

The Director/CEO,

For office use

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

DATE RECEIVED	
REFERENCE NUMBER	JMS/OMS-100
NEW CERTIFICATION	<input checked="" type="checkbox"/>
RECERTIFICATION	
REVIEWING OFFICER	D. Suru

1.0 COMPANY OR ORGANISATION TO BE AUDITED			
1.1 Company Name	Shannon Estate, Hatton Plantations PLC.		
1.2 Address	Shannon Estate, Hatton.		
1.3 Contact Name 1	Don Vihanga Pathum	1.4 Contact Name 2	Maleesha Hettishanthri
1.5 Designation	Manager	1.6 Designation	Assistant Manager.
1.7 E-mail Address	vihanga@hattonplantations.lk	1.8 E-mail Address	maleesha@hattonplantations.lk.
1.9 Tel No.	077-1257335	1.10 Tel No.	076-9664730
1.11 Fax	-		-
1.12 Website	-		www.hattonplantations.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)	PB5414		
1.16 VAT registration number			

2.0 COMPANY TO BE INVOICED			
(if same as above please leave blank)			
2.1 Company Name	Shannon Estate		
2.2 Address	Shannon Estate, Hatton.		
2.3 Contact Name	Don Vihanga Pathum.	2.4 Contact Position	Manager.
2.5 Contact E-mail Address	shannon@hattonplantations.lk.		
2.6 Tel No.	077-1257335.		

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 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

Issue Date : 2016-11-29

Reviewed & Approved by: Director

Rev No : 05

Rev. Date : 2023-08-25

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	05 <sup>th</sup> 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	Yes. WTS Consultancy.	
4.3 How long has the Management system been in place	One 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)	CEA Regulations, Tea Board Regulation/Registration Industry Specific Regulations.	

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
	- NA -			
5.1 Reason for changing the certification body		-		

6.0

## SCOPE

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

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6.4	Justification for exclusion	- NA -
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?	- NA -
6.6	Is any part of the process and/or product sub-contracted (out-sourced)? If Yes, please detail	- NA -

7.0

**COMPANY DETAILS**

(please complete fully this section as it determines the audit time)

7.1	Plant size (metres square including storage on site)	6084 ft <sup>2</sup>
7.2	Headcount (total employees including temporary workers)	30
7.3	Employee head count breakdown (e.g.: permanent, contract workers, part time, trainees etc.)	Permanent - 22 Contract - 08
7.4	Employee breakdown according to the departments (e.g.: Admin & HR, Planning, Production, Quality, Maintenance)	Executives - 02 Staff - 06 Associates - 22
7.5	Number of employees working away from the organization (e.g.: sales team, transportation employees etc.)	- NA -
7.6	Number of production lines	01

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7.7	Number of employees in production full time equivalent on main shift	30
7.8	No of shifts and time duration for shift	02 shifts - 1) 7.00 Am to 4.00 Pm. 2) 5.00 pm to 12.00 midnight
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 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
  - k) If chemicals are used: chemical inventory, identified risk including compatibility
- 8.4 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,
  - q) If chemicals are used: chemical inventory, identified risk including compatibility
- 8.5 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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IND-EXPO CERTIFICATION LIMITED  
APPLICATION FOR MANAGEMENT SYSTEMS CERTIFICATION

DECLARATION BY APPLICANT	
<p>I/We have read and understood the Terms and Conditions for certification (ISM/ICC/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.</p>	
Date	2023.09.20
Signature	 Manager HATLON PLANTATIONS PLC
Name	Don Vihanga Pathum Shannon Estate, (Company Reg No. P1544)
Designation	Manager.
For and on behalf of	(Name of the Applicant Organization)

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