

Ind-Expo Certification Limited

"A joint venture of Ceylon National Chamber of Industries and National Chamber of Exporters of Sri Lanka"



2012-06-29

Mr. Nimal Sangakkara
General Manager (Operations)
The Surf Hotel
No100, Hotel Road,
Bentota.

Dear Sir,

Certification Documents

Heartiest Congratulations on your achievement.

We thank you for the cooperation extended to us during the audits.

Please find the following documents in support of the awarding of the certificate.

- ✚ Logo Master (CD)
- ✚ Conditions for use of logo (CD and Hard copy)
- ✚ Terms and conditions for Certification (Hard copy)
- ✚ Fee Structure (Hard copy)

As per the procedure an agreement has been signed.

While anticipating your fullest cooperation we assure the best of services in the future.

Thank you,

Yours faithfully


DNS Kuruppuranallage
Director


IND-EXPO CERTIFICATION LIMITED
INTEGRATED SYSTEMS CERTIFICATION SCHEME
CONDITIONS FOR USE OF LOGO

1. The certification logo issued by IND-EXPO CERTIFICATION LIMITED can be used by any client certified for a management system by IND-EXPO CERTIFICATION LIMITED
 2. The certification logo indicates the relevant management system standard.
 3. The logo shall not be used in any way that may be interpreted as denoting product conformity.
 4. Situation where the logo **CAN** be used:
 - (a) Clients stationary, provided the client's logo or title is also displayed with at least equal prominence
 - (b) Client's publicity materials or other items relevant to the certificate
 - (c) Exhibition stands
 - (d) Internal walls and doors within the certified client's building,
 - (e) Business cards
 - (f) Client's Website
 5. Situations where certification logo **CANNOT** be used:
 - (a) On products or primary product packaging*
 - (b) Promotional items~
 - (c) Vehicles*
 - (d) External walls of buildings*
 - (e) Flags and banners*
- *However the client **CAN** use a statement such as "HACCP Certified Organization" on their products/ primary packaging, vehicles, external walls of buildings, flags and banners.
- ~ In case of promotional items the logo may be printed below the name of your organization with the statement "HACCP Certified Organization" in close proximity.
6. The logo **CANNOT** be used on sites or activities not included in the scope of the certificate or in any misleading manner.
 7. The logo **CANNOT** be applied to laboratory test, calibration or inspection reports.
 8. The logo **CAN** be used with the accreditation mark of the accreditation of IND-EXPO. This accreditation mark must only be used in conjunction with the IND-EXPO certification logo, and show the management system relevant to the client's certificate.
 9. The certificate registration number must be printed centrally below the accreditation mark and certification logo.
 10. The logo master can be obtained from IND-EXPO office.


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- *However the client **CAN** use a statement such as "ISO 22000 Certified Organization" on their products/ primary packaging, vehicles, external walls of buildings, flags and banners.
- ~ In case of promotional items the logo may be printed below the name of your organization with the statement "ISO 22000 Certified Organization" in close proximity.
6. The logo **CANNOT** be used on sites or activities not included in the scope of the certificate or in any misleading manner.
 7. The logo **CANNOT** be applied to laboratory test, calibration or inspection reports.
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IND-EXPO CERTIFICATION LIMITED
INTEGRATED SYSTEMS CERTIFICATION SCHEME
CONDITIONS FOR USE OF LOGO

11. Electronic reproduction of the logo master is permitted.
12. Redrawn approximations of the logo shall not be allowed.
13. The client organization shall not give the impression of certification the parts of the client organization or its subsidiaries or associates that are not certified and the activities or services not within the scope of certification.
14. The certification logo, claims or declarations shall not be used in a way as to imply that IND-EXPO accepts responsibilities for activities carried out under the scope of the certification.
15. Flagrant and / or persistent misuse of the logo can be considered grounds for withdrawal of certification.
16. Certified organizations shall immediately cease to use any materials or documentation containing the logo following withdrawal, suspension or termination of certification.
17. If an organization decides to rescind its certificate it must immediately cease issue of any materials that suggest it is still certified, and the organization shall return the original certificate to IND-EXPO.



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IND-EXPO CERTIFICATION LIMITED
INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME
TERMS AND CONDITIONS FOR CERTIFICATION

1. OBJECTIVE : To ensure that the clients are in compliance with the terms and conditions framed herein so that there will be uniformity in the certification of systems.

2. SCOPE : The rules and regulations given herein shall be applicable for the certification of GMP/HACCP /ISO 22000/ISO 9001/ ISO 14001/OHSAS 18001 systems.

3. CERTIFICATION PROCESS

3.1 Upon an enquiry by a client (verbal/written) a quotation is sent to the client.

3.2 When preparing the quotation shall the fees structure and the client's details shall be taken into consideration.

3.3 Then the client shall request for the application form.

3.4 Ind-Expo(CB) shall send the application form to the client.

3.5 Client shall send the duly filled application form to CB.

3.6 CB shall conduct the application review and if satisfied request for client's management system documentation, if not satisfied shall request for any missing information.

3.7 Once client's management system documentation is received a document review shall be conducted and the report (Adequacy report) shall be sent to the client.

3.8 CB shall follow up. Client shall inform the CB when they have addressed the inadequacies.

3.9 A date for the Stage I audit shall be agreed with the client.

3.10 An audit plan shall be prepared by the CB and communicated to the client.

3.11 Stage I audit shall be conducted on-site as planned to check the preparedness of the client's management system for the Stage II audit and a report shall be submitted to the client at the Closing meeting.

3.12 CB shall follow-up. Once the client informs his/her readiness for the Stage II audit a date shall be arranged with the client.

3.13 Stage II audit plan shall be prepared by the CB and communicated to the client.

3.14 Stage II audit shall be conducted on-site as planned to check the compliance of the client's management system with the relevant ISO standard requirements. Where there are deviations non-conformity reports shall be raised and agreed with the client. a report together with the non-conformities shall be submitted to the client at the Closing meeting.

3.15 A maximum of two months period shall be given to the client to take corrective actions for the non-conformities raised and submit the corrective action plan, the completed non-conformity reports together with the evidence for the corrective actions taken.



3.16 Team Leader shall close the non-conformities if the evidence submitted for the corrective actions taken is satisfactory and recommend for certification. If found unsatisfactory appropriate actions shall be taken.

3.17 CB shall convene a meeting of the Certification Committee and submit the relevant documents for approval. Once approved by the Certification Committee CB shall communicate the decision to the client.

3.18 CB shall prepare the certification agreement, logo master and inform the client to sign the agreement and obtain the certificate, certification agreement, logo master, instructions for use of logo, terms and conditions for certification together with the fees structure.

3.19 Certificate shall be valid for a period of three (03) years and surveillance audits shall be conducted by the CB annually to ensure continuation of the management system and recommend for continuation of the relevant management system.

3.20 At the end of the three year period CB shall arrange for recertification management system if the client intends to renew the certification.

4. TERMS AND CONDITIONS :

4.1 Company shall ensure transparency and reliability of the information provided to the Certification Body(CB).

4.2 The Company shall ensure that all necessary arrangements are made before an audit, including provision for reviewing of documents, access to all processes and areas, records and personnel .

4.3 Company shall agree to bear the cost of transport arrangements pertaining to the audit.

4.4 The Company shall inform the CB in writing of any changes related to the following:

- a) Legal, commercial, organizational status or ownership,
- b) Organization and management(eg. key managerial, decision-making or technical staff),
- c) Contact address and sites,
- d) Scope of operations under the certified management systems, and
- e) Major changes to the management system and processes

5. USE OF LOGO

5.1 The award of the certificate entitles the company to use the relevant certification mark in accordance with the provisions set out herein.

5.2 The "certification mark" shall only be used by the company and shall always be used in conjunction with the company's name and the certificate number. A copy of the "certification mark" shall be provided by the CB upon the award of the certificate.

5.3 The "certification mark" may be used on letterheads of the company, in advertisements and materials used for advertising and promotion of the company.



IND-EXPO CERTIFICATION LIMITED
INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME
TERMS AND CONDITIONS FOR CERTIFICATION

5.4 The logo CANNOT be used on sites or activities not included in the scope of the certificate or in any misleading manner.

5.5 The logo can be used with the accreditation mark of the accreditation of IND-EXPO. The accreditation mark must only be used in conjunction with the IND-EXPO certification logo, and show the management system relevant to the client's certificate.

5.6 The "certification mark" shall not be directly applied on the company's product and its packaging or be associated with the company's product in such a way as to imply that the product itself is certified by IND-EXPO.

5.7 All materials including but not limited to letterheads and advertisement brochures containing the "certification mark" shall be submitted to IND-EXPO for written approval prior to their use and or release to the public.

5.8 The company shall discontinue the use of the "certification mark" immediately upon the expiry or termination of the certificate, or for whatever reason(s) as decided by IND-EXPO.

6 CERTIFICATE

6.1 The certificate awarded shall be valid for a period of three(03) years as specified in the certificate.

6.2 The certificate may be withdrawn by IND-EXPO at any time, if

- a) The company fails to maintain an effective management system in compliance with the requirements of the relevant standard;
- b) The company uses the "certification mark" without approval from IND-EXPO;
- c) The company fails to provide reasonable facilities to the auditors of IND-EXPO to inspect the factory and other premises;
- d) The company fails to comply with or is in breach of any of the terms and conditions of the Integrated Management System Scheme;
- e) The company fails to pay IND-EXPO the applicable fees within the stipulated time period.

6.3 At any time during the validity period of the certificate, if the company wishes to withdraw from the scheme the company may inform IND-EXPO in writing of their intention.

6.4 It shall be communicated to the Certification Committee and shall approve it.

6.5 The decision shall be communicated to the company and they shall immediately return the certificate.

6.6 The certificate shall be remain the property of the IND-EXPO and must be returned to IND-EXPO upon termination or expiry of the certification.

6.7 IND-EXPO reserves the right to renew or refuse to grant renewal of the certificate.

6.8 The certificate may be withdrawn or suspended, if any of the following conditions as stipulated in the Certification agreement are violated:

- a) The company fails to maintain an effective management system in compliance with the requirements of the relevant standard;



INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME

TERMS AND CONDITIONS FOR CERTIFICATION

- b) The company uses the "certification mark" without approval from INDEXPO;
- c) The company fails to provide reasonable facilities to the auditors of INDEXPO to inspect the factory and other premises;
- d) The company fails to comply with or is in breach of any of the terms and conditions of the Integrated Management Systems Certification Scheme;
- e) The company fails to pay IND-EXPO the applicable fees within the stipulated time Period **or**
- f) If the surveillance or recertification audit shows non-compliance with the requirements which are of such a nature that immediate withdrawal is necessary,

6.9 Client has the option to appeal against the suspension within fourteen (14) days from the date of notification.

6.10 CB shall reduce the client's scope of certification to exclude the parts which are repeatedly failing to meet the requirements of the relevant management system.

6.11 Upon request CB shall reveal the status of the certification of a management system as being reduced.

7 APPEALS

7.1 In the event of the company wishing to make an appeal against any decision of IND-EXPO, it shall officially inform the decision to the Director, IND-EXPO in writing.

7.2 IND-EXPO shall send the prescribed form for making the appeal(QP-10-F-01) to the company.

7.3 The duly completed form shall be submitted to IND-EXPO.

7.4 The decision of IND-EXPO shall stand, pending any further considerations by the Appeals Committee of IND-EXPO. The appeal procedure published in the CB's website (www.indexpocertification.lk) shall be followed by IND-EXPO.

7.5 The decision of the Appeals Committee shall be final.

8. CONFIDENTIALITY

8.1 All information and documents supplied by the company under the scheme shall be kept confidential.

9 LIABILITY

9.1 IND-EXPO shall not be liable to the company for any expenses, loss or damages suffered by the company and caused by the company's participation in the scheme or as a result of the assessment of the company's management system by IND-EXPO or its representatives.



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**IND-EXPO CERTIFICATION LIMITED
INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME
TERMS AND CONDITIONS FOR CERTIFICATION**

10. INDEMNITY

10.1 The company shall agree and indemnify IND-EXPO against all losses and expenses suffered by IND-EXPO including but not limited to all claims by any third party against IND-EXPO.

11. TAXES

11.1 The company shall agree to indemnify and pay IND-EXPO for all taxes, levies, and Duties including, but not limited to value added tax (VAT) or withholding tax which IND-EXPO may be liable to pay as a result of providing the services to the company herewith.

12. GOVERNING LAW

12.1 These terms and conditions shall be governed by and construed in accordance with the laws of the Democratic Socialist Republic of Sri Lanka.

13. CHANGES IN THE TERMS AND CONDITIONS

13.1 If any major changes are made to the terms and conditions governing the Integrated Management Systems Certification Scheme, all certified companies shall be informed in writing by the management of IND-EXPO.