

IND-EXPO CERTIFICATION LIMITED

INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME

SURVEILLANCE AUDIT REPORT

ISO 22000:2005

BSJ Products



INDEXPO CERTIFICATION LIMITED

INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME SURVEILLANCE AUDIT REPORT – ISO 22000:2005

1. NAME OF ORGANIZATION : BSI Products		
2. ADDRESS OF HEAD OFFICE : Gurugodalla waththa, Thammita, Hunumulla		
3. ASSESSMENT SITE/S: Same as 2.		
4. CONTACT DETAILS :		
4.1 Name : S. P. K. H. Jayaweera	Designation : Proprietor	
4.2 Tel : +94312243918	Mobile : +94777358198	Fax : -
4.3 E-mail : spkjayaweera@gmail.com		
5. NO. OF EMPLOYEES : 10		
6. APPLICABLE STANDARD : ISO 22000:2005		
7. FILE NO. : IMSC-FSMS-066		
8. PRODUCTS MANUFACTURED : White coconut oil		
9. APPLICABLE SECTOR : (CIV) Manufacturing of Ambient stable products		
10. SCOPE OF CERTIFICATION : Manufacturing and packing of white coconut oil		
11. TYPE OF AUDIT : Surveillance I		
9. DATE OF AUDIT : 2020 – 01 -17		
10. AUDIT TEAM :		
D. N. S. Kuruppumullage (DNSK)	Team Leader	
Mihiri Fernando (MF)	Team Member	

Doc. No.: QP-11-F-03

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Reviewed and approved by : Director

Issued by : Management Representative

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**INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME
SURVEILLANCE AUDIT REPORT – ISO 22000:2005****11. AUDIT OBJECTIVES:**

The objectives of this audit were:

- to confirm that the management system conforms with all the requirements of the audit standard;
- to confirm that the organization has effectively implemented the planned management system;
- to confirm that the management system is capable of achieving the organization's policy and objectives on food safety

12. ANY DEVIATIONS FROM THE AUDIT PLAN AND REASONS: None

13. ANY SIGNIFICANT ISSUES IMPACTING ON THE AUDIT PROGRAMME: No significant issues were impacted on the audit program

14. AUDIT FINDINGS :**17.1 Food Safety Management System (4 of ISO 22000):**

General requirements (4.1 of ISO 22000): Scope has been defined. Food Safety hazards have been identified. Hazard analysis done and communicated to relevant personnel.

Documentation requirements (4.2 of ISO 22000):

General (4.2.1 of ISO 22000): Documented food safety policy and related objectives are included in the system. FSMS Manual, HACCP Manual, Procedures and PRPs are available. All mandatory procedures and records required by standard have been established. However list of external documents are not available

Control of Documents (4.2.2 of ISO 22000): Documented procedure covering the relevant requirements of ISO 22000:2005 was available and implemented. Procedure has defined controls for approval of documents for adequacy prior to issue, ensured that externally originated documents are identified and their distribution controlled

Controls of Records (4.2.3 of ISO 22000): Documented procedure covering the relevant requirements of ISO 22000:2005 was available and implemented. Procedure has defined the controls needed for the identification, storage, protection, retrieval, retention time and disposition of records.

17.2 Management Responsibility (5 of ISO 22000):

Management commitment (5.1 of ISO 22000): Top management has provided their commitment to the development and implementation of the food safety management system and to continual development. Management review meetings were conducted and availability of resources was ensured.

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Food safety policy (5.2 of ISO 22000): Top management had defined, documented and communicated food safety policy in line with ISO standards and it is supported by objectives. However food safety policy was not been communicated to the Tamil employees who are the majority, further it was observed that food safety policy displayed in Sinhala and evidence found that awareness is given to employees.

Food Safety management system planning (5.3 of ISO 22000): Planning of the food safety management is in par with ISO 22000 standard. Roles, authorities and responsibilities related to each designation had assigned and documented in the organization structure.

Responsibility and authority (5.4 of ISO 22000): Responsibility & Authority for the proper functioning of the system documented in the food safety manual. They are circulated among relevant personnel.

Food safety team leader (5.5 of ISO 22000): The factory manager has been appointed as the food safety team leader.

Communication (5.6 of ISO 22000):

External communication (5.6.1 of ISO 22000): Personnel are designated with responsibilities for communicate with external parties such as customer, supplier, contractors and legal authorities. Agreement with customers, suppliers available and implemented.

Internal communication (5.6.2 of ISO 22000): Designated personnel have responsibility for communication. Internal communication is through discussions, meetings. Food safety team shall periodically meet and discuss changes that affect FSMS implementation.

Emergency preparedness and response (5.7 of ISO 22000): Documented procedure is available for Emergency preparedness and response. Fire extinguishers were established for the critical areas and training on use of fire extinguishers was given to all employees.

Management review (5.8 of ISO 22000): Management review has been conducted annually. However It has not been conducted as per the process. However management review meetings were not conducted within specified frequencies. **(NCR 01)**

17.3 Resource management (6 of ISO 22000):

Provision of resources (6.1 of ISO 22000): Resources necessary to implement and maintain the FSMS have been provided.

Human resources (6.2 of ISO 22000): The food safety team and the other personnel carrying out activities having an impact on food safety are competent and have appropriate education, training, skills and experience. There was no training evaluation carried out after conducting certain trainings. **(NCR 02)**

Infrastructure (6.3 of ISO 22000): Organization provided the infrastructure for the establishment and maintenance of the infrastructure needed to implement the requirements of ISO 22000 standard. It

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was observed that adequate distance was not maintained between machines and connected to the earth directly.

Work environment (6.4 of ISO 22000): Organization had provided adequate resources for establishment, management and maintenance of the work environment needed to implement the requirements of food safety management system.

17.4 Planning and realization of safe products (7 of ISO 22000):

General (7.1 of ISO 22000): The organization has implemented, operated and effectiveness of planned activities ensured.

Prerequisite programme (7.2 of ISO 22000): PRPs required by ISO 22000:2005 have been documented in the FSMS manual and implemented. Characteristics of raw materials and end products have been described. Physical, chemical and biological food hazards documented. Updating of PRPs, hazard analysis, OPRPs and HACCP plan shall be periodically planned and carried out. Records shall be maintained.

Preliminary steps to enable hazard analysis (7.3 of ISO 22000):

General (7.3.1 of ISO 22000): Relevant information needed to conduct the hazard analysis available and documented.

Food safety team (7.3.2 of ISO 22000): A food safety team has been appointed consisting of a combination of multidisciplinary knowledge and experience in food safety.

Product characteristics (7.3.3 of ISO 22000): Characteristics of raw materials & finished products are described in FSMS manual.

Intended use (7.3.4 of ISO 22000): Intended use of products has been addressed in the food safety manual.

Flow diagram, process step and control measures (7.3.5 of ISO 22000): Flow diagrams available for all the processes, ingredients and methods including oPRPs and CCP points where applicable.

HACCP analysis (7.4 of ISO 22000): Hazard identification and determination of acceptable levels identified and recorded.

Establishing the operational prerequisite program (OPRPs) (7.5 of ISO 22000): OPRPs have been documented and implemented. Responsibilities and authorities have been defined.

Establishing the HACCP plan (7.6 of ISO 22000): HACCP plan had documented. Identification of hazards, the mitigation or elimination methods and other applicable information were available. However, the equipment used to measure the temperature which is a Critical Control Point (CCP) were calibrated and maintained.

Updating of preliminary information and documents specifying the PRPs and the HACCP plan (7.7

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of ISO 22000): Organization has been updated HACCP system and HACCP plan and the procedures and instructions specifying the PRPs amended.

Verification planning (7.8 of ISO 22000): Verification plan documented and include purpose, method, frequency, responsibility and relevant records. Responsibilities for verification activities identified in the verification plan of the FSMS manual. Internal audits have been conducted as per the frequency defined in the procedure manual.

Traceability system (7.9 of ISO 22000): Traceability available through incoming inspection check list, invoice and purchase order.

Control of non-conformity (7.10 of ISO 22000): Calibration for thermometers and weighing machines have been carried out.

17.5 Validation, verification and improvement (8 of ISO 22000):

General (8.1 of ISO 22000): The food safety team planned and implemented the processes needed to validate control measures, control measure combinations, and to verify and improve the food safety management system.

Validation of control measure combinations (8.2 of ISO 22000): Control measures validation done by FST members internally with respect to changes of CCPs, OPRPs. There are no any changes of the either CCPs or OPRPs in recent past.

Control of monitoring and measuring (8.3 of ISO 22000): Calibration for thermometers has been carried out.

Food safety management system verification (8.4 of ISO 22000): Documented procedure available for internal audit covering the requirements of 8.4.1 of ISO 22000: 2005. Non-conformity reports raised for previous internal audit have been closed after the implementation of corrective actions.

Improvement (8.5 of ISO 22000): Organization had ensure that the organization continually improves the effectiveness of the food safety management system through the use of communication , management review, internal audit, evaluation of individual verification results, analysis of results of verification activities, validation of control measure combination, corrective actions and food safety management system updating.

15. APPLICABLE LEGAL REQUIREMENTS: Food act, Food (hygiene) regulations and other food regulations, licence from Coconut Development Authority, EPL

15. ANY UNRESOLVED ISSUES: No any unresolved issues noted during the audit.

16. OVERALL CONCLUSION OF THE AUDIT

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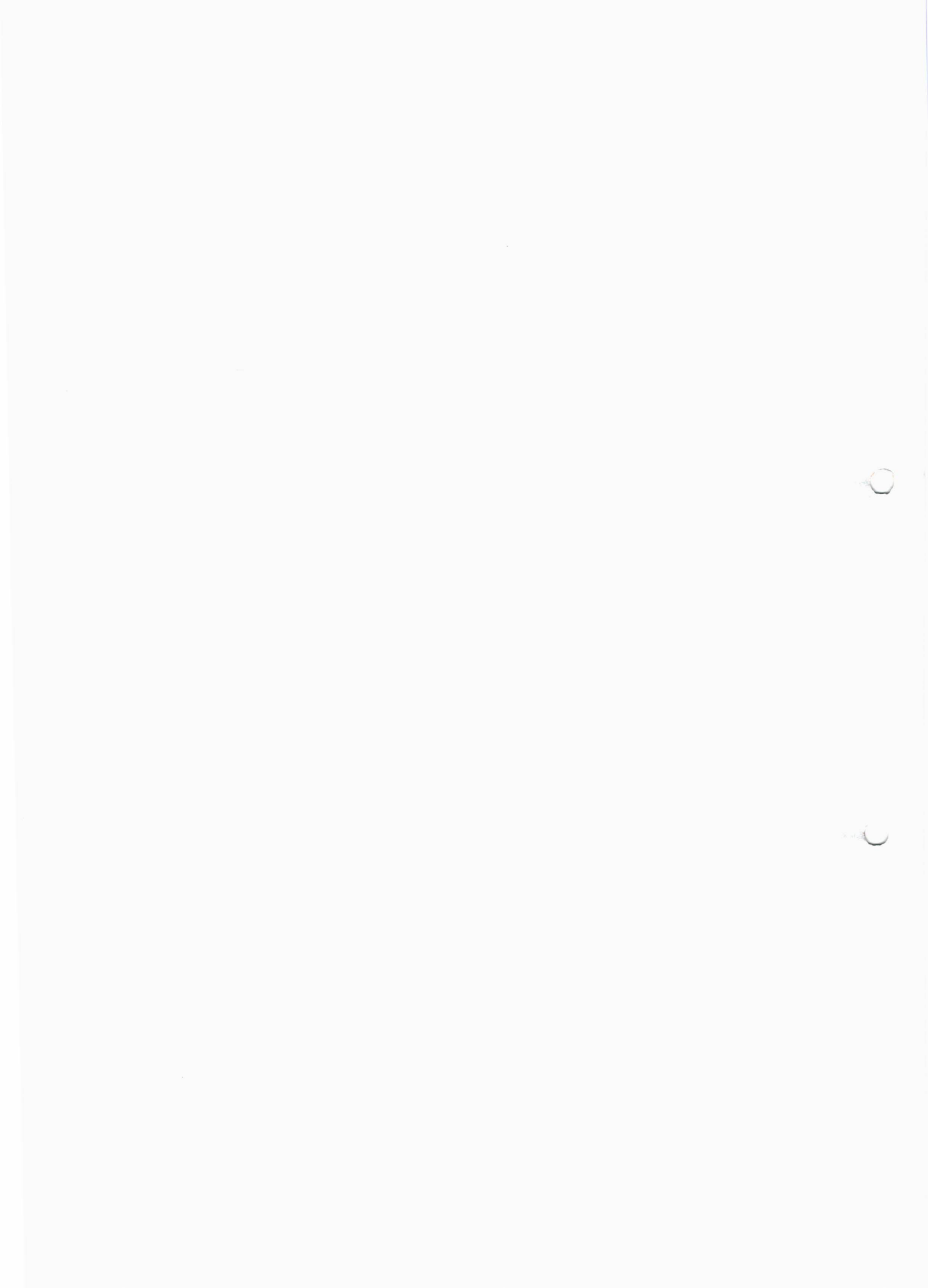
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Audit is based on a sampling process of the available information at the point of auditing and the audit methods used were interviews, observation of activities and review of documentation and records. With consideration to the findings identified on the report the overall conclusions of the audit are as follow:

- The management system documentation demonstrated conformity with the requirements of the audit standard and provided sufficient structure to support implementation and maintenance of the management system. YES NO
- The organization has demonstrated effective implementation and maintenance /improvement of its management system. YES NO
- The organization has demonstrated the establishment and tracking of Appropriate key performance objectives and targets and monitored progress towards their achievement. YES NO
- The internal audit program has been fully implemented and demonstrates effectiveness as a tool for maintaining and improving the management system. YES NO
- The management review process demonstrated capability to ensure the continuing suitability, adequacy and effectiveness of the management system. YES NO
- Throughout the audit process, the management system demonstrated overall conformance with the requirements of the audit standard. YES NO

17. MAJOR NON-CONFORMITIES: None

18. MINOR NON-CONFORMITIES:

1. Management review meetings were not conducted within specified frequencies. **(NCR 01)**
2. There was no training evaluation carried out after conducting certain trainings. **(NCR 02)**

19. OBSERVATIONS: None

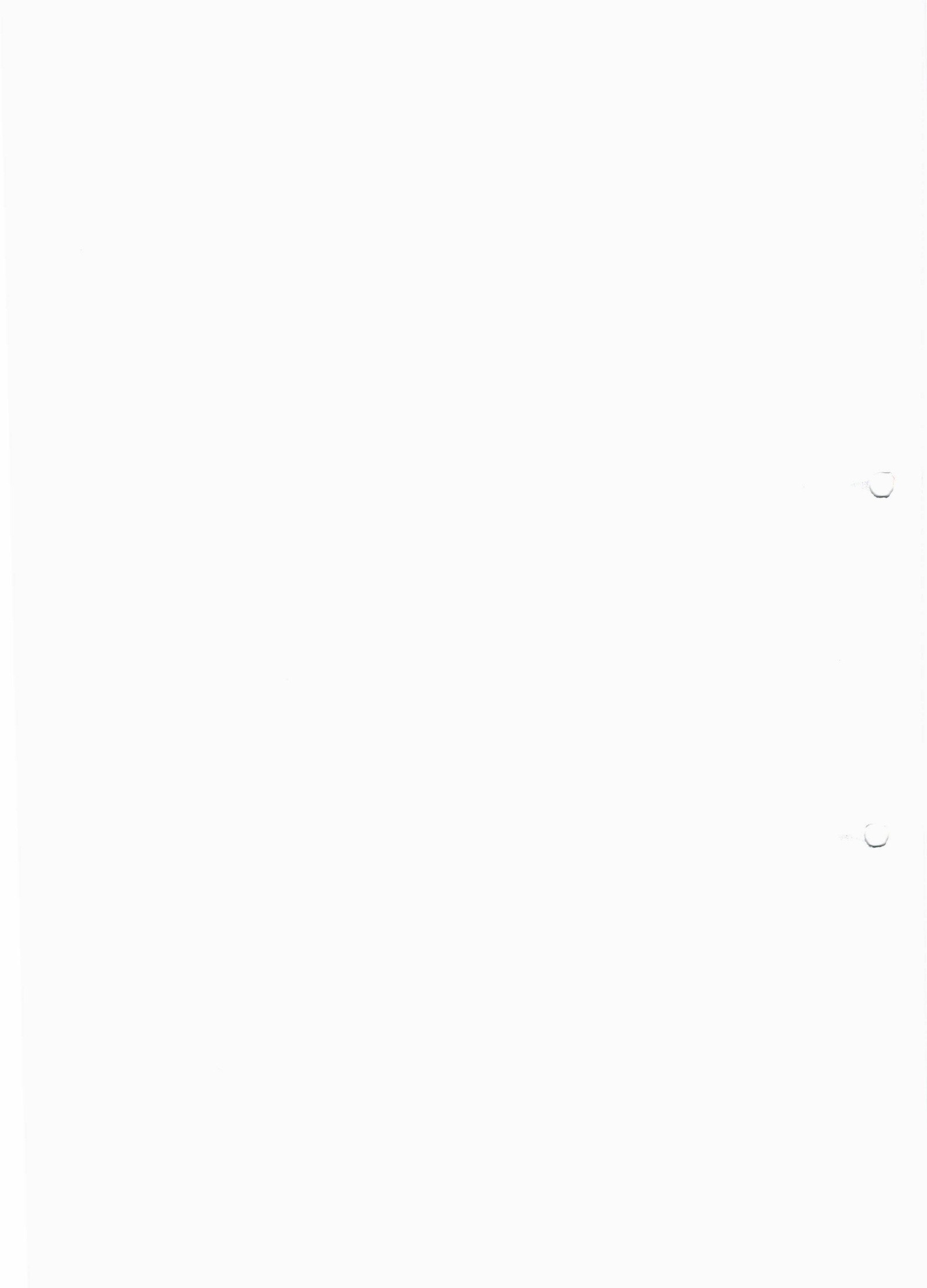
20. RECOMENDATION FROM AUDIT TEAM:

(Strike off which is not relevant)

The audit team concludes that the organization has / ~~has not~~ established and maintained its management system in line with the requirements of the standard and demonstrated the ability of the system to systematically achieve agreed requirements for products / ~~services~~ within the scope and the organization's policy and objectives.

Therefore the audit team recommends that, based on the results of this audit and the system's demonstrated state of development and maturity, management system certification be:

~~Granted~~ / continued the certification subjected to the completion and subsequent verification of corrective action for all major/minor non conformities raised / ~~Suspended~~ until satisfactory corrective action is completed.





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ANY OTHER COMENTS:

Signature of Team Leader : Date:.....

• This page is for internal purposes only.

21. RECOMMENDATION BY AUDIT TEAM :

Signature of Team Leader Date
[Handwritten Signature] 2020-01-17
Signature of Team Member -1 Date
Signature of Team Member - 2 Date

22. RECOMMENDATION BY CERTIFICATION MANAGER:

Signature of Certification Manager Date

23. APPROVAL FOR SUBMISSION TO THE CERTIFICATION COMMITTEE:

Signature of Director Date

19-1. 35-12

Journal