



# **Audit Report**

**For**

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

**Stage 2**

*Audit Dates: 10/02/2026 to 12/02/2026*

## Organization Details

<b>Company:</b>	El Dabaa Expedition Integrated Facility Management (S.A.E.)
<b>Address:</b>	Awlad Alawani – Building Thami Khairy - El Dabaa City and District – Matrouh Governorate, Egypt.
<b>Contact Person:</b>	Eng. Muhammad Said - Eng. Ahmed Makboul
<b>Email:</b>	ahmed.makboul@eden-fm.com
<b>Audit Criteria:</b>	ISO 9001:2015 / ISO 14001:2015 / ISO 45001:2018
<b>EA Code:</b>	30, E
<b>Scope:</b>	Provision of catering services including menu planning, sourcing of raw materials, food preparation, cooking, and service at customer locations.
<b>No. of Sites:</b>	3

## Sites

Site Name	Location
same	same
same	same

## 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.

## Auditors

Auditor Name	Role
Mohamed Fouad	team leader
Adel Belal	Team Member

Wael abo hashem	Team Member
Islam Hussen	Team Member
Ahmed Hamdy Swelam	EGAC Assessor

## Auditee Members

Auditee Name	Position
Eng. Mohamed Saied	Project manager
Eng. Ahmed Makol	QHSE
Mr. Abdel Aziz Said	Compliance Head
Dr. Ahmed Mohamed El Abiari	Veterinarian / Food Safety Representative
Mr. Wael Farid	Procurement
Mr. Mazen Allam	Procurement
Mr. Mohamed amin	Maintenance
Mr. Ahmed Abdelkader	Chef
Eng. Hossam Mohamed Abou Elela	Maintenance
Mr. Ali Eid	Warehouse
Mr. Mohammed ElFekky	Warehouse
Mr. Ahmed Taha	Chef
Mr. Mohamed El-Qady	HR
Mr. Shehab Magdy	HR

<b>No. of Man-Days</b>
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11.0
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## Audit Findings

Clause No.	Requirement\Departement	Evidence	Result
4.1 , 4.2 , 4.3 , 5.3 , 6.1 , 6.2 , 6.1.3 , 6.3 ,7.1 , 8.1.3 , 7.4 , 7.5 , 9.1 , 9.3 ,8.2 , 10.1	QHSE	<p>- The QHSE department was audited through interviews with Mr. Abdel Aziz Said (Compliance Head) and Dr. Ahmed Mohamed El Abiari (Veterinarian / Food Safety Representative).</p> <p>The organization's context was reviewed and found to be determined through documented SWOT analysis (Strengths, Weaknesses, Opportunities, and Threats) EDEX-QA-OP07-FO06 and PESTLE analysis covering political, economic, social, technological, legal, and environmental factors.</p> <p>The analyses were found to address relevant internal and external issues that may affect the organization's ability to achieve the intended outcomes of the Integrated Management System.</p> <p>- The organization has identified applicable legal requirements and other requirements relevant to its Integrated Management System.</p> <p>A documented register (EDEX-QA-OP01-F007) was reviewed and found to include applicable laws, regulations, and other obligations, as well as identification of relevant interested parties and their respective requirements.</p> <p>The register demonstrates consideration of statutory, regulatory, and other compliance obligations related to quality, environmental, occupational health and safety, and food safety management.</p> <p>- The top management shows commitment to HSE and provide the necessary leadership which also shown in Edex policy verified through interview with top management and reviewed the policy (Edex-ims-po.01.AR)</p> <p>- The organization has established a documented Risk Management Procedure (EDEX-QA-OP07) to identify, analyze, and evaluate risks and opportunities related to the Integrated Management System.</p>	OK

Clause No.	Requirement\Department	Evidence	Result
		<p>The procedure defines the risk assessment methodology using a 5x5 risk matrix to determine risk severity and likelihood, leading to risk prioritization. The Risk Assessment Register (EDEX-QA-OP07-F004) was reviewed and found to include identified risks, risk ratings, and corresponding mitigation actions. The methodology was found to be consistent with the requirements of the applicable management system standards.</p> <ul style="list-style-type: none"> <li>- The organization has established a Change Management Procedure (EDEX-QA-OP10) to control changes affecting the Integrated Management System. A sample Change Request Form (EDEX-QA-OP10-F001) was reviewed and found to include evaluation and approval prior to implementation.</li> <li>- The organization has established a documented information control procedure (EDEX-QA-OP-01) to control the creation, update, and distribution of documented information.</li> </ul> <p>Control of external documents was verified, including subscription to the Official Gazette (Al-Waqa'i Al-Masriya) and applicable Egyptian Food Safety Authority regulations. The Master List of Documents (EDEX-QA-OP-01) was reviewed and found to be maintained and updated.</p> <ul style="list-style-type: none"> <li>- The organization has determined the QHSEFS objectives and plan to achieve them, verified through the interview with HSE manager and (EDEX-HSE/OP05-FO02) 2026 objectives.</li> <li>- The organization shows compliance and evaluate by the civil defense approval for F.F system installed dated 5/7/2025, Also the contract with safety first company to maintain and check the alarm system, And the hazardous waste safe removal contract with elfakhr company.</li> <li>- The organization demonstrates the</li> </ul>	

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		<p>necessary monitoring, measurements and verification, verified through applying work permits for controlling maintenance process dated 15/12/2025 (ED-FR-Zta.04) serial 150.</p> <p>Also applying annual environmental emissions of Cox, Sox, NOx measurements dated 22/12/2025, Also verified the calibration certificates for devices used (3135/12c001/44/87/2025).</p> <p>- communications, verified through mail from HSE dep. To all departments about SOP updates as internal communications And a request report to national center for HSE about waste management status and emissions (EDEX-QA/OP08-FO05).</p> <p>- The organization clarified the actions taken to non-conformities and applying necessary corrective actions verified through near miss, corrective action form dated 13/1/2026 (EDEX-HSE/OP08-FO01)</p>	
8.1 ,8.2 8.5.1 , 8.6 , 8.7 , 7.5	Operations	<p>- Meals are transported using vehicles equipped with GPS tracking systems. The system enables monitoring of vehicle speed, travel time, route distance, and estimated time of arrival. This allows the organization to control and respond to any potential delays, ensuring timely delivery and maintaining food safety conditions during transportation. The transportation control process was found to be effectively implemented.</p> <p>- The organization has established and maintained emergency response and preparedness plan verified through interview with workers and emergency plan (EDEX-HSE/OP06-FO1A), Applied safety drill dated 22/10/2025 for oil fire (EDEX-HSE/PO06-FO05), Also, environmental drill dated 21/12/2025 soil contamination with oil (EDEX-HSE/OP06-FO05).</p> <p>- The organization has applied the operational control to eliminate the hazards and reducing the risks in</p>	OK

Clause No.	Requirement\Department	Evidence	Result
		<p>professional way by preparing a team from managers and workers (RA team) to establish, maintain and review the controls (EDEX-HSE/OP03-FO01), provide all activities, identify the hazards, asses the risks and controls (EDEX-HSE/OP03-FO02),</p> <p>Also identify the significant environmental aspects, asses impact and apply necessary controls (EDEX-HSE/OP10-FO03)</p> <p>- Calibration of measuring equipment was verified during the audit.</p> <p>The calibration certificate of an AC/DC clamp meter (S/N: C244507381) was reviewed. The certificate (No. IC2Q-CN-TS122S-17) was found to be valid and issued by an accredited calibration center. The organization maintains control over monitoring and measuring equipment to ensure accuracy and reliability of measurements used within the Integrated Management System.</p> <p>- The kitchen facility is monitored through a CCTV system consisting of 86 cameras covering all operational areas. The system operates continuously (24/7), and recorded footage can be retrieved when required for monitoring, verification, and investigation purposes.</p> <p>- Product samples are retained for a period of three days in a designated sample storage refrigerator. The retention practice supports traceability and enables investigation in case of complaints or food safety incidents. A documented sample retention log (EDEX-FS-OP-05-F006) is maintained, where all relevant data related to retained food samples are recorded. The record supports traceability and verification of compliance with the defined sample retention procedure. The organization has established a procedure for reporting illness among food handlers.</p>	

Clause No.	Requirement\Department	Evidence	Result
		<p>- The organization has established a procedure for reporting illness among food handlers An agreement is in place requiring employees to report any symptoms of illness. In such cases, a medical report is issued, and appropriate actions are taken accordingly. Evidence was verified through form (FS-OP23-FO03).</p> <p>- The weekly menus (breakfast, lunch, and dinner) currently implemented for two clients (El-Dekr Company and NIKIMT Company) were reviewed during the audit. Chef Ahmed Taha (Hot Kitchen) explained the menu execution process and preparation methods in accordance with defined operational and food safety requirements.</p> <p>- Customer requirements were verified through review of the contract with NIKIMT Company (Contract No. 039/32/922 dated 21/11/2025). Evidence of contract review was verified. Weekly menus are confirmed with the client via email prior to implementation. Menu planning, calorie calculation, and portion weight control are managed through the SAP system after client confirmation.</p>	
8.4 , 9.1	Procurement	<p>- An interview was conducted with Mr. Wael Farid and Mr. Mazen Allam from the Procurement Department to verify the implementation of supplier selection, purchasing controls, and supplier performance evaluation processes. The personnel interviewed demonstrated adequate understanding of the procurement procedure and related responsibilities within the Integrated Management System.</p> <p>- The organization has established a documented Procurement Procedure (EDEX-PROP) governing supplier selection, evaluation, and purchasing activities. A Vendor Registration Form (EDEX-</p>	OK

Clause No.	Requirement\Department	Evidence	Result
		<p>PROP-F001) and defined supplier evaluation criteria were reviewed and found to be implemented.</p> <p>Supplier traceability was verified through a sample review of “Farahat” (meat supplier), registered under code 370008215.</p> <p>A purchasing transaction for 1 ton of shoulder meat under PO No. 8100011995 dated 10/12/2025 was traced from purchase order issuance through receipt. The delivery was verified upon receipt by the organization’s veterinarian prior to warehouse entry, and post-delivery supplier evaluation was conducted in accordance with the defined procedure. The supplier control and purchasing process was found to be effectively implemented.</p> <p>- The organization has established contractual arrangements for the maintenance of fire protection systems. A valid contract with Al-Quds Company for fire system maintenance dated 04/02/2026 was reviewed during the audit. The arrangement ensures periodic inspection, testing, and maintenance of fire detection and firefighting systems in accordance with applicable safety requirements.</p> <p>The fire protection maintenance process was found to be effectively controlled.</p>	

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7.1 , 7.2 , 7.3 , 9.1	HR	<p>- The organization has provided the necessary resourced for HSEMS and the necessary competency verified through the site tour shows the commitment of staff to PPEs, HSE instructions and the competency of HSE staff verified through technical certificates as HSE specialist certificate for Ahmed Ali.</p> <p>- The organization demonstrates effective awareness and competence development through structured training programs, participation in drills, communication of HSE objectives, and consultation regarding risk control measures. Evidence of training was reviewed, including:  HSE training conducted on 02/01/2026 (EDEX-HSE-OP-05-F002).  Environmental training related to cleaning chemicals conducted on 21/01/2026.  The awareness and training process was found to be effectively implemented and aligned with the requirements of the Integrated Management System.</p> <p>- The HR Procedure (EDEX-HR-OP01) was reviewed during the audit. A sample of personnel files was verified, including Chef Ahmed Abdelkader, Mr. Mazen Allam (Procurement Department), and Dr. Ahmed El Abiari (Veterinarian). Job requirements were reviewed and compared against their qualifications, certificates, and training records. The personnel were found to meet the defined job competency requirements.</p> <p>- The Performance Management Procedure (EDEXHR-OP02) was reviewed during the audit. Mr. Mohamed El-Qady and Mr. Shehab Magdy from the HR Department demonstrated the performance evaluation process and presented sample evaluations for selected personnel. The reviewed records confirmed that employee performance is periodically assessed in accordance with the defined</p>	OK

Clause No.	Requirement\Department	Evidence	Result
		<p>procedure.</p> <p>- The Training Procedure (EDEX-FS-OP-FO12) was reviewed during the audit. The Annual Training Plan 2025/2026 (EDEX-FS-OP-FO09) and the Training Matrix (EDEX-FS-OP-FO04) were verified. Training implementation records were reviewed, including Training Notification (EDEX-FS-OP-FO07), Attendance Records (EDEX-FS-OP-FO03), Training Evaluation (EDEX-FS-OP-FO10), and Post-Training Performance Evaluation (EDEX-FS-OP-FO11).</p> <p>Training sessions are documented with attendance records and photographic evidence.</p> <p>Implementation of the Food Safety Awareness Course was verified as part of the training program.</p> <p>The training process demonstrates systematic planning, execution, documentation, and effectiveness evaluation.</p>	
7.1.3 , 7.2 8.1 , 8.5.1, 6.2 ,10.2	Maintenance	<p>The Maintenance Department consists of one Head, two Supervisors, and five Technicians.</p> <p>Eng. Hossam Mohamed Abou Elela (Mechanical Power Engineer) leads the department, supported by experienced supervisors and technicians.</p> <p>The team was found to be competent and adequately qualified to perform maintenance activities in support of operational requirements.</p> <p>- All equipment is registered within the SAP system, which generates preventive maintenance (PM) work orders automatically.</p> <p>The system ensures systematic planning and control of maintenance activities.</p> <p>- The Maintenance Department has established an objective to implement a specialized maintenance management software (MAXIMO) to enhance the effectiveness of maintenance operations. The objective is formally planned with a</p>	OK

Clause No.	Requirement\Department	Evidence	Result
		<p>target completion date of 01/06/2026.</p> <p>- A risk was identified within the Maintenance Department concerning the absence of operation manuals for certain cooking equipment.</p> <p>This issue was recorded during the internal audit conducted on 23/12/2025. As corrective action, the Maintenance Department developed SOP (EDEX-MEP-OP-1-F0.11) for the operation and control of cooking equipment.</p> <p>- The organization has established adequate electrical power infrastructure including two diesel generators, an Automatic Transfer Switch (ATS), and a phase correction unit to ensure operational continuity.</p> <p>Preventive and corrective maintenance activities for electrical equipment are implemented by a competent maintenance team. Generators are operated and maintained by an external provider with trained personnel available on-site 24/7. A maintenance contract with the manufacturer's authorized agent (ABB Inc.) for ATS was verified.</p> <p>- The organization ensures adequate fresh water supply through the main water line supported by three storage tanks (50 tons each).</p> <p>Maintenance of water tanks is performed under a valid contract with Red Sea Company for Water Tanks. Records of the latest maintenance dated 19/01/2026 were reviewed.</p> <p>Periodic water analysis is conducted by Healthy Labs. The latest water analysis report dated 11/01/2026 was verified. The Maintenance Department demonstrated awareness of applicable water acceptance criteria in accordance with Law No. 182/2025. Reviewed test results confirmed compliance with the legal requirements.</p>	

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7.1.3 , 8.1 , 7.1.2 ,	Warehouse	<ul style="list-style-type: none"> <li>- The organization has defined adequate storage capacity aligned with its operational scope, including two dry warehouses and five freezing storage units.</li> <li>- Dry warehouses were found clean, well-organized, and adequately ventilated.</li> <li>- Goods transactions are recorded and controlled through the SAP system, which maintains updated inventory balances and supports daily, weekly, and monthly planning.</li> </ul> <p>Samples reviewed included:  Goods Receiving (EDEX-FS-OP-03-F0.04)  Goods Issuance (EDEX-WH-OP-01-F0.08)  Rejected Goods (EDEX-FS-OP-03-F0.03)  Traceability and record control were verified.</p> <ul style="list-style-type: none"> <li>- Interviews with Mr. Ali Eid and Mr. Mohammed EIFekky confirmed adequate competence and effective use of the SAP system.</li> <li>- Warehouse personnel demonstrated awareness of applicable food storage regulations in accordance with the Food Safety National Association Guidelines (4th Edition, 01/01/2024).</li> </ul>	OK

Clause No.	Requirement\Department	Evidence	Result
5.1 , 5.2 , 5.3 , 5.4 , 9.3	Top Management	<p>- The top management demonstrates the review of all actions and suggestions for HSE verified through interview and HSE monthly committee dated 27/1/2026.</p> <p>- - The Management Review meeting dated 25/12/2025 was reviewed during the audit.</p> <p>The review was found to address all required inputs of the applicable management system standards, including audit results, customer feedback, process performance, compliance obligations, risks and opportunities, and resource adequacy.</p> <p>The outputs of the management review included decisions related to improvement actions and strategic direction, including expansion of production capacity.</p> <p>The management review process was found to be effectively implemented and aligned with the requirements of the Integrated Management System.</p> <p>The top management shows commitment to HSE and provide the necessary leadership which also shown in EDEX policy verified through interview with top management and reviewed the policy (EDEX-IMS-PO01.AR)</p> <p>- The organization clearly apply the worker participation and consultation, verified through the interview with workers and workers participation- consultation form (EDEX-HSE/OP5-FO.04) to identify the hazards, risks and suggested controls.</p> <p>- The organizational structure EDEX-HR01IOC-01 was reviewed and found to be documented and communicated.</p> <p>Job descriptions EDEXHR-OP01FO/01 were verified and found to clearly define roles, responsibilities, and authorities for relevant positions.</p>	OK

## Strength Point

- Top Management Commitment
- Well-Documented System
- Effective Integrated Internal Audit and Management Review

## Area for Improvement

- monitoring log be created to document and track maintenance activities performed by the electricity authority to enhance control and traceability.

## Observation

- The main dry goods warehouse docking platform lacks a guard rail, and it is recommended to install appropriate protection to enhance personnel safety.
- Ceiling openings were observed in the small dry onions and garlic warehouse, and it is recommended to seal them to strengthen pest prevention controls.
- ensure full completion of expiry date information on all stock cards to strengthen stock control and traceability.
- secure gas cylinders appropriately to enhance workplace safety and prevent accidental falling.
- emergency exits are designed as sliding doors. Consideration should be given to ensuring that emergency exits are readily operable in a push-away direction to facilitate safe evacuation in case of emergency.

## Minor NCR

N/A

## Major NCR

N/A

## **Team Leader Recommendations**

The organization is recommended for certification based on demonstrated conformity and effective implementation of the Integrated Management System.

## Disclaimer Statement

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

**Lead Auditor Name:**  
Mohamed Fouad

Signature