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**Title: INTERNAL AUDIT PROCEDURE****Document #:****HGGC/HSEQ/SOP-01****Rev #****01****Effective Date****01-01-2022****Review Date****01-01-2025**

Internal Audit Procedure

1. PURPOSE:

- 1.1 The purpose is to define the process for conducting periodic internal audits of the Internal Management System (IMS). The procedure defines the process for scheduling, conducting, and reporting of internal audits.

2. SCOPE:

- 2.1 This procedure applies to all internal IMS audits conducted at **M/S HAJI GUL GROUP OF COMPANIES**. The scope of IMS audits may cover all activities and processes including the IMS or selected elements.

3. DEFINITIONS:

- 3.1 **Audit:** "To check the controls and implementation of the company rules and procedures."
- 3.2 **Internal Audit:** "Internal audits evaluate the existing controls and company operations. Provide feedback on gaps identify during the audit."
- 3.3 **NC:** "(Nonconformance) failure to conform to accepted standards or behavior."
- 3.4 **CA:** "(Corrective Action) Corrective and preventive action consists of improvements to an organization's processes taken to eliminate causes of non-conformities."
- 3.5 **Field Audit:** "Field audit is performed in field to verify the effectiveness of policies and procedures."
- 3.6 **IMS:** "Internal Management System."

4. RESPONSIBILITIES:

- 4.1 HSEQ Manager shall be responsible to schedule and conduct audit of Driver, Vehicle and Operation Management.
- 4.2 Director Operations shall be responsible to conduct audit of HSEQ depart.
- 4.3 Director Operations shall be responsible to arrange the resources required for the audit.

5. PROCEDURE:

- 5.1 HSEQ Manager shall inform to each department at-least 1 week before the audit.
- 5.2 HSEQ Manager shall conduct audit of each department except HSEQ department, which will conduct by Director Operations and also using last audit results/gaps.
- 5.3 The auditor shall discuss the last audit action item with relevant departments and shall review the documents for gap closure.
- 5.4 After filed audit, auditor shall conduct closing meeting, in which auditor shall ensure that the finding, NCs are explained to relevant staff.

HAJI GUL GROUP OF COMPANIES



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- 5.5. HSEQ Manager shall send the audit report (department wise) to all department for review and for any change in the report.
- 5.6. Audit findings and last audit action items which were not closed shall be reported to DO.
- 5.7. Audit findings shall be discussed in next HSEQ meeting which is chaired by DO. All relevant departments in charge shall attend the meeting.

6. RECORDS:

Sr. #	Document Name	Document #	Retention Period
1	Internal Audit Checklist	HGGC/HSEQ/CHK007	1 Year
2	Evidence	Company Owned	1 Year

Prepared by:			
Designation	Department	Date	Signature
Manager (Operations)	Operations	Jan 01 st , 2022	

Reviewed by:			
Designation	Department	Date	Signature
Manager (HSEQ)	HSEQ	Jan 01 st , 2025	

Approved by:			
Designation	Department	Date	Signature
CEO	All	Jan 01 st , 2025	