

### Stage 1 Audit Objectives

- a) review the client's management system documented information;
- b) evaluate the client's site-specific conditions and to undertake discussions with the client's personnel to determine the preparedness for stage 2;
- c) review the client's status and understanding regarding requirements of the standard, in particular with respect to the identification of key performance or significant aspects, processes, objectives and operation of the management system;
- d) obtain necessary information regarding the scope of the management system, including:
  - the client's site(s);
  - processes and equipment used;
  - levels of controls established (particularly in case of multisite clients);
  - applicable statutory and regulatory requirements;
- e) review the allocation of resources for stage 2 and agree the details of stage 2 with the client;
- f) provide a focus for planning stage 2 by gaining a sufficient understanding of the client's management system and site operations in the context of the management system standard or other normative document;
- g) evaluate if the internal audits and management reviews are being planned and performed, and that the level of implementation of the management system substantiates that the client is ready for stage 2.

For ISO 22000:2018:-

The objectives of stage 1 are to provide a focus for the planning of stage 2 of the initial audit by gaining an understanding of the organization's FSMS and the organization's state of preparedness for stage 2 by reviewing the extent to which:

- a) the organization has identified PRPs that are appropriate to the business (e.g. regulatory, statutory, customer and certification scheme requirements)
- b) the FSMS includes adequate processes and methods for the identification and assessment of the organization's food safety hazards, and subsequent selection and categorization of control measures (combinations);
- c) the FSMS includes adequate processes and methods for the identification and implementation of relevant food safety legislation;
- d) the FSMS is designed to achieve the organization's food safety policy;
- e) the FSMS implementation programme justifies proceeding to stage 2;
- f) the validation of control measures, verification of activities and improvement programmes conform to the requirements of the FSMS standard
- g) the FSMS documents and arrangements are in place to communicate effectively and with relevant suppliers, customers and other interested parties;
- h) there is any additional documentation which needs to be reviewed and/or information which needs to be obtained in advance.

### Stage 2 Audit Objectives

- a) information and evidence about conformity to all requirements of the applicable management system standard or other normative documents;
- b) performance monitoring, measuring, reporting and reviewing against key performance objectives and targets (consistent with the expectations in the applicable management system standard or other normative document);
- c) the client's management system ability and its performance regarding meeting of applicable statutory, regulatory and contractual requirements;
- d) operational control of the client's processes;
- e) internal auditing and management review;

f) management responsibility for the client's policies.

### Organization Details

Organization Name:	ARMADA COMPANY LTD.
Address:	Takhassusi St, Riyadh, Ar Riyadh, SA
Contact Person:	Eng. Hamza El Hinady
Email:	info@armadasolutions.com.sa
Scope:	Low Current Solutions: Hi-Tech Wiring Devices, Smart Building Control Systems, Distinguished Lighting Fixtures and Creative Lighting Solutions, Integration of Electrical Solutions and providing Professional Engineering Services Building Materials: Tiles, Ceramic, Porcelain, Sanitary Ware Fixtures Cybersecurity Contracting: Construction, Infrastructure, General Civil Works, Landscape, Nursery Operations, Fit-Out, MEP, Physical Security Solutions, Maintenance
Standard(s):	ISO 9001, ISO 14001, ISO 45001
EA Code:	28,34
Audit Mode:	Onsite

### Audit Team

Lead Auditor:	Aly Bedwy
Technical Expert:	NA

### Audit Dates

Audit From:	16/03/2025
Audit To:	27/03/2025

### STAGE 2 AUDIT PLAN DETAILS

Date	From	To	Activity (Department)	Auditor	Auditee	Comment
16/03/2025	09:00	09:15	Open meeting	all	management	
16/03/2025	09:15	09:30	top managment	all	management	
16/03/2025	09:30	12:30	QHSE	all	department	
16/03/2025	12:30	13:30	Break	all	departement	
16/03/2025	13:30	14:30	Administration	all	department	
16/03/2025	14:30	16:30	IT & Cybersecurity	all	department	

Date	From	To	Activity (Department)	Auditor	Auditee	Comment
16/03/2025	16:30	16:45	wash up meeting	All	management	
17/03/2025	09:00	09:15	Recap	all	management	
17/03/2025	09:15	11:30	Sales	all	department	
17/03/2025	11:30	13:15	Marketing & Communications Customer Service	all	department	
17/03/2025	13:15	14:15	Break	all		
17/03/2025	14:15	15:15	HR	all	department	
17/03/2025	15:15	15:30	auditor meeting	all	department	
17/03/2025	15:30	15:45	wash up meeting	all	department	
18/03/2025	09:00	09:15	Recap	all	department	
18/03/2025	09:15	10:45	HR	All	department	
18/03/2025	10:45	13:00	Logistics and supply chain	all	department	
18/03/2025	13:00	14:00	Break	all		
18/03/2025	14:00	16:00	Procurement/Purchasing	All	department	
18/03/2025	16:00	16:15	auditor meeting	all	department	
18/03/2025	16:15	16:30	wash up meeting	all	department	
19/03/2025	09:00	09:15	Recap	All	department	
19/03/2025	09:15	12:30	Lighting Solutions and Innovation	All	department	
19/03/2025	12:30	13:30	Break	All	department	
19/03/2025	13:30	16:00	Systems and Wiring Devices	All	department	
19/03/2025	16:00	16:15	auditor meeting	All	department	
19/03/2025	16:15	16:30	wash up meeting	All	department	
20/03/2025	09:00	09:15	Recap	All	department	
20/03/2025	09:15	12:15	Systems and Wiring Devices	All	department	
20/03/2025	12:15	13:15	Break	All	department	
20/03/2025	13:15	15:30	Project Management	All	department	
20/03/2025	15:30	15:45	auditor meeting	All	department	
20/03/2025	15:45	16:00	wash up meeting	All	department	

Date	From	To	Activity (Department)	Auditor	Auditee	Comment
23/03/2025	09:00	09:15	Recap	All	department	
23/03/2025	09:15	12:30	Project Management	All	department	
23/03/2025	12:30	13:30	Break	All	department	
23/03/2025	13:30	15:30	Project Management	All	department	
23/03/2025	15:30	15:45	auditor meeting	All	department	
23/03/2025	15:45	16:00	wash up meeting	All	department	
24/03/2025	09:00	09:15	Recap	All	department	
24/03/2025	09:15	12:30	Project Management	All	department	
24/03/2025	12:30	13:30	Break	All	department	
24/03/2025	13:30	15:30	Project Management	All	department	
24/03/2025	15:30	15:45	auditor meeting	All	department	
24/03/2025	15:45	16:00	wash up meeting	All	department	
25/03/2025	09:00	09:15	Recap	All	department	
25/03/2025	09:15	12:30	Technical and Bids	All	department	
25/03/2025	12:30	13:30	Break	All	department	
25/03/2025	13:30	15:30	Technical	All	department	
25/03/2025	15:30	15:45	autior meeting	All	department	
25/03/2025	15:45	16:00	wash up meeting	All	department	
26/03/2025	09:00	09:15	Recap	All	department	
26/03/2025	09:15	12:30	Technical	All	department	
26/03/2025	12:30	13:30	Break	All	department	
26/03/2025	13:30	15:30	Technical	All	department	
26/03/2025	15:30	15:45	autior meeting	All	department	
26/03/2025	15:45	16:00	wash up meeting	All	department	
27/03/2025	09:00	09:15	Recap	All	department	
27/03/2025	09:15	12:30	Technical	All	department	
27/03/2025	12:30	13:30	Break	All	department	
27/03/2025	13:30	15:30	Technical	All	department	



**STAGE 2 AUDIT PLAN**  
ARMADA COMPANY LTD.

**QMS-P02-F06**

Date	From	To	Activity (Department)	Auditor	Auditee	Comment
27/03/2025	15:30	15:45	auditor meeting	All	department	
27/03/2025	15:45	16:45	wash up meeting	All	department	
27/03/2025	16:45	17:45	closing meeting	All	department	

**Approval**

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Lead Auditor:  
\_\_\_\_\_  
Date:

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Client Representative:  
\_\_\_\_\_  
Date: