## 1. SCOPE: ISO 9001:2015
ISO 14001:2015
ISO 45001:2018

## 2. KEY PERSONNEL INTERVIEWED

| S NO. | NAME | DESIGNATION | DEPARTMENT/SECTION |
|---|---|---|---|
| 1 | Mr. Osama Daham | CEO | Management |
| 2 | Mr. Jad Jawad | General Manager | Management |
| 3 | Mr. Muhammad Zafar Iqbal | Director – Finance & Corporate Services | Finance & Administration |
| 4 | Ms. Renita Sarmiento | Executive Secretary | Administration |
| 5 | Ms. Cathrina Alday | Receptionist cum Secretary | Administration |
| 6 | Mr. Fadi Georges | HR/Legal-in-Charge | HR |
| 7 | Mr. John Prakash | Purchase Officer | Purchase |
| 8 | Mr. Mouhanad Al Halabi | Logistics Manager | Logistics (Warehouse/Storage) |
| 9 | Mr. Damodhar Zamuni | HSE Officer | Construction |
| 10 | Mr. Mohammed Shadiq | MEP Engineer | Construction (MEP) |
| 11 | Mr. Jiries Owies | Project-in-Charge | Construction (Civil) |
| 12 | Mr. Naresh Sakerla | Document Controller | Construction |
| 13 | Mr. Vinay | Storekeeper | Construction (Warehouse/Storage) |

## 3. GOOD PRACTICES OBSERVED

The organization demonstrates effective commitment to quality and safety. The Quality Policy, Quality Objectives, and Safety Policy are effectively communicated to employees through regular meetings and are reviewed annually by Top Management. These policies serve as the fundamental framework for the organization's operational activities.

Document and record control processes are effectively implemented across all departments, including appropriate file labeling, filing, and retention practices, ensuring proper control and traceability of documented information.

Overall, good housekeeping and QHSE practices were observed during the audit, with personnel generally maintaining a safe, clean, and orderly working environment.

## 4. AREAS REQUIRING ATTENTION

A few minor housekeeping and environmental control issues were identified, including the absence of a drip tray where required and small quantities of carpentry materials, such as wood pieces and

nails, observed along walkways. These items should be promptly removed and appropriate controls reinforced to maintain the established QHSE standards.

## 5. AUDIT FINDINGS

| S NO. | FINDINGS | CLAUSE # | Maj/Min/Obs |
|---|---|---|---|
| 1 | Determining the scope of the IMS:<br>- To determine the process flow and regularly practice maximizing the efficiency of HBC's resources. | 4.3 | Obs |
| 2 | Minor housekeeping details were noted, including the need for a drip tray and small amounts of carpentry materials (wood and nails) left on walkways. | 6.1.2.1 | Min. |
| 3 | Archiving storage space and organization could be improved to ensure proper storage and easy retrieval of records. | 7.1.3 | Obs. |
| 4 | Company documentation, forms, and related materials should be updated to reflect the company's current branding requirements and rebranding guidelines. | 7.5.3 | Obs. |
| 5 | The use of Project Codes for easy identification of files/communications is not practiced standardly. | 7.5.3<br>8.5.2 | Obs |
| 6 | Certified first aider and fire safety personnel are not available on office premises. | 7.3<br>8.2.4 | Obs. |
| 7 | Customer feedback forms are available but should be followed through with the Clients. | 9.1.2 | Obs |

**AUDITOR SIGNATURE:**  **DATE:** 27 Aug 2026