

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:	El Dabaa Expedition Integrated Facility Management (S.A.E.)
Address:	Awlad Alawani – Building Thami Khairy - El Dabaa City and District – Matrouh Governorate, Egypt.
Contact Person:	Eng. Muhammad Said - Eng. Ahmed Makboul
Email:	ahmed.makboul@eden-fm.com
Scope:	Provision of catering services including menu planning, sourcing of raw materials, food preparation, cooking, and service at customer locations.
Standard(s):	ISO 9001, ISO 14001, ISO 45001
EA Code:	30, E
Audit Mode:	Onsite

Audit Team

Lead Auditor:	Mohamed Fouad (MF)
Technical Expert:	NA
Team Member:	Adel Belal (AB)
Team Member:	Islam Hussein (IH)
Team Member:	Wael Abu Hashem (WH)
Team Member:	Ahmed Hamdy Swelam (EGAC Assessor)
Team Member:	Merna Tarek (Observer)

Audit Dates

Audit From:	10/02/2026
Audit To:	12/02/2026

STAGE 2 AUDIT PLAN DETAILS

Date	From	To	Activity (Department)	Auditor	Auditee	Comment
10/02/2026	10:00	10:30	opening meeting	All	Top management	
10/02/2026	10:30	11:00	Site Toure	All	Management Representative	

Date	From	To	Activity (Department)	Auditor	Auditee	Comment
10/02/2026	11:00	12:15	Maintenance	WH	Maintenance Dep.	Verification of maintenance activities, equipment condition, safety controls, and environmental compliance.
10/02/2026	11:00	12:15	Top Management	MF	Top management	
10/02/2026	11:00	12:15	QHSE	IH	QHSE	
10/02/2026	12:15	12:45	break			
10/02/2026	12:45	17:00	Maintenance	WH	Maintenance Dep.	
10/02/2026	12:45	17:00	QHSE	MF	QHSE	
10/02/2026	12:45	17:00	QHSE	IH	QHSE	
10/02/2026	17:00	17:30	Daily Debriefing	All		Internal audit team debriefing to align audit findings and plan next audit day
11/02/2026	10:00	10:15	Daily Briefing	All		Confirmation of daily audit plan, logistics, and audit team coordination
11/02/2026	10:15	12:15	Operation (Kitchen)	AB		Shift 1 Verification of operational controls, HACCP implementation, hygiene practices, and food safety controls during active operations.
11/02/2026	10:15	12:15	Warehouse	WH	Warehouse Dep.	Shift 1
11/02/2026	10:15	12:15	Procurement	MF	Procurement Dep.	Verification of supplier control, purchasing process, and food safety requirements
11/02/2026	10:15	12:15	Warehouse	IH	Warehouse Dep.	Shift 1 (Safety & Environmental Controls)
11/02/2026	12:15	12:45	Break			
11/02/2026	12:45	17:00	Operation (Kitchen)	AB	Operations	Shift 1 Verification of operational controls, HACCP implementation, hygiene practices, and food safety controls during

						active operations.
11/02/2026	12:45	17:00	Warehouse	WH	Warehouse Dep.	Shift 1
11/02/2026	12:45	17:00	Warehouse	IH	Warehouse Dep.	Shift 1 (Safety & Environmental Controls)
11/02/2026	12:45	17:00	Procurement	MF	Procurement Dep.	Verification of supplier control, purchasing process, and food safety requirements
11/02/2026	17:00	17:30	Daily Debriefing	All		Internal audit team debriefing to align audit findings and plan next audit day
12/02/2026	10:00	10:15	Daily Briefing	All		Confirmation of daily audit plan, logistics, and audit team coordination
12/02/2026	10:15	12:15	Operation (Kitchen)	AB	Operation	Shift 2 Verification of operational controls, HACCP implementation, hygiene practices, and food safety controls during active operations.
12/02/2026	10:15	12:15	Operation (Kitchen)	WH	Operation	
12/02/2026	12:15	12:45	HR	MF	HR	Verification of competence, training, awareness, and occupational health and safety responsibilities
12/02/2026	12:15	13:45	Break			
12/02/2026	12:45	17:00	Warehouse	WH	Warehouse Dep.	Shift 2
12/02/2026	12:45	17:00	Warehouse	IH	Warehouse Dep.	Shift 2 (Safety & Environmental Controls)
12/02/2026	12:45	17:00	Operation (Kitchen)	AB	Operation	Shift 2 Verification of operational controls, HACCP implementation, hygiene practices, and food safety controls during active operations.



STAGE 2 AUDIT PLAN

QMS-P02-F06

El Dabaa Expedition Integrated Facility Management (S.A.E.)

Date	From	To	Activity (Department)	Auditor	Auditee	Comment
12/02/2026	12:45	17:00	HR	MF	HR	Verification of competence, training, awareness, and occupational health and safety responsibilities
12/02/2026	17:00	17:30	Closing Meeting	All		

Approval

Lead Auditor:

Date:

Client Representative:

Date: