

The Director/CEO,  
 Ind-Expo Certification Ltd,  
 CNCI Secretarial,  
 Apt # 20, 1<sup>st</sup>Floor,  
 Galle Face Court 02,  
 Colombo 03,  
 Sri Lanka.

for office use

DATE RECEIVED	
REFERENCE NUMBER	
NEW CERTIFICATION	
RE-CERTIFICATION	
REVIEWING OFFICER	

**1. GENERAL:**

1.1. Registered Name of the Applicant Organization: **Rasota tea factory (pvt) Ltd**  
 .....

1.2. Address (Head Office): **Ella Road, Elpitiya**  
 .....  
 .....

Telephone **077777258** Fax:.....E-mail: **rasotatea@outlook.com**

1.3. Contact Person of the Organization:

a) Nominee 1:

Name : **Pinsara Ihalawithana**  
 Designation : **Director**  
 Telephone : **0777707258**  
 Fax : .....  
 E-mail : **rasotatea@outlook.com**

b) Nominee 2:

Name : .....  
 Designation : .....  
 Telephone : .....  
 Fax : .....  
 E-mail : .....

1.4. Legal status of the organization :

- a) Registration authority: **Business Registration/Sri lanka tea board**
- b) Registration number:.....Date: .....

1.5. VAT registration number: .....

**2. REQUESTED MANAGEMENT SYSTEM CERTIFICATION:**

- GMP       HACCP ;       ISO 22000: 2018;       ISO 9001: 2015;       ISO 14001: 2015;
- ISO 45001: 2018;       ISO 50001: 2011

**3. APPLICABLE LOCATION(S) FOR THE CERTIFICATION:**

[Please indicate the permanent physical locations (subsidiaries, branches, warehouses etc.) registered under the Applicant Organization, which are to be included in the certification. Attach a separate sheet for temporary locations (eg.:ConstructionProjects)] [If required Please attach a separate sheet]

Name & Address	Telephone/Fax/E-mail
1.Rasota tea factory (pvt) Ltd	0777707258 asotatea@outlook.com
2. Kellapatha tea factory (pvt) Ltd	
3. Agilma tea factory (pvt) Ltd	
4. Thilaka tea factory (pvt) Ltd	
5. Tea shakthi tea factory (pvt) Ltd	

**4. DEPARTMENTS/DIVISIONS APPLICABLE AND NUMBER OF EMPLOYEES:**

Departments/Divisions (eg.: Management, Design, Production,Quality Assurance, Human Resources, etc.)	Total Effective Number of Employees**				Number of employees working on each shift and time of shift		
	Full Time Employee	Part Time Employee	Casual Employee	Sub Contracted Employee	Shift 1 & time	Shift 2 & time	Shift 3 & time
Head Office: Rasota tea factory (pvt) Ltd	30	10			7. am-5. pm		
Location 1 Kellapatha tea factory (pvt) Ltd	29	12			7. am-5. pm		
Location 2 Agilma tea factory (pvt) Ltd	30	14			7. am-5. pm		
Location 3 Thilaka tea factory (pvt) Ltd	28	8			7. am-5. pm		
Location 4 Tea shakthi tea factory (pvt) Ltd	27	6			7. am-5. pm		
Total	144	50					

[If required Please attach a separate sheet]

\*\* The effective number of employees consists of all full time employees involved within the scope of certification including those working on each shift. Non-permanent (seasonal, temporary and contracted employees) and part time employees who will be present at the time of the audit shall be included in this number.

**5. LEGAL & OTHER OBLIGATIONS OF THE COMPANY**

[Please indicate the legal obligations to be abide by the Applicant Organization] (eg.: CEA regulations, CDDA regulations, industry specific regulations, compulsory product certifications etc.)

**Tea Board registration**

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**6. CORE INFORMATION**

6.1. System of the organization (ex. Quality Management System, Food Safety Management System, Environmental Management System ,etc) is developed by: [outside consultant(s) and/or organization itself]  
If you used service from consultant mentioned the name of consultant.

Food safety management system

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6.2. Type of certification [New Certification or Recertification]and required certification (Accredited certificate or Non Accredited certificate):

Note: Non Accredited certificates will be issued only for scope where Ind-expo does not process accreditation)

**New**

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6.2.1 How long has the Management system been in place?

**Six month**

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6.2.2If Recertification;

a) Date of first certification: .....

b) Validity period of previous certification: .....

c) Scope of previous certification: .....

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d) Major changes done in the Management System during the previous year [if any]: .....

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6.3. Description of products manufactured and/or services offered/Nature of the Business:

Processing of black Tea

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6.4. Markets Serving (at present): [ Local only, Local and International (note down the countries), International only (note down the countries)]  
Local

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6.5. Description of manufacturing processes and/or services which has been outsourced to the external party:  
Consultancy/training /calibration

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6.6. Description of products manufactured and/or services offered which are to be excluded from the scope of the certification: N/A

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Desired scope of the certification: Processing of black Tea

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6.8 . Reason for the certification: To improve food safety

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6.9. Preferred language to conduct audit:

xSinhala xEnglish Tamil 

## 7. DOCUMENTED INFORMATION

Please submit copies of the following documents along with the duly perfected Application.

### 7.1 HACCP

- a) Scope of the organization
- b) HACCP plans, Policies & Procedures for implementation

### 7.2 ISO 22000:2005/ISO 22000:2018

- a) Scope of the organization
- b) HACCP plans, Policies & Procedures for implementation
- c) Food Safety Policy and objectives

### 7.3 ISO 9001:2015

- a) Scope of the organization, and justification for applicability,
- b) Documented information to support the operation of processes of the organization,
- c) Quality Policy,
- d) Quality Objectives,
- e) Operational planning and control.
- f) Any other documented information (ex: Business plan, vision and mission, corporate strategies)

### 7.4 ISO 14001:2015

- a) Scope of the organization, and justification for any exclusion,
- b) Environmental Policy,
- c) Environmental Objectives,
- d) Operational planning and control.
- e) Environmental Aspect and Impact Evaluation

### 7.5 ISO 45001:2018

- a) Scope of the organization,
- b) OHSAS Policy,
- c) OHSAS Objectives,
- d) HIRA, Policies & procedures for implementation,
- e) Operational planning and control.

### 7.6 ISO 50001:2011

- a) Scope of the organization,
- b) Energy policy, objectives, targets and energy management action plan
- c) Energy review, energy performance & energy performance indicators
- d) Operational control

**8. DECLARATION BY APPLICANT**

8.1 I /We have read and understood the Terms and Conditions for certification (IMSM/TCC/01) of Ind-Expo certification scheme.

8.2 Should any initial enquiry be made by the Certifying Authority, I/We agree to extend to the Certifying Authority all required facilities at my/our command and I/We agree to pay all costs involved prior to the grant of the Certificate.

8.3 I/We will not hold liable either the Ind-Expo Certification Ltd or those having a function in its activities for damages resulting from the consideration of the application for certification, including the possible rejection.

Date : 06.05.2021

Signature : .....

Name Pinsara lhalawithana

Designation : Director

For and on behalf of... Rasota tea factory (pvt) Ltd

[Name of the Applicant Organization]