines</p>	
<p>7.8 Number of employees in production full time equivalent on main shift (including seasonal workers)</p>	

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7.9	No of shifts and time duration for shift	
7.10	Is the process fully automated?	
7.11	Preferred language to conduct audit	<input type="checkbox"/> Sinhala <input checked="" type="checkbox"/> English <input 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 c) Food safety Policy d) Food Quality Objectives
8.2	ISO 9001:2015 a) Process flow chart/s, b) Quality Policy, c) Quality Objectives, d) Any other documented information (e.g.: Vision and mission, Identified risk and organizational strategies etc.)
8.3	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) If chemicals are used: chemical inventory, identified risk including compatibility
8.4	ISO 14001:2015 a) Environmental Policy, b) Environmental Objectives, c) Emergency preparedness, d) Environmental Aspect and Impact Evaluation e) If chemicals are used: chemical inventory, identified risk including compatibility
8.5	ISO 50001:2018 a) Scope of the organization, b) Energy policy, objectives, targets and energy management action plan c) Energy review, energy performance & energy performance indicator
8.6	ISO 21001:2018 a) Scope of the organization b) Educational organization objectives c) Organizational chart

Note: The documents will be returned after the audit

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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	01 May 2024
Signature	
Name	J.A.J.C. Jayakody
Designation	Managing Director
For and on behalf of	Jayakody Cost Consultants Privet Limited (Name of the Applicant Organization)

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