

**SRI LANKA TEA BOARD OFFICIAL CERTIFICATION FOR
GMP & GHP OF BLENDED AND PACKED TEA**

Procedure for GMP/GHP certification

Client's request submit in writing to;
Director General
Sri Lanka Tea Board, 574, Galle road, Colombo 03
Tel; 94-11-2587773/587814, Fax: 94-11-2580132

Release of the DG's directives to the client

Obtain the GMP/GHP application from the;
Tea Commissioner/ Deputy Tea Commissioner (Exports)
Sri Lanka Tea Board, 574, Galle road, Colombo 03.
(It is required to pay application fee of Rs, 2500.00+VAT+NBT)

Submission of the dually completed application to The Director General, SLTB

**Desk-top audit/ evaluation of the application
by the Technical Committee for GMP/GHP certification**

**Release of qualifying letter and the payment advice to the applicant by the
Director General, SLTB (certificate processing fee of Rs. 75,000.00+VAT+NBT)**

**Site inspection for GMP and GHP practices and attend on-site audit by the Technical Auditors of SLTB,
Drawing of representative tea samples (3 nos.) from the final product for sensory analysis and laboratory analysis**

Unqualified tea samples

Fulfilling the site inspection audit requirements + qualified tea sample/s

Non-conformities found in steps of the process + qualified sample

One step re-sampling

Corrective action taken for NCs

Evaluation of past records on tea quality

Verification/ Follow-up Audit (If necessary)

Submit the recommendation to the Chairman - Technical Committee

**Grant the GMP/GHP Certificate
By the Chairman/Director General, SLTB**
(Note: Certificate is valid for 3 years, subjected to annual surveillance audit & Renewals)

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