

Audit Report (Stage 1) (----)

Organisation: SIGA d.o.o.
Audits (ZA): 10022525



Master Data of Organisation

| | |
|--|----------------------------|
| Name of Organisation | SIGA d.o.o. |
| Name of corporate group (in case of multi site organization only) | |
| Street | Međimurska 12 |
| Postcode / Town / Country | 42 000 Varaždin / Hrvatska |
| Contact | Marijana Permužić |
| E-Mail | sig@sig.hr |
| Phone | 042 234 10 |
| System documentation: (Revision / Issue) | 11.05.2022 |
| Shift operation | no shift operation |
| Language | Hrvatski |
| Peculiarities | None |

Multi Site Organisation

| | | | |
|--|------------------------------|--|--|
| Selection of sites to be audited by sampling procedure | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input checked="" type="checkbox"/> n.a. |
| An adequate listing of all sites in the scope(s) including all valid and relevant information in each case is part of the audit file | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> n.a. | |

Audit profile

| | | | |
|--|---|-----|---|
| Contract ID (ZE): | 353/22 | | |
| Standards under contract / Audit type | ISO 9001 : 2015 Certification audit <input type="checkbox"/> Transition audit | --- | <input type="checkbox"/> Transition audit |
| | --- | --- | <input type="checkbox"/> Transition audit |
| Surveillance mode | Yearly surveillance | | |
| Audit team leader | Živko Kondić(ŽK) | | |
| Audit team | | | |
| Technical expert | | | |
| Trainee | | | |
| Observer | | | |

Audit Report (Stage 1) (----)

Organisation: SIGA d.o.o.
Audits (ZA): 10022525



| Audited Standards | |
|---|----------------------------|
| ISO 9001 : 2015 | Certification audit |
| Certificate ID (TP): 44 100 22430174 | Valid until: |
| Scope: Veleprodaja osobne zaštitne opreme | |
| Industry / Sector (EA, TB, ...) 29/1 | |
| Non-applicability of chapters: 8.3 | |
| No. of considered persons: 4 | No. of sites (incl. HQ): 1 |
| Lead auditor: Živko Kondić(ŽK) | Audit ID (ZA): 10022525 |
| --- | --- |
| Certificate ID (TP): | Valid until: |
| Scope: | |
| Industry / Sector (EA, TB, ...) | |
| Non-applicability of chapters: | |
| No. of considered persons: | No. of sites (incl. HQ): |
| Lead auditor: | Audit ID (ZA): |
| --- | --- |
| Certificate ID (TP): | Valid until: |
| Scope: | |
| Industry / Sector (EA, TB, ...) | |
| Non-applicability of chapters: | |
| No. of considered persons: | No. of sites (incl. HQ): |
| Lead auditor: | Audit ID (ZA): |
| --- | --- |
| Certificate ID (TP): | Valid until: |
| Scope: | |
| Industry / Sector (EA, TB, ...) | |
| Non-applicability of chapters: | |
| No. of considered persons: | No. of sites (incl. HQ): |
| Lead auditor: | Audit ID (ZA): |
| --- | --- |
| Certificate ID (TP): | Valid until: |
| Scope: | |
| Industry / Sector (EA, TB, ...) | |
| Non-applicability of chapters: | |
| No. of considered persons: | No. of sites (incl. HQ): |
| Lead auditor: | Audit ID (ZA): |

| Details for Stage 1 | | |
|--|-----------------|--------------------|
| Duration Stage 1 (including document review) | ISO 9001 : 2015 | 0,50 person-day(s) |
| | --- | 0,00 person-day(s) |
| | --- | 0,00 person-day(s) |
| | --- | 0,00 person-day(s) |
| Date Stage 1 | - | 0,50 total |

| Application of methods and tools in remote auditing | | | |
|---|--|--------------------------------------|--------------------------------|
| Conducted as a remote audit | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Partly | <input type="checkbox"/> Total |
| Technologies used for the remote audit | <input type="checkbox"/> MS Teams | <input type="checkbox"/> Cisco WebEx | <input type="checkbox"/> Zoom |
| | <input type="checkbox"/> Other on request of client: In this case, client takes over the responsibility for any required activity in information security. | | |

Audit Report (Stage 1) (----)

Organisation: SIGA d.o.o.

Audits (ZA): 10022525



Stage 1 result

System documentation

The system documentation was reviewed with the following result:

| | | | |
|--------------------|-----------------------|-----------------------|-----------------------|
| ISO 9001 fulfilled | --- not applicable | --- not applicable | --- not applicable |
|--------------------|-----------------------|-----------------------|-----------------------|

q.v. attached checklist(s) for system documentation

Readiness

Relevant areas of the organisation were visited during a tour of the site and individual employees were asked about their activities and the management system on a random sample basis in order to gain an impression of employee awareness.

| | | | |
|--------------------|-----------------------|-----------------------|-----------------------|
| ISO 9001 fulfilled | --- not applicable | --- not applicable | --- not applicable |
|--------------------|-----------------------|-----------------------|-----------------------|

Internal audits and assessments of the management system

Planning and implementation of the internal audit and the management system reviews were checked using the available documented informations.

| | | | |
|--------------------|-----------------------|-----------------------|-----------------------|
| ISO 9001 fulfilled | --- not applicable | --- not applicable | --- not applicable |
|--------------------|-----------------------|-----------------------|-----------------------|

If individual requirements have been assessed as "identified areas of concern", the areas of concern are described in more detail in the "detailed results" section.

Audit Report (Stage 1) (----)

Organisation: SIGA d.o.o.
Audits (ZA): 10022525



Detailed results

The evaluation of the audit results basically follows the scheme shown below:

| Stage | Classification | Meaning |
|-------|-----------------------------|--|
| IAC | Identified areas of concern | Areas of concern that have been identified during stage 1 audit and could be classified as a nonconformity during stage 2 audit. |
| CM | Comments | Special situation and information to be traced in next audit. |

| No. | IAC (Identified area of concern) | Area / Process | Standard:clause |
|-----|----------------------------------|----------------|-----------------|
| | | | |
| | | | |

| No. | CM (Comments) | Area / Process | Standard:clause |
|-----|---|----------------|-----------------|
| | For SCC or SCP it must be confirmed, that the management system is in place for at least 3 months (certification audit) <i>(If not applicable, delete text from this cell)</i> | | |
| | | | |

Recommendation of audit team: Result

- The audit team is convinced that the Stage 2 can be performed as scheduled without limitations.
- The audit team is convinced that the Stage 2 can be performed as scheduled but the organisation must ensure, however, that the areas of concern that have been identified, have been effectively corrected before the scheduled date.
- The audit team is convinced that effective correction of the areas of concern that have been identified, must be verified before the Stage 2 can be conducted (repeat Stage 1).

Recommendation of audit team: Plan for stage 2 (duration, team, sites etc..)

The comments regarding the Stage 2 and the surveillance program were drawn up based on the results of the above audit activities

- The audit team is convinced that the scheduled provisions for Stage 2 are adequate.
(No certification decision is required).
- The audit team identifies in Stage 1 - audit significant facts having impact on the management system or the scheduled audit and certification process.
The Certification Body shall decide on next steps, e.g. if stage 1 or parts thereof shall be repeated.

Proposal of audit team how to continue:

- Further details in annex

Review and approval by Certification Body for : / / /

Name: Živko Kondić(ŽK)

Date: 06.07.22

Signature

Audit Report (Stage 1) (----)

Organisation: SIGA d.o.o.

Audits (ZA): 10022525



Decision of of the Certification Body (as applicable)

Decision about proposals of audit team corresponding to modified provisions for stage 2 of audit:

Further details in annex

Name:

Date:

Signature