

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

Name of Organization: Serandib Super Food (Pvt) Ltd

NC No. : 01 of 05

Section : Document Control

Team Leader : Mr. B. Amavasiwardana

Relevant Standard : ISO 22000:2005

Auditor : Ms. Chalani Jayasuriya

Relevant Clause : 4.2.2

Date of audit : 2017-03-30

Relevant company document : Procedure manual

Non-conformity detected

Category: Major/Minor

Certain documents have not been controlled as mentioned in the document control procedure.

Ex: - Master list of document
External document list
Management review minutes.

[Signature]

Auditor

[Signature]

Team Leader :

Correction:

All related documents were controlled as mentioned in the document control procedure.

[Signature]

Auditee

15/06/2017

Date

Root cause for Non-conformity

Due to unawareness of the responsible person.

[Signature]

Auditee

15/06/2017

Date

[Signature]
Serandib Super Food (pvt) Ltd
Pothupitiya
Wadduwa
030 22 32 508


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Corrective action

Date of completion:

The management ~~para~~ and all the staff were trained on the documents control procedure. Both internal and external ~~base~~ trainings have been conducted.


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Auditee

Serandib Super Food (pvt) ltd
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15/06/2017
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Date

Verification of corrective action

NC Closed/Open

Evidence provided for the corrective action taken is verified and NC is closed.


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Auditor

20/06/2017
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Date

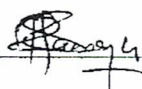
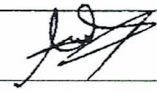
Effectiveness of corrective action

.....
Auditor

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Date

SERANDIB SUPER FOOD (PVT) LTD			Doc. No: QA/LI/01
MASTER LIST OF DOCUMENTS			Page 1 of 1
ISSUE NO:01	DATE OF ISSUE: 2017.01.01	REVISION NO: 00	REVISION DATE:



Procedure for Communication	FSMS/PD/13	2017/01/01	01			
Procedure for Medical Check Up	FSMS/PD/14	2017/01/01	01			
Procedure for Personal Hygiene	FSMS/PD/15	2017/01/01	01			
Procedure for Pest Control	FSMS/PD/16	2017/01/01	01			
Procedure for Traceability	FSMS/PD/17	2017/01/01	01			
Procedure for Calibration	FSMS/PD/18	2017/01/01	01			
Pre- Requisite Programme	BOM/PRP/01	2017/01/01	01			
Food Safety Manual	BOM/FSMS/MN/01	2017/01/01	01			
HACCP Manual	BOM/HACCP/01	2017/01/01	01			24 months
Master List of Document	QA/LI/01	2017/01/01	01			24 months
Management Review	QA/LI/02	2017/01/01	01			24 months
Internal quality audit report	QA/FM/28	2017/01/01	01			24 months
Calibration schedule	QA/SH/01	2017/01/01	01			24 months
Cleaning – in side area	QA/FM/20	2017/01/01	01			36 months
Cleaning record – outside area	QA/FM/21	2017/01/01	01			36 months
Cleaning schedule – in	QA/SH/03	2017/01/01	01			36 months
Cleaning schedule – out	QA/SH/02	2017/01/01	01			36 months
Amendment record sheet	QA/FM/17	2017/01/01	01			24 months
Emergency record	QA/FM/19	2017/01/01	01			24 months

Prepared By – FSTL	Approved By: Quality Assurance Manager
Signature: 	Signature: 

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SERANDIB SUPER FOOD (PVT) LTD			Doc. No: QA/LI/01
MASTER LIST OF DOCUMENTS			Page 1 of 1
ISSUE NO:01	DATE OF ISSUE: 2017.01.01	REVISION NO: 00	REVISION DATE:

Training needs identification form	HR/FM/03	2017/01/01	01		24 months
Training attendance	HR/FM/01	2017/01/01	01		24 months
Training evaluation record	HR/FM/04	2017/01/01	01		24 months
Annual training plan	HR/PL/01	2017/01/01	01		24 months
Training feed back	HR/FM/02	2017/01/01	01		24 months
Training schedule	HR/SH/01	2017/01/01	01		24 months
Personal hygiene	QA/FM/14	2017/01/01	01		36 months
Maintenance record	MNT/FM/01	2017/01/01	01		36 months
Maintenance schedule	MNT/SH/01	2017/01/01	01		24 months
Customer complaint form	QA/FM/12	2017/01/01	01		36 months
Non-conformity report	QA/FM/13	2017/01/01	01		36 months
Pest observation record	QA/FM/10	2017/01/01	01		36 months
Approved supplier list	QA/FM/07	2017/01/01	01		24 months
Supplier performance evaluation record	QA/FM/09	2017/01/01	01		24 months
Supplier audit report	QA/FM/08	2017/01/01	01		36 months
Final inspection record	QA/FM/26	2017/01/01	01		36 months
Loading vehicle inspection record	QA/FM/02	2017/01/01	01		36 months
Packing material inspection	QA/FM/03	2017/01/01	01		36 months

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SERANDIB SUPER FOOD (PVT) LTD			Doc. No: QA/LI/01
MASTER LIST OF DOCUMENTS			Page 1 of 1
ISSUE NO:01	DATE OF ISSUE: 2017.01.01	REVISION NO: 00	REVISION DATE:

Raw material inspection	QA/FM/04	2017/01/01	01			36 months
Inspection record – dc	QA/FM/05	2017/01/01	01			36 months
Temperature monitoring – dryer	QA/FM/24	2017/01/01	01			36 months
Washing tank monitoring	QA/FM/23	2017/01/01	01			36 months
Final product inspection record – dc	QA/FM/34	2017/01/01	01			36 months
Management cleaning record	QA/FM/32	2017/01/01	01			36 months
Temperature monitoring record – sterilization	QA/FM/33	2017/01/01	01			36 months
Work instruction	QA/WI/01	2017/01/01	01			36 months

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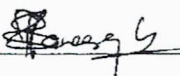

SERANDIB SUPER FOOD (PVT) LTD			Doc. No: QA/LI/02
Management Review meeting minutes			Page 1 of 1
ISSUE NO:01	DATE OF ISSUE: 2017.01.01	REVISION NO: 00	REVISION DATE:

Minutes of Management Review meeting held on 4th January 2017

Participants:

Mr. Manjula Narayana (Managing Director)
 Mr. Shantha Halloluwa (Finance Manager)
 Mr. Asvida Karunarathna Head of QA & Hygiene)
 Mr. Gayantha Rajapaksha (Group QAM)
 Mr. Lakshitha Bandara (FM)
 Mr. Jeewantha (QAM – Food safety team leader)
 Mr. Dileepama Rathnayake (Marketing Manager)
 Mr. Anushka (Asst. Production Manager)
 Mr. Oshada (QA Executive)
 Ms. Renuka (Assistant HR Manager)
 Ms. Nadeeka (Supply Chain Manager)

MD Commenced the meeting addressing the issues, brought forward from the last meeting
Follow up action from previous management review to
<ul style="list-style-type: none"> • QAM has stated the status of the action plan MD asked on last MRM • HOQ has stated to MD, prevention action taken so far to avoid sedimentation issue as per the last MRM minutes • QAM has given and updated, the status of the gap identified as per the MDs instruction
Issues discussed today:
1. Result of internal and second party or third party audit External Audit NA Result NA

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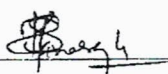
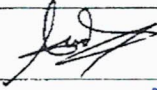
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SERANDIB SUPER FOOD (PVT) LTD			Doc. No: QA/LI/02
Management Review meeting minutes			Page 1 of 1
ISSUE NO:01	DATE OF ISSUE: 2017.01.01	REVISION NO: 00	REVISION DATE:

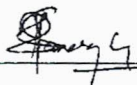

<p>Minor NA</p> <p>Second Party Audits There were 2 customer audits for last months' time and the comments made by them is good and there is one suggestion to install air curtain to the entrance of dry section</p> <p>Internal Audits QAM has informed that company need to have a good skill operators to improve the condition of the manufacturing process.</p>
<p>2. Customer complaints and result of any customer performance review.</p> <p>Head of QA & Hygiene, explained the progress of introducing shoes changing bench to the wet section.</p>
<p>3. Incidents, corrective actions, out of specification result and non-confirming materials</p> <p>MD asked from the FM about the progress of the oil machine expelling project. FM confirmed that it can be finished by March 2017</p>
<p>4. Review of the management of the HACCP system food defence and authenticity</p> <p>Oshada stated that the we need to rive existing HACCP plan as company introduced new machineries and conveyers to the system</p>
<p>5. Resource requirements</p> <p>FM stated the importance of having a company own stores to avoid unnecessary delays of the production</p> <p>QAM asked the status of the new uniform to be given the workers on 2017, SCM says it can be have on early March.</p>
<p>6. Food safety objective Analysis</p> <p>Reduce unsafe product by 5%</p>

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SERANDIB SUPER FOOD (PVT) LTD			Doc. No: QA/LI/02
<i>Management Review meeting minutes</i>			Page 1 of 1
ISSUE NO:01	DATE OF ISSUE: 2017.01.01	REVISION NO: 00	REVISION DATE:

<p>. MD inform that we need to change this objective in next quarter and need proper analysis report after that. Also, he asked from the FM to review the result of this.</p> <p>Reduce food safety wastage 3%</p> <p>Food safety related wastage need to maintain at the level of 3% and FM read the report for last 3 months and MD inform that send him the detail action plan to him.</p> <p>Customer Complaints</p> <p>There was no any critical customer complains in last few months.</p> <p>Customer satisfaction</p> <p>As there is no major complaint from the customers, we can conclude our customer satisfaction is good. IMM also highlighted that and he requested from the factory Manager to maintain this for the future as well. Also, he did not forget to thanks for this effort by the factory team</p>
<p>7. Improvements of the food safety management system</p>
<p>8. New certifications</p> <p>Company decide to go for a recognized certification body to have a good recognition to the company.</p>

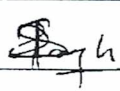
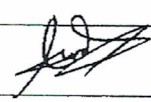
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SERANDIB SUPER FOOD (PVT) LTD			Doc. No: QA/LI/01
MASTER LIST OF DOCUMENTS			Page 1 of 1
ISSUE NO:01	DATE OF ISSUE: 2017.01.01	REVISION NO: 00	REVISION DATE:

Document Name	Doc. Number	Issue Date	Issue No.	Revision Date	Revision No.	Retention Period
Procedure for Document Control	FSMS/PD/01	2017/01/01	01			
Procedure for Record Control	FSMS/PD/02	2017/01/01	01			
Procedure for Purchasing & Supplier Evaluation	FSMS/PD/03	2017/01/01	01			
Procedure for Handling of Customer Complaints/Returns and Feed-Back	FSMS/PD/04	2017/01/01	01			
Procedure for Emergency Preparedness & Response	FSMS/PD/05	2017/01/01	01			
Procedure for Management Review	FSMS/PD/06	2017/01/01	01			
Procedure for Training	FSMS/PD/07	2017/01/01	01			
Procedure for Handling Non-Conforming Products	FSMS/PD/08	2017/01/01	01			
Procedure for Correction Action	FSMS/PD/09	2017/01/01	01			
Procedure for Internal Audit	FSMS/PD/10	2017/01/01	01			
Procedure for Handling of Potential Unsafe Products	FSMS/PD/11	2017/01/01	01			
Procedure for Product Recall & Withdrawal	FSMS/PD/12	2017/01/01	01			

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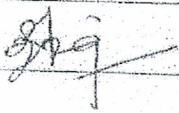

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SERANDIB SUPER FOOD (PVT) LTD			Doc. No: QA/LI/03
EXTERNAL DOCUMENT LIST			Page 1 of 1
ISSUE NO:01	DATE OF ISSUE: 2017.01.01	REVISION NO: 00	REVISION DATE: 00/00/0000

Name of the document	Included
FOOD ACT	No 26, 1980 FOOD ACT
SLSI PRODUCT SPECIFICATIONS	Specification for DC
	Specification for Coconut oil
	Specification for Vinegar
SLSI STANDARDS	Labelling of pre-packaged foods
	Random sampling method
	Microbiological test method
	Rules for rounding numerical values
FOOD HYGIENE – GOVERNMENT REGULATIONS	General principles of food hygiene

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