

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:	BAZY TRADING & CONTRACTING CO. LTD
Address:	Atiyah Al Fadani Street, Salauddin Al Ayoubi Road, Malaz, Riyadh, Saudi Arabia
Contact Person:	Eng. Tarek Saleh
Email:	info@bazy.com.sa
Scope:	ICT systems integrator and services provider across the MENA region
Standard(s):	ISO/IEC 20000, ISO/IEC 27001
EA Code:	-
Audit Mode:	Remote

Remote Audit Communication Details

Communication Method:	
Local Time:	
Communication Link:	

Audit Team

Lead Auditor:	Adel Belal (AB)
Technical Expert:	NA
Team Member:	Ali Bedewi (A.BI)
Team Member:	Eng. Hussein Fawzi (EGAC Observer)

Audit Dates

Audit From:	28/09/2025
Audit To:	30/09/2025

STAGE 2 AUDIT PLAN DETAILS

Date	From	To	Activity (Department)	Auditor	Auditee	Comment
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Date	From	To	Activity (Department)	Auditor	Auditee	Comment
28/09/2025	11:00	11:30	Opening Meeting	All	Top Management	Join Zoom Meeting https://us06web.zoom.us/j/89362835340?pwd=GqleyPh1y0bwnw7XHgQFN0BM
28/09/2025	11:30	12:00	site tour	all	IT Manager	Join Zoom Meeting https://us06web.zoom.us/j/89362835340?pwd=GqleyPh1y0bwnw7XHgQFN0BM
28/09/2025	12:00	12:30	Break	All	all	Praying
28/09/2025	12:30	15:30	Quality Department	A.BI	Quality Manager	Join Zoom Meeting https://us06web.zoom.us/j/86481389030?pwd=t7Ki69EeHJK4kEpjPebD9lecXch
28/09/2025	12:30	15:30	physical security	AB	Admin Manager	Join Zoom Meeting https://us06web.zoom.us/j/89362835340?pwd=GqleyPh1y0bwnw7XHgQFN0BM
28/09/2025	15:30	16:00	Washup Meeting	All	Top Managemnt	Join Zoom Meeting https://us06web.zoom.us/j/89362835340?pwd=GqleyPh1y0bwnw7XHgQFN0BM
29/09/2025	09:00	12:00	Procurement	A.BI	Procurement Manager	Join Zoom Meeting https://us06web.zoom.us/j/86481389030?pwd=t7Ki69EeHJK4kEpjPebD9lecXch
29/09/2025	09:00	12:00	IT Department	AB	IT Manager	Join Zoom Meeting https://us06web.zoom.us/j/89362835340?pwd=GqleyPh1y0bwnw7XHgQFN0BM
29/09/2025	12:00	12:30	Break	All	all	Praying
29/09/2025	12:30	15:30	IT Department	AB	IT Manager	Join Zoom Meeting https://us06web.zoom.us/j/89362835340?pwd=GqleyPh1y0bwnw7XHgQFN0BM
29/09/2025	12:30	15:30	Service Delivery	A.BI	SD Manager	Join Zoom Meeting https://us06web.zoom.us/j/86481389030?pwd=t7Ki69EeHJK4kEpjPebD9lecXch
29/09/2025	15:30	16:00	Washup Meeting	All	Top Management	Join Zoom Meeting https://us06web.zoom.us/j/89362835340?pwd=GqleyPh1y0bwnw7XHgQFN0BM
30/09/2025	09:00	12:00	Facility Management	AB	Admin Manager	Join Zoom Meeting https://us06web.zoom.us/j/89362835340?pwd=GqleyPh1y0bwnw7XHgQFN0BM
30/09/2025	09:00	12:00	HR	A.BI	HR Manager	Join Zoom Meeting https://us06web.zoom.us/j/86481389030?pwd=t7Ki69EeHJK4kEpjPebD9lecXch
30/09/2025	12:00	12:30	Break	All	All	Praying



STAGE 2 AUDIT PLAN

QMS-P02-F06

BAZY TRADING & CONTRACTING CO. LTD

Date	From	To	Activity (Department)	Auditor	Auditee	Comment
30/09/2025	12:30	15:30	InfoSec	AB	InfoSec Officer	Join Zoom Meeting https://us06web.zoom.us/j/89362835340?pwd=GqleyPh1y0bwnw7XHgQFN0BM
30/09/2025	12:30	15:30	Contract Department	A.BI	Procurement Manager	Join Zoom Meeting https://us06web.zoom.us/j/86481389030?pwd=t7Ki69EeHJK4kEpjPebD9lecXch
30/09/2025	15:30	16:00	Closing Meeting	All	Top Management	Join Zoom Meeting https://us06web.zoom.us/j/89362835340?pwd=GqleyPh1y0bwnw7XHgQFN0BM

Approval

Lead Auditor:

Date:

Client Representative:

Date: