

# 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<br>(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:<br>(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 /<br>Audit type | ISO 9001 : 2015<br>Certification audit<br><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                                 |   |     |   |

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| 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:<br><b>In this case, client takes over the responsibility for any required activity in information security.</b> |                                      |                                |

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## Stage 1 result

### System documentation

The system documentation was reviewed with the following result:

|                    |                       |                       |                       |
|--------------------|-----------------------|-----------------------|-----------------------|
| ISO 9001 fulfilled | ---<br>not applicable | ---<br>not applicable | ---<br>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 | ---<br>not applicable | ---<br>not applicable | ---<br>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 | ---<br>not applicable | ---<br>not applicable | ---<br>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.**

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## 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)<br><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

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## 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