

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:	Expert Company Limited
Address:	Building No.: 7852, Street: King Khaled Branch Road, District: Al Salmaniyah, City: Ad Diriyah, Kingdom of Saudi Arabia – Zip Code: 13715, Additional No.: 3748
Contact Person:	Dr. Abdelkarim Mahmoud
Email:	info@exp-sa.com
Scope:	Provision of Information Technology Solutions and Services, including ERP implementation, open source solutions , digital transformation consulting, software development (web and mobile applications), and technical consultancy to enhance organizational performance and operational efficiency.
Standard(s):	ISO 9001
EA Code:	33
Audit Mode:	Remote

Remote Audit Communication Details

Communication Method:	Zoom App
Local Time:	KSA Time
Communication Link:	https://us06web.zoom.us/j/88174649747?pwd=ZK4WP7O4GpAHLfuppk013GjUZ8z04o.1

Audit Team

Lead Auditor:	Adel Belal (AB)
Technical Expert:	NA
Team Member:	Hany Gabra (HG)
Team Member:	Dina Salah (DS)
Team Member:	EGAC Observer

Audit Dates

Audit From:	15/11/2025
Audit To:	15/11/2025

STAGE 2 AUDIT PLAN DETAILS

Date	From	To	Activity (Department)	Auditor	Auditee	Comment
15/11/2025	10:00	10:30	Opening Meeting	ALL	Top Management	
15/11/2025	10:30	12:30	Human Resources Department	DS	HR Manager	(4.1,4.2,4.4.1,5.3,6.1.1,6.2.2, 6.3, 7.1.2,7.2,7.3,7.4)
15/11/2025	10:30	12:30	Project management	AB	Project Manager	(4.4, 6.3, Clause 8)
15/11/2025	10:30	12:30	Product Management	HG	Projects Manager	(4.1,4.2,4.4.1,6.1.1,6.2.2, 6.3,7.1.3,8.1,8.2,8.3,8.4,
15/11/2025	12:30	13:30	Prayer- Lunch Break	ALL	All	Prayer- Lunch Break
15/11/2025	13:30	15:00	Purchasing	DS	Purchasing Manager	(4.1,4.2,4.4.1,6.1.1, 8.4,9.1.1)
15/11/2025	13:30	15:00	Platform Management	AB	Manager/ Staff	(4.1,4.2,4.4.1,6.1.1,6.2.2, 6.3,7.1.3,8.1,8.2,8.3,8.4,
15/11/2025	13:30	15:00	Sales and Marketing Department	DS	Manager/ Staff	(4.1,4.2,4.4.1,6.1.1, 8.2,9.1.1)
15/11/2025	15:00	16:30	Infrastructure and Public Relations Department	HG	Manager/ Staff	(4.1,4.2,4.4.1,6.1.1,6.2.2, 6.3,7.1.3,8.1,8.2,8.3,8.4, 8.5,8.6,8.7,9.1.1)
15/11/2025	15:00	16:30	Research and development	AB	Manager/ Staff	(4.1,4.2,4.4.1,6.1.1,6.2.2, 6.3,7.1.3,8.1,8.2,8.3,8.4,
15/11/2025	15:00	16:30	top managment	HG	QA Manager	(5.1.1,5.1.2,5.1.3)
15/11/2025	16:30	17:00	Auditor Meeting	ALL	-	Auditor Meeting
15/11/2025	17:00	17:30	Closing Meeting	ALL	Top Management	Closing Meeting

Approval

Lead Auditor:

Date:

Client Representative:

Date: