**Sotik Tea Company Limited - KS 1758 Audit Proposed Corrective Actions.**

Based on the company’s procedure for handling non-compliance, The Sotik Tea Company Limited is committed to ensure adequate and effective management of NC’sidentified during the audit. We are committed to having an efficient system and continuous improvement as we comply with the KS1758 COP. The following are proposed corrective actions for each non-compliance identified.

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| **CLAUSE** | **CORRECTIVE ACTION REQUEST** | **ROOT CAUSE ANALYSIS** | **PROPOSED CORRECTIVE ACTION** | **CORRECTIVE EVIDENCES** |
|  |  |  |  |  |
| 6.9A | Failure to effectively identify NC’s and identify Root Causes during internal audits conducted for the farm. | This was the first KS 1758 audit and learning process is a continuous process | *To correctly identify the NCs and identify Root Causes in the internal audit report* | *Please see attached report on corrective action report.* |
| 13.10.2A | Scale ref no.071-4030101 had not been calibrated and was found in use on date of audit. | The scale no. 071-4030101 was missed out during the calibration exercise. | A new scale no FDH3 –W which was calibrated on 31st August 2022 is on use. | Please see attached calibration record. |
| 15.4.1A | Sampled staff ref SB and MC recruited in April and sept 2022 respectively did nit have job descriptions. | The Human resources assumed that the contract of service issued to the employees would suffice. | *All employees have been issued with job descriptions and have signed them* | Please see attached two copies of signed job descriptions |