



Audit Report

For

PARADISE Marine Company

1st Stage

Audit Date: 29/11/2025

Organization Details

Company:	PARADISE Marine Company
Address:	3 Alex View Abis Elnaseya Village Alexandria, Egypt
Contact Person:	Ahmed Saeed
Email:	info@paradise-marine.com
Audit Criteria:	ISO 9001:2015
EA Code:	35
Scope:	PROVIDING OFFSHORE SERVICES AND PROVIDING SHIPPING AGENCY SERVICES
No. of Sites:	1

Sites

Site Name	Location
Same	same

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.

Auditors

Auditor Name	Role
--------------	------

Mohamed Fouad	TL
---------------	----

Auditee Members

Auditee Name	Position
Ahmed Toson	HR Manager , QA
Maha Ashraf	Agency Manager

No. of Man-Days

1.0

Audit Findings

Clause No.	Requirement\Departement	Evidence	Result
4.1	QA	"The organization's context (internal & external issues) was found to be identified and documented within the Lite Matrix SW system as part of the QMS planning."	OK
4.2	QA	The organization has identified relevant interested parties and their needs and expectations, and this information is documented within the Lite Matrix SW system.	OK
4.3	QA	The scope of the Quality Management System is defined and documented within the Lite Matrix SW system. The documented scope covers: OFF SHORE & SHIPPING AGENCY SERVICES, with an exclusion of clause 8.3 (Design & Development) as not applicable.	OK
4.4	QA	"Within Lite Matrix SW, the organization has documented the QMS processes using a flowchart/process map. A detailed flowchart is available for the shipping agency services, showing the sequence and interaction of the related processes."	OK
5.1	QA	Leadership commitment and support to the QMS were verified during the Stage 1 audit through interviews and review of available documented information within Lite Matrix SW.	OK
5.2	QA	The Quality Policy is clearly defined and documented within Lite Matrix SW. Communication and understanding across relevant levels will be further verified during Stage 2.	OK
5.3	QA	An organizational structure is defined within Lite Matrix SW, including an employee list. Roles, responsibilities, and authorities for positions are documented in the system.	OK

Clause No.	Requirement\Departement	Evidence	Result
6.1	QA	Risk assessment is implemented through Lite Matrix SW. A 5x5 risk matrix is established within the system, and the Risk Register was verified during the Stage 1 audit.	OK
6.2	QA	Quality objectives are established and documented within the Lite Matrix SW system. The objectives are defined to support the QMS and will be verified for monitoring, measurement, and progress tracking during Stage 2.	OK
7.2	QA	<ul style="list-style-type: none"> - Job descriptions are documented within Lite Matrix SW, including necessary competence requirements for relevant positions. - A training plan is established and documented within Lite Matrix SW to support competence development for relevant roles. - Criteria for employee evaluation/assessment are defined within Lite Matrix SW to support competence verification 	OK
7.5	QA	Documented information required by the QMS is established and maintained within Lite Matrix SW. The system supports documented information control, including availability of current versions and access to QMS documents/records.	OK
8.4	QA	A supplier list is established, and criteria for supplier selection, evaluation, and re-evaluation are defined (documented). Supplier control arrangements will be further verified during Stage 2	OK
9.1	QA	A list of performance indicators (KPIs) is available within Lite Matrix SW, including a KPI to measure customer satisfaction level. Evidence of monitoring results, trends,	OK

Clause No.	Requirement\Department	Evidence	Result
9.2	QA	The organization conducted an internal audit. The internal audit results identified one nonconformity against Clause 7.2 (Competence). Verification of corrective action status, evidence of implementation, and effectiveness will be followed up during Stage 2.	OK
9.3	QA	The latest management review was conducted on 10-10-2025. The management review agenda and decisions were reviewed during Stage 1 and were found to be documented within Lite Matrix SW. List of attendees: -Youssef Adel (Chairman) -Souzan Altahhan (General manager) -Maha Ashraf (Management representative) -Ahmed Tousson (HR manager) -Ahmed Zakareya (Marketing manager) -Mohamed Abdelwadood (Purchasing manager) -Ahmed Hariedy (Accounting manager) -Ahmed EISayed (Secretary) -All management review inputs and outputs are covered.	OK
10.1	QA	During Stage 1, it was verified that the organization has established a general approach for improvement within the QMS. Opportunities for improvement and improvement actions can be identified and managed through Lite Matrix SW (e.g., via KPIs results, internal audit outputs, customer feedback, and corrective actions).	OK
10.2	QA	A documented procedure for corrective actions is available within Lite Matrix SW. Implementation records, root cause analysis, and effectiveness verification will be sampled and confirmed during Stage 2.	OK

Strength Point

Lite Matrix SW supports systematic QMS implementation and clause-based control of documented information.

Area for Improvement

NA

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:
Mohamed Fouad

Signature