



Audit Report

For

LEGAMI S.R.L

1st Stage

Audit Date: 10/02/2025

Organization Details

Company:	LEGAMI S.R.L
Address:	Via Stezzano, 18, 24052 Azzano San Paolo (Bergamo), Italy Via Ozanam,2, 24126 (Bergamo) , Italy
Contact Person:	Natascia Ghilardi
Email:	natascia.ghilardi@legami.com
Audit Criteria:	ISO 9001:2015
EA Code:	7,9,14,6,23
Scope:	Design, Production Management and Marketing of Stationary Products and Gift Item include (Cosmetics, Perfumes, Soap, Cutlery and Kitchen Utensils, Tableware, Glassware, Home Appliances, Home and office Furniture, Watches, Lighting for house use, Toys, Ready-made garments, towels, wallets, bags, Air fresheners and scents)
No. of Sites:	1

Sites

Site Name	Location
NA	NA

Audit Objectives

- to ensure effective documentation system for ISO 9001:2015 implementation
- plan for 2nd stage audit

Auditors

Auditor Name	Role
Adel Belal	Team leader

Auditee Members

Auditee Name	Position
Natascia Ghilardi	Sustainability and regulatory manager

No. of Man-Days

Audit Findings

Clause No.	Requirement\\Departement	Evidence	Result
4.3	Define QMS scope	QMS Scope Document (QMS-SCP-01, rev. 2, 01/07/2025), Board approval minutes (03/07/2025) Scope includes design, production mgmt, marketing of stationary/gift items; legal, statutory, and customer requirements considered.	OK
5.2	Establish and communicate policy	Quality Policy posted in HQ, reviewed 02/07/2025 (POL-9001-01), signed by Nicola Lazzari; distributed via email, 03/07/2025 policy aligns with ISO 9001:2015, Italy labor, environmental and export obligations; staff interviewed aware of policy.	OK
6.1	Risks & opportunities management	Risk register (RSK-9001-01, 04/07/2025): supply chain risks, health & safety, regulatory compliance (D.Lgs. 81/08), cost fluctuations Risks assessed for main activities; legal (health/safety, waste, VAT) documented; action plans in register.	OK
6.2	Quality objectives	Objectives Matrix (OBJ-9001-01, 04/07/2025): lead time <5 days, <2% NC, 100% legal labeling, 95% on-time export Measurable objectives set, monitored in monthly reports (first review due 01/08/2025); covers quality, legal, and export aspects. docs	OK
7.5	Documented information	Controlled docs on SharePoint QMS folder (DOC-LIST-9001-01), procedures for order mgmt, design, Italian labeling, waste (05/07/2025) Docs controlled per 7.5; Italian/EU legal forms (waste manifests, DDT, REACH) included; document control log up-to-date.	OK
9.2	Internal audit	Internal audit plan (IA-9001-01, 06/07/2025); last audit: 08/07/2025, covering design, production, marketing, legal compliance Sampled audit records show coverage of legal (D.Lgs. 81/08, D.Lgs. 152/06), QMS processes; NCs logged and tracked.	OK

Clause No.	Requirement\\Department	Evidence	Result
9.3	Management review	MR minutes (MR-9001-01, 09/07/2025), attendance: Nicola Lazzari, Natascia Ghilardi, Chiara Villa; agenda: objectives, legal updates, NCs MR covers all QMS elements, inc. new Italian legal (privacy, labor), last quarter's results, and customer feedback.	OK

Strength Point

- Well documented system

Area for Improvement

IA procedure need to be enhanced

Observation

NA

Minor NCR

NA

Major NCR

NA

Team Leader Recommendations

the company is recommended for 2nd stage audit

Disclaimer Statement

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

Lead Auditor Name:

Adel Belal

Signature