



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

Name of Organization: Carolina Tea Factory - Hatton Plantations PLC.

NC No.: 01 of 04

Section: Management

Team Leader: Mr. Aruna Amaradasa

Relevant Standard: ISO 22000:2018

Auditor :

Relevant Clause: 5.3

Date of audit: 2021-02-15

Relevant company document :

Non-conformity detected:

Category: ~~Major~~/Minor

It is noticed that proper job description has not been given to the Assistant Manager and responsibilities of food safety team leader are not defined.

.....  
Auditor

  
.....  
Team Leader

.....  
Auditee

Correction:

Discussed with Estate manager, to give proper detailed job description to food safety team leader.

  
.....  
Auditee

16/02/2021  
.....  
Date

Root cause for Non-conformity:

Previously has given only appointment letter to food safety team leader.

  
.....  
Auditee

16/02/2021  
.....  
Date



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Corrective action:

Date of completion: 18/02/2021

Have given detailed Job description to food safety team leader. the Assistant manager was the food safety team leader in Carolina tea factory

.....  
Auditee

..... 18/02/2021  
Date

Verification of corrective action:

NC Closed/Open

Evidence provided for the corrective action taken is verified.

.....  
Auditor

..... 18/02/2021  
Date

Effectiveness of corrective action:

.....  
Auditor

.....  
Date



# Hatton Plantations PLC

Co.Reg No.PB5414PQ

Carolina Estate,

Watawala, Sri Lanka.

Tel:+94514921371 | Factory: +94514921370

18<sup>th</sup> February 2021.

Mr. Moakshan Kulatunga,  
Assistant Manager,  
Carolina Tea Estate,  
Watawala.

Dear Sir,

## Job Description of Food Safety Team Leader

I am informing you that I have already appointed you as our Team leader of food and safety at Carolina Tea Factory, Hatton Plantations PLC with effective from 2<sup>nd</sup> of January 2021. With regard to this position I give below your responsibilities and the authority given to you.

### Responsibilities:-

- Plan, establish, documentation, implementation, maintaining and updating the processes needed for the FSM System.
- Managing and organizing the work of the food safety team.
- Ensuring relevant training and competencies for the food safety team.
- Reporting to the Estate manager on the effectiveness and suitability of the FSMS.
- Reporting on the performance of the FSM system and identifying areas of the quality & FSM system for improvements.
- Promote awareness of customer requirements amongst the employees.
- Liaise with external parties in matters relating to FSMS.
- Analyze results of FS Objectives an all FS related trainings, Supplier evaluations, Product sampling, water sampling, raw material sampling, test reports, cleaning & hygiene of the factory and the factory staff, factory associates, CCP`s, OPRP`s and PRP`s monitoring.

### Authority:-

- Documentation and data control.
- Internal and external communication.
- Convening the management review meetings at least once a year.
- Preparation of Internal Food Safety audit plans an effective implementation of the same.

Issue No: 01	Issue Date: 30.12. 2020	Revision No: 01	Revision Date: 18.02.2021
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## Functions:-

- Maintaining the records related to FSMS.
- Set objectives for the activities as having the authority.
- Controlling of non-conformities.
- Continuous improvement on the factory GMP's.
- Corrective action against NC's and corrective implementation.
- Global follow up on the effectiveness of corrective actions and preventive actions.

Thanking you,

Yours faithfully,

Hatton Plantations PLC (PQ.5414)  
Carolina Estate

.....  
Manager  
Lalindra Abeyawaseena.  
Senior Manager,  
Carolina Tea Estate,  
Watawala.

Issue No: 01

Issue Date: 30.12. 2020

Revision No: 01

Revision Date: 18.02.2021



17 Station: P.L.C. P.O. 3  
2 in. Post Estate

.....  
"Hueger"

