

### 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:	Otantik
Address:	The Walk, Sidi Gaber, Alexandria, Egypt
Contact Person:	MR. Mahmoud Elmogy
Email:	almogy54@gmail.com
Scope:	Restaurant and Cafe
Standard(s):	ISO 22000
EA Code:	E
Audit Mode:	Onsite

### Audit Team

Lead Auditor:	Dr. Tarek Belal (TL)
Technical Expert:	
Team Member:	Dr. Samir El Sherif (TM)
Team Member:	Dr. Heba Soliman (Observer EGAC)
Team Member:	Eng. Nouran Ebaid (Observer)

### Audit Dates

Audit From:	16/10/2025
Audit To:	16/10/2025

### STAGE 2 AUDIT PLAN DETAILS

Date	From	To	Activity (Department)	Auditor	Auditee	Comment
16/10/2025	12:00	12:15	Opening Meeting	all	CEO, Food Safety Manager	Opening meeting
16/10/2025	12:15	12:45	Kitchen	TL	Kitchen Supervisor	Pre-service checks & hygiene
16/10/2025	12:15	12:45	FS Department	TM	Food Safety Team Rep	FSMS documents readiness (PRPs/HACCP)

Date	From	To	Activity (Department)	Auditor	Auditee	Comment
16/10/2025	12:45	14:00	Operation Department	TL	Kitchen Team	Hot line prep, CCP monitoring, allergen control
16/10/2025	12:45	14:00	Admin Department	TM	Purchasing Officer	Supplier approval & incoming inspection
16/10/2025	14:00	15:00	Operation Department	TL	Dining Hall Captain	Dining flow, allergen info to guests, service hygiene
16/10/2025	14:00	15:00	Admin Department	TM	HR Officer	Training, medical checks, personal hygiene policy
16/10/2025	15:00	16:00	FS Department	TL	Food Safety Team	HACCP plan verification, hazard analysis review
16/10/2025	15:00	16:00	Operation Department	TM	Kitchen Supervisor	Cold storage, temperature logs, calibration labels
16/10/2025	16:00	17:00	Lunch Break	All	-	-
16/10/2025	17:00	17:45	Admin Department	TL	Purchasing/Receiving	Receiving & traceability from delivery to storage
16/10/2025	17:00	17:45	Operation Department	TM	Dining Hall Steward	Cleaning & sanitation records, chemical control
16/10/2025	17:45	18:45	Admin Department	TL	HR Officer	Competence/shift scheduling & contractors control
16/10/2025	17:45	18:45	FS Department	TM	Food Safety Team	Traceability exercise & recall readiness
16/10/2025	18:45	19:20	FS Department	TL	Kitchen & Food Safety	Corrective actions follow-up & NC handling
16/10/2025	18:45	19:20	Admin Department	TM	Purchasing	Supplier performance review & documentation
16/10/2025	19:20	19:35	Auditors meeting	All	-	Auditors meeting
16/10/2025	19:35	19:50	Washup meeting	all	management	Washup meeting
16/10/2025	19:50	20:00	Closing meeting	all	Top management	Closing meeting

### Approval



**STAGE 2 AUDIT PLAN**

**QMS-P02-F06**

Otantik

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Lead Auditor:

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Client Representative:

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Date:

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Date: