

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:	Riyadh Naseem Company for Trading
Address:	2610 Ibn Majah Al Sulay Dist Building Number 9 Zip code 14256 Additional number 7227 Riyadh KSA
Contact Person:	Omar Ibrahim
Email:	omar.ibrahim@riyadh.com
Scope:	TRADING FOR FRUITS AND VEGETABLES
Standard(s):	ISO 9001, ISO 22000
EA Code:	EA 29, FII
Audit Mode:	Onsite

Audit Team

Lead Auditor:	Aly Bedwy
Technical Expert:	Mohamed Abdella

Audit Dates

Audit From:	13/04/2025
Audit To:	16/04/2025

STAGE 2 AUDIT PLAN DETAILS

Date	From	To	Activity (Department)	Auditor	Auditee	Comment
13/04/2025	09:00	09:15	Opening Meeting	ALL	management	
13/04/2025	09:15	09:30	General Manager	ALL	GM	
13/04/2025	09:30	12:30	Quality Assurance & Food Safety	ALL	manager & empoylees	
13/04/2025	12:30	13:30	Break	ALL		
13/04/2025	13:30	14:30	Finance & Administration	ALL	manager & empoylees	
13/04/2025	14:30	16:00	IT & Systems	ALL	manager & empoylees	
13/04/2025	16:00	16:15	auditor meeting	ALL	manager & empoylees	



STAGE 2 AUDIT PLAN

QMS-P02-F06

Riyadh Naseem Company for Trading

Date	From	To	Activity (Department)	Auditor	Auditee	Comment
13/04/2025	16:15	16:30	wash up meeting	ALL	manager & empoylees	
14/04/2025	09:00	09:15	Recap	ALL	manager & empoylees	
14/04/2025	09:15	11:30	Procurement & Supplier Management	ALL	manager & empoylees	
14/04/2025	11:30	13:30	Logistics & Distribution	ALL	manager & empoylees	
14/04/2025	13:30	14:30	Break	ALL		
14/04/2025	14:30	15:30	Human Resources	ALL	manager & empoylees	
14/04/2025	15:30	15:45	auditor meeting	ALL	manager & empoylees	
14/04/2025	15:45	16:00	wash up meeting	ALL	manager & empoylees	
15/04/2025	09:00	09:15	Recap	ALL	manager & empoylees	
15/04/2025	09:15	10:15	Human Resources	ALL	manager & empoylees	
15/04/2025	10:15	12:30	Logistics & Distribution	ALL	manager & empoylees	
15/04/2025	12:30	13:30	Break	ALL		
15/04/2025	13:30	15:30	Warehouse & Inventory Management	ALL	manager & empoylees	
15/04/2025	15:30	15:45	auditor meeting	ALL	manager & empoylees	
15/04/2025	15:45	16:00	wash up meeting	ALL	manager & empoylees	
16/04/2025	09:00	09:15	Recap	ALL	manager & empoylees	
16/04/2025	09:15	11:15	Maintenance	ALL	manager & empoylees	
16/04/2025	11:15	11:30	auditor meeting	ALL	manager & empoylees	
16/04/2025	11:30	11:45	wash up meeting	ALL	manager & empoylees	
16/04/2025	11:45	12:45	closing meeting	ALL	manager & empoylees	

Approval

Lead Auditor:

Client Representative:

Date:

Date: