



Audit Report

For

Samara United (Samara Training Institute)

Stage 2

Audit Date: 20/07/2025

Organization Details

Company:	Samara United (Samara Training Institute)
Address:	Al-Udhaibah North, Muscat, Oman
Contact Person:	Eng. Samara Salah
Email:	Samara@samaraunited.com
Audit Criteria:	ISO 45001:2018
EA Code:	35 , 37
Scope:	Provide Training & consultation services

Audit Objectives

- To evaluate conformity with ISO 45001:2018
- To assess implementation effectiveness
- To support certification recommendation

Auditors

Auditor Name	Role
Eng. Eman Al Zarka	Team Leader
Eng. Mohamed Mudather	Team Member
Dr. Nasr Elbordeny	EGAC Assessor

Auditee Members

Auditee Name	Position
Eng. Riyadh Al-Muscati	Managing Director
Dr. Rand Al-Annaz	Training & Admin Manager/ Senior Trainer
Eng. Jassim Mahgoub Mohammed	QHSE Head / Senior Trainer
Eng. Issam Bekhma	QHSE responsible / Trainer
Eng. Mohammed Abdelwahab	Trainer
Eng. Ann John	Quality Assurance Manager/ Senior Trainer

No. of Man-Days
2.0

Audit Findings

Clause No.	Requirement\Departement	Evidence	Result
4.1	QHSE	Context of the organization are categorized into internal and external issues listed in the form coded STS-QHSE-F01 updated 20.04.2025. External issues included being the best training & consultancy center in Oman whereas internal issues included high health & safety competency of the staff members and the commitment of top management towards Health & Safety Management System.	OK
4.2	QHSE	Interested parties are defined as workers, Ministry of Labour, Learners and visitors, Ministry of Higher Education and awarding bodies. Their needs are also defined and categorized as legal and other requirements. Form coded STS-QHSE-F02 updated 20.04.2025	OK
4.3	Top Management	Scope is defined in a documented information coded STS-QHSE-01 updated 02.02.2024	OK
4.4	Top Management	HSE responsibilities are integrated with job descriptions for staff members HSE topics are discussed during weekly and quarterly meetings for business review HSE behaviour is assessed within performance appraisal	OK
5.1	Top Management	Top Management demonstrated commitement to Health & safety management system through enhancing continual improvement, promoting participation & consultation and intiatives of staff, ensuring integration between business processes & management system requirements, ensuring acheiving intended outcomes.	OK
5.2	Top Management	Policy is updated in 13 feb 2024. It is defined in a documented information coded STS-QHSE-02	OK

Clause No.	Requirement\Department	Evidence	Result
5.3	Training & Admin	<p>HSE responsibilities are integrated with job descriptions for staff members. Checked job description form coded STS-ADM-HRJ-0001 v1 for Dr. Diaa Eldin Osman senior trainer and Ms. Ameera Al Shukri Admin responsible.</p> <p>Employee handbook is provided for all employees including all policies and health & safety rules. It is mainly act as right and duties reference.</p>	OK
5.4	QHSE	<p>Participation & consultation are enhanced through weekly meeting open discussions between top management and all staff members. Actions taken in these meetings are listed and followed up through HS action plan STS-QHSE-F26 ex. Offsite training risk assessment with due date first of August 2025. Issued hand book is a result of participation & consultation with some of experienced staff members.</p>	OK
6.1.2	QHSE	<p>A register for risks and opportunities is developed, assessed and updated on 02.07.2025 coded STS-QHSE-F06. It includes workplace hazards assessment as office, fire, parking, warehouse, people & contractors hazards. OHS, other risks and opportunities are defined and actions are documented as corrective actions for risks where opportunities are assessed and act as objectives. Criteria for assessment are determined within "Addressing risk and opportunities procedure" coded STS-QHSE-P03. hazards are also checked in case of offsite training/consultancy before accepting the job. where the hazard seems hard to manage, training could be conducted in external hotel (as Ramada) where the center ensure it complies to minimum safety requirements.</p>	OK

Clause No.	Requirement\Department	Evidence	Result
6.1.3	QHSE	Commercial register is valid till 16.12.2026. Legal and other requirements are determined as decree 286/2008, civil defense law and 45001 requirements. Legal and other requirements are documented and updated in 31.05.2025 & coded STS-QHSE-F07.	OK
6.1.4	QHSE	Planning actions for addressing risks and opportunities, legal and other requirements and preparing for emergency situations are explained in safety manual coded STS-QHSE-03 identifying how these actions are integrated with management systems. Evaluation of actions effectiveness is indicated in HS action plan form STS-QHSE-F26 after a month of implementation as indicated in the manual.	OK
6.2	QHSE	Objectives are set, planned and updated in 01.01.2025 coded STS-QHSE-F08. It includes 2 objectives: 1. keep weekly safety inspection by QHSE department by end of 2025 2. keep Zero accidents by end of 2025 Objectives' action plan is documented and updated in 30.06.2025 coded STS-QHSE-F09	OK
7.1	Top Management	Top management provides resources for the management system as chairs, work stations, screens, lightening, firefighting equipments and smoke detectors with adequate maintenance.	OK
7.2	Training & Admin	Competences are checked for both Eng. Jasim QHSE head through training certificates in ISO 45001 lead auditor and NEBOSH IGC. Also for Eng. Ann has training certificates in ISO 45001 lead auditor	OK

Clause No.	Requirement\Department	Evidence	Result
7.3	Training & Admin	Awareness checked with staff members Dr. Diaa Osman, Eng. Ann for policy, objectives, incidents history and participation mechanisms and found compliant.	OK
7.4	QHSE	Internal communication is checked through mail sent on 08.05.2025 regarding results of fire drill. Also external communication is checked through health and safety induction for trainers at the beginning of scaffolding training by trainer Eng. Mohamed Abdelwahab.	OK
7.5	QHSE	Health and safety manual is developed describing all procedures coded STS-QHSE-03. Documented information list coded STS-QHSE-F15 is updated for all Policies, procedures, instructions and forms. All documentation of the system are kept on cloud with controlled access for staff members.	OK

Clause No.	Requirement\Department	Evidence	Result
8.1	QHSE	<p>Maintenance of building is done through an agreement (in renewal process) with First Choise company for providing maintenance for lightening, air conditions, water & waste waster facilities, building civil structure. Last maintenance done for lightening dated 11.05.2025. weekly safety check is done for the whole building through QHSE department last one dated 16.07.2025. Training rooms are inspected for preparations including workplace safety weekly basis through Admin department. last check dated 17.07.2025. Hazard signs are in place except for an electrical panel in second floor behind entry door. Warehouse for training materials was checked. It has a smoke detector, proper lightening, ventillation and adequate stacking. Smoking is prohibited all over the building (only allowed outside the building). Parking is equipped with ground lines to designate parking spaces. All areas inside and outside buiding including parking are monitored by CCTV. Criteria are determined for purchasing items as air conditions, chairs, workstations, screens.</p>	OK

Clause No.	Requirement\Department	Evidence	Result
8.2	QHSE	<p>Emergency plan is developed coded STS-QHSE-04 for all potential emergency situations including, Fire and Medical emergencies. Fire warden training checked with certificates for Eng. Ann John and Dr. Rand . While first aid certificate are valid for Dr. Rand and Eng. Mohamed AbdelWahab. Last evacuation drill was in 08.05.2025. Evacuation plan is placed in all rooms and corridors. Assembly point is located outside the building at the left side. Building is equipped with fire extinguishers foam & CO2 (last inspected through external party 15.07.2025), fire blankets and smoke detectors (monthly checked by QHSE department). Emergency phones are displayed on the board of entrance. 3 First aid boxes are in place for any medical emergency.</p>	OK
9.1.1	QHSE	<p>Measured and monitored items are identified in the form coded STS-QHSE-F30 and updated in 22.06.2025. Examples; Effective addressing of risks and opportunities, Achievement of QHSE Objectives, Compliance with Legal and Other Requirements, Effectiveness of Operational Controls, Number of slips and trips per year, Observation of behavior of staff and others</p>	OK
9.1.2	QHSE	<p>Compliance is evaluated against legal & other requirements semi annually last updated in 30.06.2025 in the form coded STS-QHSE- F23. Items included articles from decree 286/2008 as article 16 " The employer has to make sure that the conditions prevailing in the work place are sufficiently safe for the workers' health particularly in terms of lighting, ventilation , noise and drinking water". A license from civil defence was checked # 32697/2020. Commercial registrar also # 1131154.</p>	OK

Clause No.	Requirement\\Departement	Evidence	Result
9.2	QHSE	<p>Internal audit is planned annually and last conducted in January 2025 resulted in 2 observations & 2 non conformities: 1. Master Document Excel sheet seen on Cloud</p> <p>2. Management Review action plan not updated</p> <p>both were closed by April 2025</p> <p>Internal audit Program is Documented coded STS-QHSE-F21 and internal audit report coded STS-QHSE-F25. List of Corrective Actions coded STS-QHSE-F28 is updated. The corrective actions donot show the root causes of the NCR.</p>	OK
9.3	QHSE	<p>Management review is conducted in 24 April 2025. Its results are documented coded STS-QHSE-F28. It resulted in 3 improvement opportunities listed in HS action plan STS-QHSE-F26</p> <p>1. Having guided mark on the pathway, for visitors/interested parties' access through 2nd gate.</p> <p>2. Add information about Headcount and participants details / Photographs in Evacuation mock drill.</p> <p>3. Have a No Smoking, Alcohol Policy & Theft policy in the organization.</p> <p>all are ongoing with due date of first of August 2025.</p>	OK
10.2	QHSE	<p>Only 2 near misses are recorded last one was in 22nd Jan 2024. Lessons learned are displayed in the place of incidents and communicated to all staff. Corrective actions are taken upon the root causes detected. Proactive measurements are taken to prevent accidents in the workplace by all staff.</p>	OK

Strength Point

- Employee handbook is provided for all employees including all policies and health & safety rules. It is mainly act as right and duties reference.
- HSE responsibilities are integrated with job descriptions for staff members

Area for Improvement

NA

Observation

- Corrective actions do not show the root causes of the NCR.
- Hazard signs are in place except for an electrical panel in second floor behind entry door.

Minor NCR

NA

Major NCR

NA

Team Leader Recommendations

The company shows effective implementation for OHSMS based on ISO 45001:2018 requirements, so the company is recommended for ISO 45001:2018 certification

Disclaimer Statement

The judgment of the management system is **based on the sample shown during the audit time.**

Lead Auditor Name:
Eng. Eman Al Zarka

Signature