



**IND-EXPO CERTIFICATION (PVT) LTD;
INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME
NON-CONFORMITY REPORT**

Name of Organization: Supreme Lanka Agro Products NC No. : 06/07
POECHA
 Section : PRODUCTION Team Leader : S. L. Ganga
 Relevant Standard Clause : 7.2. PRP DOC Auditor :
 Relevant company document : PRP Manual Date of audit : 2012-01-26

Non-conformity detected Category: Major/Minor
cleaning & Disinfection PRP is not complete and appropriate. It does not describe cleaning & Disinfection methods used, monitoring & verification of those activities

Auditor Team Leader : SHW
 Correction: cleaning & Disinfection PRP is now completed. A comprehensive cleaning program is devised. A cleaning chart is now introduced.
 Auditee

Root cause for Non-conformity lack of awareness.

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 Auditee

Proposed corrective action : Proposed date of completion:
The implementation of this PRP is verified through continuous completion of cleaning records.
 Auditee 10.2.2012
 Date

Verification of corrective action NC Closed/Open
Corrective action taken is verified as effective
 Auditor SHW 2012-02-13
 Date

Effectiveness of corrective action

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 Auditor Date

Title : Procedure for Cleaning and Sanitation	Code No : SLAP/FSMS/ PRCD/ CLSN
Date of Issue : 1/11/2011	Issue No : 01

Purpose To establish a process to ensure the food safety by ensuring the cleanliness through clean process equipment, contact surfaces and clean infrastructure

Responsibility The Factory Supervisor shall be responsible for the implementation of this procedure

Procedure

The factory environment and the infrastructure shall be kept in clean manner in order to ensure food safety.

The processing equipment shall be kept in clean conditions in order to ensure food safety.

The processing surfaces shall be in kept clean condition in order to ensure food safety.

A cleaning program shall be devised to ensure cleanliness all times.

All cleaning requirements shall be identified in full.

For each identified cleaning item the cleaning methodology shall be specified.

The management shall provide all necessary equipment and material for effective cleaning.

The cleaning program shall identify the responsible person to perform the cleaning.


For each cleaning attempt the related record shall be filled.

The supervisor will monitor the effectiveness of cleaning through relevant records.

As and when necessary he will inform the MD over the new cleaning requirements.

MD shall verify the effectiveness of the cleaning program through inspection of records and on site cleaning audits.

Handwritten signature and date: 12/02/13

Reviewed by(SP) :	Approved by(MD) : 
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Title : Procedure for Cleaning and Sanitation	Code No: SLAP/FSMS/ PRCD/CLSN
Date of Issue : 1/11/2011	Issue No : 01

Cleaning Program

Item to be cleaned	Cleaning Method	Responsibility	Frequency
Floor	Sweeping floor using the broom	Factory worker	Every ½ hour
Walls	Wiping the wall with a wet cloth up to 6ft	Factory worker	End of the day
Roof	Cobweb removal using the brush	Factory worker	Weekly
Drains	Scrubbing with a long hand brush and flushing	Factory worker	Weekly
Windows	Wiping with a wet cloth	Factory worker	Weekly
Doors	Wiping with a wet cloth	Factory worker	Weekly
Nets	Dipping in a sanitized solution	factory worker	Monthly
Curtains	Wiping with a wet cloth	Factory worker	Monthly
Lights	Wiping with a dry cloth	Factory worker	Weekly
Racks	Dusting using the duster	Factory worker	Daily
Sink	Scrubbing using the coir brush	Factory worker	Every 1/2 hour
Pedestals	Scrubbing using the coir brush	Factory worker	Hourly
Tables	Wiping with a dry cloth	Factory worker	Hourly
Chairs	Wiping with a dry cloth	Factory worker	Weekly
Table clothes	Dipping in a sanitized solution	Factory worker	Weekly
Basins	Scrubbing with coir brush using S&D	Factory worker	After each use
Strainers	Dipping in the sanitizer solution	Factory worker	Every three hrs
Dryer	Blowing air with machine	factory worker	after each use
Trays	Blowing air with machine	factory worker	after each use
Sealers	Wiping with a dry cloth	factory worker	end of the day

Reviewed by(SP):	Approved by(DR): 
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Monthly Cleaning Chart

Item	1	2	3	4	5	6	1	2	3	4	5	6	Remarks
Floor	✓	✓	✓	✓			✓						
Wall	✓						✓		✓				
Roof	✓						✓						
Drain	✓		✓				✓						
Window		✓					✓						
Door	✓								✓				
Nets	✓	✓	✓				✓						
Curtains			✓										
lights	✓												
Racks		✓											
Sink	✓	✓	✓	✓	✓	✓	✓		✓				
Pedestal	✓	✓	✓				✓	✓		✓			
Tables	✓	✓	✓				✓	✓		✓			
Chairs	✓	✓	✓				✓	✓		✓			
Table clothes	✓	✓	✓				✓	✓		✓			
Basins	✓	✓	✓				✓	✓		✓			
Strainers	✓	✓	✓				✓	✓		✓			
Dryers	✓	✓	✓				✓	✓		✓			
Trays	✓	✓	✓				✓	✓		✓			
Sealers	✓	✓	✓				✓	✓		✓			

Item	1	2	3	4	5	6	1	2	3	4	5	6	Remarks
Floor													
Wall													
Roof													
Drain													
Window													
Door													
Nets													
Curtains													
lights													
Racks													
Sink													
Pedestal													
Tables													
Chairs													
Table clothes													
Basins													
Strainers													
Dryers													
Trays													
Sealers													

Signature of MD:

Date:

Reviewed by(SP):

Approved by(DR):



Evaluation of Training

Questions	Emp. 1	Emp. 2	Emp. 3	Emp. 4	Emp. 5
Does the employee know what equipments are required to do the cleaning(About Cleaning)	✓	✓	✓		
Does the employee know what material are required for cleaning	✓	✓	✓		
Does the employee know to clean the item accurately	✓	✓	✓		
Does the employee know which items are to be cleaned	✓	✓	✓		
Does the employee know how often it is to be cleaned	✓	✓	✓		
Does the employee know what are the components of his uniform (PH)	✓	✓	✓		
Does the employee wear his uniform in full	✓	✓	✓		
Does the employee know which things he should not wear while in a food processing area	✓	✓	✓		
Does the employee keep himself away from such items while in the food processing area	✓	✓	✓		
Does the employee know which behaviors he should refrain from while working in a food area	✓	✓	✓		
Does the employee know how to wash his hands systematically	✓	✓	✓		
Does the employee know what are high risk food and what are medium risk food	✓	✓	✓		
Does the employee know how the food gets spoiled at different stages	✓	✓	✓		
Does the employee know how food spoilage can be prevented at different stages of preparation	✓	✓	✓		
Does the employee know exact limit values of preventive steps	✓	✓	✓		
Does the employee know what purchasing standard is used by the firm when purchasing food items	✓	✓	✓		

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INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME
NON-CONFORMITY REPORT

Name of Organization: Supreme Lanka Agro Products (Pvt) Ltd NC No.: 01 of 09

Section: Management Team Leader: S. L. Siri

Relevant Standard Clause: 4.2.2 Auditor: Felicia Weerawardena

Relevant company document: SLAP/FS/PROC 18 Date of audit: 2012-01-25

Non-conformity detected Category: Major/Minor
 Formats for non-conformity report, training record and corrective action reports have not been included in the Master List of Documents.

Auditor: F. R. S. Weerawardena Team Leader: Siri

Correction: Non conformity reports, training records and corrective actions are included in the Master list of documents.

Auditee: _____

Root cause for Non-conformity Lack of awareness.

Auditee

Proposed corrective action: Improve awareness on documentary requirements of the management system. Proposed date of completion: 10.2.2012

Auditee

Date

Verification of corrective action NC Closed/Open
Corrective action taken is verified as effective.

Auditor

2012-02-13
Date

Effectiveness of corrective action

Auditor

Date

Title : Master List of Documents	Code : SLAP/ FSMS/ DCMT/ LIST
Date of Issue : 1/11/2011	Issue No : 01

Master List of Documents

1. FSMS Manual
2. Operational procedure manual
3. Procedure for supplier quality assurance
4. Supplier quality assurance records
5. Supplier issue register
6. Procedure for employee health and hygiene maintenance
7. Employee health and hygiene inspection records
8. Procedure for employee training
9. Employee training records ✓
10. Employee training plan
11. Post training evaluation form
12. Procedure for equipment maintenance
13. Equipment maintenance records
14. Procedure for infra structure maintenance
15. Infrastructure maintenance records
16. Procedure for cleaning and sanitation
17. Cleaning and sanitization records
18. Procedure for communication
19. Communication matrix
20. Procedure for handling non conformities
21. Non conformity records form ✓
22. Procedure for corrective actions
23. Corrective actions form ✓
24. Procedure for Internal audit
25. Internal audit findings records form
26. Procedure for control of documents
27. Document control matrix
28. Procedure for control of records
29. Matrix of records
30. Procedure for handling customer complains

 1/11/2011

Reviewed by(SP) :	Approved by(DR) : 
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Title : Master List of Documents	Code : SLAP/ FSMS/ DCMT/ LIST
Date of Issue : 1/11/2011	Issue No : 01

31. Customer complains records form
32. Procedure for emergency preparedness and control
33. Emergency preparedness plans
34. Procedure for recall of products
35. Procedure for assurance of water quality

✓ 

Reviewed by(SP) :	Approved by(DR) :
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