



IND-EXPO CERTIFICATION LIMITED
INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME
ATTENDENCE RECORD

OPENING MEETING

Stage I/ Stage II/ Final Assessment/ Surveillance/Recertification/Witness Audit/
Special Audit

Name of the Organization Rekadahena Plantation (Pvt) Ltd

Date of Assessment: 2023/03/24

NAME OF ATTENDEE	DESIGNATION	DEPT./SECTION	SIGNATURE
1 M. N. M. Nafis	Auditor Team leader	Indexpo	
2 Tharinda Hettiarachchi	Auditor I/M	"	
3 Madushan	F/ Managers		
4 K. A. Rizal	F/ OFFICER		
5 P. Sampath	F/ OFFICER		
6 Ananda	OFFICER	Driver	
7 Gayan	Supervisor	Shedding	
8 Tharaka	Supervisor	SFTing	
9 S. C. Wijewickrama	Supervisor	CoFT	
10 K. J. T. Iresha	HRO	office	
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Issued by : Management Representative



IND-EXPO CERTIFICATION LIMITED
INTEGRATED MANAGEMENT SYSTEMS CERTIFICATION SCHEME
ATTENDANCE RECORD

CLOSING MEETING

Stage I/ Stage II/ Final Assessment/ Surveillance/Recertification/Witness Audit/
Special Audit

Name of the Organization Rekadchena Plantation (Pvt) Ltd

Date of Assessment: 2023/03/24

NAME OF THE ATTENDEE	DESIGNATION	DEPT./SECTION	SIGNATURE
1 H.M.N Nilantha	Team Leader	Indexpo	
2 Tharindu Hettiarachchi	Auditer T/M	"	
3 Madushan	FI Manager	factory	
4 K.A upul	QAO	Quality	
5 S. Sampath	F Ioffocier		
6 Ananda	Supervisor	production	
7 Gayan	Supervisor	production	
8 Tharaka	Supervisor	Production	
9 S.C Wijewikrama	Supervisor	Production	
10 K.J.T Iresba	HRO	office	
11 S Nafus	Auditor TL	Indexpo	
12 Tharindu Hettiarachchi	Auditor T/M	"	
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