

Name of Organization: *St. Coombs Tea Factory*

NC No. : *04 of 04*

Section : *Management*

Team Leader : *Aruna Amaradase*

Relevant Standard : *ISO 22000:2018*

Auditor :

Relevant Clause : *8.8.1*

Date of audit : *2022/05/27*

Relevant company document :

Non-conformity detected:

Category : ~~Major~~/Minor

*Process of verification is not effective.*

*Eg: Product testing*

*Pest monitoring verification*

*Personal hygiene verification*

.....  
Auditor

  
.....  
Team Leader

  
.....  
Auditee

Correction:

*Samples submitted to TRI laboratory for testing and the report received on 26-06-2022.*

*All monitoring records related to PRP's were verified by the food safety team leader.*

  
.....  
Auditee

*26.06.2022*  
.....  
Date

Root cause for Non-conformity:

*Product testing was delayed due to pending approval from TRI laboratory*

*PRP monitoring records were not verified by the PSTL due to unawareness.*

  
.....  
Auditee

*30.05.2022*  
.....  
Date

Corrective action:

Date of completion: 30.06.2022

Revised monitoring records related to PRP's and updated with effect from 31.05.2022.

Awareness given to food safety team members about food safety management system verification.



.....  
Auditee

30.06.2022  
.....  
Date

Verification of corrective action:

NC Closed/Open

Evidence provided for taken corrective action is satisfied.  
Therefore, nc is closed.

for .....  
Auditor

2022-07-15  
.....  
Date

Effectiveness of corrective action:

.....  
Auditor

.....  
Date



2022

தொலை அமைச்சு  
MINISTRY OF PLANTATION  
இலங்கை தேயிலை ஆராய்ச்சி நிலையம்  
TEA RESEARCH INSTITUTE OF SRI LANKA



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சென் கூம்ஸ், தலவாக்கலை, இலங்கை  
St. Coombs, Talawakelle, Sri Lanka  
Microbiological Report

Sample submitted by : Tea Processing center, St. Coombs Estate  
Sample collected by : St. Coombs Estate  
Date of collection : Not known  
Analysis started on : 20<sup>th</sup> June 2022  
Analyzed by : Ms. D G N P Karunajeewa  
Ref. No : TRI/Path/2022/MR03

**1. Fired Dhool**

Samples – Black tea samples

**Table 01.** Microbial content of the fired dhool samples

Parameter	Observed Level in CFU*/g			Maximum Permissible Level in CFU/g
	BOP	BOPF	Dust 1	
Total Aerobes (A)	139	252	706	$1 \times 10^4$
Total Moulds (B)	72	72	225	$1 \times 10^3$
Total Coliforms (C)	**ND	**ND	**ND	10
Total <i>E. coli</i> (D)	**ND	**ND	**ND	00

((Test methods: ISO 4833-1:2013<sup>A</sup>, ISO 21527-2: 2008<sup>B</sup>, ISO 4831:2006<sup>C</sup>, ISO 7251:2005<sup>D</sup>)

\*CFU – Colony Forming Units

\*\*ND - Not Detected

**Table 02.** Moisture content of the sample

Sample	Average Moisture %
BOP	5.5
BOPF	5.55
Dust 1	5.6

**Comments (Only applicable for the tested sample/s):**

All the tested parameters are within the acceptable levels.

Ms. D G N P Karunajeewa  
Analyst, Experimental Officer  
Plant Pathology Division

Dr. G. D. Sinniah  
Head  
Plant Pathology Division

052 2055 000  
052 2055 111  
052 2258 229  
Copy: Director,  
Senior Analyst

Hot line  
052 2258 201  
052 2258 564  
052 2258 386  
052 2055 115 - 16

052 2055 000  
052 2258 229  
052 2258 229  
052 2258 229

THE UNIVERSITY OF CHICAGO  
DEPARTMENT OF CHEMISTRY  
LABORATORY OF ORGANIC CHEMISTRY  
505 EAST HALL  
CHICAGO, ILLINOIS 60607  
TEL: 773-936-3700  
FAX: 773-936-3701  
WWW: WWW.CHEM.UCHICAGO.EDU

1. Name of the compound: 1,2-dichloroethane  
2. Molecular formula: C<sub>2</sub>H<sub>4</sub>Cl<sub>2</sub>  
3. Molecular weight: 98.96  
4. Boiling point: 83.5 °C  
5. Melting point: -35 °C  
6. Density: 1.25 g/mL  
7. Refractive index: 1.424  
8. Solubility: soluble in water, alcohol, ether, etc.

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# St. Coombs Estate Tea Factory

## Food Safety Management System

ISO 22000:2018

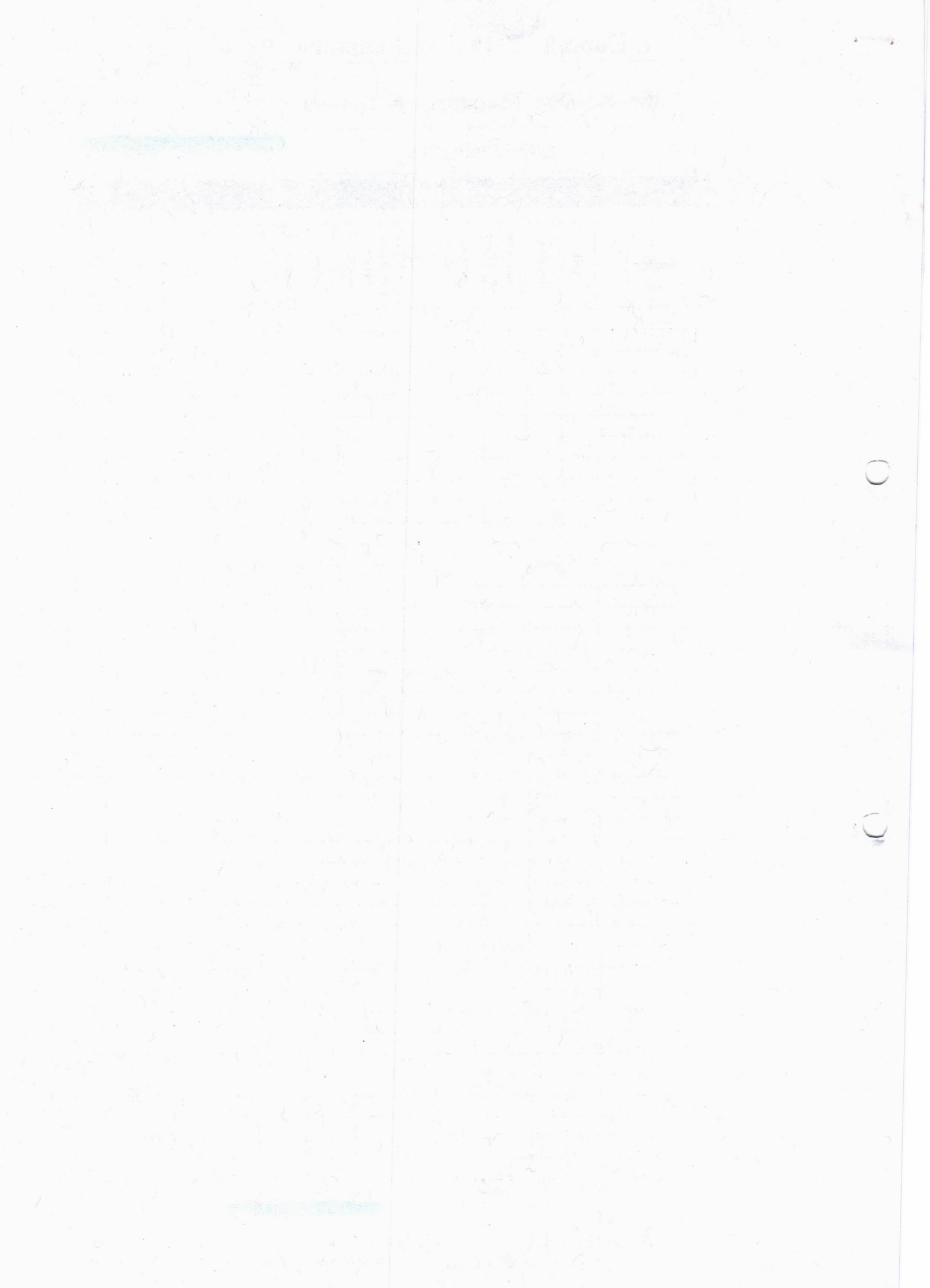
Doc. Ref	SCETF/FSMS/QA/01
Issued by	QA Officer
Authorized by	Superintendent
Issue Date:	30/12/2021
Revision Date:	31/05/2022
Rev. No:	01

### CHECK LIST: 06 PERSONAL HYGIENE

Sr. no.	Name of the person	Section	Nails	Uniform	Hair net wearing	Shave/ Haircut	Personal behaviors (smoking/ beetle chewing)	Jewelry	Injuries or Illness	Remarks	QAO
DATE :											
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Verified by (FSTL): .....

Prepared by QAO	Sign:	Date: 31/05/22	Approved by SD	Sign:	Date: 31/05/22
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# St. Coombs Estate Tea Factory

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ISO 22000:2018

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### CHECK LIST: 25 WEEKLY MONITORING OF PEST POPULATION

Date	Pest type	Number of Pest Representing Area														QAO Sign			
		Entrance Area	Withering Area	Rolling Area	Fermenting Area	Drying Area	Shifting Area	Winnowing Area	Color sorter Area	Packing Area	Dispatch Area	Dining Area	Changing Area		Wash Room				
													Male	Female	Staff		Worker Male	Worker Female	
	Cockroaches																		
	Rats																		
	Insects & files																		
	Geckos																		
	Birds																		

Correction / Corrective Action

Date	Pest type	Number of Pest Representing Area														QAO Sign			
		Entrance Area	Withering Area	Rolling Area	Fermenting Area	Drying Area	Shifting Area	Winnowing Area	Color sorter Area	Packing Area	Dispatch Area	Dining Area	Changing Area		Wash Room				
													Male	Female	Staff		Worker Male	Worker Female	
	Cockroaches																		
	Rats																		
	Insects & files																		
	Geckos																		
	Birds																		

Correction / Corrective Action

Date	Pest type	Number of Pest Representing Area														QAO Sign			
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													Male	Female	Staff		Worker Male	Worker Female	
	Cockroaches																		
	Rats																		
	Insects & files																		
	Geckos																		
	Birds																		

Correction / Corrective Action

Prepared by QAO    Sign:     Date: 31.05.22    Approved by SD    Sign:     Date: 31.05.22



# St. Coombs Estate Tea Factory

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Superintendent

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30/12/2021

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01

Date	Pest type	Number of Pest Representing Area															QAO Sign				
		Entrance Area	Withering Area	Rolling Area	Fermenting Area	Drying Area	Shifting Area	Winnower Area	Color sorter Area	Packing Area	Dispatch Area	Dining Area	Changing Area		Wash Room						
													Male	Female	Staff	Worker Male		Worker Female			
	Cockroaches																				
	Rats																				
	Insects & files																				
	Geckos																				
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Correction / Corrective Action

Date	Pest type	Number of Pest Representing Area															QAO Sign				
		Entrance Area	Withering Area	Rolling Area	Fermenting Area	Drying Area	Shifting Area	Winnower Area	Color sorter Area	Packing Area	Dispatch Area	Dining Area	Changing Area		Wash Room						
													Male	Female	Staff	Worker Male		Worker Female			
	Cockroaches																				
	Rats																				
	Insects & files																				
	Geckos																				
	Birds																				

Correction / Corrective Action

Verified by (FSTL): .....

### Internal/ External Pest control Activities

Date	Activity/ Treatment	Pest control company	Verified by (FSTL)

Prepared by QAO

Sign:

Date: 31/05/22

Approved by SD

Sign:

Date: 31/05/22

	St. Coombs Estate Tea Factory	Doc. Ref	SCETF/FSMS/HR/01
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Rev. No:		00	

**CHECK LIST: 01 TRAINING ATTENDANCE**

Training Programme Name: 1) Implementation of HACCP plan according to ISO 22000:2018 requirement  
 2) Food safety management system & regulatory requirement according to food hygiene  
 3) Monitoring and verification of FSMS to ensure the effectiveness of FSMS activities

Trainer Name: Rehana de Silva, Consultant, SLQC

Date: 30.06.2022

Location: St. Coombs Tea Factory

Sr.No	Employee Name	Designation	Department	Signature
1	SMS staff	C.A.F.O	St. Coombs	[Signature]
2	Manthe Mohetti	A.F.O	St. Coombs	[Signature]
3	W. M. Jeyaraj	J.A.F.O	St. Coombs	[Signature]
4	M. Parath Kumar	J.A.F.O	St. Coombs	[Signature]
5	Sathya Seelan	mechanic	"	[Signature]
6	G. N. L. Kumara	J.A.F.O	St. Coombs	[Signature]
7				
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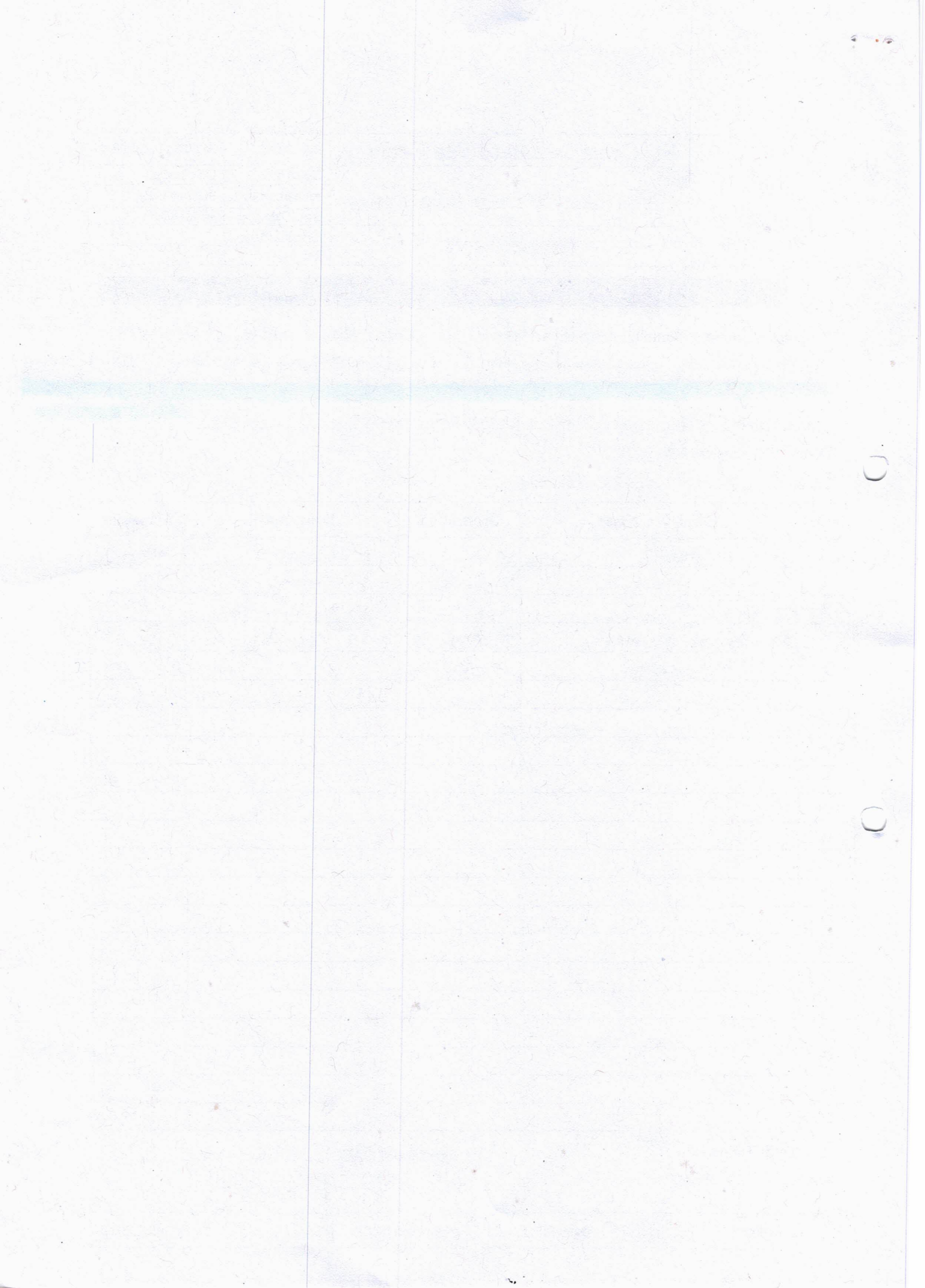
Signature of Trainer: [Signature]

Signature of QAO: [Signature]

Date: 30.06.2022

Date: 30/06/2022

Prepared by QAO	Sign: [Signature]	Date: 30.12.2021	Approved by SD	Sign: [Signature]	Date: 30.12.2021
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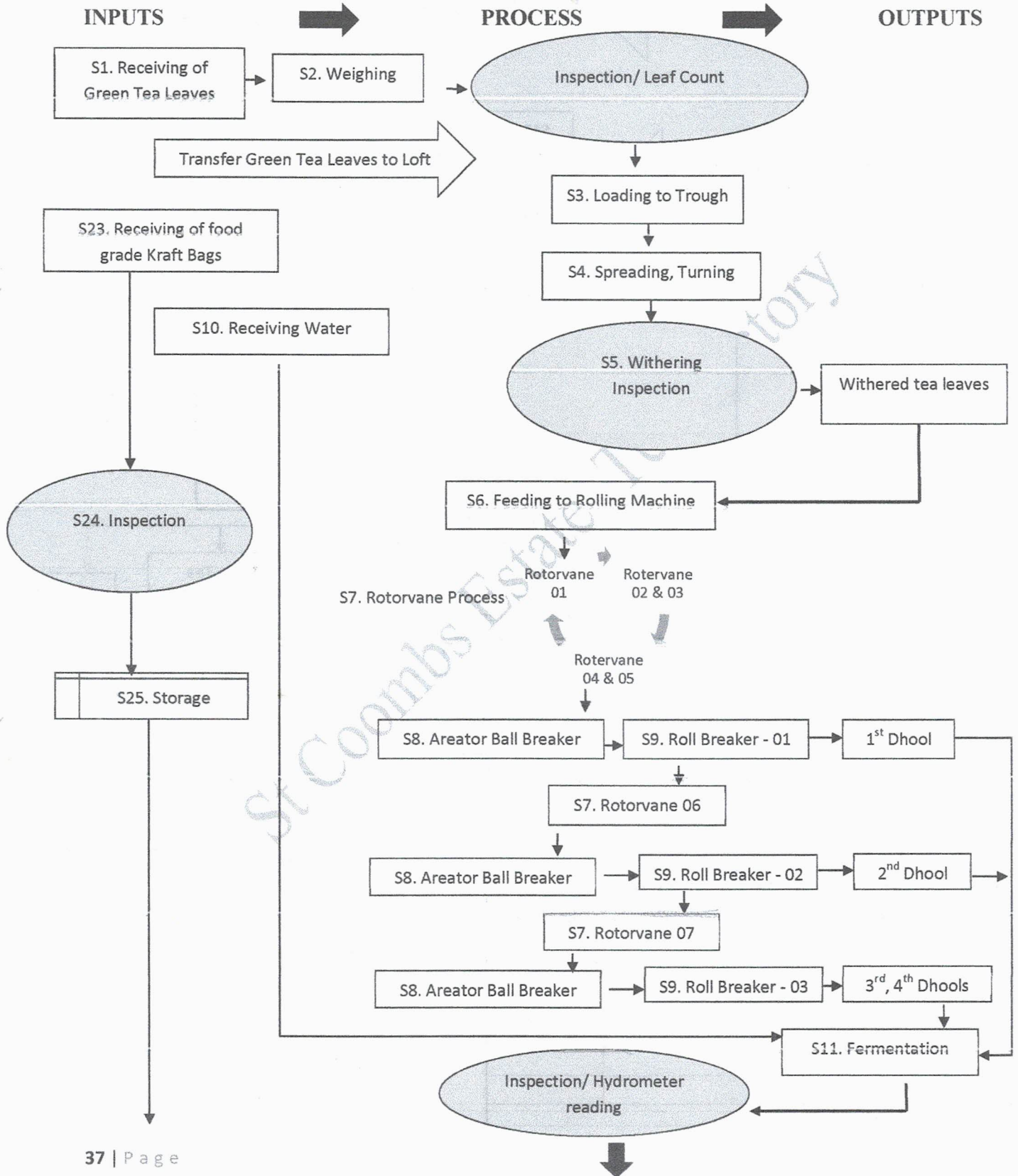
# St. Coombs Estate Tea Factory

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### 8.5.1.5 Flow diagrams and description of processes - Black Tea Manufacturing



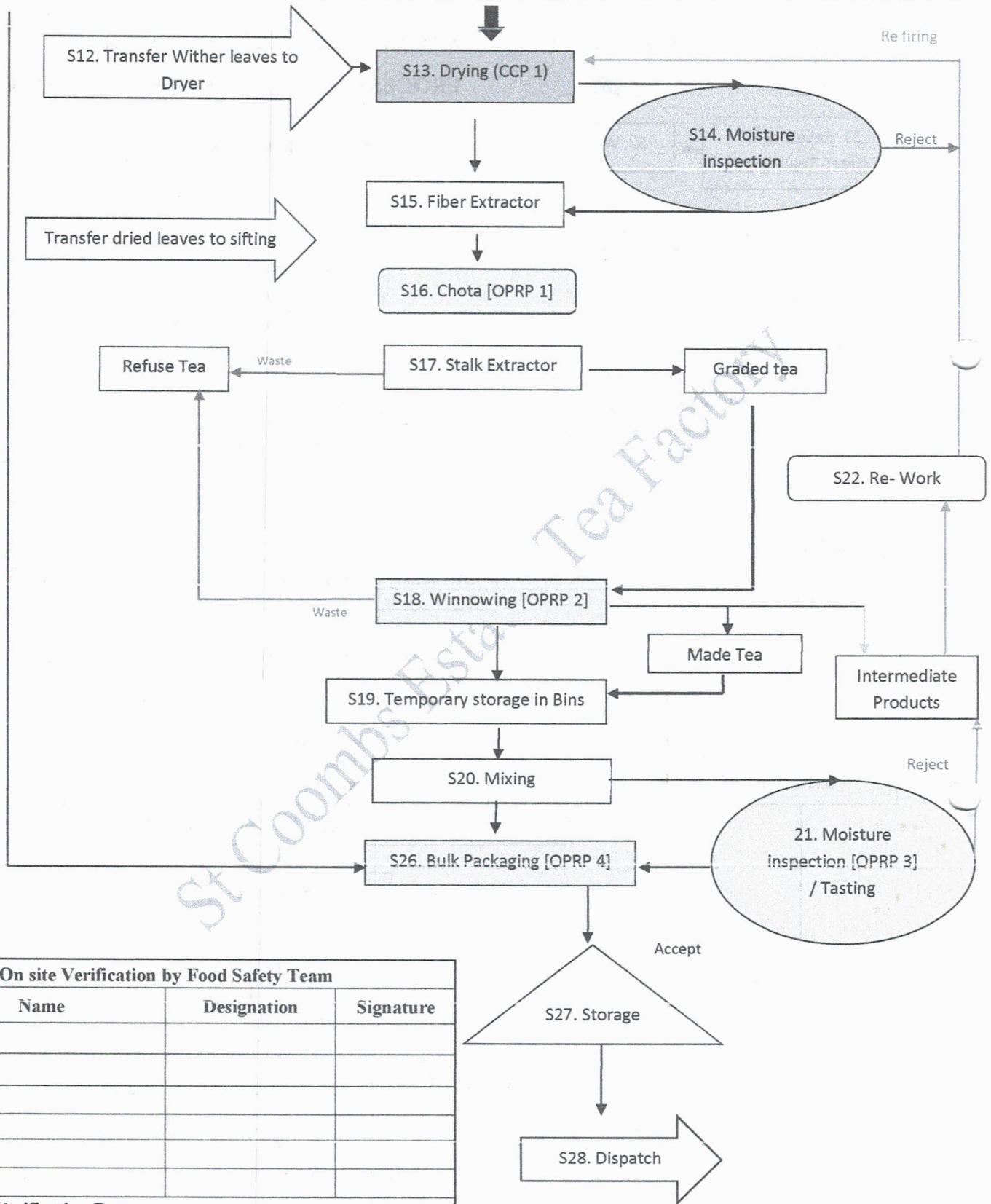


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8.5.1.5.2 On site Verification by Food Safety Team		
Name	Designation	Signature
On Site Verification Date :		

	<b>St. Coombs Estate Tea Factory</b>		Doc. Ref	SCETF/FSM
	<b>Food Safety Management System</b>		Issued by	QA Officer
		Authorized by		Superintendent:
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<b>ISO 22000:2018</b>				

### 8.5.2.3. Hazard Analysis and Determination of CCP & OPRP /PRP for Black Tea Manufacturing Process

STEP NO	ACTIVITY	POTENTIAL HAZARD	Hazard category	HAZARD ASSESS			CONTROL MEASURES	DECISION TREE						CCP/ OPRP/ PRP	
				Probability	SEVER	RISK		Q1	Q2	Q3	Q4	Q5	Q6		
1	S. 01 Receiving green tea leaves/ Inspection	Pest accumulation	Biological	3	4	12	Received green leaves without pest damages pest. GMP practices, Training for receiving officer Field Officer & factory - Check List 01(SCETF/FSMS/HR/01)	Y	Y	N	-	-	-	-	PRP
		Pieces of tread, stones, piece of metal, Nails, Human hair	Physical	4	3	12	Educating green tea leaves collectors and farmers about Good agricultural practices (GAP), suitable packing materials and packing methods to minimize the damaged leaves, transportation conditions Check List 01(SCETF/FSMS/HR/01)	Y	Y	N	-	-	-	-	PRP
		Pesticide residues Grease and Oil,	Chemical	2	5	10	Use of TRI recommendation pesticides, weedicides, fertilizers. Good Agricultural Practices, (GAP), Prevent tea leaves felling on the floor, Use of a washable plastic cover. Vehicle inspection (SCETF/FSMS/QA/03)	Y	Y	N	-	-	-	-	PRP
2	S. 02 Weighing	Pest accumulation	Biological	3	4	12	Biological materials are not contamination in this points and use GMP practices	Y	N	-	-	-	-	-	PRP
		Introducing foreign particles (dust, sand, polythene pieces	Physical	4	3	12	Educate the workers, Incoming leaves inspection Received items store in cleaned and hygienic place, GMP Practices Check List 01 (SCETF/FSMS/HR/01)	Y	Y	N	-	-	-	-	PRP
		Not available	Chemical	-	-	-	-	-	-	-	-	-	-	-	-

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# St. Coombs Estate Tea Factory

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Issue Date:	30/12/2021
Revision Date:	31/05/2022
Rev. No:	01

STEP NO	ACTIVITY	POTENTIAL HAZARD	Hazard category	HAZARD ASSESS			CONTROL MEASURES	DECISION TREE						CCP/ OPRP/ PRP	
				Probability	SEVER	RISK		Q1	Q2	Q3	Q4	Q5	Q6		
3	S. 03 Loading to Trough	Introducing pathogenic microorganisms by personnel contamination	Biological	4	4	16	Adhere to GMP and GHP, Training on food safety, food hygiene & good manufacturing practices (Check List 01- SCETF/ FSMS/HR/01)	Y	N	-	-	-	-	-	PRP
		Introducing foreign materials (Cob webs, Human hair, Nails)	Physical	3	3	9	Spreading of leaves on the floor is prohibited, Careful supervision when filling Trough Received items with not mix with any physical materials. GMP Practices Check List 01(SCETF/FSMS/HR/01)	Y	Y	N	-	-	-	-	PRP
		Not available	Chemical	-	-	-		-	-	-	-	-	-	-	-
4	S. 04 Spreading, turning inside Trough	Introducing pathogenic microorganisms by personnel contamination	Biological	4	4	16	GMP practices, employee medical testing, Check employee health and hygiene Training, factory employees - Check List 01 (SCETF/FSMS/HR/01), Check List 06 (SCETF/FSMS/HR/01), Check List 06 (SCETF/FSMS/HR/01)	Y	Y	N	-	-	-	-	PRP
		Introducing foreign materials (Human hair, Nails, metal pieces)	Physical	4	3	12	Employee personnel hygiene, factory cleaning Check List 06 (SCETF/FSMS/HR/01) Check list 19 (SCETF/FSMS/HR/01)	Y	Y	N	-	-	-	-	PRP
		Contaminate of machine lubricants	Chemical	3	3	9	Machine cleaning and maintenance, Adhere to GMP & GHP, Use food grade oil & grease for machine lubricants Check list 22 & 23 (SCETF/FSMS/HR/01)	Y	N	-	-	-	-	-	-
5	S. 05 Withering & Inspection Hydrometer reading	Introducing pathogenic microorganisms by personnel contamination	Biological	4	4	16	GMP practices, employee medical testing, Check employee health and hygiene Training factory employees - Check List 01 (SCETF/FSMS/HR/01), Check List 06 (SCETF/FSMS/HR/01)	Y	Y	N	-	-	-	-	PRP
		Introducing foreign materials (Human hair, Nails, metal pieces)	Physical	4	3	12	Employee personnel hygiene, factory cleaning Check List 06 (SCETF/FSMS/HR/01) Check list 19 (SCETF/FSMS/HR/01)	Y	Y	N	-	-	-	-	PRP
		Not available	Chemical	-	-	-		-	-	-	-	-	-	-	-

Prepared by QAO      Sign: \_\_\_\_\_      Date: 31.05.2022

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**St. Coombs Estate Tea Factory**

**Food Safety Management System**

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Authorized by: Superintendent:

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STEP NO	ACTIVITY	POTENTIAL HAZARD	Hazard category	HAZARD ASSESS			CONTROL MEASURES	DECISION TREE						CCP/OPRP/PRP	
				Probability	SEVER	RISK		Q1	Q2	Q3	Q4	Q5	Q6		
6	S. 06 Feeding to Rolling Machine	Introducing pathogenic microorganisms by personnel contamination	Biological	4	4	16	GMP practices, employee medical testing, Check employee health and hygiene Training factory employees - Check List 01 (SCETF/FSMS/HR/01), Check List 06 (SCETF/FSMS/QA/01)	Y	Y	N	-	-	-	-	PRP
		Introducing foreign materials (dust, sand, metal pieces, polythene pieces)	Physical	4	3	12	Good work hygienic practices; Prevent leaf falling on to ground Carefully inspect the Feeding point and sieved and remove the foreign materials	Y	Y	N	-	-	-	-	PRP
		Contaminate with cleaning chemicals, machine lubricants	Chemical	2	3	6	Machine cleaning and maintenance, Adhere to GMP & GHP, Use food grade oil & grease for machine lubricants, factory cleaning and sanitation Check list 19, 22 & 23 (SCETF/FSMS/QA/14, 17, 18)	Y	N	-	-	-	-	-	PRP
7	S. 07 Rotorvane Process	Introducing pathogenic microorganisms by personnel contamination	Biological	4	4	16	GMP practices, employee medical testing, Check employee health and hygiene Training factory employees - Check List 01 (SCETF/FSMS/HR/01), Check List 06 (SCETF/FSMS/QA/01)	Y	Y	N	-	-	-	-	PRP
		Introducing foreign materials (dust, sand, metal pieces)	Physical	4	3	12	Factory cleaning & sanitation, cleaning & maintenance of machinery and equipment's Check list 19, 22 & 23 (SCETF/FSMS/QA/14, 22, 23)	Y	Y	N	-	-	-	-	PRP
		Contaminate with machine lubricants	Chemical	2	5	10	Proper maintenance of rolling, use of grease collector caps Rolling room floor should be dried during manufacturing, Good work hygienic practices Use of food graded paints. / oil / grease Check list 22, (SCETF/FSMS/QA/17)	Y	Y	N	-	-	-	-	PRP

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STEP NO	ACTIVITY	POTENTIAL HAZARD	Hazard category	HAZARD ASSESS			CONTROL MEASURES	DECISION TREE						CCP/ OPRP/ PRP	
				Probability	SEVER	RISK		Q1	Q2	Q3	Q4	Q5	Q6		
8	S. 08 Aerator Ball Breaker	Introducing pathogenic microorganisms by personnel contamination	Biological	4	4	16	Hand washing when hand gets dirty and hand washing during entering into production area. Good hygienic practices manufacturing machines maintenance and cleaning is to be done properly Check List 06 (SCETF/FSMS/QA/01)	Y	Y	N	-	-	-	-	PRP
		Introducing foreign materials (dust, sand, metal pieces)	Physical	4	3	12	Rolling room floor should be dried during manufacturing machines maintenance and cleaning is to be done properly, Good work hygienic practices Weekly Machine Cleaning Check list (SCETF/FSMS /QA/17)	Y	Y	N	-	-	-	-	PRP
9	S. 09 Roll Breaker	Contaminate with machine lubricants	Chemical	2	5	10	Proper maintenance of roll breakers, Use of grease collector caps, Good work hygienic practices, Use of food graded Oils, Grease Weekly Machine Cleaning Check list 22 (SCETF/FSMS/QA/17)	Y	Y	N	-	-	-	-	PRP
		Introducing pathogenic microorganisms by personnel contamination	Biological	4	4	16	GMP practices, employee medical testing, Check employee health and hygiene Training factory employees - Check List 01 (SCETF/FSMS/HR/01), Check List 06 (SCETF/FSMS/QA/01)	Y	Y	N	-	-	-	-	PRP
9	S. 09 Roll Breaker	Introducing foreign materials (dust, sand, metal pieces)	Physical	4	3	12	Factory cleaning & sanitation, cleaning & maintenance of machinery and equipment's Check list 19, 22 & 23 (SCETF/FSMS/QA/14, 22, 23)	Y	Y	N	-	-	-	-	PRP
		Contaminate with machine lubricants	Chemical	2	5	10	Proper maintenance of rolling, use of grease collector caps Rolling room floor should be dried during manufacturing, Good work hygienic practices Use of food graded paints / oil / grease Check list 22, (SCETF/FSMS/QA/17)	Y	Y	N	-	-	-	-	PRP

Prepared by QAO	Sign: 	Date: 31.05.2022	Approved by SD	Sign: 	Date: 31.05.2022
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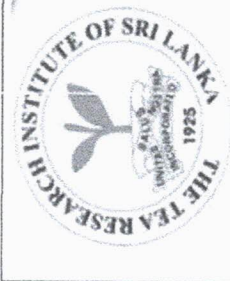
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				Probability	SEVER	RISK		Q1	Q2	Q3	Q4	Q5	Q6		
10	S. 10 Receiving Water	Introducing pathogenic microorganisms ( <i>Salmonella</i> , <i>E-Coli</i> , <i>Coliform</i> )	Biological	3	3	9	Adhere to GMP, Detail microbiological analysis at every 6 months:	Y	N	-	-	-	-	-	PRP
		Presence of foreign materials (Dust, Soil, Impurities)	Physical	1	3	3	Adhere to GMP & GHP, Frequently cleaning of water storage tanks Check list 20 (SCETF/FSMS/QA/15)	Y	Y	N	-	-	-	-	PRP
		Presence of chemical residues (Chlorine), heavy metals	Chemical	3	1	3	Chemical analysis of water once in year	Y	N	-	-	-	-	-	PRP
11	S. 11 Fermentation & Inspection Hydrometer reading	Introducing pathogenic microorganisms by personnel contamination	Biological	4	5	20	GMP practices, employee medical testing, Check employee health and hygiene Training factory employees - Check List 01 (SCETF/FSMS/HR/01), Check List 06 (SCETF/FSMS/QA/01)	Y	Y	N	-	-	-	-	PRP
		Introducing foreign materials (Dust, sand, human hair, nails)	Physical	4	3	12	Trained staff for identify physical hazards. Designed fermentation beds smooth and not damage, Good hygienic practices, Prevent leaf falling on to ground, Cleaning and sanitation of production area (Check list 19 (SCETF/FSMS/QA/14), Check List 12 (SCETF/FSMS/QA/07)	Y	Y	N	-	-	-	-	PRP
		Contaminate with cleaning chemicals & water using to humidity system	Chemical	2	5	10	Factory cleaning & sanitation, use food grade cleaning chemicals & hand wash, testing water using to humidity system by an accredited laboratory Check list 19 - (SCETF/FSMS/QA/14) Water testing report	Y	Y	N	-	-	-	-	PRP

Prepared by QAO Sign:  Date: 31.05.2022

Approved by SD Sign:  Date: 31.05.2022



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Rev. No:	01

STEP NO	ACTIVITY	POTENTIAL HAZARD	Hazard category	HAZARD ASSESS			CONTROL MEASURES	DECISION TREE						CCP/ OPRP/ PRP	
				Probability	SEVER	RISK		Q1	Q2	Q3	Q4	Q5	Q6		
12	S.12 Transferring to dryer	Introducing pathogenic microorganisms by personnel contamination	Biological	4	4	16	GMP practices, employe medical testing, Check employe health and hygiene Training factory employes about food safety, food hygiene & GMP Check List 01 (SCETF/FSMS/HR/01), Check List 06 (SCETF/FSMS/QA/01)	Y	Y	N	-	-	-	-	PRP
		Introducing foreign materials (dust, sand, metal pieces)	Physical	4	3	12	Factory cleaning & sanitation, cleaning & maintenance of machinery and equipment's Check list 19, 22 & 23	Y	Y	N	-	-	-	-	PRP
13	S. 13 Drying	Contaminate with machine lubricants	Chemical	2	5	10	Machine cleaning and maintenance, Adhere to GMP & GHP, Use food grade oil & grease for machine lubricants	Y	N	-	-	-	-	-	PRP
		Growth of Pathogenic Microorganisms	Biological	5	5	25	Check list 22 & 23 (SCETF/FSMS/QA/17,18) Monitoring temperature of Dryers Maintain dryer inlet/outlet temperatures, Monitoring CCP1 records (Check list 13 SCETF/FSMS/QA/08)	Y	Y	Y	Y	N	Y	CCP1	
14	S. 14 Moisture Inspection after drying	Introducing foreign materials (metal pieces)	Physical	4	3	12	Factory cleaning & sanitation, cleaning & maintenance of machinery and equipment's Check list 19, 22 & 23	Y	Y	N	-	-	-	-	PRP
		Contaminate with machine lubricants (oil, grease)	Chemical	2	5	10	Proper maintenance of dryer, use of grease collector caps Rolling room floor should be dried during manufacturing, Good hygienic practices Use of food grade oil & grease Check list 22, (SCETF/FSMS/QA/17)	Y	N	-	-	-	-	-	PRP
14		Introducing pathogenic microbes by Personnel contamination	Biological	2	4	8	Workers trained to maintain better health/hygiene/ habits. Monitoring of personal hygiene check list Check list 1 & 2 (SCETF/FSMS/HR/01, 02) Check list 06 (SCETF/FSMS/QA/01)	Y	Y	N	-	-	-	-	PRP
		Not available	Physical	-	-	-		-	-	-	-	-	-	-	-
		Not available	Chemical	-	-	-		-	-	-	-	-	-	-	-



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				Probability	SEVER	RISK		Q1	Q2	Q3	Q4	Q5	Q6		
15	S. 15 Fiber Extractor	Introducing pathogenic microorganisms by personnel contamination	Biological	2	4	8	GMP practices, employee medical testing, Daily monitoring of personnel hygiene Check List 01 (SCETF/FSMS/HR/01), Check List 06 (SCETF/FSMS/QA/01)	Y	Y	N	-	-	-	-	PRP
		Introducing foreign materials (dust, sand, metal pieces)	Physical	4	3	12	Factory cleaning & sanitation, cleaning & maintenance of machinery and equipment's Check list 19, 22 & 23.	Y	Y	N	-	-	-	-	PRP
		Contaminate with machine lubricants (oil, grease)	Chemical	2	5	10	Cleaning and maintenance of machineries, use food grade oil and grease as lubricants Check list 22, 23 (SCETF/FSMS/QA/17, 18)	Y	N	-	-	-	-	-	PRP
16	S. 16 Chota/ Sifting	Introducing pathogenic microorganisms by personnel contamination	Biological	2	4	8	Adhere to GMP & GHP, Monitoring of employee personal hygiene Check list 06 (SCETF/FSMS/QA/01)	Y	Y	N	-	-	-	-	PRP
		Introducing foreign materials (Metal Particles, Nuts and bolts, Dust, Sand)	Physical	4	3	12	Proper maintenance of chota, Check working condition of magnet before start the machine. Check list 14 (SCETF/FSMS/QA/09)	Y	Y	Y	Y	-	-	-	OPRP 1
		Contaminate with machine lubricants (oil, grease)	Chemical	2	5	10	Cleaning and maintenance of machineries, use food grade oil and grease as lubricants Check list 22 (SCETF/FSMS/QA/17) Check list 23 (SCETF/FSMS/QA/18)	Y	N	-	-	-	-	-	PRP
17	S. 17 Stalk Extractor/ 3T	Introducing pathogenic microorganisms by personnel contamination	Biological	2	4	8	GMP practices, employee medical testing, Daily monitoring of personnel hygiene Check List 01 (SCETF/FSMS/HR/01), Check List 06 (SCETF/FSMS/QA/01)	Y	Y	N	-	-	-	-	PRP
		Introducing foreign materials (dust, sand, metal pieces, human hair, nails)	Physical	2	3	6	Factory cleaning & sanitation, cleaning & maintenance of machinery, monitoring of employee personal hygiene Check list 19, 22 & 23	Y	Y	N	-	-	-	-	PRP
		Contaminate with machine lubricants (oil, grease)	Chemical	2	5	10	Cleaning and maintenance of machineries, use food grade oil and grease as lubricants Check list 22 (SCETF/FSMS/QA/17) Check list 23 (SCETF/FSMS/QA/18)	Y	N	-	-	-	-	-	PRP



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				Probability	SEVER	RISK		Q1	Q2	Q3	Q4	Q5	Q6		
18	S. 18 Winnowing	Introducing pathogenic microorganisms by personnel contamination	Biological	2	4	8	Adhere to GMP & GHP, Monitoring of employee personal hygiene Check list 06 (SCETF/FSMS/QA/01)	Y	Y	N	-	-	-	-	PRP
				4	3	12		Y	Y	Y	Y	-	-	OPRP 2	
19	S. 19 Temporary Storage of Graded tea/ Bin	Contaminate with machine lubricants (oil, grease)	Chemical	2	5	10	Cleaning and maintenance of machineries, use food grade oil and grease as lubricants Check list 22 (SCETF/FSMS/QA/17) Check list 23 (SCETF/FSMS/QA/18)	Y	N	-	-	-	-	-	PRP
				2	5	10		Y	Y	N	-	-	-	PRP	
20	S. 20 Blending/ Mixing	Introducing pathogenic microorganisms by personnel contamination	Biological	2	4	8	GMP practices, employee medical testing, Daily monitoring of personnel hygiene Check List 01 (SCETF/FSMS/HR/01), Check List 06 (SCETF/FSMS/QA/01)	Y	Y	N	-	-	-	-	PRP
				1	3	3		Y	Y	N	-	-	-	PRP	
		Introducing foreign materials (Metal Particles, Nuts and bolts, Dust, Sand)	Physical	2	3	6	Proper maintenance of winnower and control Air flow speed, Check working condition of magnet daily before start the machine. Check list 14 (SCETF/FSMS/QA/09)	Y	Y	N	-	-	-	-	PRP
		Accumulation of pest	Biological	2	5	10		Y	Y	N	-	-	-	-	PRP
		Introducing foreign materials (Metal Particles, Nuts and bolts, Dust, Sand)	Physical	2	3	6	Proper maintenance of winnower and control Air flow speed, Check working condition of magnet daily before start the machine. Check list 14 (SCETF/FSMS/QA/09)	Y	Y	N	-	-	-	-	PRP
		Not Available	Chemical	-	-	-		-	-	-	-	-	-	-	-
		Introducing foreign materials (Plastic & polythene pieces, dust, sand)	Physical	1	3	3	Enforce GMP and GHP/People training, Use stainless steel equipment or food grade plastic	Y	Y	N	-	-	-	-	PRP
		Not available	Chemical	-	-	-		-	-	-	-	-	-	-	-

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				Probability	SEVER	RISK		Q1	Q2	Q3	Q4	Q5	Q6			
21	S. 21 Moisture Inspection/ Tasting before packing	Growth of pathogenic microorganisms due to higher moisture percentage	Biological	3	5	15	Moisture percentage should not exceed 6.5% of the made tea before packing. Check list 16 (SCETF/FSMS/QA/11)	Y	Y	Y	Y	-	-	-	OPRP 03	
		Not available	Physical	-	-	-	-	-	-	-	-	-	-	-	-	-
		Not available	Chemical	-	-	-	-	-	-	-	-	-	-	-	-	-
22	S.22 Re work	Introducing pathogenic microorganisms by personnel contamination, Accumulation of pests	Biological	2	4	8	Hand washing when hand gets dirty and hand washing every time when employees go out. Good work hygienic practices	Y	Y	N	-	-	-	-	-	PRP
		Introducing foreign materials (Dust, sand, polythene & plastic pieces, Human Hair)	Physical	2	3	6	Cleaning and sanitation of factory, Employee personnel hygiene, adhere to GMP & GHP Check list 06 (SCETF/FSMS/QA/01) Check list 19 (SCETF/FSMS/QA/14)	Y	Y	N	-	-	-	-	-	PRP
		Not Available	Chemical	-	-	-	-	-	-	-	-	-	-	-	-	-
23	S.23 Packing Materials Receiving/ Inspection	Accumulation of Pest	Biological	1	4	4	Incoming inspection of PM before accepting to company by QAO - Check List 9 (SCETF/FSMS/QA/04) PM receiving vehicles inspection before unloading by QAO - Check List 8	Y	Y	N	-	-	-	-	-	PRP
		Introducing foreign materials (Dust, sand, human hair)	Physical	1	3	3	Incoming inspection of PM before accepting to company by QAO - Check List 9 PM receiving vehicles inspection before unloading by QAO - Check List 8	Y	Y	N	-	-	-	-	-	PRP
		Contaminate with chemical additives by supplier's and transportation vehicles	Chemical	1	3	3	Purchase materials from registered supplier, obtain food grade certificates and supplier specifications for packing materials PM receiving vehicles inspection before unloading by QAO - Check List 8	Y	Y	N	-	-	-	-	-	PRP

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	<b>Food Safety Management System</b>		Issued by	QA Officer
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				Probability	SEVER	RISK		Q1	Q2	Q3	Q4	Q5	Q6		
24	S 24 Packing Materials Storage	Accumulation of pest	Biological	1	3	3	Properly cleaning of warehouse and keep always doors closed. PNs are stacking properly. Followed GMP guide lines Check List 19 (SCETF/FSMS//QA/14)	Y	Y	N	-	-	-	-	PRP
		Introducing foreign materials (Dust, sand, cobwebs)	Physical	1	1	1	Physical materials are not contamination in this points and use GMP practices	N	-	-	-	-	-	-	PRP
		Contaminate with cleaning chemicals	Chemical	1	1	1	Use food grade detergents for cleaning, factory cleaning and sanitation monitoring Check list 19 (SCETF/FSMS/QA/14)	N	-	-	-	-	-	-	PRP
25	S 25 Packing Materials transferring to packing section	Not available	Biological	-	-	-		-	-	-	-	-	-	-	-
		Introducing Foreign Materials	Physical	1	1	1	Cleaning and sanitation of factory. Adhere to GMP & GHP Check list 19 (SCETF/FSMS/QA/14)	N	-	-	-	-	-	-	PRP
		Not available	Chemical	-	-	-		-	-	-	-	-	-	-	-
26	S 29 Bulk Packing	Growth of Pathogenic Microorganism (Yeast & molds) by introducing moisture due to improper sealing of packaging	Biological	3	5	15	Workers trained to maintain better health/hygiene/ habits. Check list 1 & 2, monitoring of personal hygiene check list 6, Properly sealing of tea sacks which is prevent the moisture absorption Check list 16 (SCETF/FSMS/QA/11)	Y	Y	Y	-	-	-	-	OPRP 04
		Introducing foreign materials	Physical	1	3	3	Physical materials are not contamination in this points and use GMP practices	N	-	-	-	-	-	-	PRP
		Contaminate with Stencil Ink, Glue	Chemical	2	3	6	Food grade ink & glue use (Food grade certificates)	Y	Y	N	-	-	-	-	PRP
27	S 27 Storage	Accumulation of pest	Biological	1	3	3	Properly sealed stores area & pest can't be entered. Check list 19 (SCETF/FSMS/QA/14)	Y	Y	N	-	-	-	-	PRP
		Introducing foreign materials by handling and storage damages	Physical	1	1	1	Adhere to GMP and GHP, training of workers about handling of finished goods, FIFO practice in storage and delivery	N	-	-	-	-	-	-	PRP
		Not available	Chemical	-	-	-		-	-	-	-	-	-	-	-

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				Probability	SEVER	RISK		Q1	Q2	Q3	Q4	Q5	Q6		
28	S 28 Delivering FG	Pest infection	Biological	1	1	1	Vehicles inspection before loading by St. O - Check List 8 (SCETF/FSMS /QA/03)	N	-	-	-	-	-	-	PRP
		Introducing foreign materials by transportation damages	Physical	1	1	1	Vehicles inspection before loading by St. O - Check List 8 (SCETF/FSMS /QA/03)	N	-	-	-	-	-	-	PRP
		Contaminate with chemicals (oil, diesel, other chemical additives)	Chemical	1	1	1	vehicles inspection before loading by St. O - Check List 8 (SCETF/FSMS /QA/03)	N	-	-	-	-	-	-	PRP

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### 8.5.4.2, 8.5.4.3 Determination of Critical Limits, Action Criteria and Monitoring Systems

CCP No.	Process step	Hazard	Critical Limits	Monitoring Procedure			Correction/ Corrective action	Verification action	Responsible	Record
				Who	What	When				
CCP 1	Drying	Yeast & Molds (pathogenic Microorganisms)	Temperature Outlet 195°F - 205°F & Inlet 245°F - 255°F Time 19-21 minutes Moisture % of oven Output is below 4 %	JAF0	Inlet and outlet Temperature of the dryer	Hourly	Display on the oven control panel board	<p><b>Verification:</b> Sample is taken from oven output lot to be checked the moisture content and send the external laboratory</p> <p>Check and verify the inlet and outlet temperature by using calibrated IR thermometer</p> <p><b>Validation:</b> Annually test dried tea sample for moisture and microbiological parameters by accredited laboratory and verify the results are state within acceptable limits</p>	<p><b>Correction:</b> AFO, QAO</p> <p><b>Corrective Action:</b> Factory Officer, QAO</p> <p><b>Verification:</b> Factory Officer, QAO</p> <p><b>Validation:</b> Factory Officer, QAO</p>	<p>CCP Recording Checklist 13. (SCETF/FSMS/08) (Dryer temperature- inlet/ out let temp. at oven) IR thermometer calibration record Annual service of Oven Dryer service and maintenance records check list 23 and 24</p>

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