Food Safety Management System Certification
Audit Summary Report

Organization:	**Southern Sun Teas (Pvt) Ltd**		
Address:	**No 13, Industrial Estate, Minuwangoda, Sri Lanka.**		
Standard(s):	**ISO 22000:2005**		
Representative:	**Mr. Prabath Perera**	**Food Safety Manager:**	**Mr. Priyanga Withana**
Site(s) audited:	**Minuwangoda**	**Date(s) of audit(s):**	**30/06/08**
Business Category:	**Tea Industry**	**Product Category:**	**Tea bagging and Packeting**
Lead auditor:	**C. Wimalasiri**	**Additional team member(s):**	
This report is confidential and distribution is limited to the audit team, client representative and the SGS office.			

1. 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 objectives.

2. Scope of certification

Processing, blending and flavouring tea and organic tea and herbs packing in bulk pack, tea bags and value added tea/ herbs products for consumers.

This is a multi-site audit and an Appendix listing all relevant sites and/or remote locations has been established (attached) and agreed with the client ☐ Yes ☑ No

3. Current audit findings and conclusions

The audit team conducted a process-based audit focusing on significant aspects/risks/objectives required by the standard(s). The audit methods used were interviews, observation of activities and review of documentation and records.

The structure of the audit was in accordance with the audit plan and audit planning matrix included as annexes to this summary report.

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 or 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 / ☐ Withheld / ☐ Suspended until satisfactory corrective action is completed.

4. Previous Audit Results

The results of the last audit of this system have been reviewed, in particular to assure appropriate correction and corrective action has been implemented to address any nonconformity identified. This review has concluded that:

☒ Any nonconformity identified during previous audits has been corrected and the corrective action continues to be effective. In case of critical audit findings of the stage 1 audit, the follow-up has been documented in an amended stage 1 report.

☐ The management system has not adequately addressed nonconformity identified during previous audit activities and the specific issue has been re-defined in the nonconformity section of this report.

5. Audit Findings

Recently changes in the management system (including organization, documentation, products, facilities, etc,): Food safety management system consist of food safety manual which address the standard requirements, procedures, HACCP Manual, a food safety policy and food safety related objectives. No changers has been done to the management system during last six months.

Food safety management system: All mandatory procedures were documented and implemented effectively. Internal audits were conducted as per the planned arrangements and corrective actions were taken accordingly. All system areas were adequately covered at the internal audit. Management revives were conducted and all the agenda points were adequately discussed at management review. Commitment of top management was satisfactory. Communication channels were established to communicate with external interested parties.

Management responsibility: Management Responsibilities have been defined adequately and communicated. The infrastructure facilities and work environment provided is sufficient to meet the food safety requirements of the international standard. HACCP team was appointed with the leadership of the Quality Assurance Manager and the team was cross functional. Employees have been given awareness and training on food safety.

Resource management: Buildings, work space and equipment are provided sufficiently to the each section of manufacturing process to maintain the hygienic requirements. The manpower provided is qualified on the basis of education, training and experience. Work environment both inside and outside is well managed to facilitate food safety. All equipments and machineries used for the tea bagging process were well maintained ensure the hygienic conditions. All required sanitary facilities were provided at the factory entrance. Adequate space is available in all sections of the compound to carry out the activities avoiding the cross contamination opportunities.

Planning and realization of safe products:

- **PRP(s):** Eight PRP's were identified and implemented at a high standard to assure hygienic environment for tea bagging process. The records of implementation of SSOPs were maintained. Cleanliness of the metal removing machine was not satisfactory. Teas of previous blends were remained on the machine even after the cleaning. Minor CAR 1 of 1

- **Preliminary steps to enable Hazard Analysis:** HACCP team is identified with the leadership of the Quality Assurance Manager and it is cross functional. The raw materials, ingredients have been adequately described. The food safety Team has been given awareness on Food safety and HACCP systems. Raw material and end product descriptions are sufficient to do a comprehensive hazard analysis. The process flow diagram was constructed with all processing steps in their sequence and it was approved by food safety team.

- **Hazard Analysis:** Hazard analysis has been carried out by taking into consideration the Physical, Biological and chemical hazards of each process step. Risk assessment has been done based on the probability of occurrence and severity of each identified hazard. 3 CCP's have been identified during hazard analysis.

- **HACCP plan:** HACCP Plan has been drawn up to control the identified CCP's. Monitoring method, critical limit; monitoring frequency, responsibility and the corrective action in case of non-conformance have been documented. Monitoring records of CCPs were maintained. Last six months records reviewed at the audit and found to be satisfactory.
- **Verification planning:** Verification plans are comprehensively cover all CCPs, PRPs . They provide guidance verification frequencies, verification methods and responsibilities and recording. Results of verification activities were maintained.
- **Traceability system:** Batch code was printed on the inner cartons. Finished product was traceable to relevant blend and packing materials.
- **Control of nonconformity:** Detail procedure is available and it details out what's to be done in case of non-conformance

Use of the certification mark: N/A

6. Significant Audit Trails Followed

The specific processes, activities and functions reviewed are detailed in the Audit Planning Matrix and the Audit Plan. In performing the audit, various audit trails and linkages were developed, including the following primary audit trails, followed throughout:

Control measures:

During the audit the control of the following operational PRP (s) and CCP (s) were verified:

Control measure	Short description (process step)	Monitoring procedure or critical limit	Verified during audit	
SSOP1	Product recall	Annually	☒ Yes	☐ No
SSOP2	Maintenance	Weekly/ Monthly	☒ Yes	☐ No
SSOP3	Employee health and Hygiene	Twice a month	☒ Yes	☐ No
SSOP4	Cleaning	Daily	☒ Yes	☐ No
SSOP5	Building/ construction and layout	Daily/ Weekly	☒ Yes	☐ No
SSOP6	Waste control	monthly	☒ Yes	☐ No
SSOP7	Transport	Each Delivery	☒ Yes	☐ No
SSOP8	Supply Control/ Storage	Annually	☒ Yes	☐ No
CCP1	Moisture- Received tea	> 8% each tea line received	☒ Yes	☐ No
CCP2	Metal removal	.5% by weight/ Each blend	☒ Yes	☐ No
CCP3	Blend Moisture	8% Each blend	☒ Yes	☐ No

7. Nonconformities

Number of nonconformities identified: 00 Critical 00 Major 01 Minor

Nonconformities detailed here shall be addressed through the organization's corrective action process, in accordance with the relevant corrective action requirements of the audit standard, including actions to prevent recurrence, and complete records maintained.

☒ Corrective actions to address minor **nonconformities** shall be submitted to SGS within 28 days from the date of issue of the nonconformity for verification. Closeout should be conducted during the next surveillance visit.

☐ Corrective actions to address identified **major nonconformities** shall be submitted to SGS within 14 days from the date of issue of the nonconformity, with records supporting evidence. Closeout shall be conducted within 28 days from the date of the issue of nonconformity. If documentation or other evidence can not demonstrate an effective corrective action, then an **on site visit** may be required.

☐ Corrective actions to address identified **critical nonconformities** shall be dealt in the same way than MAJOR nonconformity. For CRITICAL nonconformities raised on surveillance (including certificate renewal), closeout shall be conducted within 7 days.

At the next scheduled audit visit, the SGS audit team will follow up on *all* identified nonconformities to confirm the effectiveness of the corrective actions taken.

8. General Observations & Opportunities for Improvement

o 1. Food safety policy need to be redefined since the commitment to comply with the legal requirements was not addressed.

2. Chemical baits needs to be placed as per the pest control plan.
3. Incoming moisture may be checked in composite samples.
4. Blend number need to be mentioned in CCP monitoring records to maintain the traceability.
5. When moisture levels are checked for CCP 3, the samples may be drawn from the blend.
6. Emergency preparedness plans need to be reviewed.

ANNEXES:

- **AUDIT ITINERARY**
- **CAR´S**