• FINES MULTIPLY PER WORKER Part 2 of 2 · Advanced requirements

Labour Law Compliance Guidebook for Automotive Companies

Contracts, wages, hours, leave, permits, Saudization and safety: what MHRSD inspectors check, what good looks like, **and how one gap, multiplied by every worker, becomes a six-figure fine.**





2 in 3

MHRSD inspection visits found a violation: **168,000** from 250,000 visits in Q1 2026.

SAR 20K

per case for **lending workers out** or trading visas, the top of this schedule.

Frozen

Unpaid fines **block Qiwa and Ajeer**: no new visas, transfers or permits.

146 standards · Decision 112377 fines · Right way / wrong way · Real enforcement data · Ideal fix time

Feb 2026 New fine schedule → **Q1 2026** 250,000 inspections → **Q1 2026** 168,000 violations → **Inspectors visit every day.**

WHY THIS GUIDEBOOK EXISTS

Your biggest labour risk isn't one violation. It's the same one, 50 times.

A dealership employs technicians, advisors, sales staff, drivers and car-wash crews, often from many countries, across several branches. Most labour fines under MHRSD's **Decision 112377 (Feb 2026)** are charged **per worker**, so one wrong payroll rule or roster habit is multiplied by everyone it touches.

Part 1 covered the 54 basics. **Part 2 covers the 146 advanced requirements**: working hours, leave, wages and end of service, Saudization, women and juvenile employment, training, health & safety and conduct.

WHAT PART 2 COVERS

42 Occupational Health & Safety — up to SAR 5K

16 Women Employment — up to ≤ SAR 100K

14 Saudization & Work Permits — up to ≤ SAR 100K

14 Working Hours & Leave — up to SAR 3K/worker

13 Fire & Emergency Safety — up to ≤ SAR 100K

11 Employment Contracts & Records — up to ≤ SAR 100K

11 Discipline & Conduct — up to ≤ SAR 100K

10 Work Environment & Welfare — up to ≤ SAR 100K

7 Wages & End of Service — up to SAR 3K/worker

4 Training & Development — up to ≤ SAR 100K

4 Juvenile Employment — up to SAR 2K

HOW MHRSD CALCULATES YOUR FINE

Size decides the fine

Category A (50+ workers) pays the most, then B (21–49), then C (≤20), based on total workers under the unified number.

Per worker, per case

Many rows multiply: one policy applied to 20 workers is 20 fines.

Serious vs not serious

Serious violations carry heavier sanctions, including service suspensions or bans.

60 days to pay

Objecting doesn't pause the fine. Unpaid fines freeze Qiwa, Ajeer and MHRSD services.

WHO IT'S FOR

Dealer principals & GMs

See how quickly per-worker fines add up.

HR & branch managers

Know exactly what inspectors check, and fix it first.

Auditors

Sample the right records, and count the workers affected.

TWO VIOLATIONS FOR EVERY THREE VISITS

250,000 inspections. 168,000 violations. In three months.

In Q1 2026, MHRSD carried out more than **250,000 inspection visits**, found **168,000 violations**, examined around 91,000 suspected sham-Saudization cases and **cancelled more than 7,200 work visas**. In February 2026 it also published a new, tougher fine schedule.

THE PENALTY LADDER

LEVEL 1
SAR 300
Per worker: PPE not used, night-work rules, late wages (per cycle).

LEVEL 2
SAR 3,000
Per worker: leave refused, passport kept, fees charged, rest day denied.

LEVEL 3
SAR 10–20K
Per worker or case: no work permit, wrong occupation, lent-out workers, visa trading.

LEVEL 4
SAR 100K + freeze
General penalty where no row applies, doubled on repeat. Services frozen, bans.

WHAT CHANGED IN FEBRUARY 2026

VIOLATION	BEFORE	DECISION 112377 (FEB 2026)
Keeping a passport / Iqama	SAR 1,000 fixed	**SAR 2,000–3,000 per worker**
Working outside the permitted occupation	SAR 300–1,000 per worker	**SAR 3,000–10,000 per worker**
Saudization violations	SAR 2,000–8,000 per worker	**SAR 3,000–10,000 per worker**
Not cooperating with an inspector	SAR 3,000–5,000	**SAR 10,000, any size**
Letting a worker work for others	—	**SAR 10,000–20,000 per case (new)**

ONE OF EACH, ONCE
SAR 414K
If a 50+ worker dealership failed every Part 2 standard **once**.

MULTIPLIED BY 20 WORKERS
SAR 4.48M
The same failures where 52 per-worker rows hit **20 workers each**.

AND THEN
Frozen
Unpaid after 60 days: **no visas, no transfers, no permits** until you pay.

HOW TO USE THIS GUIDE

One page per standard. Count every worker.

Fines shown are Category A (50+ workers). "/worker" and "/case" mean the fine is multiplied. Score each checkpoint **Pass**, **Fail** or **N/A** (only where "Applies when" rules it out), and for fails, **record how many workers are affected**.

Immediate | 24 hours | 72 hours | 7 days | 30 days

EMPLOYMENT CONTRACTS & RECORDS

LAB-A-001	Work Regulations Prepared per Ministry Model	MODERATE	SAR 1K	30 days	8
LAB-A-002	Approved Work Regulations Announced	MODERATE	SAR 1K	7 days	9
LAB-A-003	Establishment File Opened with Labour Office	MODERATE	SAR 1,500	7 days	10
LAB-A-081	Probation Period Terms Compliant	SEVERE	≤ SAR 100K	7 days	81
LAB-A-082	No Relocation Without Written Consent	SEVERE	≤ SAR 100K	Immediate	82
LAB-A-083	Temporary Assignment Within 30 Days	SEVERE	≤ SAR 100K	7 days	83
LAB-A-113	Non-Saudi Contracts Written and Fixed-Term	MODERATE	SAR 1K/worker	7 days	113
LAB-A-114	Employment Contract in Two Copies	MODERATE	SAR 1K/worker	7 days	114
LAB-A-115	Employment Contract Contains Required Terms	MODERATE	SAR 1K/worker	7 days	115
LAB-A-120	No Withholding of Worker Property	MODERATE	SAR 3K/worker	Immediate	120
LAB-G-001	Basic Labour Regulatory Requirements	MODERATE	SAR 6K/worker	30 days	151

DISCIPLINE & CONDUCT

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LAB-A-006	Violations Charged Within 30 Days	SEVERE	≤ SAR 100K	7 days	13
LAB-A-007	Penalties Imposed Within 30 Days	SEVERE	≤ SAR 100K	7 days	14
LAB-A-008	No Penalties for Unrelated Off-Site Conduct	SEVERE	≤ SAR 100K	7 days	15
LAB-A-009	Fine & Suspension Limits Respected	SEVERE	≤ SAR 100K	72 hours	16
LAB-A-010	Due Process Before Disciplinary Penalty	SEVERE	≤ SAR 100K	7 days	17
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WORK ENVIRONMENT & WELFARE (CONT.)

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LAB-A-017	Work Waste Properly Disposed	MODERATE	SAR 5K	24 hours	24
LAB-A-070	Medical Insurance for Workers & Families	MODERATE	SAR 1K/worker	24 hours	77
LAB-A-077	Designated Prayer Place Provided	SEVERE	≤ SAR 100K	30 days	80
LAB-A-151	Workplace Smoking Ban Compliance	SEVERE	≤ SAR 100K	Immediate	150

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LAB-A-026	Chemicals Stored to Standard	MODERATE	SAR 5K	24 hours	33
LAB-A-027	Safe Arrangement of Stored Materials	MODERATE	SAR 5K	72 hours	34
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LAB-A-001 LABOUR · EMPLOYMENT CONTRACTS & RECORDS · 01 OF 146

Work Regulations Prepared per Ministry Model

Area **HR** | Person in charge **HR Manager · Legal & Compliance Officer** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 1,000

per violation · 50+ workers · SAR 500 (21–49) · SAR 300 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 27**: Employer's failure to have the work organization regulations approved by the Ministry, or to announce them to workers by means that ensure their aware… [Not serious]

WHAT WE CHECK

Internal Work Regulations follow the Ministry's approved model, with any extra terms consistent with the Labour Law.

CHECKPOINTS IN THE AUDIT

Q1 Has the establishment prepared its Work Regulations (internal work organization rules) in accordance with the model approved by the Ministry in Annex (1) of the Implementing Regulations of the Labor Law?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 1,000 (50+ workers), SAR 500 (21–49) or SAR 300 (≤20) per violation. Classified **Not serious** (Row 27).

BEYOND THE FINE

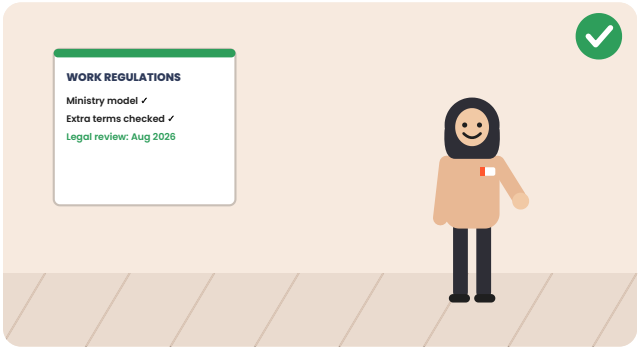
Fines are due within **60 days**, and an objection doesn't pause them. Unpaid fines **freeze Qiwa, Ajeer and MHRSD services**: no new visas, transfers or permits.

WHAT HAPPENS NEXT

60 days

to pay an MHRSD fine, and objecting doesn't pause the clock. After that, **Qiwa, Ajeer and MHRSD services are frozen**.

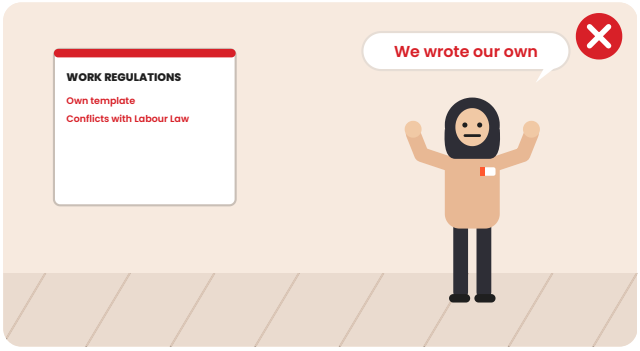
✔ RIGHT WAY



Regulations built on the Ministry model and reviewed.

✖ WRONG WAY

SAR 1K



Home-made rules that conflict with the Labour Law.

PURPOSE

Regulations drive every warning, fine and dismissal. If they don't follow the model, every sanction is exposed.

FIX IT WITHIN

◷ 30 days

AUDIT CRITERIA · PASS WHEN

- Built on the Ministry model
- Extra terms don't conflict with the law
- Current version on file

IDEAL WAY OF AUDITING

1. Compare with the Ministry model
2. Check added clauses
3. Check version date

Evidence: Regulations copy + comparison.

WORST CASE SAR 1,000 per violation, and services frozen if unpaid in 60 days. Every disciplinary decision based on them can be challenged.

LAB-A-002 LABOUR · EMPLOYMENT CONTRACTS & RECORDS · 02 OF 146

Approved Work Regulations Announced

Area **HR · Every site** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 1,000

per violation · 50+ workers · SAR 500 (21–49) · SAR 300 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW
LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 27**: Employer's failure to have the work organization regulations approved by the Ministry, or to announce them to workers by means that ensure their aware… [Not serious]

WHAT WE CHECK

Once approved by MHRSD, the Work Regulations are posted in a visible place or shared by any means that makes sure workers know them.

CHECKPOINTS IN THE AUDIT

Q1 Has the establishment announced its Work Regulations, after approval by the Ministry of Human Resources and Social Development, in a visible place or by any other means that ensures employees are aware of them (e.g., email or intranet)?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 1,000 (50+ workers), SAR 500 (21–49) or SAR 300 (≤20) per violation. Classified **Not serious** (Row 27).

BEYOND THE FINE

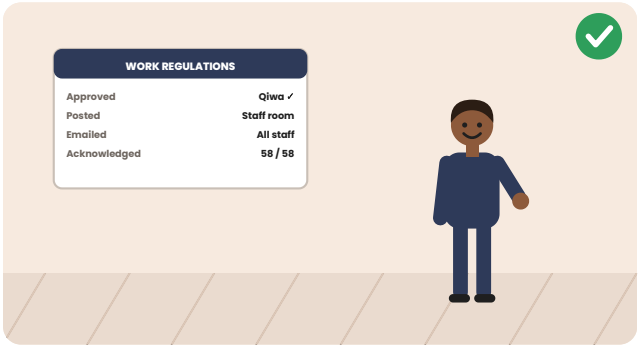
Fines are due within **60 days**, and an objection doesn't pause them. Unpaid fines **freeze Qiwa, Ajeer and MHRSD services**: no new visas, transfers or permits.

REAL ENFORCEMENT

2 in 3

MHRSD inspection visits found a violation in Q1 2026: **168,000 violations from 250,000 visits**.

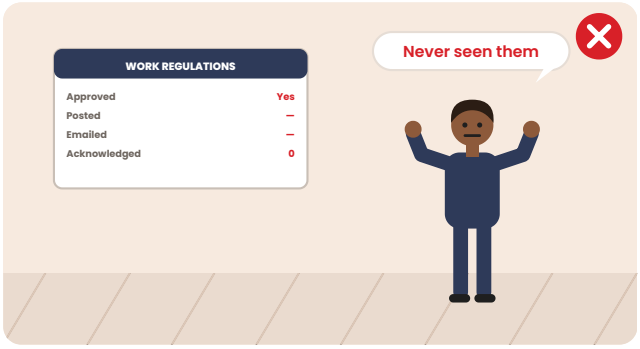
✔ RIGHT WAY



Approved regulations posted and acknowledged by every worker.

✖ WRONG WAY

SAR 1K



Approved but never shown to staff.

PURPOSE

Rules workers have never seen can't be enforced against them.

FIX IT WITHIN

◷ 7 days

AUDIT CRITERIA · PASS WHEN

- Approved by MHRSD
- Posted or shared with all staff
- Acknowledgements recorded

IDEAL WAY OF AUDITING

1. Check the posted copy
2. Check the acknowledgement list
3. Ask 2 workers

Evidence: Photo + acknowledgement list.

WORST CASE SAR 1,000 per violation, and services frozen if unpaid in 60 days. An unannounced rulebook undermines every penalty issued under it.

LAB-A-003 LABOUR · EMPLOYMENT CONTRACTS & RECORDS · 03 OF 146

Establishment File Opened with Labour Office

Area **HR · Head office** | Person in charge **HR Manager · Legal & Compliance Officer** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 1,500

per violation · 50+ workers · SAR 1,000 (21–49) · SAR 500 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW
LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 28**: Employer's failure to open a file for the establishment, or failure to update the locations and data of the establishment and its branches according t... [Serious]

WHAT WE CHECK

An establishment file with the Labour Office holds the name, type, head office, contacts, licensed activity, CR, headcount and manager.

CHECKPOINTS IN THE AUDIT

Q1 Has an establishment file been opened with the Labour Office containing all necessary information: the establishment's name, type and head office location, the licences required to open it, the correspondence address, and any information that facilitates contact with the establishment?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 1,500 (50+ workers), SAR 1,000 (21–49) or SAR 500 (≤20) per violation. Classified **Serious** (Row 28).

BEYOND THE FINE

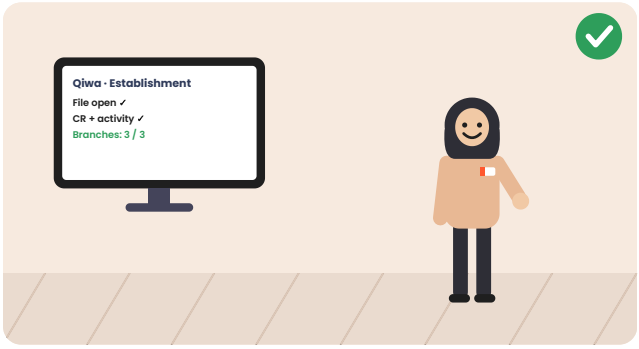
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REAL ENFORCEMENT

168,000

labour violations found in **250,000 MHRSD inspection visits** in Q1 2026 alone: two for every three visits.

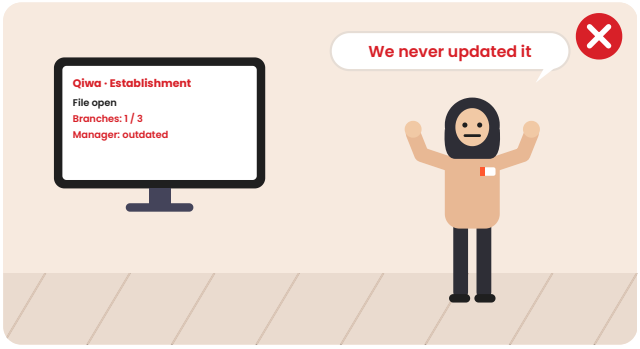
✔ RIGHT WAY



Complete file with all branches.

✖ WRONG WAY

SAR 1,500



Two branches and the manager missing.

PURPOSE

The establishment file is the inspector's starting point for everything else.

FIX IT WITHIN

◷ 7 days

AUDIT CRITERIA · PASS WHEN

- File opened and complete
- All branches listed
- Updated when details change

IDEAL WAY OF AUDITING

1. Open the Qiwa file
2. Compare with CR and sites
3. Check manager and contacts

Evidence: Qiwa screenshot.

WORST CASE SAR 1,500 per violation, and services frozen if unpaid in 60 days. Missing branches make every worker there look unregistered.

LAB-A-004 LABOUR · DISCIPLINE & CONDUCT · 04 OF 146

No Penalties Outside Law or Regulations

Area **HR · Management** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 100,000

general Labour Law penalty · no specific row in the schedule

Can be **doubled on repeat**

• SEVERE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · No specific row in the MHRSD schedule: general penalty provisions of the Labour Law

WHAT WE CHECK

Workers are only ever penalised with sanctions listed in the Labour Law or the approved Work Regulations.

CHECKPOINTS IN THE AUDIT

Q1 Has the establishment refrained from imposing on employees any penalty not stipulated in the Labour Law or the Work Regulations?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

No specific row in Decision 112377. The **general Labour Law penalty of up to SAR 100,000 per violation** applies, and can be doubled on repeat.

BEYOND THE FINE

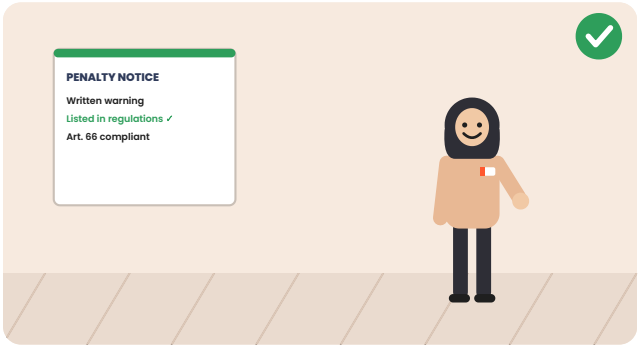
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WHAT HAPPENS NEXT

60 days

to pay an MHRSD fine, and objecting doesn't pause the clock. After that, **Qiwa, Ajeer and MHRSD services are frozen**.

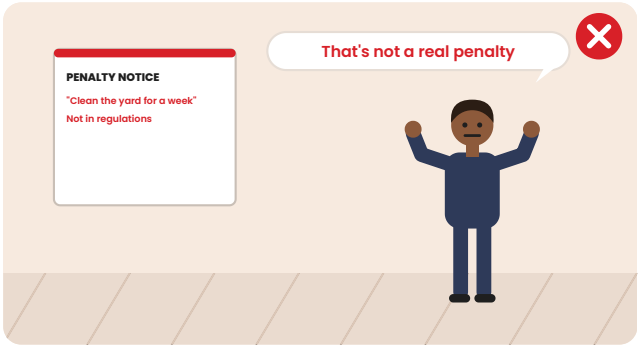
✔ RIGHT WAY



A warning that appears in the approved regulations.

✖ WRONG WAY

UP TO SAR 100K



An invented punishment: a week cleaning the yard.

PURPOSE

Made-up penalties are unlawful and easy to prove in a complaint.

FIX IT WITHIN

7 days

AUDIT CRITERIA · PASS WHEN

- Only listed penalties used
- Each penalty references its clause
- HR reviews before issue

IDEAL WAY OF AUDITING

1. Sample 10 recent penalties
2. Match each to the regulations
3. Check HR sign-off

Evidence: Penalty records.

WORST CASE Up to SAR 100,000 under the general Labour Law penalty, doubled on repeat. Each one is a potential worker complaint.

LAB-A-005 LABOUR · DISCIPLINE & CONDUCT · 05 OF 146

Repeat-Violation Escalation Within 180 Days

Area **HR** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 100,000

general Labour Law penalty · no specific row in the schedule

Can be **doubled on repeat**

• SEVERE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · No specific row in the MHRSD schedule: general penalty provisions of the Labour Law

WHAT WE CHECK

A penalty is only escalated as a repeat if the new violation happens within 180 days of the worker being notified of the previous one.

CHECKPOINTS IN THE AUDIT

Q1 Has the establishment refrained from increasing the penalty for a repeated violation where 180 days have passed since the employee was notified of the penalty for the previous violation?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

No specific row in Decision 112377. The **general Labour Law penalty of up to SAR 100,000 per violation** applies, and can be doubled on repeat.

BEYOND THE FINE

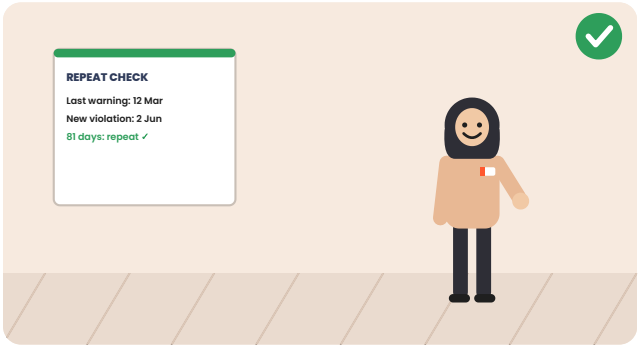
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REAL ENFORCEMENT

2 in 3

MHRSD inspection visits found a violation in Q1 2026: **168,000 violations from 250,000 visits**.

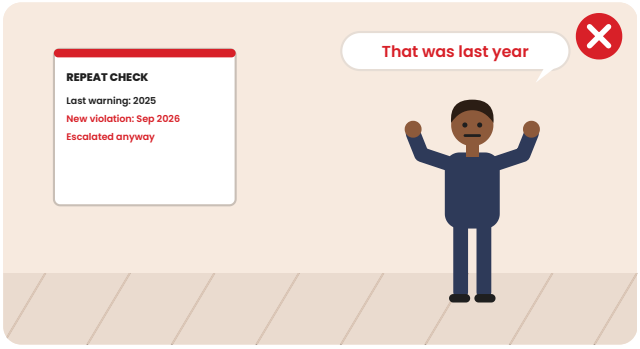
✔ RIGHT WAY



Escalation applied correctly within 180 days.

✖ WRONG WAY

UP TO SAR 100K



Escalated for a violation more than a year after the last.

PURPOSE

Escalating outside the 180-day window turns a fair penalty into an unlawful one.

FIX IT WITHIN

◷ 7 days

AUDIT CRITERIA · PASS WHEN

- Dates of previous notices tracked
- Escalation only within 180 days
- Calculation on file

IDEAL WAY OF AUDITING

1. Check 5 escalated penalties
2. Calculate the gap
3. Check notice dates

Evidence: Penalty history.

WORST CASE Up to SAR 100,000 under the general Labour Law penalty, doubled on repeat.

LAB-A-006 LABOUR · DISCIPLINE & CONDUCT · 06 OF 146

Violations Charged Within 30 Days

Area **HR** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 100,000

general Labour Law penalty · no specific row in the schedule

Can be **doubled on repeat**

• SEVERE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · No specific row in the MHRSD schedule: general penalty provisions of the Labour Law

WHAT WE CHECK

A worker isn't charged with a violation more than 30 days after it was discovered.

CHECKPOINTS IN THE AUDIT

Q1 Has the establishment refrained from charging employees with a violation more than 30 days after its discovery?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

No specific row in Decision 112377. The **general Labour Law penalty of up to SAR 100,000 per violation** applies, and can be doubled on repeat.

BEYOND THE FINE

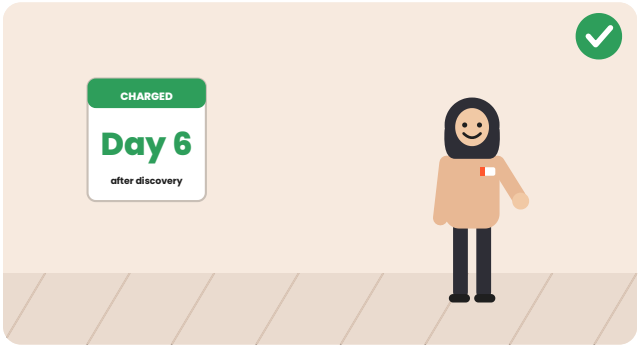
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REAL ENFORCEMENT

168,000

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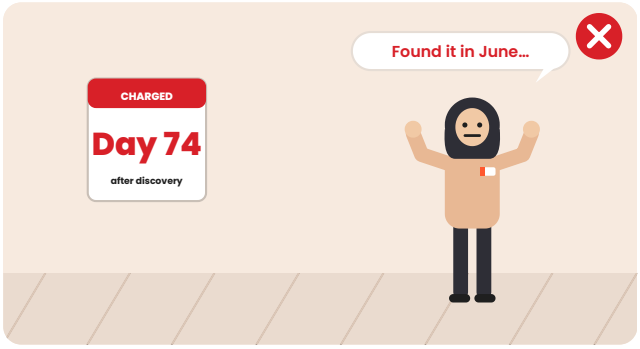
✔ RIGHT WAY



Charge raised 6 days after the violation was found.

✖ WRONG WAY

UP TO SAR 100K



Charged 74 days after discovery.

PURPOSE

Late charges are unlawful. Delay also looks like the penalty was an afterthought.

FIX IT WITHIN

◷ 7 days

AUDIT CRITERIA · PASS WHEN

- Discovery date recorded
- Charge within 30 days
- Late cases dropped

IDEAL WAY OF AUDITING

1. Sample 10 cases
2. Compare discovery and charge dates
3. Check late ones

Evidence: Case log.

WORST CASE Up to SAR 100,000 under the general Labour Law penalty, doubled on repeat.

LAB-A-007 LABOUR · DISCIPLINE & CONDUCT · 07 OF 146

Penalties Imposed Within 30 Days

Area **HR** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 100,000

general Labour Law penalty · no specific row in the schedule

Can be **doubled on repeat**

• SEVERE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · No specific row in the MHRSD schedule: general penalty provisions of the Labour Law

WHAT WE CHECK

Once an investigation concludes and a violation is established, any penalty is imposed within 30 days.

CHECKPOINTS IN THE AUDIT

Q1 Has the establishment refrained from imposing any disciplinary penalty more than 30 days after the investigation concluded and the violation was established against the employee?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

No specific row in Decision 112377. The **general Labour Law penalty of up to SAR 100,000 per violation** applies, and can be doubled on repeat.

BEYOND THE FINE

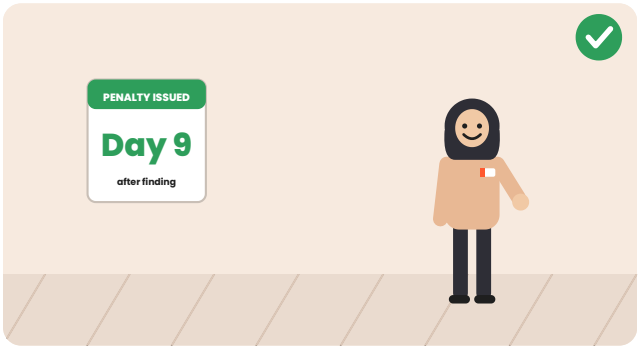
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WHAT HAPPENS NEXT

60 days

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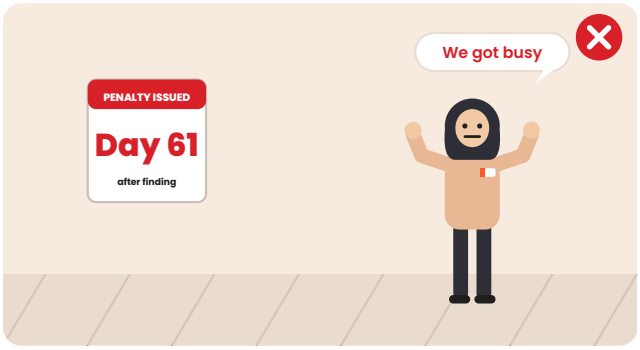
✔ RIGHT WAY



Penalty issued 9 days after the finding.

✖ WRONG WAY

UP TO SAR 100K



Issued two months later.

PURPOSE

A penalty outside the 30-day window can be overturned.

FIX IT WITHIN

7 days

AUDIT CRITERIA · PASS WHEN

- Investigation close date recorded
- Penalty within 30 days
- Timeline in the file

IDEAL WAY OF AUDITING

1. Sample 10 cases
2. Check dates
3. Check sign-off

Evidence: Case files.

WORST CASE Up to SAR 100,000 under the general Labour Law penalty, doubled on repeat.

LAB-A-008 LABOUR · DISCIPLINE & CONDUCT · 08 OF 146

No Penalties for Unrelated Off-Site Conduct

Area **HR · Management** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 100,000

general Labour Law penalty · no specific row in the schedule

Can be **doubled on repeat**

• SEVERE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · No specific row in the MHRSD schedule: general penalty provisions of the Labour Law

WHAT WE CHECK

Workers are not penalised for what they do outside work unless it relates to the job, the employer or the manager.

CHECKPOINTS IN THE AUDIT

Q1 Has the establishment refrained from penalising employees for acts committed outside the workplace, unless related to the work, the employer or the responsible manager?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

No specific row in Decision 112377. The **general Labour Law penalty of up to SAR 100,000 per violation** applies, and can be doubled on repeat.

BEYOND THE FINE

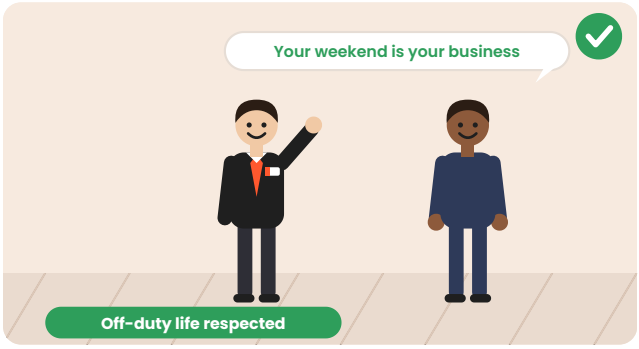
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REAL ENFORCEMENT

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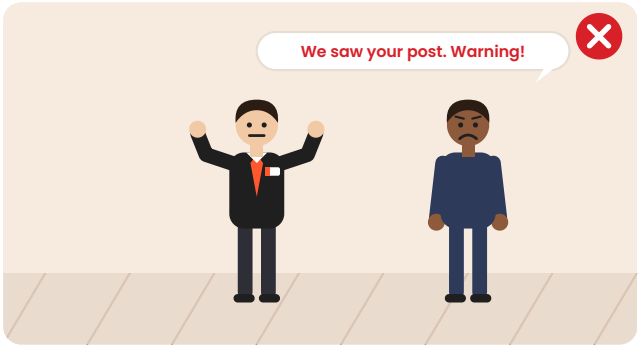
✔ RIGHT WAY



Manager respects off-duty life.

✖ WRONG WAY

UP TO SAR 100K



A warning issued over a private social media post.

PURPOSE

Penalising private life is outside the employer's power and invites a complaint.

FIX IT WITHIN

◷ 7 days

AUDIT CRITERIA · PASS WHEN

- Off-site conduct penalised only if work-related
- HR checks the link to work
- Reason documented

IDEAL WAY OF AUDITING

1. Review penalties for off-site conduct
2. Check the work link
3. Check HR review

Evidence: Penalty records.

WORST CASE Up to SAR 100,000 under the general Labour Law penalty, doubled on repeat.

LAB-A-009 LABOUR · DISCIPLINE & CONDUCT · 09 OF 146

Fine & Suspension Limits Respected

Area **HR · Payroll** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 100,000

general Labour Law penalty · no specific row in the schedule

Can be **doubled on repeat**

• SEVERE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · No specific row in the MHRSD schedule: general penalty provisions of the Labour Law

WHAT WE CHECK

For one violation, a fine is at most 5 days' wages in a month, and unpaid suspension at most 5 days in a month.

CHECKPOINTS IN THE AUDIT

Q1 For a single violation, is the employee fined no more than five days' wages in any one month and suspended without pay for no more than five days in a month?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

No specific row in Decision 112377. The **general Labour Law penalty of up to SAR 100,000 per violation** applies, and can be doubled on repeat.

BEYOND THE FINE

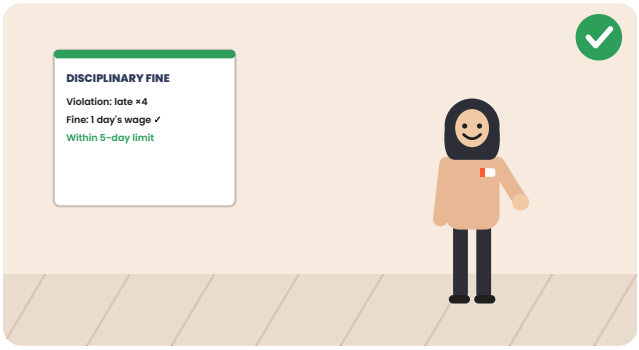
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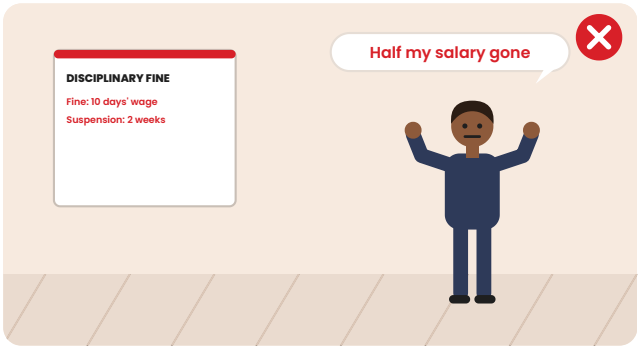
✔ RIGHT WAY



One day's wage fined, well inside the limit.

✖ WRONG WAY

UP TO SAR 100K



Ten days' wages fined and two weeks' unpaid suspension.

PURPOSE

Over-limit fines and suspensions must be refunded, and they show a pattern an inspector will follow.

FIX IT WITHIN

◷ 72 hours

AUDIT CRITERIA · PASS WHEN

- Fines ≤ 5 days' wage per month
- Suspension ≤ 5 days per month
- Payroll checks the limit

IDEAL WAY OF AUDITING

1. Sample fines in payroll
2. Check suspension days
3. Recalculate

Evidence: Payroll + penalty records.

WORST CASE Up to SAR 100,000 under the general Labour Law penalty, doubled on repeat.

LAB-A-010 LABOUR · DISCIPLINE & CONDUCT · 10 OF 146

Due Process Before Disciplinary Penalty

Area **HR** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 100,000

general Labour Law penalty · no specific row in the schedule

Can be **doubled on repeat**

• SEVERE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · No specific row in the MHRSD schedule: general penalty provisions of the Labour Law

WHAT WE CHECK

Before any penalty, the worker is told the charge in writing, questioned, and their defence heard and recorded.

CHECKPOINTS IN THE AUDIT

Q1 Is a disciplinary penalty imposed only after the employee has been notified in writing of the charges, questioned, and their defence heard and investigated, with this recorded in minutes placed in their personnel file? (Verbal questioning is permitted for minor violations where the penalty does...

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

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BEYOND THE FINE

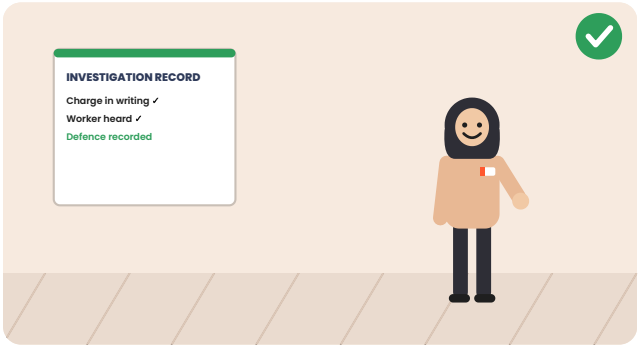
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WHAT HAPPENS NEXT

60 days

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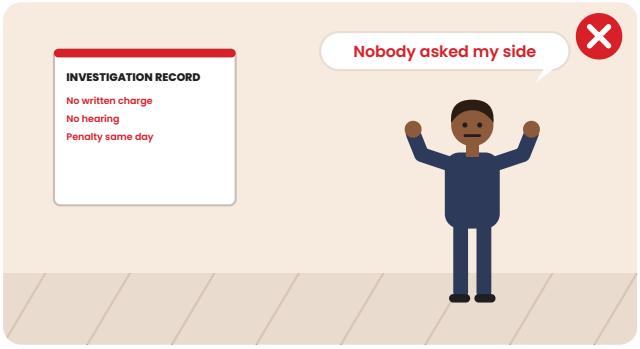
✔ RIGHT WAY



Written charge, hearing and defence on file.

✖ WRONG WAY

UP TO SAR 100K



Penalty issued on the spot with no hearing.

PURPOSE

No due process means no defensible penalty, and a strong case for the worker.

FIX IT WITHIN

7 days

AUDIT CRITERIA · PASS WHEN

- Written charge issued
- Worker questioned and heard
- Defence recorded and signed

IDEAL WAY OF AUDITING

1. Sample 5 files
2. Check each step
3. Check signatures

Evidence: Investigation files.

WORST CASE Up to SAR 100,000 under the general Labour Law penalty, doubled on repeat.

LAB-A-011 LABOUR · WORK ENVIRONMENT & WELFARE · 11 OF 146

Work Environment Kept Clean

Area **Offices · Workshop · Stores**

Person in charge **HSE Officer · Facility Manager**

Regulator **MHRSD**

MAXIMUM PENALTY

SAR 5,000

per violation · 50+ workers · SAR 2,500 (21–49) · SAR 1,500 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 1**: Non-compliance with Ministry-approved occupational safety & health protection rules / failure to take precautions to protect workers [Serious]

WHAT WE CHECK

Offices, workshop bays, parts stores and warehouses are kept clean.

CHECKPOINTS IN THE AUDIT

Q1 Is the work environment (offices, production lines, warehouses, etc.) clean?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 5,000 (50+ workers), SAR 2,500 (21–49) or SAR 1,500 (≤20) per violation. Classified **Serious** (Row 1).

BEYOND THE FINE

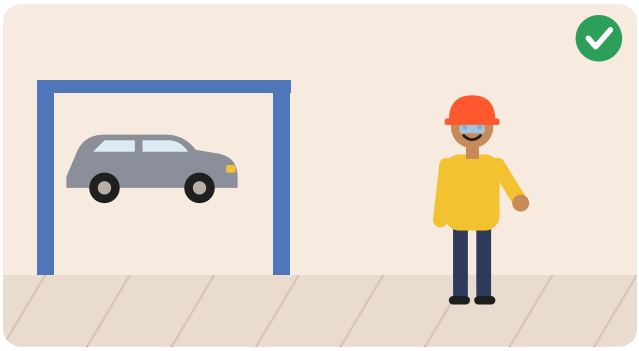
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REAL ENFORCEMENT

2 in 3

MHRSD inspection visits found a violation in Q1 2026: **168,000 violations from 250,000 visits**.

✔ RIGHT WAY



Clean bay and clear floor.

✖ WRONG WAY

SAR 5K



Oil and rubbish across the workshop floor.

PURPOSE

Cleanliness is the first thing an inspector sees, and one of the highest safety fines.

FIX IT WITHIN

◷ 24 hours

AUDIT CRITERIA · PASS WHEN

- All areas clean at time of visit
- Cleaning rota in place
- Rota signed off daily

IDEAL WAY OF AUDITING

1. Walk every area
2. Check the cleaning rota
3. Check sign-offs

Evidence: Photos + rota.

WORST CASE SAR 5,000 per violation, and services frozen if unpaid in 60 days.

LAB-A-012 LABOUR · WORK ENVIRONMENT & WELFARE · 12 OF 146

Washing Facilities Clean & Adequate

Area **Washrooms** | Person in charge **HSE Officer · Facility Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 5,000

per violation · 50+ workers · SAR 2,500 (21–49) · SAR 1,500 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 1**: Non-compliance with Ministry-approved occupational safety & health protection rules / failure to take precautions to protect workers [Serious]

WHAT WE CHECK

Washing facilities are clean and there are enough for the number of workers.

CHECKPOINTS IN THE AUDIT

Q1 Are washing facilities clean and adequate for the number of employees?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 5,000 (50+ workers), SAR 2,500 (21–49) or SAR 1,500 (≤20) per violation. Classified **Serious** (Row 1).

BEYOND THE FINE

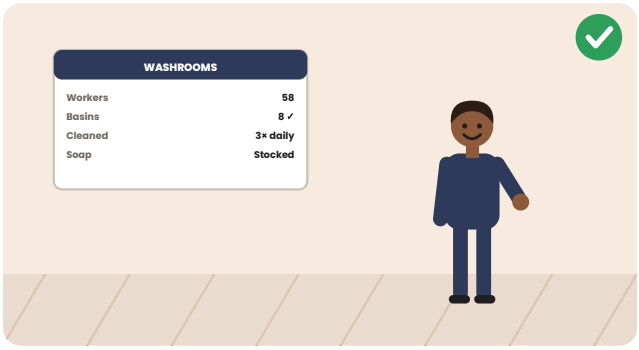
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168,000

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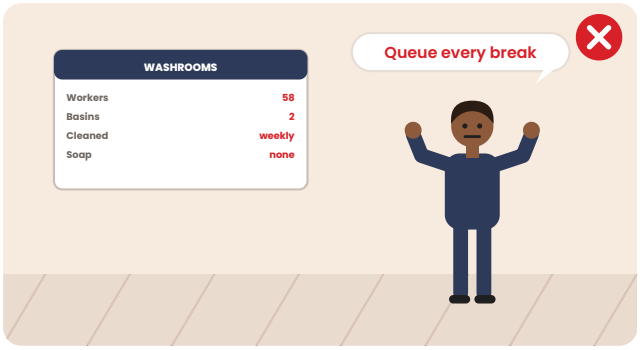
✔ RIGHT WAY



Enough basins, cleaned three times a day.

✖ WRONG WAY

SAR 5K



Two basins for 58 workers, no soap.

PURPOSE

Inadequate washing facilities are a welfare failure fined at the top safety rate.

FIX IT WITHIN

◷ 72 hours

AUDIT CRITERIA · PASS WHEN

- Facilities adequate for headcount
- Clean at time of visit
- Supplies stocked

IDEAL WAY OF AUDITING

1. Count facilities vs headcount
2. Inspect
3. Check cleaning log

Evidence: Photos + count.

WORST CASE SAR 5,000 per violation, and services frozen if unpaid in 60 days.

LAB-A-013 LABOUR · WORK ENVIRONMENT & WELFARE · 13 OF 146

Changing Rooms Clean & Adequate

Area **Workshop** | Person in charge **HSE Officer · Facility Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 5,000

per violation · 50+ workers · SAR 2,500 (21–49) · SAR 1,500 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 1**: Non-compliance with Ministry-approved occupational safety & health protection rules / failure to take precautions to protect workers [Serious]

WHAT WE CHECK

Changing rooms are clean and big enough for the number of workers.

Applies when: Only where changing rooms are provided

CHECKPOINTS IN THE AUDIT

Q1 Are changing rooms clean and adequate for the number of employees?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 5,000 (50+ workers), SAR 2,500 (21–49) or SAR 1,500 (≤20) per violation. Classified **Serious** (Row 1).

BEYOND THE FINE

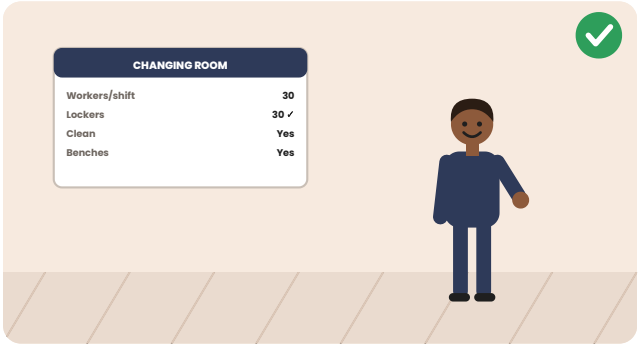
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WHAT HAPPENS NEXT

60 days

to pay an MHRSD fine, and objecting doesn't pause the clock. After that, **Qiwa, Ajeer and MHRSD services are frozen**.

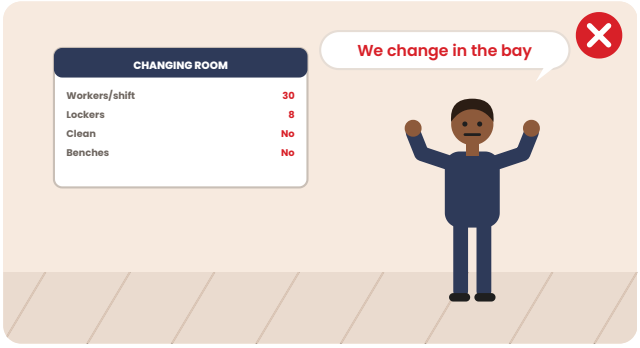
✔ RIGHT WAY



A locker for every technician.

✖ WRONG WAY

SAR 5K



Eight lockers for 30 technicians, so they change in the bay.

PURPOSE

Technicians need somewhere clean to change out of oily overalls.

FIX IT WITHIN

30 days

AUDIT CRITERIA · PASS WHEN

- Changing room adequate for shift size
- Clean
- Lockers available

IDEAL WAY OF AUDITING

1. Count lockers vs shift
2. Inspect
3. Ask workers

Evidence: Photos + count.

WORST CASE SAR 5,000 per violation, and services frozen if unpaid in 60 days.

LAB-A-014 LABOUR · WORK ENVIRONMENT & WELFARE · 14 OF 146

Unpleasant Odours Removed by Ventilation

Area **Paint shop · Workshop** | Person in charge **HSE Officer · Facility Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 5,000

per violation · 50+ workers · SAR 2,500 (21–49) · SAR 1,500 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 1**: Non-compliance with Ministry-approved occupational safety & health protection rules / failure to take precautions to protect workers [Serious]

WHAT WE CHECK

Ventilation removes unpleasant odours from work areas.

CHECKPOINTS IN THE AUDIT

Q1 Are unpleasant odours properly removed through ventilation?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 5,000 (50+ workers), SAR 2,500 (21–49) or SAR 1,500 (≤20) per violation. Classified **Serious** (Row 1).

BEYOND THE FINE

Fines are due within **60 days**, and an objection doesn't pause them. Unpaid fines **freeze Qiwa, Ajeer and MHRSD services**: no new visas, transfers or permits. Serious violations can also bring **service suspensions or bans**.

REAL ENFORCEMENT

2 in 3

MHRSD inspection visits found a violation in Q1 2026: **168,000 violations from 250,000 visits**.

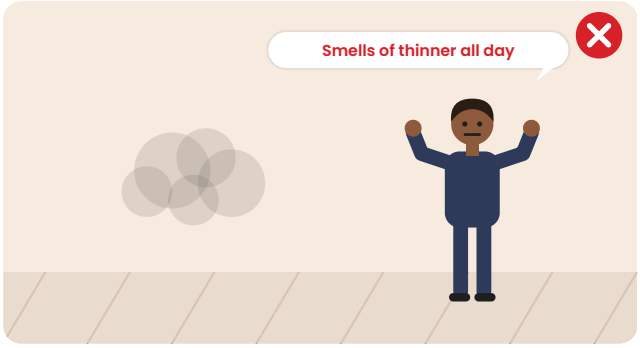
✔ RIGHT WAY



Extraction running and air clear.

✖ WRONG WAY

SAR 5K



Solvent smell hanging in the workshop.

PURPOSE

Fumes are a health hazard, not just a nuisance, especially in paint and body shops.

FIX IT WITHIN

◷ 72 hours

AUDIT CRITERIA · PASS WHEN

- Extraction working in all areas
- No persistent odours
- Maintenance logged

IDEAL WAY OF AUDITING

1. Walk the paint and body shop
2. Check fans run
3. Check service log

Evidence: Service log + photos.

WORST CASE SAR 5,000 per violation, and services frozen if unpaid in 60 days.

LAB-A-015 LABOUR · WORK ENVIRONMENT & WELFARE · 15 OF 146

Adequate Workplace Lighting

Area **Workshop · Stores**

Person in charge **HSE Officer · Facility Manager**

Regulator **MHRSD**

MAXIMUM PENALTY

SAR 5,000

per violation · 50+ workers · SAR 2,500 (21–49) · SAR 1,500 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW
LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 1**: Non-compliance with Ministry-approved occupational safety & health protection rules / failure to take precautions to protect workers [Serious]

WHAT WE CHECK

Work areas are properly lit.

CHECKPOINTS IN THE AUDIT

Q1 Is lighting in the work environment sufficient and properly illuminated?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 5,000 (50+ workers), SAR 2,500 (21–49) or SAR 1,500 (≤20) per violation. Classified **Serious** (Row 1).

BEYOND THE FINE

Fines are due within **60 days**, and an objection doesn't pause them. Unpaid fines **freeze Qiwa, Ajeer and MHRSD services**: no new visas, transfers or permits. Serious violations can also bring **service suspensions or bans**.

REAL ENFORCEMENT

168,000

labour violations found in **250,000 MHRSD inspection visits** in Q1 2026 alone: two for every three visits.

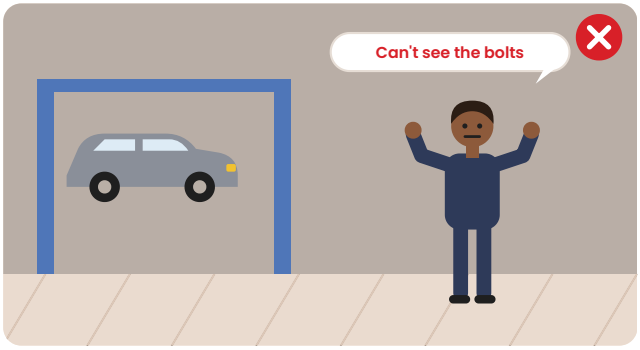
✔ RIGHT WAY



Bright, even light over every bay.

✖ WRONG WAY

SAR 5K



Half the lights out over the lifts.

PURPOSE

Poor light causes mistakes and injuries under vehicles.

FIX IT WITHIN

72 hours

AUDIT CRITERIA · PASS WHEN

- All fittings working
- Task lighting at work bays
- Faults fixed quickly

IDEAL WAY OF AUDITING

1. Walk bays and stores
2. Count failed fittings
3. Check repair log

Evidence: Photos + fault log.

WORST CASE SAR 5,000 per violation, and services frozen if unpaid in 60 days.

LAB-A-016 LABOUR · WORK ENVIRONMENT & WELFARE · 16 OF 146

Work Environment Adequately Ventilated

Area **Workshop · Offices**

Person in charge **HSE Officer · Facility Manager**

Regulator **MHRSD**

MAXIMUM PENALTY

SAR 5,000

per violation · 50+ workers · SAR 2,500 (21–49) · SAR 1,500 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 1**: Non-compliance with Ministry-approved occupational safety & health protection rules / failure to take precautions to protect workers [Serious]

WHAT WE CHECK

The workplace is ventilated well enough to clear odours and fumes.

CHECKPOINTS IN THE AUDIT

Q1 Is the work environment adequately ventilated to remove unpleasant odours?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 5,000 (50+ workers), SAR 2,500 (21–49) or SAR 1,500 (≤20) per violation. Classified **Serious** (Row 1).

BEYOND THE FINE

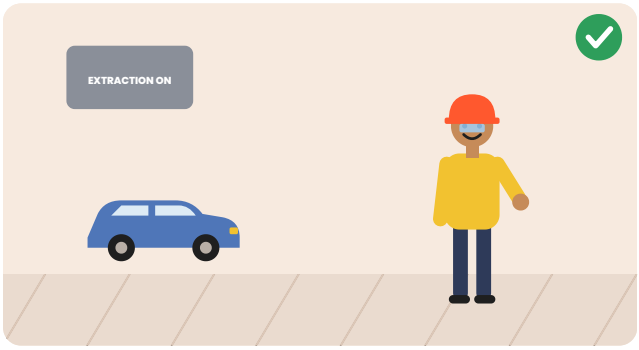
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WHAT HAPPENS NEXT

60 days

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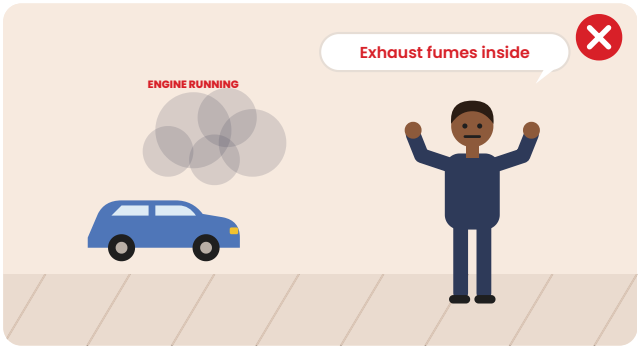
✔ RIGHT WAY



Exhaust extraction running while engines are on.

✖ WRONG WAY

SAR 5K



Engine running indoors with no extraction.

PURPOSE

Exhaust fumes in a closed workshop are a direct health risk.

FIX IT WITHIN

24 hours

AUDIT CRITERIA · PASS WHEN

- Ventilation adequate in all areas
- Exhaust extraction used for running engines
- Systems maintained

IDEAL WAY OF AUDITING

1. Check extraction on running vehicles
2. Check airflow
3. Check service log

Evidence: Photos + log.

WORST CASE SAR 5,000 per violation, and services frozen if unpaid in 60 days.

LAB-A-017 LABOUR · WORK ENVIRONMENT & WELFARE · 17 OF 146

Work Waste Properly Disposed

Area **Workshop bays** | Person in charge **HSE Officer · Facility Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 5,000

per violation · 50+ workers · SAR 2,500 (21–49) · SAR 1,500 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 1**: Non-compliance with Ministry-approved occupational safety & health protection rules / failure to take precautions to protect workers [Serious]

WHAT WE CHECK

Work waste such as oily rags, filters, packaging and scrap is cleared and disposed of properly.

CHECKPOINTS IN THE AUDIT

Q1 Is work waste disposed of properly?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 5,000 (50+ workers), SAR 2,500 (21–49) or SAR 1,500 (≤20) per violation. Classified **Serious** (Row 1).

BEYOND THE FINE

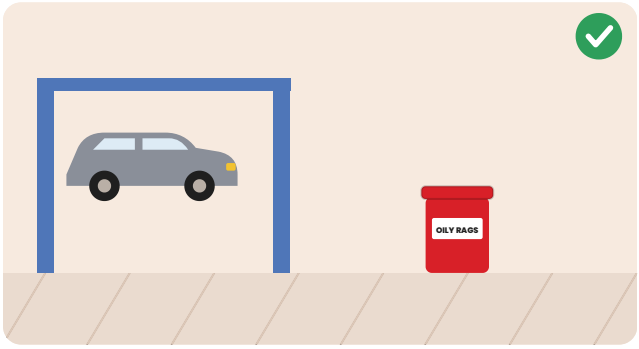
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REAL ENFORCEMENT

2 in 3

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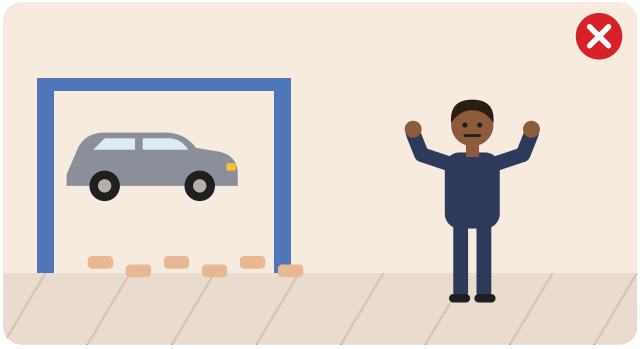
✔ RIGHT WAY



Rags straight into a closed metal bin.

✖ WRONG WAY

SAR 5K



Rags and filters scattered around the lift.

PURPOSE

Waste on the floor is a slip, fire and pollution hazard all at once.

FIX IT WITHIN

24 hours

AUDIT CRITERIA · PASS WHEN

- No waste left in bays
- Correct bins at points of work
- Cleared every shift

IDEAL WAY OF AUDITING

1. Walk bays mid-shift
2. Check bins
3. Check clean-down log

Evidence: Photos + log.

WORST CASE SAR 5,000 per violation, and services frozen if unpaid in 60 days. It also appears in the Waste guidebook.

LAB-A-018 LABOUR · OCCUPATIONAL HEALTH & SAFETY · 18 OF 146

No Charges for Protective Equipment

Area **Payroll · HSE** | Person in charge **HR Manager · HSE Officer** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 3,000

per worker · 50+ workers · SAR 2,000 (21–49) · SAR 1,000 (≤20)

× 20 workers: **SAR 60,000**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 32**: Employer's failure to bear the fees and costs it is obligated to pay, or charging them to the workers [Serious]

WHAT WE CHECK

Workers are never charged, and nothing is deducted from their wages, for protective equipment or safety measures.

CHECKPOINTS IN THE AUDIT

Q1 Does the establishment refrain from charging employees, or deducting from their wages, any amount for providing precautions or means of protection?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 3,000 (50+ workers), SAR 2,000 (21–49) or SAR 1,000 (≤20) per worker. Classified **Serious** (Row 32).

BEYOND THE FINE

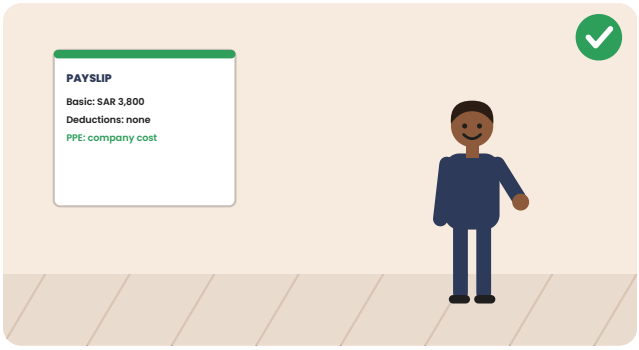
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REAL ENFORCEMENT

168,000

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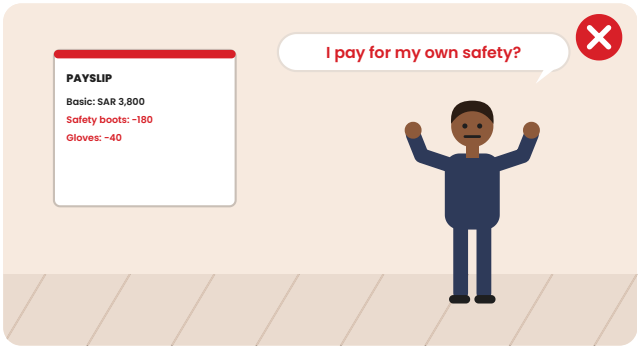
✔ RIGHT WAY



PPE provided at the company's cost.

✖ WRONG WAY

SAR 3K / WORKER



Boots and gloves deducted from wages.

PURPOSE

Charging for safety is fined per worker, and the deductions must be refunded.

FIX IT WITHIN

72 hours

AUDIT CRITERIA · PASS WHEN

- No PPE charges on payslips
- PPE issued free
- Refunds made for past deductions

IDEAL WAY OF AUDITING

1. Check 10 payslips
2. Check PPE issue log
3. Ask workers

Evidence: Payslips.

WORST CASE SAR 3,000 per worker: across 20 workers that's SAR 60,000.

LAB-A-019 LABOUR · OCCUPATIONAL HEALTH & SAFETY · 19 OF 146

No Slip, Trip or Fall Hazards

Area **Workshop · Showroom** | Person in charge **HSE Officer · Facility Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 5,000

per violation · 50+ workers · SAR 2,500 (21–49) · SAR 1,500 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 1**: Non-compliance with Ministry-approved occupational safety & health protection rules / failure to take precautions to protect workers [Serious]

WHAT WE CHECK

No slip, trip or fall hazards: no loose mats, wet floors or unprotected changes in level.

CHECKPOINTS IN THE AUDIT

Q1 Is the workplace free of slip, trip or fall hazards such as uneven rugs, wet floors or unprotected changes in floor level?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 5,000 (50+ workers), SAR 2,500 (21–49) or SAR 1,500 (≤20) per violation. Classified **Serious** (Row 1).

BEYOND THE FINE

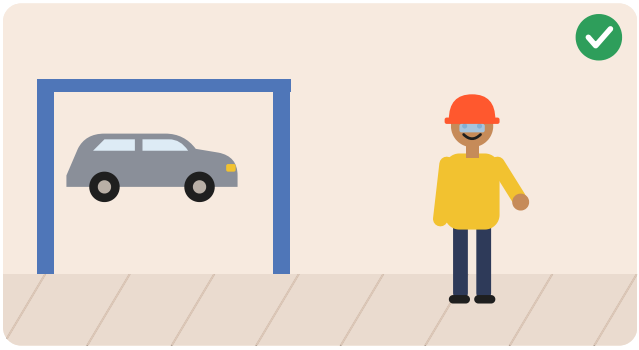
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WHAT HAPPENS NEXT

60 days

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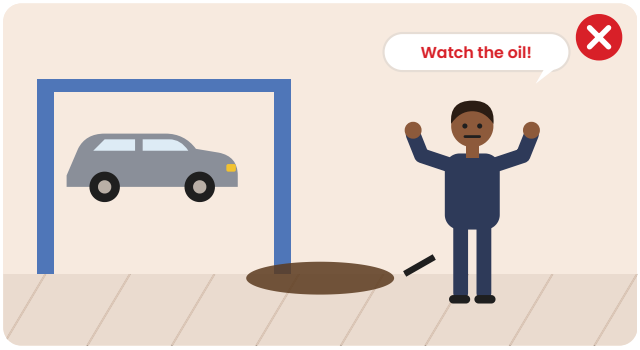
✔ RIGHT WAY



Dry floor, hoses coiled away.

✖ WRONG WAY

SAR 5K



Oil puddle and a trailing hose.

PURPOSE

Slips and trips are the most common workshop injury.

FIX IT WITHIN

24 hours

AUDIT CRITERIA · PASS WHEN

- No spills or loose items on floors
- Level changes marked
- Hoses and cables managed

IDEAL WAY OF AUDITING

1. Walk every route
2. Look for spills and cables
3. Check marking

Evidence: Photos.

WORST CASE SAR 5,000 per violation, and services frozen if unpaid in 60 days.

LAB-A-020 LABOUR · OCCUPATIONAL HEALTH & SAFETY · 20 OF 146

Floors Sound & Well Maintained

Area **Workshop · Yard** | Person in charge **HSE Officer · Facility Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 5,000

per violation · 50+ workers · SAR 2,500 (21–49) · SAR 1,500 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW
LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 1**: Non-compliance with Ministry-approved occupational safety & health protection rules / failure to take precautions to protect workers [Serious]

WHAT WE CHECK

Floors are sound, level and well maintained.

CHECKPOINTS IN THE AUDIT

Q1 Are floors sound and well maintained?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 5,000 (50+ workers), SAR 2,500 (21–49) or SAR 1,500 (≤20) per violation. Classified **Serious** (Row 1).

BEYOND THE FINE

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REAL ENFORCEMENT

2 in 3

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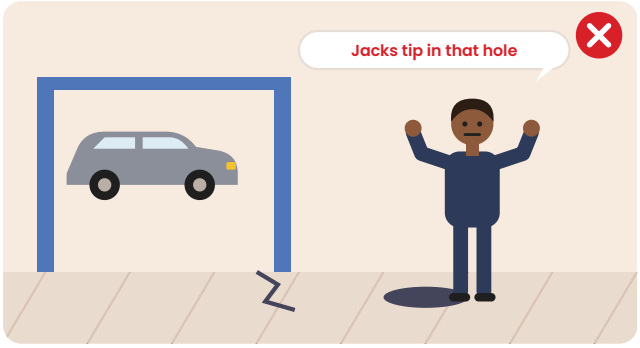
✔ RIGHT WAY



Smooth, sealed workshop floor.

✖ WRONG WAY

SAR 5K



Cracked concrete and a pothole by the lift.

PURPOSE

Broken floors tip jacks and trolleys, and trip people carrying parts.

FIX IT WITHIN

◷ 30 days

AUDIT CRITERIA · PASS WHEN

- No cracks or holes in work areas
- Repairs scheduled
- Damaged areas marked until fixed

IDEAL WAY OF AUDITING

1. Walk floors
2. Log damage
3. Check repair plan

Evidence: Photos + repair plan.

WORST CASE SAR 5,000 per violation, and services frozen if unpaid in 60 days.

LAB-A-021 LABOUR · OCCUPATIONAL HEALTH & SAFETY · 21 OF 146

Walkways Free of Obstructions

Area **Workshop · Stores** | Person in charge **HSE Officer · Facility Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 5,000

per violation · 50+ workers · SAR 2,500 (21–49) · SAR 1,500 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW
LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 1**: Non-compliance with Ministry-approved occupational safety & health protection rules / failure to take precautions to protect workers [Serious]

WHAT WE CHECK

Walkways are kept clear of barriers and obstructions.

CHECKPOINTS IN THE AUDIT

Q1 Are walkways free of barriers and obstructions?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 5,000 (50+ workers), SAR 2,500 (21–49) or SAR 1,500 (≤20) per violation. Classified **Serious** (Row 1).

BEYOND THE FINE

Fines are due within **60 days**, and an objection doesn't pause them. Unpaid fines **freeze Qiwa, Ajeer and MHRSD services**: no new visas, transfers or permits. Serious violations can also bring **service suspensions or bans**.

REAL ENFORCEMENT

168,000

labour violations found in **250,000 MHRSD inspection visits** in Q1 2026 alone: two for every three visits.

✔ RIGHT WAY



Marked walkway kept clear.

✖ WRONG WAY

SAR 5K



Parts boxes stacked in the walkway.

PURPOSE

Blocked walkways cause trips and slow any evacuation.

FIX IT WITHIN

24 hours

AUDIT CRITERIA · PASS WHEN

- Walkways marked
- Nothing stored in walkways
- Checked every shift

IDEAL WAY OF AUDITING

1. Walk every walkway
2. Photograph obstructions
3. Check marking

Evidence: Photos.

WORST CASE SAR 5,000 per violation, and services frozen if unpaid in 60 days.

LAB-A-022 LABOUR · OCCUPATIONAL HEALTH & SAFETY · 22 OF 146

Speed Limits in Storage & Shipping Areas

Area **Parts warehouse · Yard**

Person in charge **Warehouse Manager · HSE Officer**

Regulator **MHRSD**

MAXIMUM PENALTY

SAR 5,000

per violation · 50+ workers · SAR 2,500 (21–49) · SAR 1,500 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW
LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 1**: Non-compliance with Ministry-approved occupational safety & health protection rules / failure to take precautions to protect workers [Serious]

WHAT WE CHECK

A speed limit system is in place in storage and shipping areas.

Applies when: Only where vehicles or forklifts operate in storage/shipping areas

CHECKPOINTS IN THE AUDIT

Q1 Has a speed limit system been implemented within storage and shipping areas?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 5,000 (50+ workers), SAR 2,500 (21–49) or SAR 1,500 (≤20) per violation. Classified **Serious** (Row 1).

BEYOND THE FINE

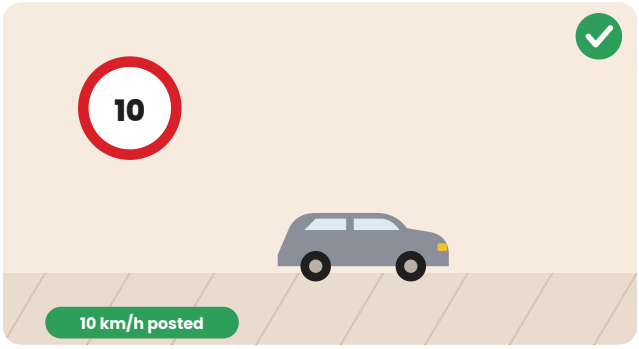
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WHAT HAPPENS NEXT

60 days

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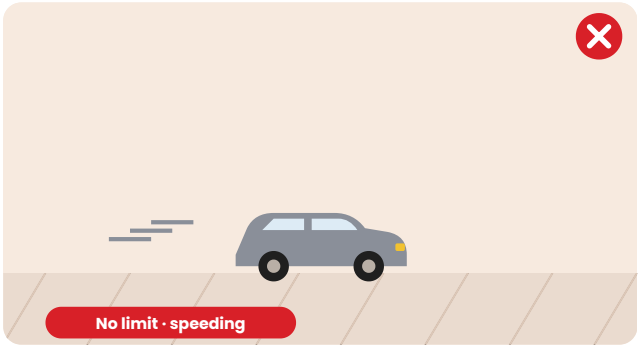
✔ RIGHT WAY



10 km/h limit posted in the yard.

✖ WRONG WAY

SAR 5K



Vehicles speeding through the loading area.

PURPOSE

Forklifts and cars in tight yards cause serious crush injuries.

FIX IT WITHIN

◷ 7 days

AUDIT CRITERIA · PASS WHEN

- Speed limit signs posted
- Limits enforced
- Pedestrian routes marked

IDEAL WAY OF AUDITING

1. Check signs
2. Observe traffic
3. Check enforcement records

Evidence: Photos.

WORST CASE SAR 5,000 per violation, and services frozen if unpaid in 60 days.

LAB-A-023 LABOUR · FIRE & EMERGENCY SAFETY · 23 OF 146

Smoke Detectors Installed

Area **Whole site** | Person in charge **HSE Officer · Facility Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 1,000

per violation · 50+ workers · SAR 500 (21–49) · SAR 300 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 4**: Fire-prevention precautions / firefighting means not provided [Not serious]

WHAT WE CHECK

Smoke detectors are installed in their designated locations, with a maintenance schedule.

CHECKPOINTS IN THE AUDIT

Q1 Are smoke detectors installed in their designated locations, with a maintenance schedule in place?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 1,000 (50+ workers), SAR 500 (21–49) or SAR 300 (≤20) per violation. Classified **Not serious** (Row 4).

BEYOND THE FINE

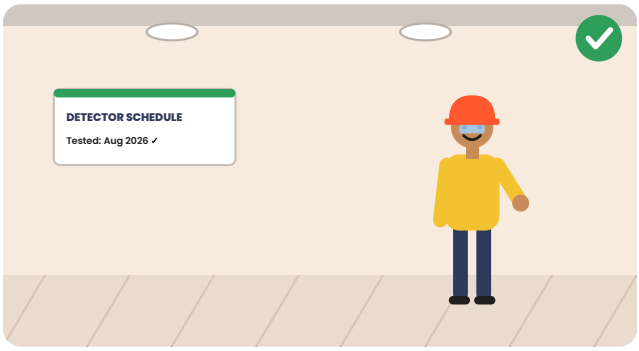
Fines are due within **60 days**, and an objection doesn't pause them. Unpaid fines **freeze Qiwa, Ajeer and MHRSD services**: no new visas, transfers or permits.

REAL ENFORCEMENT

2 in 3

MHRSD inspection visits found a violation in Q1 2026: **168,000 violations from 250,000 visits**.

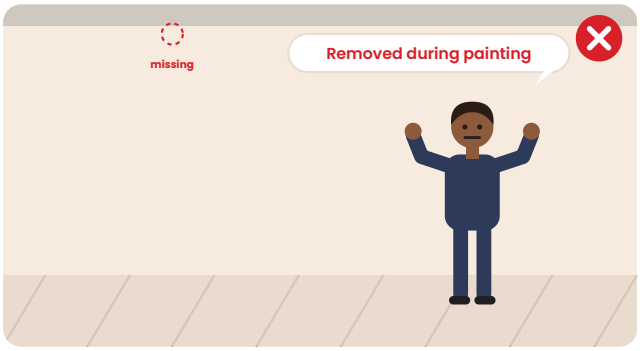
✔ RIGHT WAY



Detectors in place with a test schedule.

✖ WRONG WAY

SAR 1K



Detector removed during repainting and never refitted.

PURPOSE

Fire safety is a labour requirement too, alongside Civil Defense rules.

FIX IT WITHIN

72 hours

AUDIT CRITERIA · PASS WHEN

- Detectors in designated locations
- Maintenance schedule in place
- Last test recorded

IDEAL WAY OF AUDITING

1. Check detector positions
2. Check schedule
3. Check last test

Evidence: Schedule + photos.

WORST CASE SAR 1,000 per violation, and services frozen if unpaid in 60 days. Civil Defense can add up to SAR 30,000 and prison.

LAB-A-024 LABOUR · OCCUPATIONAL HEALTH & SAFETY · 24 OF 146

Noise & Vibration Controlled

Area **Workshop · Body shop** | Person in charge **HSE Officer · Facility Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 5,000

per violation · 50+ workers · SAR 2,500 (21–49) · SAR 1,500 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 1**: Non-compliance with Ministry-approved occupational safety & health protection rules / failure to take precautions to protect workers [Serious]

WHAT WE CHECK

The work environment is free from excessive noise and vibration.

CHECKPOINTS IN THE AUDIT

Q1 Is the work environment free from excessive noise and vibration?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 5,000 (50+ workers), SAR 2,500 (21–49) or SAR 1,500 (≤20) per violation. Classified **Serious** (Row 1).

BEYOND THE FINE

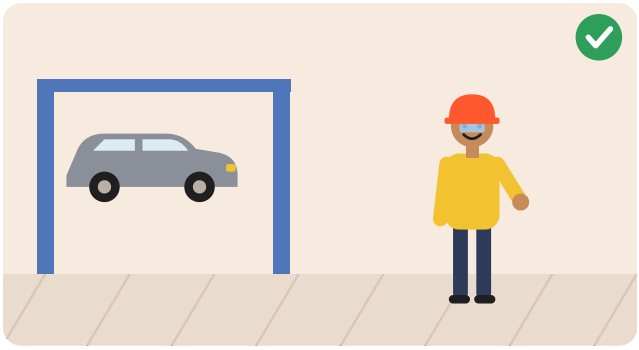
Fines are due within **60 days**, and an objection doesn't pause them. Unpaid fines **freeze Qiwa, Ajeer and MHRSD services**: no new visas, transfers or permits. Serious violations can also bring **service suspensions or bans**.

REAL ENFORCEMENT

168,000

labour violations found in **250,000 MHRSD inspection visits** in Q1 2026 alone: two for every three visits.

✔ RIGHT WAY



Hearing protection worn and noise controlled.

✖ WRONG WAY

SAR 5K



Panel beating at 105 dB with no protection.

PURPOSE

Noise-induced hearing loss is permanent, and it's an occupational disease claim.

FIX IT WITHIN

◷ 7 days

AUDIT CRITERIA · PASS WHEN

- Noisy tasks identified
- Controls or ear protection in use
- Exposure checked

IDEAL WAY OF AUDITING

1. Measure noise at key tasks
2. Check protection worn
3. Check records

Evidence: Noise readings.

WORST CASE SAR 5,000 per violation, and services frozen if unpaid in 60 days.

LAB-A-025 LABOUR · OCCUPATIONAL HEALTH & SAFETY · 25 OF 146

Sufficient Illumination Levels

Area **Workshop · Offices** | Person in charge **HSE Officer · Facility Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 5,000

per violation · 50+ workers · SAR 2,500 (21–49) · SAR 1,500 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 1**: Non-compliance with Ministry-approved occupational safety & health protection rules / failure to take precautions to protect workers [Serious]

WHAT WE CHECK

Lighting levels are sufficient for the tasks being done.

CHECKPOINTS IN THE AUDIT

Q1 Are lighting (illumination) levels sufficient?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 5,000 (50+ workers), SAR 2,500 (21–49) or SAR 1,500 (≤20) per violation. Classified **Serious** (Row 1).

BEYOND THE FINE

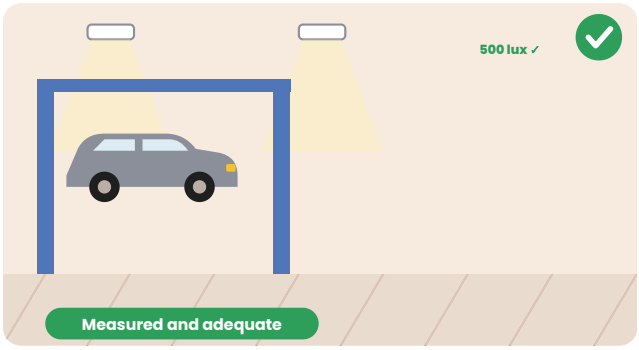
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WHAT HAPPENS NEXT

60 days

to pay an MHRSD fine, and objecting doesn't pause the clock. After that, **Qiwa, Ajeer and MHRSD services are frozen**.

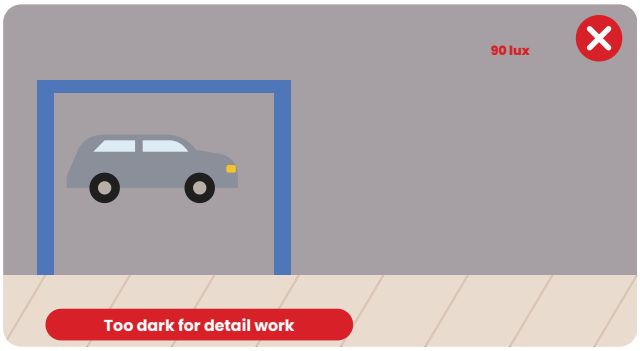
✔ RIGHT WAY



Measured lighting suitable for detailed work.

✖ WRONG WAY

SAR 5K



Only 90 lux at the work bay.

PURPOSE

Detail work under vehicles needs strong, even light.

FIX IT WITHIN

◷ 30 days

AUDIT CRITERIA · PASS WHEN

- Lux levels measured
- Adequate for each task
- Improvements logged

IDEAL WAY OF AUDITING

1. Take lux readings
2. Compare to task needs
3. Check upgrades

Evidence: Lux readings.

WORST CASE SAR 5,000 per violation, and services frozen if unpaid in 60 days.

LAB-A-026 LABOUR · OCCUPATIONAL HEALTH & SAFETY · 26 OF 146

Chemicals Stored to Standard

Area **Paint shop · Stores** | Person in charge **HSE Officer · Facility Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 5,000

per violation · 50+ workers · SAR 2,500 (21–49) · SAR 1,500 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW
LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 1**: Non-compliance with Ministry-approved occupational safety & health protection rules / failure to take precautions to protect workers [Serious]

WHAT WE CHECK

Chemicals are stored properly, labelled, segregated and in suitable containers.

Applies when: Only where chemicals are stored

CHECKPOINTS IN THE AUDIT

Q1 Are chemicals stored properly and in accordance with the standards?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 5,000 (50+ workers), SAR 2,500 (21–49) or SAR 1,500 (≤20) per violation. Classified **Serious** (Row 1).

BEYOND THE FINE

Fines are due within **60 days**, and an objection doesn't pause them. Unpaid fines **freeze Qiwa, Ajeer and MHRSD services**: no new visas, transfers or permits. Serious violations can also bring **service suspensions or bans**.

REAL ENFORCEMENT

2 in 3

MHRSD inspection visits found a violation in Q1 2026: **168,000 violations from 250,000 visits**.

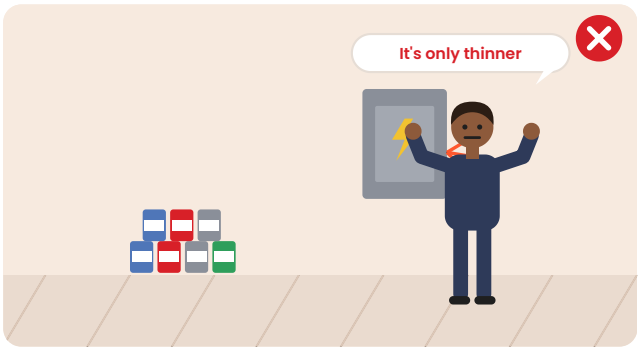
✔ RIGHT WAY



Chemicals in a labelled flammables cabinet.

✖ WRONG WAY

SAR 5K



Thinner and paint stacked by a sparking panel.

PURPOSE

Chemicals stored badly are a fire, health and environmental risk at once.

FIX IT WITHIN

24 hours

AUDIT CRITERIA · PASS WHEN

- Chemicals in approved storage
- Labelled with safety data
- Incompatibles separated

IDEAL WAY OF AUDITING

1. Inspect stores
2. Check labels and SDS
3. Check separation

Evidence: Photos + SDS file.

WORST CASE SAR 5,000 per violation, and services frozen if unpaid in 60 days.

LAB-A-027 LABOUR · OCCUPATIONAL HEALTH & SAFETY · 27 OF 146

Safe Arrangement of Stored Materials

Area **Parts warehouse** | Person in charge **Warehouse Manager · HSE Officer** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 5,000

per violation · 50+ workers · SAR 2,500 (21–49) · SAR 1,500 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW
LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 1**: Non-compliance with Ministry-approved occupational safety & health protection rules / failure to take precautions to protect workers [Serious]

WHAT WE CHECK

Materials and equipment in warehouses are stacked and arranged safely.

Applies when: Only where warehouses or storage areas exist

CHECKPOINTS IN THE AUDIT

Q1 Are materials, equipment and other items in the warehouses arranged safely?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 5,000 (50+ workers), SAR 2,500 (21–49) or SAR 1,500 (≤20) per violation. Classified **Serious** (Row 1).

BEYOND THE FINE

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REAL ENFORCEMENT

168,000

labour violations found in **250,000 MHRSD inspection visits** in Q1 2026 alone: two for every three visits.

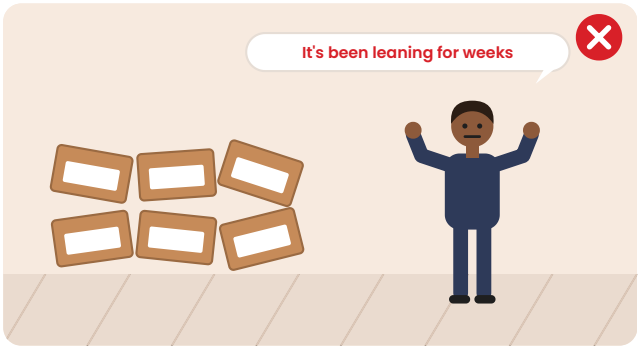
✔ RIGHT WAY



Neatly stacked, stable shelving.

✖ WRONG WAY

SAR 5K



Boxes leaning and ready to fall.

PURPOSE

Falling stock is a serious injury risk in parts stores.

FIX IT WITHIN

72 hours

AUDIT CRITERIA · PASS WHEN

- Heavy items low
- Stacks stable
- Racking undamaged

IDEAL WAY OF AUDITING

1. Walk the warehouse
2. Check stack stability
3. Check racking

Evidence: Photos.

WORST CASE SAR 5,000 per violation, and services frozen if unpaid in 60 days.

LAB-A-028 LABOUR · OCCUPATIONAL HEALTH & SAFETY · 28 OF 146

Gas Cylinders Protected from Sunlight

Area **Yard · Workshop** | Person in charge **HSE Officer · Facility Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 5,000

per violation · 50+ workers · SAR 2,500 (21–49) · SAR 1,500 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW
LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 1**: Non-compliance with Ministry-approved occupational safety & health protection rules / failure to take precautions to protect workers [Serious]

WHAT WE CHECK

Compressed gas cylinders are stored away from direct sunlight.

Applies when: Only where compressed gas cylinders are stored

CHECKPOINTS IN THE AUDIT

Q1 Are compressed gas cylinders stored away from direct sunlight?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 5,000 (50+ workers), SAR 2,500 (21–49) or SAR 1,500 (≤20) per violation. Classified **Serious** (Row 1).

BEYOND THE FINE

Fines are due within **60 days**, and an objection doesn't pause them. Unpaid fines **freeze Qiwa, Ajeer and MHRSD services**: no new visas, transfers or permits. Serious violations can also bring **service suspensions or bans**.

WHAT HAPPENS NEXT

60 days

to pay an MHRSD fine, and objecting doesn't pause the clock. After that, **Qiwa, Ajeer and MHRSD services are frozen**.

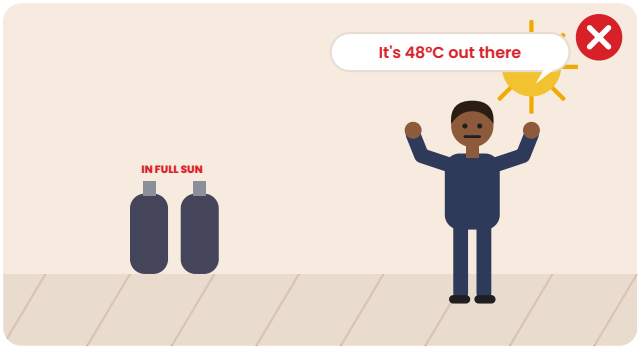
✔ RIGHT WAY



Cylinders shaded and chained.

✖ WRONG WAY

SAR 5K



Cylinders in full sun in August.

PURPOSE

Heat raises cylinder pressure. In Saudi summers that's an explosion risk.

FIX IT WITHIN

◷ Immediate

AUDIT CRITERIA · PASS WHEN

- Cylinders shaded and secured
- Away from heat sources
- Checked daily in summer

IDEAL WAY OF AUDITING

1. Locate all cylinders
2. Check shade and securing
3. Check summer checks

Evidence: Photos.

WORST CASE SAR 5,000 per violation, and services frozen if unpaid in 60 days.

LAB-A-029 LABOUR · OCCUPATIONAL HEALTH & SAFETY · 29 OF 146

Liquid Spill Handling Procedures

Area **Workshop · Stores**

Person in charge **HSE Officer · Facility Manager**

Regulator **MHRSD**

MAXIMUM PENALTY

SAR 5,000

per violation · 50+ workers · SAR 2,500 (21–49) · SAR 1,500 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 1**: Non-compliance with Ministry-approved occupational safety & health protection rules / failure to take precautions to protect workers [Serious]

WHAT WE CHECK

There are effective procedures and kits for handling liquid spills.

CHECKPOINTS IN THE AUDIT

Q1 Are effective procedures in place for handling liquid spills?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 5,000 (50+ workers), SAR 2,500 (21–49) or SAR 1,500 (≤20) per violation. Classified **Serious** (Row 1).

BEYOND THE FINE

Fines are due within **60 days**, and an objection doesn't pause them. Unpaid fines **freeze Qiwa, Ajeer and MHRSD services**: no new visas, transfers or permits. Serious violations can also bring **service suspensions or bans**.

REAL ENFORCEMENT

2 in 3

MHRSD inspection visits found a violation in Q1 2026: **168,000 violations from 250,000 visits**.

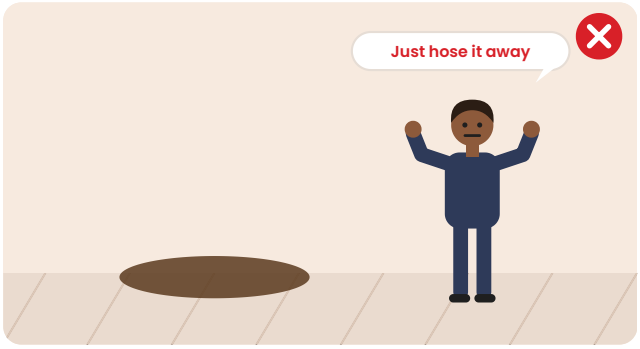
✔ RIGHT WAY



Spill kit and procedure at hand.

✖ WRONG WAY

SAR 5K



Oil spill hosed toward the drain.

PURPOSE

Spills handled badly become injuries or environmental cases.

FIX IT WITHIN

◷ 24 hours

AUDIT CRITERIA · PASS WHEN

- Spill kits at key points
- Written procedure
- Staff trained

IDEAL WAY OF AUDITING

1. Check kits
2. Check procedure
3. Ask staff what they'd do

Evidence: Photos + procedure.

WORST CASE SAR 5,000 per violation, and services frozen if unpaid in 60 days.

LAB-A-030 LABOUR · OCCUPATIONAL HEALTH & SAFETY · 30 OF 146

Safe Waste Handling & Disposal

Area **Workshop** | Person in charge **HSE Officer · Facility Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 5,000

per violation · 50+ workers · SAR 2,500 (21–49) · SAR 1,500 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW
LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 1**: Non-compliance with Ministry-approved occupational safety & health protection rules / failure to take precautions to protect workers [Serious]

WHAT WE CHECK

There's a defined method for handling waste safely and disposing of it.

CHECKPOINTS IN THE AUDIT

Q1 Is there a method for handling waste safely and for its disposal?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 5,000 (50+ workers), SAR 2,500 (21–49) or SAR 1,500 (≤20) per violation. Classified **Serious** (Row 1).

BEYOND THE FINE

Fines are due within **60 days**, and an objection doesn't pause them. Unpaid fines **freeze Qiwa, Ajeer and MHRSD services**: no new visas, transfers or permits. Serious violations can also bring **service suspensions or bans**.

REAL ENFORCEMENT

168,000

labour violations found in **250,000 MHRSD inspection visits** in Q1 2026 alone: two for every three visits.

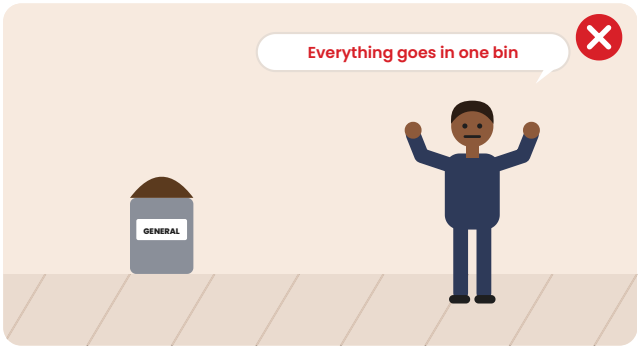
✔ RIGHT WAY



Segregated bins with a written method.

✖ WRONG WAY

SAR 5K



Oily waste mixed into general rubbish.

PURPOSE

Without a method, hazardous waste ends up in the skip.

FIX IT WITHIN

◷ 7 days

AUDIT CRITERIA · PASS WHEN

- Written waste method
- Segregated bins
- Staff know the method

IDEAL WAY OF AUDITING

1. Check method
2. Check bins
3. Ask staff

Evidence: Method + photos.

WORST CASE SAR 5,000 per violation, and services frozen if unpaid in 60 days. It also appears in the Waste guidebook.

LAB-A-031 LABOUR · OCCUPATIONAL HEALTH & SAFETY · 31 OF 146

Safety Equipment in Place

Area **Whole site** | Person in charge **HSE Officer · Facility Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 5,000

per violation · 50+ workers · SAR 2,500 (21–49) · SAR 1,500 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 1**: Non-compliance with Ministry-approved occupational safety & health protection rules / failure to take precautions to protect workers [Serious]

WHAT WE CHECK

All required safety equipment is in place and positioned correctly.

CHECKPOINTS IN THE AUDIT

Q1 Are all necessary safety requirements and equipment in place at the workplace and positioned correctly?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 5,000 (50+ workers), SAR 2,500 (21–49) or SAR 1,500 (≤20) per violation. Classified **Serious** (Row 1).

BEYOND THE FINE

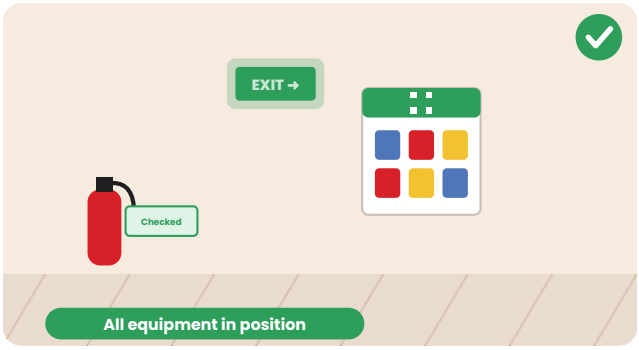
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WHAT HAPPENS NEXT

60 days

to pay an MHRSD fine, and objecting doesn't pause the clock. After that, **Qiwa, Ajeer and MHRSD services are frozen**.

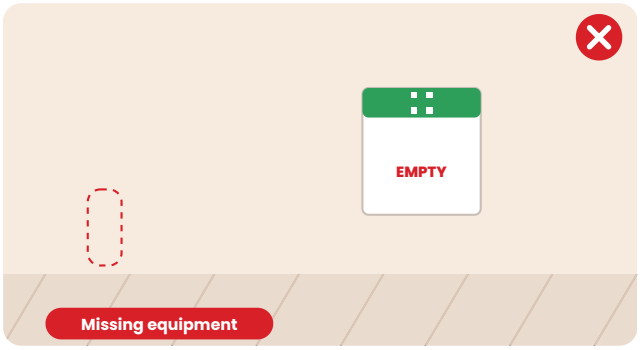
✔ RIGHT WAY



Extinguisher, exit sign and first aid all in place.

✖ WRONG WAY

SAR 5K



Extinguisher missing and the first-aid cabinet empty.

PURPOSE

Missing safety equipment is visible from the door.

FIX IT WITHIN

◷ 24 hours

AUDIT CRITERIA · PASS WHEN

- Every required item present
- Positioned correctly
- Checked monthly

IDEAL WAY OF AUDITING

1. Walk with a checklist
2. Note missing items
3. Check monthly log

Evidence: Checklist + photos.

WORST CASE SAR 5,000 per violation, and services frozen if unpaid in 60 days.

LAB-A-032 LABOUR · OCCUPATIONAL HEALTH & SAFETY · 32 OF 146

Forklift Operators Trained & Qualified

Area **Parts warehouse** | Person in charge **Warehouse Manager · HSE Officer** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 5,000

per violation · 50+ workers · SAR 2,500 (21–49) · SAR 1,500 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW
LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 1**: Non-compliance with Ministry-approved occupational safety & health protection rules / failure to take precautions to protect workers [Serious]

WHAT WE CHECK

Operators of lifting equipment, including forklifts, are trained and qualified.

Applies when: Only if forklifts or lifting equipment are used

CHECKPOINTS IN THE AUDIT

Q1 Have operators of lifting equipment, including forklifts, been trained and qualified?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 5,000 (50+ workers), SAR 2,500 (21–49) or SAR 1,500 (≤20) per violation. Classified **Serious** (Row 1).

BEYOND THE FINE

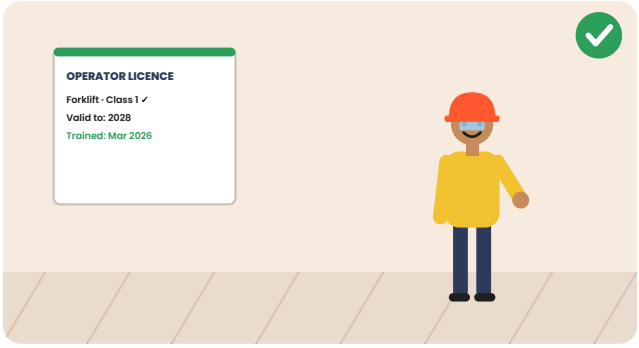
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REAL ENFORCEMENT

2 in 3

MHRSD inspection visits found a violation in Q1 2026: **168,000 violations from 250,000 visits**.

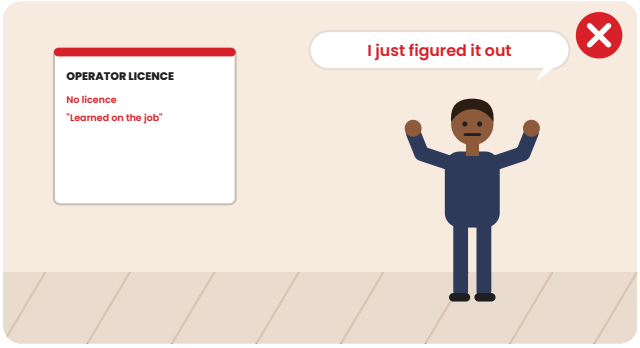
✔ RIGHT WAY



Licensed, trained forklift operator.

✖ WRONG WAY

SAR 5K



Untrained worker driving the forklift.

PURPOSE

Forklift accidents are among the most serious in warehouses.

FIX IT WITHIN

Immediate

AUDIT CRITERIA · PASS WHEN

- Every operator trained and certified
- Certificates valid
- Only authorised operators drive

IDEAL WAY OF AUDITING

1. List operators
2. Check certificates
3. Observe who drives

Evidence: Certificates + list.

WORST CASE SAR 5,000 per violation, and services frozen if unpaid in 60 days.

LAB-A-033 LABOUR · OCCUPATIONAL HEALTH & SAFETY · 33 OF 146

Machinery Guarding & Hazard Extraction

Area **Workshop · Body shop** | Person in charge **HSE Officer · Facility Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 5,000

per violation · 50+ workers · SAR 2,500 (21–49) · SAR 1,500 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW
LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 1**: Non-compliance with Ministry-approved occupational safety & health protection rules / failure to take precautions to protect workers [Serious]

WHAT WE CHECK

Dangerous machine parts are guarded, and dust, fumes and smoke are extracted at source.

Applies when: Only where machinery or dust/fume sources are present

CHECKPOINTS IN THE AUDIT

Q1 Are employees protected from the hazards of machinery, equipment and tools by guarding dangerous parts, and are hazard sources such as dust, fumes and smoke extracted?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 5,000 (50+ workers), SAR 2,500 (21–49) or SAR 1,500 (≤20) per violation. Classified **Serious** (Row 1).

BEYOND THE FINE

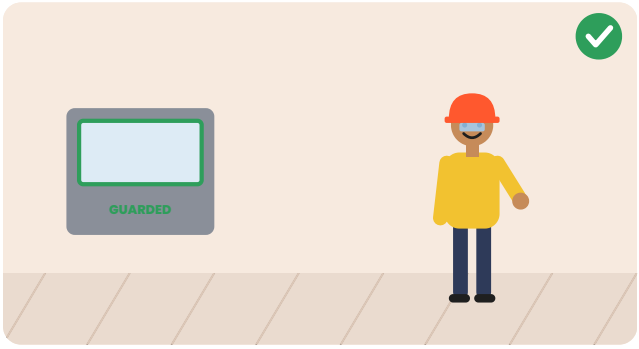
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REAL ENFORCEMENT

168,000

labour violations found in **250,000 MHRSD inspection visits** in Q1 2026 alone: two for every three visits.

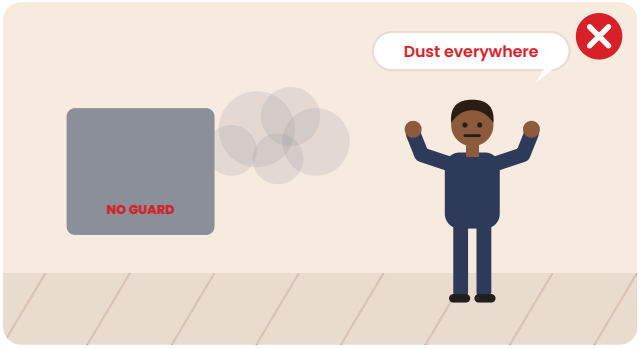
✔ RIGHT WAY



Guards on and extraction running.

✖ WRONG WAY

SAR 5K



Grinder unguarded, dust in the air.

PURPOSE

Unguarded machines cause amputations. Dust and fumes cause long-term disease.

FIX IT WITHIN

Immediate

AUDIT CRITERIA · PASS WHEN

- Guards fitted on all machines
- Local extraction at dust and fume sources
- Maintained

IDEAL WAY OF AUDITING

1. Inspect machines
2. Check extraction
3. Check maintenance

Evidence: Photos + log.

WORST CASE SAR 5,000 per violation, and services frozen if unpaid in 60 days.

LAB-A-034 LABOUR · OCCUPATIONAL HEALTH & SAFETY · 34 OF 146

Equipment Selected per OHS Standards

Area **Workshop** | Person in charge **HSE Officer · Facility Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 5,000

per violation · 50+ workers · SAR 2,500 (21–49) · SAR 1,500 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 1**: Non-compliance with Ministry-approved occupational safety & health protection rules / failure to take precautions to protect workers [Serious]

WHAT WE CHECK

Equipment and tools are chosen to meet occupational safety standards for the work.

CHECKPOINTS IN THE AUDIT

Q1 Are equipment and tools selected based on occupational health and safety standards appropriate to the nature of the work?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 5,000 (50+ workers), SAR 2,500 (21–49) or SAR 1,500 (≤20) per violation. Classified **Serious** (Row 1).

BEYOND THE FINE

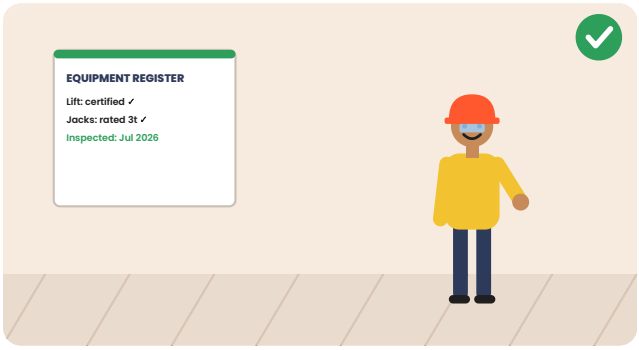
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WHAT HAPPENS NEXT

60 days

to pay an MHRSD fine, and objecting doesn't pause the clock. After that, **Qiwa, Ajeer and MHRSD services are frozen**.

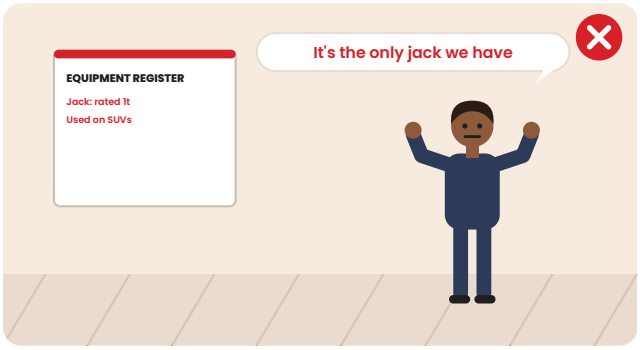
✔ RIGHT WAY



Rated, certified equipment for the job.

✖ WRONG WAY

SAR 5K



A 1-tonne jack used under heavy SUVs.

PURPOSE

The wrong tool for the load is how vehicles fall on technicians.

FIX IT WITHIN

72 hours

AUDIT CRITERIA · PASS WHEN

- Equipment rated for the task
- Certified and inspected
- Register kept

IDEAL WAY OF AUDITING

1. Check lifts and jacks
2. Match ratings to vehicles
3. Check inspection dates

Evidence: Register.

WORST CASE SAR 5,000 per violation, and services frozen if unpaid in 60 days.

LAB-A-035 LABOUR · OCCUPATIONAL HEALTH & SAFETY · 35 OF 146

Occupational Hazards Briefed Before Work

Area **HSE · New starters** | Person in charge **HSE Officer · Facility Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 5,000

per violation · 50+ workers · SAR 2,500 (21–49) · SAR 1,500 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 1**: Non-compliance with Ministry-approved occupational safety & health protection rules / failure to take precautions to protect workers [Serious]

WHAT WE CHECK

Workers are told the hazards of their job before they start.

CHECKPOINTS IN THE AUDIT

Q1 Have employees been informed of the hazards of their occupation before commencing work?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 5,000 (50+ workers), SAR 2,500 (21–49) or SAR 1,500 (≤20) per violation. Classified **Serious** (Row 1).

BEYOND THE FINE

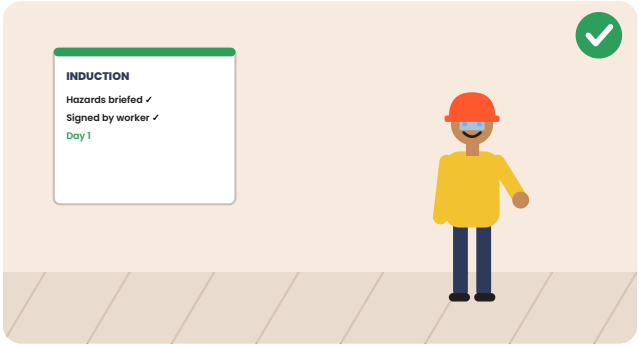
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REAL ENFORCEMENT

2 in 3

MHRSD inspection visits found a violation in Q1 2026: **168,000 violations from 250,000 visits**.

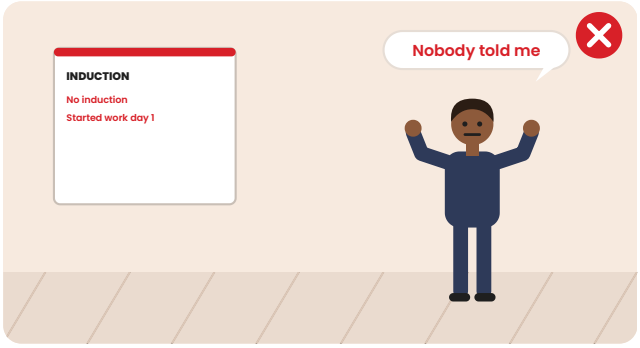
✔ RIGHT WAY



Induction signed before day one.

✖ WRONG WAY

SAR 5K



No briefing at all.

PURPOSE

New starters are most at risk, and the briefing is your proof they were warned.

FIX IT WITHIN

24 hours

AUDIT CRITERIA · PASS WHEN

- Briefing before starting
- Signed record
- Refresher on role change

IDEAL WAY OF AUDITING

1. Check new starters' files
2. Check signatures
3. Ask a new starter

Evidence: Induction records.

WORST CASE SAR 5,000 per violation, and services frozen if unpaid in 60 days.

LAB-A-036 LABOUR · OCCUPATIONAL HEALTH & SAFETY · 36 OF 146

PPE Provided & Worn

Area **Workshop · Paint shop** | Person in charge **HSE Officer · Facility Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 5,000

per violation · 50+ workers · SAR 2,500 (21–49) · SAR 1,500 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW
LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 1**: Non-compliance with Ministry-approved occupational safety & health protection rules / failure to take precautions to protect workers [Serious]

WHAT WE CHECK

Suitable PPE, including protective clothing, is provided and must be worn at work.

CHECKPOINTS IN THE AUDIT

Q1 Has appropriate personal protective equipment (including protective clothing) been provided to employees, and are they required to use it while working at the establishment?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 5,000 (50+ workers), SAR 2,500 (21–49) or SAR 1,500 (≤20) per violation. Classified **Serious** (Row 1).

BEYOND THE FINE

Fines are due within **60 days**, and an objection doesn't pause them. Unpaid fines **freeze Qiwa, Ajeer and MHRSD services**: no new visas, transfers or permits. Serious violations can also bring **service suspensions or bans**.

REAL ENFORCEMENT

168,000

labour violations found in **250,000 MHRSD inspection visits** in Q1 2026 alone: two for every three visits.

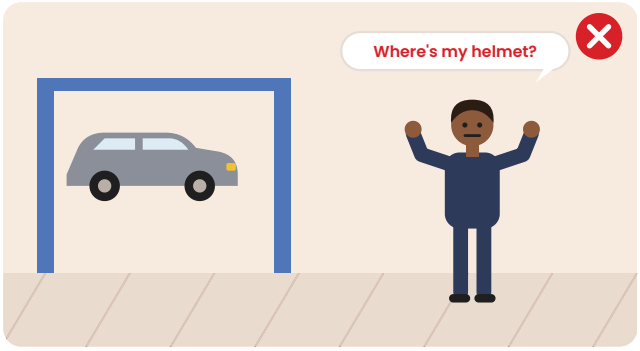
✔ RIGHT WAY



Technician in full PPE.

✖ WRONG WAY

SAR 5K



Technician under a lift with no PPE.

PURPOSE

PPE only protects if it's provided and worn.

FIX IT WITHIN

Immediate

AUDIT CRITERIA · PASS WHEN

- PPE issued for every role
- Worn during work
- Replaced when worn out

IDEAL WAY OF AUDITING

1. Walk the workshop
2. Count workers without PPE
3. Check issue log

Evidence: Photos + issue log.

WORST CASE SAR 5,000 per violation, and services frozen if unpaid in 60 days.

LAB-A-037 LABOUR · OCCUPATIONAL HEALTH & SAFETY · 37 OF 146

Safety Instructions Posted Visibly

Area **Workshop** | Person in charge **HSE Officer · Facility Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 1,000

per violation · 50+ workers · SAR 500 (21–49) · SAR 300 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 2**: Safety & OSH instructions not posted in all workers' languages (minimum Arabic and English) [Not serious]

WHAT WE CHECK

Safety instructions are posted in visible places, in Arabic and other languages needed.

CHECKPOINTS IN THE AUDIT

Q1 Are work and employee safety instructions posted in visible locations (in Arabic and any other language where needed)?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 1,000 (50+ workers), SAR 500 (21–49) or SAR 300 (≤20) per violation. Classified **Not serious** (Row 2).

BEYOND THE FINE

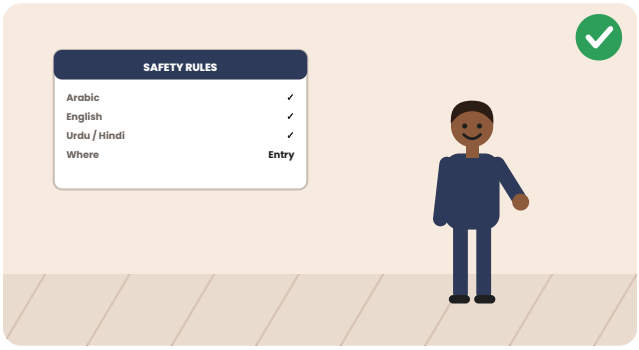
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WHAT HAPPENS NEXT

60 days

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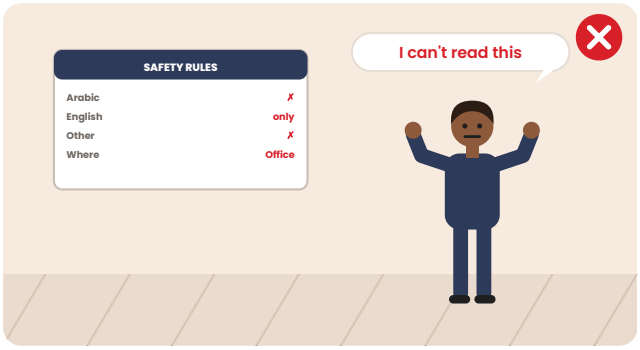
✔ RIGHT WAY



Rules in Arabic and workers' languages at the entry.

✖ WRONG WAY

SAR 1K



English only, in the office.

PURPOSE

Instructions nobody can read protect nobody.

FIX IT WITHIN

72 hours

AUDIT CRITERIA · PASS WHEN

- Posted at entry points
- In Arabic + workers' languages
- Legible

IDEAL WAY OF AUDITING

1. Photograph notices
2. List languages spoken
3. Compare

Evidence: Photos.

WORST CASE SAR 1,000 per violation, and services frozen if unpaid in 60 days.

LAB-A-038 LABOUR · OCCUPATIONAL HEALTH & SAFETY · 38 OF 146

Safety Notice Boards Displayed

Area **Whole site** | Person in charge **HSE Officer · Facility Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 1,000

per violation · 50+ workers · SAR 500 (21–49) · SAR 300 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 2**: Safety & OSH instructions not posted in all workers' languages (minimum Arabic and English) [Not serious]

WHAT WE CHECK

Safety notices are displayed by some means: a board, a screen or a roll-up banner.

CHECKPOINTS IN THE AUDIT

Q1 Are boards or notices on safety instructions displayed by any means (board, TV screen, roll-up banner, etc.)?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 1,000 (50+ workers), SAR 500 (21–49) or SAR 300 (≤20) per violation. Classified **Not serious** (Row 2).

BEYOND THE FINE

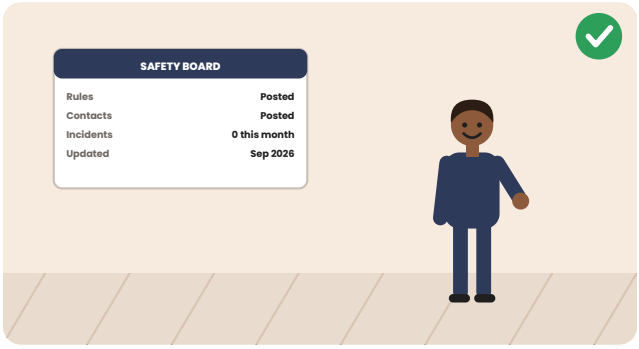
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REAL ENFORCEMENT

2 in 3

MHRSD inspection visits found a violation in Q1 2026: **168,000 violations from 250,000 visits**.

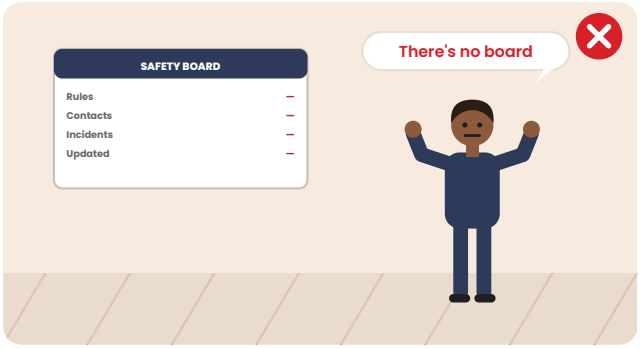
✔ RIGHT WAY



Safety board up to date.

✖ WRONG WAY

SAR 1K



No safety board anywhere.

PURPOSE

A visible safety board is one of the quickest things to fix.

FIX IT WITHIN

72 hours

AUDIT CRITERIA · PASS WHEN

- Safety board or screen in place
- Content current
- Visible to all

IDEAL WAY OF AUDITING

1. Find the board
2. Check content
3. Check date

Evidence: Photo.

WORST CASE SAR 1,000 per violation, and services frozen if unpaid in 60 days.

LAB-A-039 LABOUR · OCCUPATIONAL HEALTH & SAFETY · 39 OF 146

OHS Policy Posted Clearly

Area **Whole site** | Person in charge **HSE Officer · Facility Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 1,000

per violation · 50+ workers · SAR 500 (21–49) · SAR 300 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW
LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 2**: Safety & OSH instructions not posted in all workers' languages (minimum Arabic and English) [Not serious]

WHAT WE CHECK

Safety notices clearly include the OHS rules, policy and responsibilities.

CHECKPOINTS IN THE AUDIT

Q1 Do the occupational health and safety notices clearly and concisely include the OHS rules, policy and responsibilities?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 1,000 (50+ workers), SAR 500 (21–49) or SAR 300 (≤20) per violation. Classified **Not serious** (Row 2).

BEYOND THE FINE

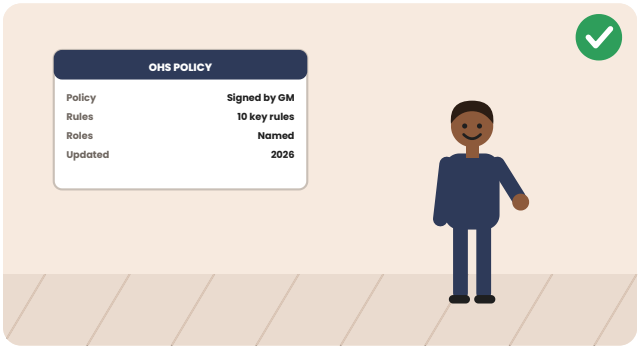
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REAL ENFORCEMENT

168,000

labour violations found in **250,000 MHRSD inspection visits** in Q1 2026 alone: two for every three visits.

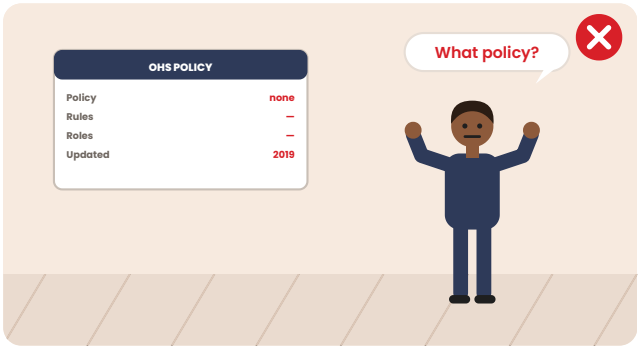
✔ RIGHT WAY



Policy, rules and roles on one board.

✖ WRONG WAY

SAR 1K



Out-of-date board with no policy.

PURPOSE

The policy shows management takes safety seriously, and inspectors look for it.

FIX IT WITHIN

30 days

AUDIT CRITERIA · PASS WHEN

- OHS policy posted
- Rules and responsibilities clear
- Reviewed yearly

IDEAL WAY OF AUDITING

1. Read the posted policy
2. Check responsibilities
3. Check review date

Evidence: Photo.

WORST CASE SAR 1,000 per violation, and services frozen if unpaid in 60 days.

LAB-A-040 LABOUR · OCCUPATIONAL HEALTH & SAFETY · 40 OF 146

Safety Instructions at Hazardous Areas

Area **Paint shop · Battery area**

Person in charge **HSE Officer · Facility Manager**

Regulator **MHRSD**

MAXIMUM PENALTY

SAR 1,000

per violation · 50+ workers · SAR 500 (21–49) · SAR 300 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 2**: Safety & OSH instructions not posted in all workers' languages (minimum Arabic and English) [Not serious]

WHAT WE CHECK

Safety instructions are posted at each hazardous area.

Applies when: Only where hazardous areas exist

CHECKPOINTS IN THE AUDIT

Q1 Are occupational health and safety instructions posted at hazardous areas?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 1,000 (50+ workers), SAR 500 (21–49) or SAR 300 (≤20) per violation. Classified **Not serious** (Row 2).

BEYOND THE FINE

Fines are due within **60 days**, and an objection doesn't pause them. Unpaid fines **freeze Qiwa, Ajeer and MHRSD services**: no new visas, transfers or permits.

WHAT HAPPENS NEXT

60 days

to pay an MHRSD fine, and objecting doesn't pause the clock. After that, **Qiwa, Ajeer and MHRSD services are frozen**.

✔ RIGHT WAY



Specific rules at the paint booth door.

✖ WRONG WAY

SAR 1K



No signs at the hazardous area.

PURPOSE

Hazard-specific signs tell people what to do right where the risk is.

FIX IT WITHIN

72 hours

AUDIT CRITERIA · PASS WHEN

- Signs at every hazardous area
- Specific to the hazard
- In workers' languages

IDEAL WAY OF AUDITING

1. List hazardous areas
2. Check each for signs
3. Photograph

Evidence: Photos.

WORST CASE SAR 1,000 per violation, and services frozen if unpaid in 60 days.

LAB-A-041 LABOUR · OCCUPATIONAL HEALTH & SAFETY · 41 OF 146

Safety Notices Understood by Employees

Area **Whole site** | Person in charge **HSE Officer · Facility Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 1,000

per violation · 50+ workers · SAR 500 (21–49) · SAR 300 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 2**: Safety & OSH instructions not posted in all workers' languages (minimum Arabic and English) [Not serious]

WHAT WE CHECK

Official safety notices are in a language employees understand.

CHECKPOINTS IN THE AUDIT

Q1 Are the official occupational health and safety notices understood by employees (in a language they understand)?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 1,000 (50+ workers), SAR 500 (21–49) or SAR 300 (≤20) per violation. Classified **Not serious** (Row 2).

BEYOND THE FINE

Fines are due within **60 days**, and an objection doesn't pause them. Unpaid fines **freeze Qiwa, Ajeer and MHRSD services**: no new visas, transfers or permits.

REAL ENFORCEMENT

2 in 3

MHRSD inspection visits found a violation in Q1 2026: **168,000 violations from 250,000 visits**.

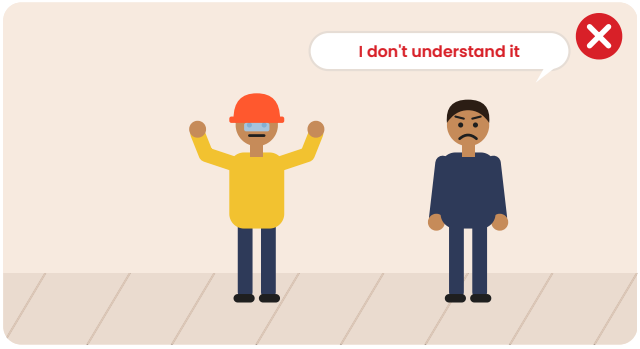
✔ RIGHT WAY



Supervisor explains the notice in the worker's language.

✖ WRONG WAY

SAR 1K



Worker can't understand the notice.

PURPOSE

A notice only counts if the worker understands it.

FIX IT WITHIN

7 days

AUDIT CRITERIA · PASS WHEN

- Languages spoken known
- Notices translated
- Understanding checked

IDEAL WAY OF AUDITING

1. Ask 3 workers to explain a rule
2. Check translations
3. Check toolbox talks

Evidence: Worker answers.

WORST CASE SAR 1,000 per violation, and services frozen if unpaid in 60 days.

LAB-A-042 LABOUR · OCCUPATIONAL HEALTH & SAFETY · 42 OF 146

Employees Informed of Work Hazards

Area **HSE** | Person in charge **HSE Officer · Facility Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 5,000

per violation · 50+ workers · SAR 2,500 (21–49) · SAR 1,500 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 1**: Non-compliance with Ministry-approved occupational safety & health protection rules / failure to take precautions to protect workers [Serious]

WHAT WE CHECK

Each worker is told about the hazards of their specific job.

CHECKPOINTS IN THE AUDIT

Q1 Has the employee been informed of the hazards associated with their direct work?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 5,000 (50+ workers), SAR 2,500 (21–49) or SAR 1,500 (≤20) per violation. Classified **Serious** (Row 1).

BEYOND THE FINE

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REAL ENFORCEMENT

168,000

labour violations found in **250,000 MHRSD inspection visits** in Q1 2026 alone: two for every three visits.

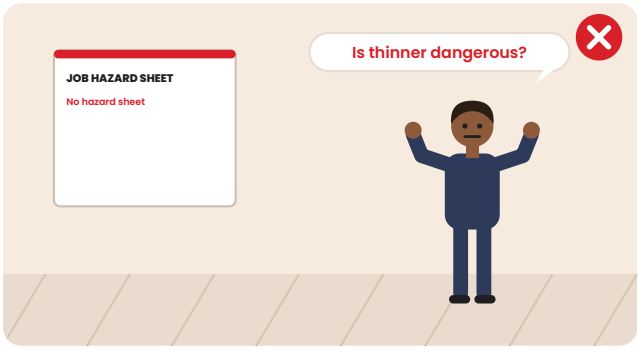
✔ RIGHT WAY



Role-specific hazard sheet signed.

✖ WRONG WAY

SAR 5K



Painter never told the solvent risks.

PURPOSE

Specific hazards need specific briefings.

FIX IT WITHIN

7 days

AUDIT CRITERIA · PASS WHEN

- Hazard sheet per role
- Signed by each worker
- Reviewed on changes

IDEAL WAY OF AUDITING

1. Check role sheets
2. Check signatures
3. Ask workers

Evidence: Hazard sheets.

WORST CASE SAR 5,000 per violation, and services frozen if unpaid in 60 days.

LAB-A-043 LABOUR · OCCUPATIONAL HEALTH & SAFETY · 43 OF 146

Prescribed Protective Equipment Used

Area **Workshop** | Person in charge **HSE Officer · Facility Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 5,000

per violation · 50+ workers · SAR 2,500 (21–49) · SAR 1,500 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 1**: Non-compliance with Ministry-approved occupational safety & health protection rules / failure to take precautions to protect workers [Serious]

WHAT WE CHECK

Workers are required to use the protective equipment prescribed for them.

CHECKPOINTS IN THE AUDIT

Q1 Is the employee required to use the protective equipment prescribed for them?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 5,000 (50+ workers), SAR 2,500 (21–49) or SAR 1,500 (≤20) per violation. Classified **Serious** (Row 1).

BEYOND THE FINE

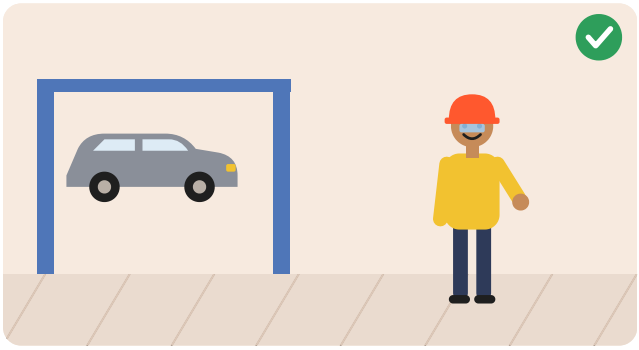
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WHAT HAPPENS NEXT

60 days

to pay an MHRSD fine, and objecting doesn't pause the clock. After that, **Qiwa, Ajeer and MHRSD services are frozen**.

✔ RIGHT WAY



PPE worn as required.

✖ WRONG WAY

SAR 5K



Helmet left on the floor.

PURPOSE

The employer must require PPE use, not just hand it out.

FIX IT WITHIN

◷ Immediate

AUDIT CRITERIA · PASS WHEN

- PPE rule in regulations
- Supervisors enforce
- Breaches recorded

IDEAL WAY OF AUDITING

1. Walk the site
2. Count non-use
3. Check enforcement

Evidence: Photos + breach log.

WORST CASE SAR 5,000 per violation, and services frozen if unpaid in 60 days.

LAB-A-044 LABOUR · OCCUPATIONAL HEALTH & SAFETY · 44 OF 146

Appropriate PPE Provided to Workers

Area **HSE · Stores** | Person in charge **HSE Officer · Branch / Site Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 5,000

per violation · 50+ workers · SAR 2,500 (21–49) · SAR 1,500 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 1**: Non-compliance with Ministry-approved occupational safety & health protection rules / failure to take precautions to protect workers [Serious]

WHAT WE CHECK

Workers are given PPE suited to their tasks.

CHECKPOINTS IN THE AUDIT

Q1 Has appropriate personal protective equipment (PPE) been provided to workers?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 5,000 (50+ workers), SAR 2,500 (21–49) or SAR 1,500 (≤20) per violation. Classified **Serious** (Row 1).

BEYOND THE FINE

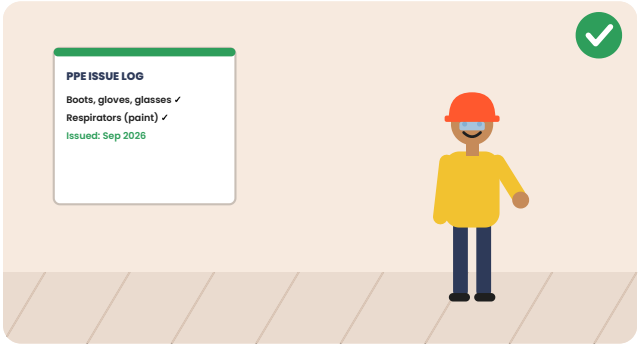
Fines are due within **60 days**, and an objection doesn't pause them. Unpaid fines **freeze Qiwa, Ajeer and MHRSD services**: no new visas, transfers or permits. Serious violations can also bring **service suspensions or bans**.

REAL ENFORCEMENT

2 in 3

MHRSD inspection visits found a violation in Q1 2026: **168,000 violations from 250,000 visits**.

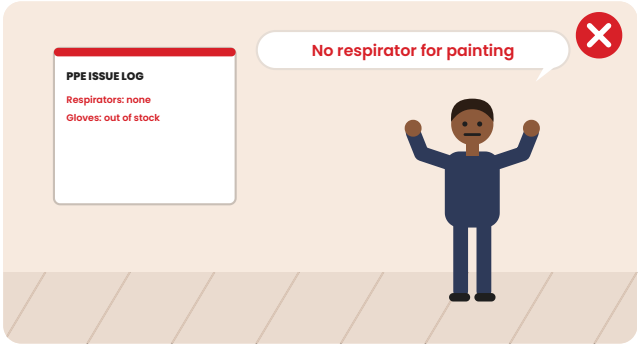
✔ RIGHT WAY



Task-specific PPE issued and logged.

✖ WRONG WAY

SAR 5K



Painters without respirators.

PURPOSE

Wrong or missing PPE is as bad as none.

FIX IT WITHIN

◷ 24 hours

AUDIT CRITERIA · PASS WHEN

- PPE matched to task hazards
- Stock available
- Issue logged

IDEAL WAY OF AUDITING

1. Check PPE stock
2. Check issue log
3. Check task match

Evidence: Issue log.

WORST CASE SAR 5,000 per violation, and services frozen if unpaid in 60 days.

LAB-A-045 LABOUR · OCCUPATIONAL HEALTH & SAFETY · 45 OF 146

Workers Trained on PPE Use

Area **HSE** | Person in charge **HSE Officer · Branch / Site Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 5,000

per violation · 50+ workers · SAR 2,500 (21–49) · SAR 1,500 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 1**: Non-compliance with Ministry-approved occupational safety & health protection rules / failure to take precautions to protect workers [Serious]

WHAT WE CHECK

Workers are trained how to use their PPE.

CHECKPOINTS IN THE AUDIT

Q1 Have workers been trained on the use of personal protective equipment (PPE)?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 5,000 (50+ workers), SAR 2,500 (21–49) or SAR 1,500 (≤20) per violation. Classified **Serious** (Row 1).

BEYOND THE FINE

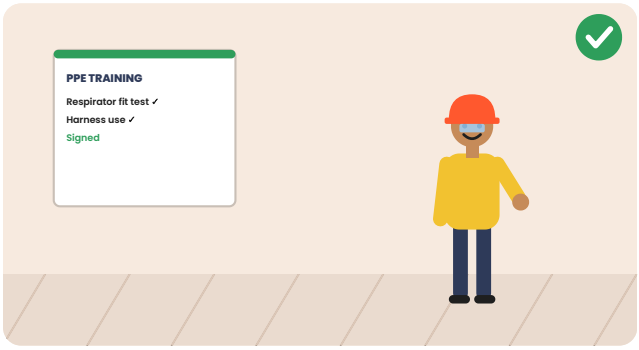
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REAL ENFORCEMENT

168,000

labour violations found in **250,000 MHRSD inspection visits** in Q1 2026 alone: two for every three visits.

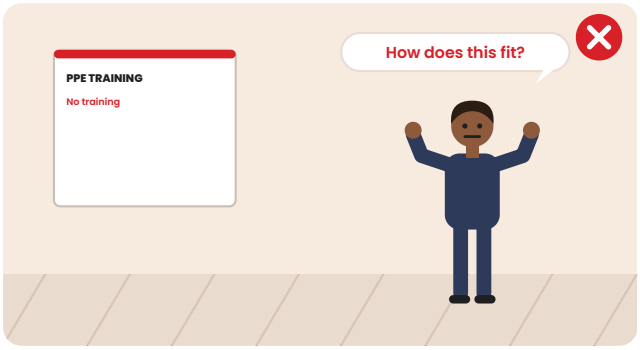
✔ RIGHT WAY



Fit-tested and trained.

✖ WRONG WAY

SAR 5K



Respirator worn wrongly, no training.

PURPOSE

PPE worn wrongly gives false confidence.

FIX IT WITHIN

7 days

AUDIT CRITERIA · PASS WHEN

- Training for each PPE type
- Fit tests where needed
- Records signed

IDEAL WAY OF AUDITING

1. Check training records
2. Watch PPE use
3. Ask workers

Evidence: Training records.

WORST CASE SAR 5,000 per violation, and services frozen if unpaid in 60 days.

LAB-A-046 LABOUR · OCCUPATIONAL HEALTH & SAFETY · 46 OF 146

Workers Use Designated Protective Equipment

Area **Workshop** | Person in charge **HSE Officer · Branch / Site Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 300

per worker · 50+ workers · SAR 300 (21–49) · SAR 300 (≤20)

× 20 workers: **SAR 6,000**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 3**: Worker not following preventive (safety) instructions [Not serious]

WHAT WE CHECK

Workers use the protective equipment designated for each task.

CHECKPOINTS IN THE AUDIT

Q1 Do workers use the protective equipment designated for each operation?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 300 (50+ workers), SAR 300 (21–49) or SAR 300 (≤20) per worker. Classified **Not serious** (Row 3).

BEYOND THE FINE

Fines are due within **60 days**, and an objection doesn't pause them. Unpaid fines **freeze Qiwa, Ajeer and MHRSD services**: no new visas, transfers or permits.

WHAT HAPPENS NEXT

60 days

to pay an MHRSD fine, and objecting doesn't pause the clock. After that, **Qiwa, Ajeer and MHRSD services are frozen**.

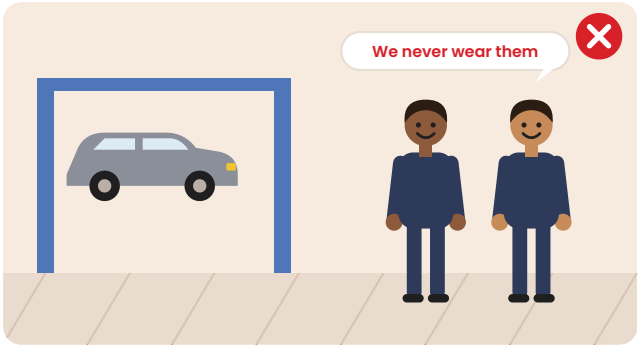
✔ RIGHT WAY



Whole team in PPE.

✖ WRONG WAY

SAR 300 / WORKER



Whole team without PPE.

PURPOSE

This fine is per worker: a team without PPE multiplies fast.

FIX IT WITHIN

Immediate

AUDIT CRITERIA · PASS WHEN

- PPE used on every task
- Spot checks each shift
- Breaches recorded

IDEAL WAY OF AUDITING

1. Walk the site unannounced
2. Count workers without PPE
3. Check spot-check log

Evidence: Photos + log.

WORST CASE SAR 300 per worker: across 20 workers that's SAR 6,000.

LAB-A-047 LABOUR · OCCUPATIONAL HEALTH & SAFETY · 47 OF 146

Workers Maintain Protective Equipment

Area **Workshop** | Person in charge **HSE Officer · Branch / Site Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 300

per worker · 50+ workers · SAR 300 (21–49) · SAR 300 (≤20)

× 20 workers: **SAR 6,000**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 3**: Worker not following preventive (safety) instructions [Not serious]

WHAT WE CHECK

Workers look after the protective equipment for each task.

CHECKPOINTS IN THE AUDIT

Q1 Do workers maintain the protective equipment designated for each operation?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 300 (50+ workers), SAR 300 (21–49) or SAR 300 (≤20) per worker. Classified **Not serious** (Row 3).

BEYOND THE FINE

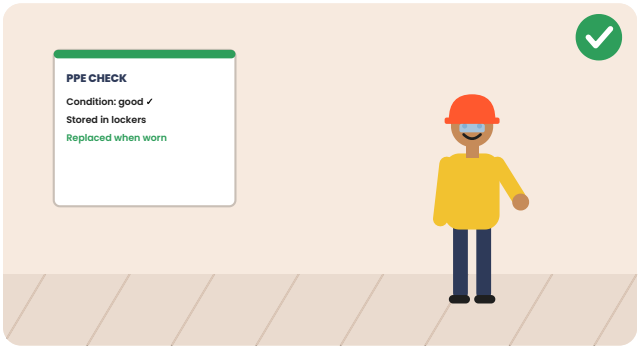
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REAL ENFORCEMENT

2 in 3

MHRSD inspection visits found a violation in Q1 2026: **168,000 violations from 250,000 visits**.

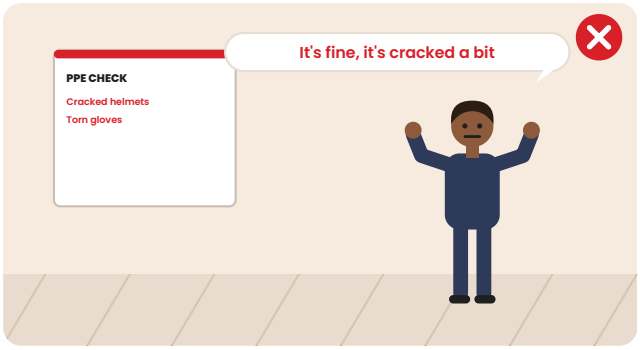
✔ RIGHT WAY



PPE checked, stored and replaced.

✖ WRONG WAY

SAR 300 / WORKER



Cracked helmets and torn gloves in use.

PURPOSE

Damaged PPE doesn't protect.

FIX IT WITHIN

◷ 7 days

AUDIT CRITERIA · PASS WHEN

- PPE inspected
- Damaged items replaced
- Proper storage

IDEAL WAY OF AUDITING

1. Inspect PPE in use
2. Check storage
3. Check replacement log

Evidence: Photos.

WORST CASE SAR 300 per worker: across 20 workers that's SAR 6,000.

LAB-A-048 LABOUR · OCCUPATIONAL HEALTH & SAFETY · 48 OF 146

Workers Follow Health & Safety Instructions

Area **Workshop** | Person in charge **HSE Officer · Branch / Site Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 300

per worker · 50+ workers · SAR 300 (21–49) · SAR 300 (≤20)

× 20 workers: **SAR 6,000**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 3**: Worker not following preventive (safety) instructions [Not serious]

WHAT WE CHECK

Workers follow the instructions set to protect their health and prevent injury.

CHECKPOINTS IN THE AUDIT

Q1 Do workers follow the instructions established to preserve their health and protect them from injuries and diseases?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 300 (50+ workers), SAR 300 (21–49) or SAR 300 (≤20) per worker. Classified **Not serious** (Row 3).

BEYOND THE FINE

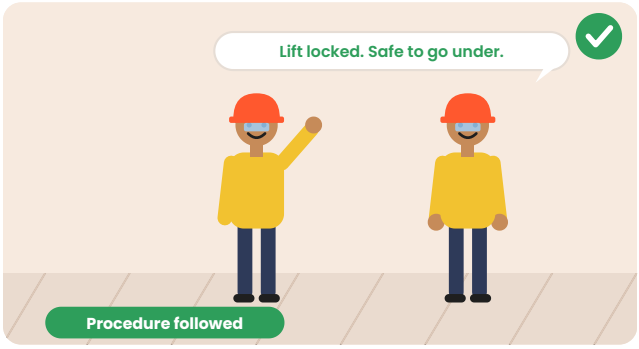
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REAL ENFORCEMENT

168,000

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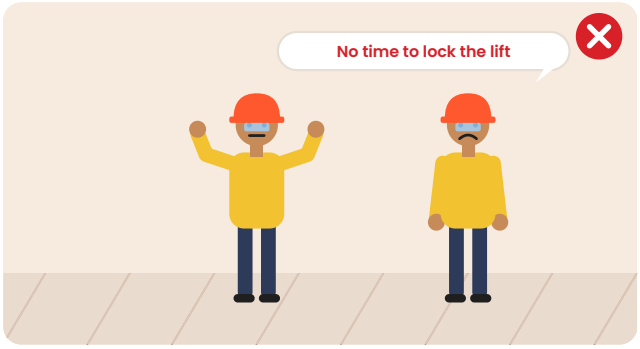
✔ RIGHT WAY



Lift lock checked before going under.

✖ WRONG WAY

SAR 300 / WORKER



Working under an unlocked lift "to save time".

PURPOSE

Rules only work if they're followed.

FIX IT WITHIN

Immediate

AUDIT CRITERIA · PASS WHEN

- Key instructions followed
- Supervisors check
- Breaches acted on

IDEAL WAY OF AUDITING

1. Observe tasks
2. Check lock-outs
3. Check breach log

Evidence: Observation notes.

WORST CASE SAR 300 per worker: across 20 workers that's SAR 6,000.

LAB-A-049 LABOUR · OCCUPATIONAL HEALTH & SAFETY · 49 OF 146

No Misuse of Safety Protection Means

Area **Workshop** | Person in charge **HSE Officer · Branch / Site Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 300

per worker · 50+ workers · SAR 300 (21–49) · SAR 300 (≤20)

× 20 workers: **SAR 6,000**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 3**: Worker not following preventive (safety) instructions [Not serious]

WHAT WE CHECK

Workers don't misuse or disable safety devices.

CHECKPOINTS IN THE AUDIT

Q1 Are workers refraining from misusing the means provided to protect the workplace and the safety and health of workers (e.g., by disabling them or failing to follow instructions) in a way that may affect the health and safety of co-workers? (Paragraph 37 of Penalties Schedule No. 88478)

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

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BEYOND THE FINE

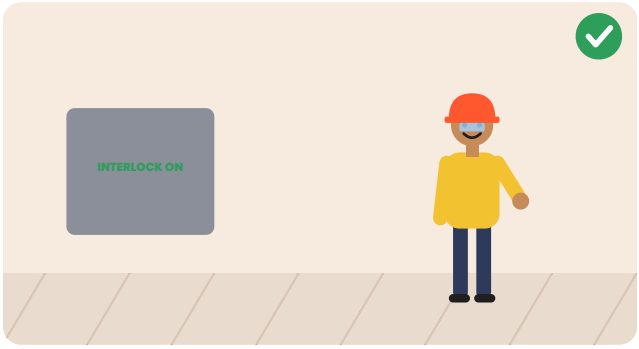
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WHAT HAPPENS NEXT

60 days

to pay an MHRSD fine, and objecting doesn't pause the clock. After that, **Qiwa, Ajeer and MHRSD services are frozen**.

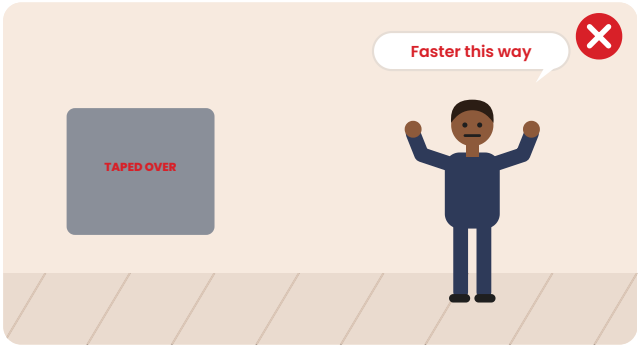
✔ RIGHT WAY



Interlock working.

✖ WRONG WAY

SAR 300 / WORKER



Interlock taped over.

PURPOSE

Disabling safety devices injures other people, not just the one who did it.

FIX IT WITHIN

Immediate

AUDIT CRITERIA · PASS WHEN

- Safety devices intact
- Tampering is a disciplinary offence
- Daily checks

IDEAL WAY OF AUDITING

1. Inspect devices
2. Look for tampering
3. Check daily checks

Evidence: Photos.

WORST CASE SAR 300 per worker: across 20 workers that's SAR 6,000.

LAB-A-050 LABOUR · FIRE & EMERGENCY SAFETY · 50 OF 146

Fire Extinguishers Adequate & Maintained

Area **Whole site** | Person in charge **HSE Officer · Facility Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 1,000

per violation · 50+ workers · SAR 500 (21–49) · SAR 300 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW
LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 4**: Fire-prevention precautions / firefighting means not provided [Not serious]

WHAT WE CHECK

Extinguishers are sufficient, right for the fire risk, visible, accessible and maintained.

CHECKPOINTS IN THE AUDIT

Q1 Are fire extinguishers sufficient in number, appropriate for the potential fire risks, clearly visible, easily accessible, and periodically maintained to ensure readiness?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 1,000 (50+ workers), SAR 500 (21–49) or SAR 300 (≤20) per violation. Classified **Not serious** (Row 4).

BEYOND THE FINE

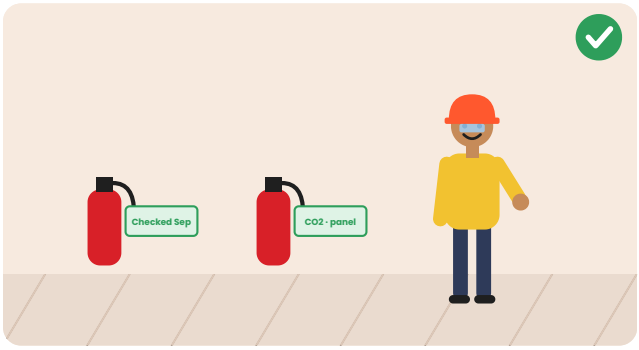
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REAL ENFORCEMENT

2 in 3

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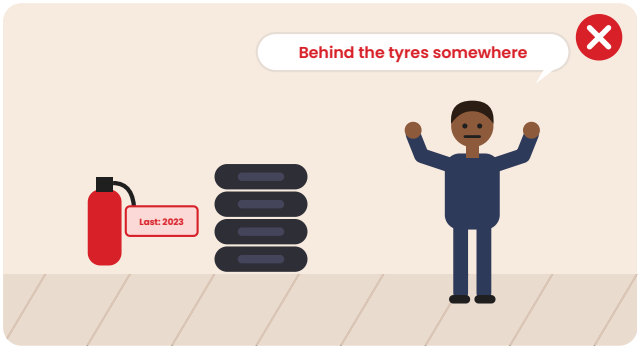
✔ RIGHT WAY



Right type, visible and tagged.

✖ WRONG WAY

SAR 1K



Expired and hidden behind tyres.

PURPOSE

An extinguisher you can't reach doesn't exist in a fire.

FIX IT WITHIN

◷ 24 hours

AUDIT CRITERIA · PASS WHEN

- Enough extinguishers for the area
- Right type for the risk
- Visible, accessible, in date

IDEAL WAY OF AUDITING

1. Walk with a floor plan
2. Check tags
3. Check access

Evidence: Photos + tags.

WORST CASE SAR 1,000 per violation, and services frozen if unpaid in 60 days. Civil Defense adds up to SAR 30,000 and prison.

LAB-A-051 LABOUR · FIRE & EMERGENCY SAFETY · 51 OF 146

Smoke Detector Maintenance Schedule

Area **Whole site** | Person in charge **HSE Officer · Facility Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 1,000

per violation · 50+ workers · SAR 500 (21–49) · SAR 300 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW
LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 4**: Fire-prevention precautions / firefighting means not provided [Not serious]

WHAT WE CHECK

Smoke detectors are in their proper places, with a maintenance schedule that's followed.

CHECKPOINTS IN THE AUDIT

Q1 Are smoke detectors installed in their proper locations, with a maintenance schedule in place?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

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BEYOND THE FINE

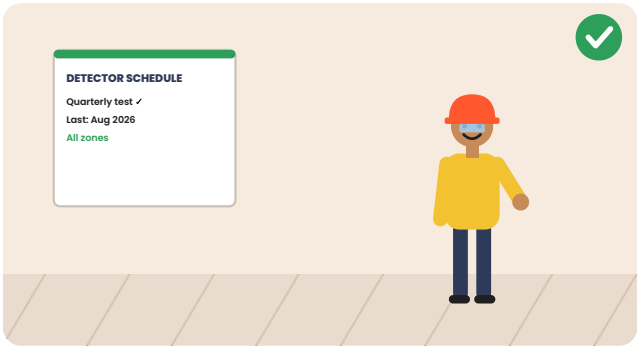
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REAL ENFORCEMENT

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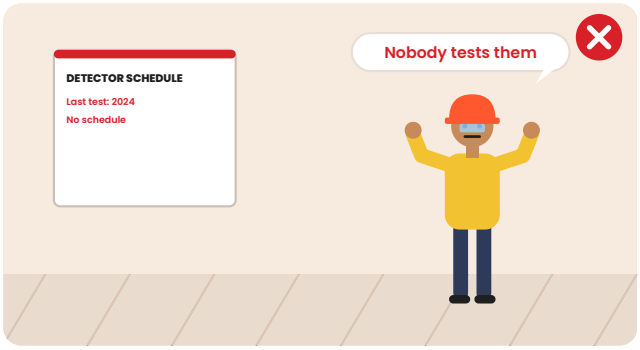
✔ RIGHT WAY



Quarterly tests logged.

✖ WRONG WAY

SAR 1K



Not tested since 2024.

PURPOSE

An untested detector may not work when it matters.

FIX IT WITHIN

7 days

AUDIT CRITERIA · PASS WHEN

- Maintenance schedule
- Tests on time
- Faults fixed

IDEAL WAY OF AUDITING

1. Check schedule
2. Check last test
3. Check fault log

Evidence: Schedule + log.

WORST CASE SAR 1,000 per violation, and services frozen if unpaid in 60 days.

LAB-A-052 LABOUR · FIRE & EMERGENCY SAFETY · 52 OF 146

Emergency Exits Operable

Area **Whole site** | Person in charge **HSE Officer · Facility Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 1,000

per violation · 50+ workers · SAR 500 (21–49) · SAR 300 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 4**: Fire-prevention precautions / firefighting means not provided [Not serious]

WHAT WE CHECK

Emergency exits are closed in normal conditions but open immediately when needed.

CHECKPOINTS IN THE AUDIT

Q1 Are emergency exits kept closed under normal conditions and operable immediately when needed?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 1,000 (50+ workers), SAR 500 (21–49) or SAR 300 (≤20) per violation. Classified **Not serious** (Row 4).

BEYOND THE FINE

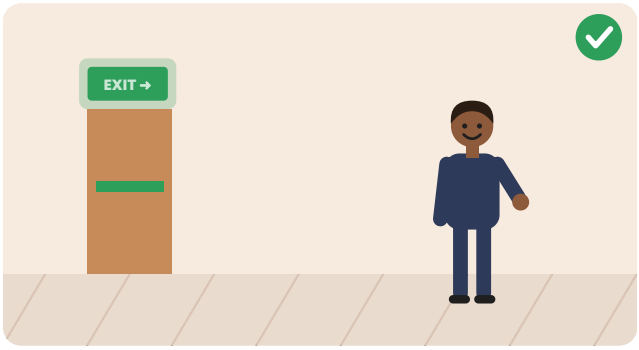
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WHAT HAPPENS NEXT

60 days

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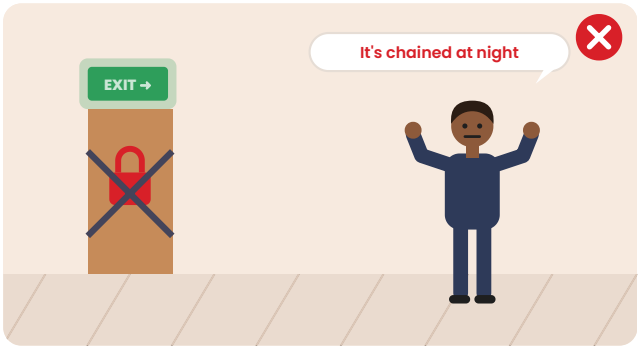
✔ RIGHT WAY



Push-bar exit, opens instantly.

✖ WRONG WAY

SAR 1K



Exit chained and padlocked.

PURPOSE

A locked exit in a fire is how people die.

FIX IT WITHIN

Immediate

AUDIT CRITERIA · PASS WHEN

- Exits open instantly from inside
- No chains or padlocks
- Checked daily

IDEAL WAY OF AUDITING

1. Test every exit
2. Look for locks
3. Check daily log

Evidence: Photos + log.

WORST CASE SAR 1,000 per violation, and services frozen if unpaid in 60 days. Civil Defense can add prison.

LAB-A-053 LABOUR · FIRE & EMERGENCY SAFETY · 53 OF 146

Emergency Assembly Points Designated

Area **Yard · Car park** | Person in charge **HSE Officer · Facility Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 1,000

per violation · 50+ workers · SAR 500 (21–49) · SAR 300 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW
LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 4**: Fire-prevention precautions / firefighting means not provided [Not serious]

WHAT WE CHECK

Emergency assembly points are designated and marked.

CHECKPOINTS IN THE AUDIT

Q1 Are emergency assembly points designated?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 1,000 (50+ workers), SAR 500 (21–49) or SAR 300 (≤20) per violation. Classified **Not serious** (Row 4).

BEYOND THE FINE

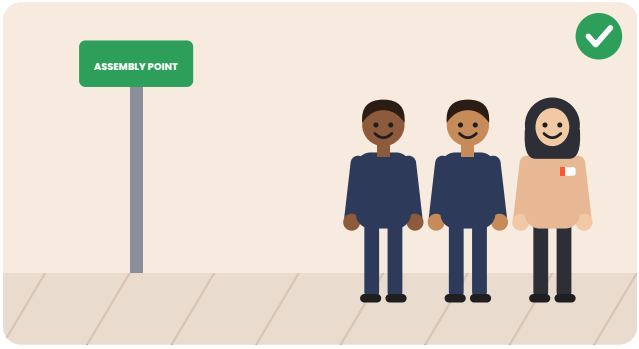
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REAL ENFORCEMENT

2 in 3

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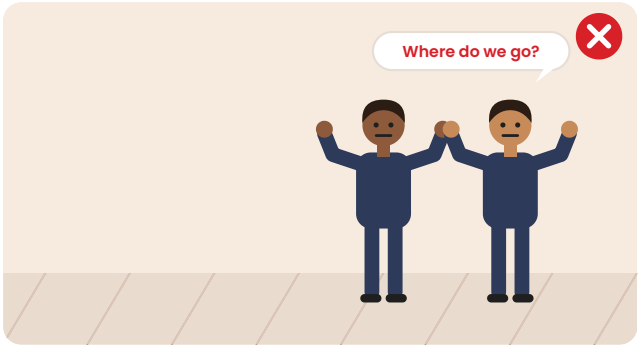
✔ RIGHT WAY



Marked assembly point in the car park.

✖ WRONG WAY

SAR 1K



No assembly point, nobody knows where to go.

PURPOSE

Without an assembly point, nobody can do a head count.

FIX IT WITHIN

◷ 7 days

AUDIT CRITERIA · PASS WHEN

- Assembly point designated
- Signposted
- Known to staff

IDEAL WAY OF AUDITING

1. Find the sign
2. Check the plan
3. Ask staff

Evidence: Photo.

WORST CASE SAR 1,000 per violation, and services frozen if unpaid in 60 days.

LAB-A-054 LABOUR · FIRE & EMERGENCY SAFETY · 54 OF 146

Emergency Lighting Working

Area **Whole site** | Person in charge **HSE Officer · Facility Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 1,000

per violation · 50+ workers · SAR 500 (21–49) · SAR 300 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 4**: Fire-prevention precautions / firefighting means not provided [Not serious]

WHAT WE CHECK

Emergency lighting works.

CHECKPOINTS IN THE AUDIT

Q1 Is the emergency lighting working?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 1,000 (50+ workers), SAR 500 (21–49) or SAR 300 (≤20) per violation. Classified **Not serious** (Row 4).

BEYOND THE FINE

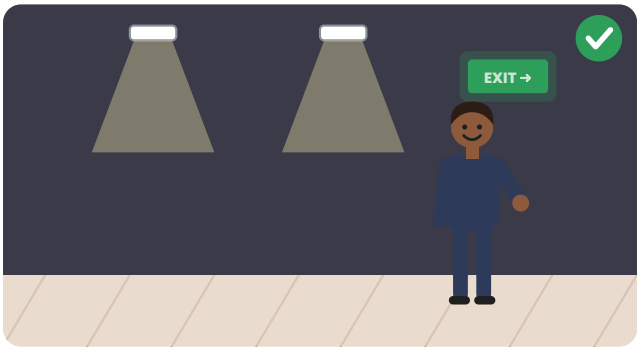
Fines are due within **60 days**, and an objection doesn't pause them. Unpaid fines **freeze Qiwa, Ajeer and MHRSD services**: no new visas, transfers or permits.

REAL ENFORCEMENT

168,000

labour violations found in **250,000 MHRSD inspection visits** in Q1 2026 alone: two for every three visits.

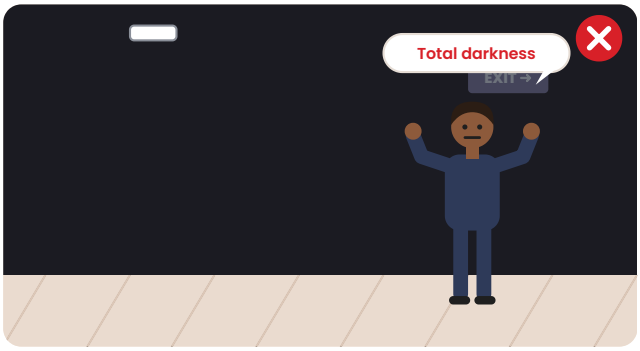
✔ RIGHT WAY



Lights on during a power cut.

✖ WRONG WAY

SAR 1K



Power cut, total darkness.

PURPOSE

Fires often cut power. Emergency lighting gets people out.

FIX IT WITHIN

◷ 24 hours

AUDIT CRITERIA · PASS WHEN

- Emergency lights work on test
- Monthly test recorded
- Faults fixed

IDEAL WAY OF AUDITING

1. Run a power-fail test
2. Check log
3. Check repairs

Evidence: Test log.

WORST CASE SAR 1,000 per violation, and services frozen if unpaid in 60 days.

LAB-A-055 LABOUR · FIRE & EMERGENCY SAFETY · 55 OF 146

Emergency & Evacuation Plans Posted

Area **Whole site** | Person in charge **HSE Officer · Facility Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 1,000

per violation · 50+ workers · SAR 500 (21–49) · SAR 300 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW
LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 4**: Fire-prevention precautions / firefighting means not provided [Not serious]

WHAT WE CHECK

Emergency plans, including evacuation routes, are posted in the right places.

CHECKPOINTS IN THE AUDIT

Q1 Are emergency plans, including evacuation plans, posted in appropriate locations?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 1,000 (50+ workers), SAR 500 (21–49) or SAR 300 (≤20) per violation. Classified **Not serious** (Row 4).

BEYOND THE FINE

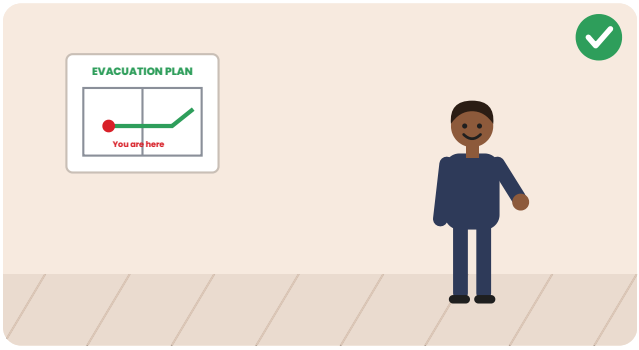
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WHAT HAPPENS NEXT

60 days

to pay an MHRSD fine, and objecting doesn't pause the clock. After that, **Qiwa, Ajeer and MHRSD services are frozen**.

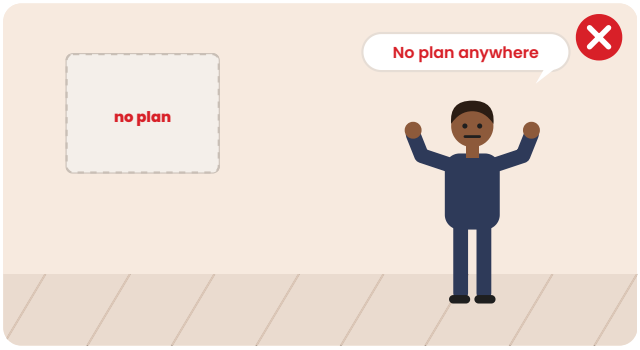
✔ RIGHT WAY



Evacuation plan by the exit.

✖ WRONG WAY

SAR 1K



Empty frame where the plan should be.

PURPOSE

People need to know the way out before there's smoke.

FIX IT WITHIN

72 hours

AUDIT CRITERIA · PASS WHEN

- Plans at key locations
- Show routes and exits
- Current layout

IDEAL WAY OF AUDITING

1. Photograph each plan
2. Check against layout
3. Check locations

Evidence: Photos.

WORST CASE SAR 1,000 per violation, and services frozen if unpaid in 60 days.

LAB-A-056 LABOUR · FIRE & EMERGENCY SAFETY · 56 OF 146

Passageways Free of Obstructions

Area **Whole site** | Person in charge **HSE Officer · Facility Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 1,000

per violation · 50+ workers · SAR 500 (21–49) · SAR 300 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 4**: Fire-prevention precautions / firefighting means not provided [Not serious]

WHAT WE CHECK

Passageways are kept free of barriers and obstructions.

CHECKPOINTS IN THE AUDIT

Q1 Are passageways free of barriers and obstructions?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 1,000 (50+ workers), SAR 500 (21–49) or SAR 300 (≤20) per violation. Classified **Not serious** (Row 4).

BEYOND THE FINE

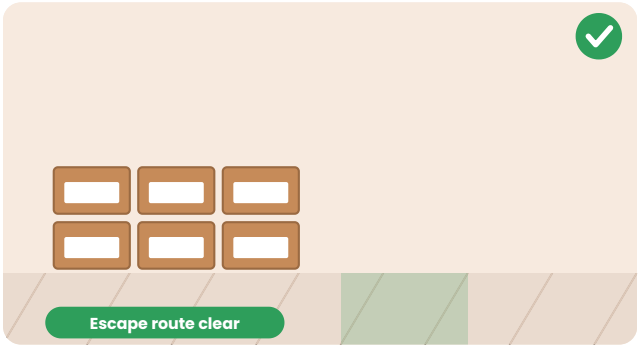
Fines are due within **60 days**, and an objection doesn't pause them. Unpaid fines **freeze Qiwa, Ajeer and MHRSD services**: no new visas, transfers or permits.

REAL ENFORCEMENT

2 in 3

MHRSD inspection visits found a violation in Q1 2026: **168,000 violations from 250,000 visits**.

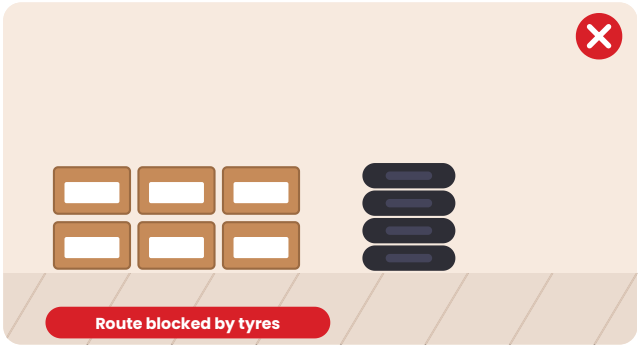
✔ RIGHT WAY



Clear escape passage.

✖ WRONG WAY

SAR 1K



Passage blocked with tyres.

PURPOSE

Blocked passages slow evacuation.

FIX IT WITHIN

24 hours

AUDIT CRITERIA · PASS WHEN

- Passages clear
- Marked
- Checked each shift

IDEAL WAY OF AUDITING

1. Walk routes
2. Photograph blocks
3. Check log

Evidence: Photos.

WORST CASE SAR 1,000 per violation, and services frozen if unpaid in 60 days.

LAB-A-057 LABOUR · FIRE & EMERGENCY SAFETY · 57 OF 146

Automatic Fire Suppression Systems in Place

Area **Workshop · Stores** | Person in charge **HSE Officer · Facility Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 1,000

per violation · 50+ workers · SAR 500 (21–49) · SAR 300 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 4**: Fire-prevention precautions / firefighting means not provided [Not serious]

WHAT WE CHECK

Appropriate automatic fire suppression systems are installed for the type of work.

CHECKPOINTS IN THE AUDIT

Q1 Are appropriate (automatic) fire suppression systems in place according to the type of work?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 1,000 (50+ workers), SAR 500 (21–49) or SAR 300 (≤20) per violation. Classified **Not serious** (Row 4).

BEYOND THE FINE

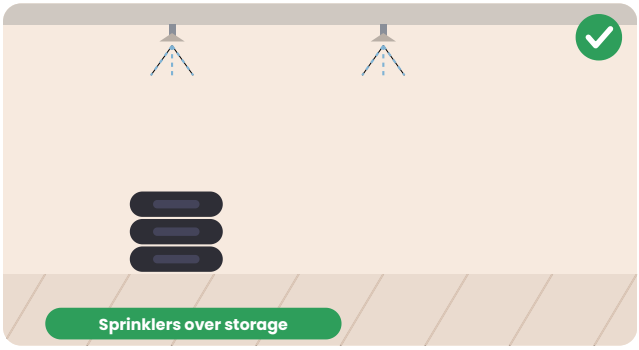
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REAL ENFORCEMENT

168,000

labour violations found in **250,000 MHRSD inspection visits** in Q1 2026 alone: two for every three visits.

✔ RIGHT WAY



Sprinklers over the tyre store.

✖ WRONG WAY

SAR 1K



Tyre store with no suppression.

PURPOSE

Tyres and paint burn fast. Suppression buys time.

FIX IT WITHIN

◷ 30 days

AUDIT CRITERIA · PASS WHEN

- Suppression where the risk needs it
- System maintained
- Certified

IDEAL WAY OF AUDITING

1. Check coverage
2. Check certificate
3. Check maintenance

Evidence: Certificate + photos.

WORST CASE SAR 1,000 per violation, and services frozen if unpaid in 60 days.

LAB-A-058 LABOUR · FIRE & EMERGENCY SAFETY · 58 OF 146

Safety & First Aid Officers Posted

Area **Whole site** | Person in charge **HSE Officer · Facility Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 300

per requirement · 50+ workers · SAR 300 (21–49) · SAR 300 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 7**: Non-compliance with a requirement of the OSH Management Regulation [Serious]

WHAT WE CHECK

Names and locations of safety officers and first-aid officers are posted.

CHECKPOINTS IN THE AUDIT

Q1 Are the names and locations of the occupational health and safety representatives or officers, and of the first aid officers during fire incidents, posted and known to employees?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 300 (50+ workers), SAR 300 (21–49) or SAR 300 (≤20) per requirement. Classified **Serious** (Row 7).

BEYOND THE FINE

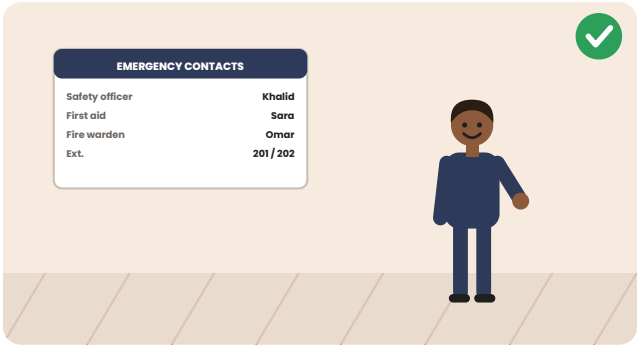
Fines are due within **60 days**, and an objection doesn't pause them. Unpaid fines **freeze Qiwa, Ajeer and MHRSD services**: no new visas, transfers or permits. Serious violations can also bring **service suspensions or bans**.

WHAT HAPPENS NEXT

60 days

to pay an MHRSD fine, and objecting doesn't pause the clock. After that, **Qiwa, Ajeer and MHRSD services are frozen**.

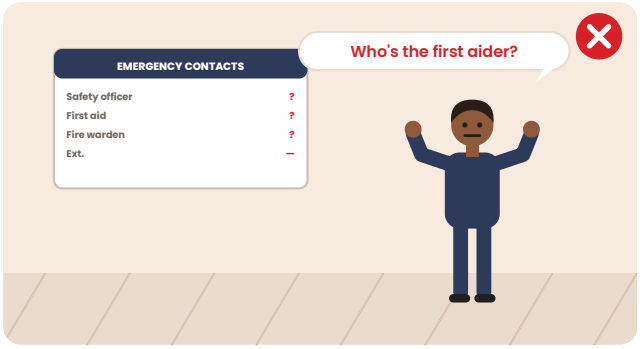
✔ RIGHT WAY



Contacts posted by the entry.

✖ WRONG WAY

SAR 300



Nobody named.

PURPOSE

In an emergency, people need a name, fast.

FIX IT WITHIN

72 hours

AUDIT CRITERIA · PASS WHEN

- Names and locations posted
- Current
- Visible

IDEAL WAY OF AUDITING

1. Find the notice
2. Check names are current
3. Ask staff

Evidence: Photo.

WORST CASE SAR 300 per violation, and services frozen if unpaid in 60 days.

LAB-A-059 LABOUR · FIRE & EMERGENCY SAFETY · 59 OF 146

Valid Civil Defense License Held

Area **Whole site** | Person in charge **Facility Manager · Legal & Compliance Officer** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 100,000

general Labour Law penalty · no specific row in the schedule

Can be **doubled on repeat**

• SEVERE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · No specific row in the MHRSD schedule: general penalty provisions of the Labour Law

WHAT WE CHECK

The establishment holds a valid Civil Defense licence where one is required.

Applies when: Only for establishments that require a Civil Defense license

CHECKPOINTS IN THE AUDIT

Q1 Does the establishment hold a valid Civil Defense license (for shops or establishments that require one)?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

No specific row in Decision 112377. The **general Labour Law penalty of up to SAR 100,000 per violation** applies, and can be doubled on repeat.

BEYOND THE FINE

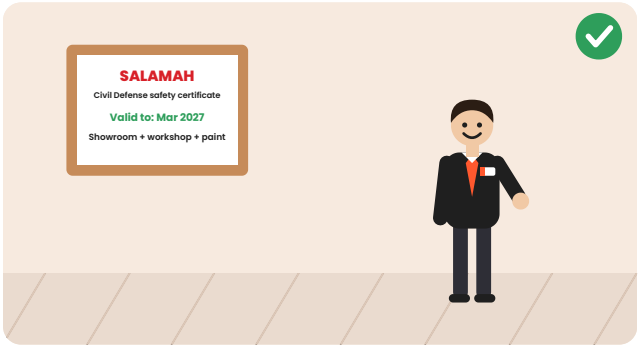
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REAL ENFORCEMENT

2 in 3

MHRSD inspection visits found a violation in Q1 2026: **168,000 violations from 250,000 visits**.

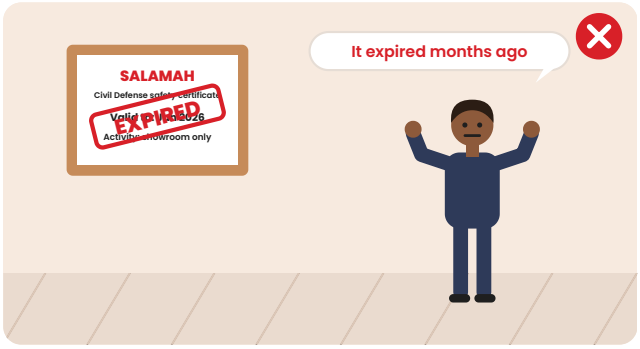
✔ RIGHT WAY



Valid Salamah certificate.

✖ WRONG WAY

UP TO SAR 100K



Certificate expired.

PURPOSE

No Civil Defense licence means the municipal licence can't be renewed.

FIX IT WITHIN

72 hours

AUDIT CRITERIA · PASS WHEN

- Licence valid
- Covers all activities
- Renewal tracked

IDEAL WAY OF AUDITING

1. Check certificate
2. Check activities
3. Check renewal date

Evidence: Certificate.

WORST CASE Up to SAR 100,000 under the general Labour Law penalty, doubled on repeat. Civil Defense itself allows up to SAR 30,000 and prison.

LAB-A-060 LABOUR · FIRE & EMERGENCY SAFETY · 60 OF 146

MODON Safety Certificate Held

Area **Industrial-city sites** | Person in charge **HSE Officer · Legal & Compliance Officer** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 100,000

general Labour Law penalty · no specific row in the schedule

Can be **doubled on repeat**

• SEVERE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · No specific row in the MHRSD schedule: general penalty provisions of the Labour Law

WHAT WE CHECK

Sites in MODON industrial cities hold a valid MODON safety permit or certificate.

Applies when: Only within MODON industrial cities

CHECKPOINTS IN THE AUDIT

Q1 Does the establishment hold a safety permit or certificate from MODON (Saudi Authority for Industrial Cities and Technology Zones)?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

No specific row in Decision 112377. The **general Labour Law penalty of up to SAR 100,000 per violation** applies, and can be doubled on repeat.

BEYOND THE FINE

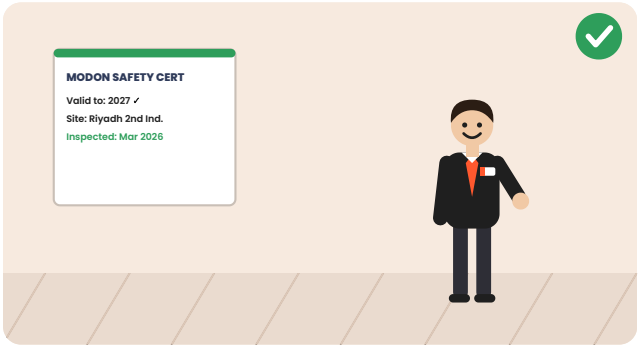
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REAL ENFORCEMENT

168,000

labour violations found in **250,000 MHRSD inspection visits** in Q1 2026 alone: two for every three visits.

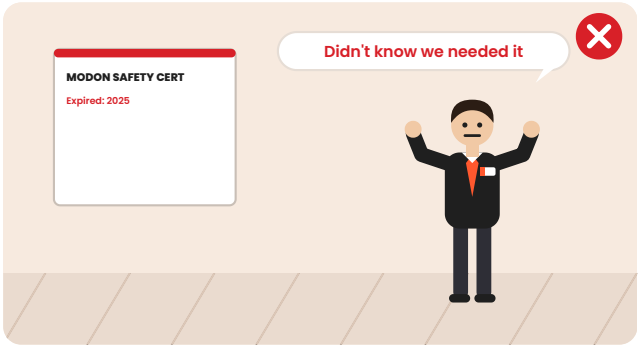
✔ RIGHT WAY



Valid MODON safety certificate.

✖ WRONG WAY

UP TO SAR 100K



Expired certificate.

PURPOSE

Industrial-city sites answer to MODON as well as Civil Defense.

FIX IT WITHIN

30 days

AUDIT CRITERIA · PASS WHEN

- Certificate valid
- Site details correct
- Renewal tracked

IDEAL WAY OF AUDITING

1. Check certificate
2. Check details
3. Check expiry

Evidence: Certificate.

WORST CASE Up to SAR 100,000 under the general Labour Law penalty, doubled on repeat.

LAB-A-061 LABOUR · FIRE & EMERGENCY SAFETY · 61 OF 146

Fire Systems Maintenance Contract Valid

Area **Facilities** | Person in charge **HSE Officer · Facility Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 1,000

per violation · 50+ workers · SAR 500 (21–49) · SAR 300 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 4**: Fire-prevention precautions / firefighting means not provided [Not serious]

WHAT WE CHECK

A valid maintenance contract for fire systems sets the schedule and the maintenance company.

CHECKPOINTS IN THE AUDIT

Q1 Does the establishment have a valid maintenance contract for fire-fighting and fire systems that specifies the maintenance schedule and the maintenance work performed?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 1,000 (50+ workers), SAR 500 (21–49) or SAR 300 (≤20) per violation. Classified **Not serious** (Row 4).

BEYOND THE FINE

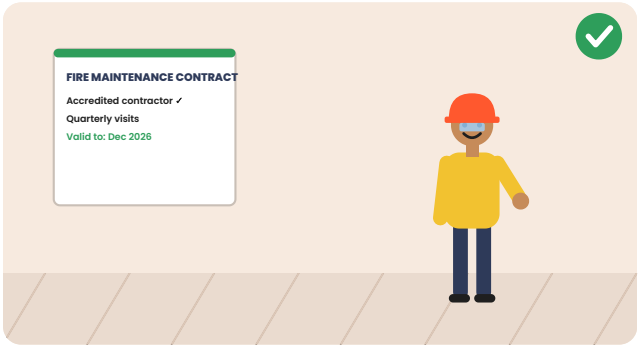
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WHAT HAPPENS NEXT

60 days

to pay an MHRSD fine, and objecting doesn't pause the clock. After that, **Qiwa, Ajeer and MHRSD services are frozen**.

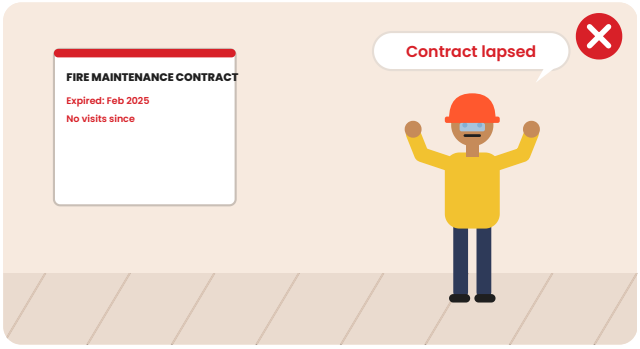
✔ RIGHT WAY



Valid contract with a schedule.

✖ WRONG WAY

SAR 1K



Contract lapsed in 2025.

PURPOSE

No contract usually means no maintenance.

FIX IT WITHIN

7 days

AUDIT CRITERIA · PASS WHEN

- Valid contract
- Schedule and company specified
- Visits recorded

IDEAL WAY OF AUDITING

1. Check contract
2. Check visit log
3. Check accreditation

Evidence: Contract + log.

WORST CASE SAR 1,000 per violation, and services frozen if unpaid in 60 days.

LAB-A-062 LABOUR · OCCUPATIONAL HEALTH & SAFETY · 62 OF 146

Midday Outdoor Work Ban Observed

Area **Yard · Car wash** | Person in charge **HSE Officer · Branch / Site Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 1,000

per worker · 50+ workers · SAR 1,000 (21–49) · SAR 1,000 (≤20)

× 20 workers: **SAR 20,000**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 5**: Employing workers under direct sun or in bad weather without required precautions [Serious]

WHAT WE CHECK

No outdoor work in direct sun from 12:00 to 15:00, 15 June – 15 September.

Applies when: Only where workers perform outdoor work

CHECKPOINTS IN THE AUDIT

Q1 Are workers not employed in outdoor work exposed to direct sunlight from 12:00 noon to 3:00 p.m. during the period from 15 June to 15 September of each year?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 1,000 (50+ workers), SAR 1,000 (21–49) or SAR 1,000 (≤20) per worker. Classified **Serious** (Row 5).

BEYOND THE FINE

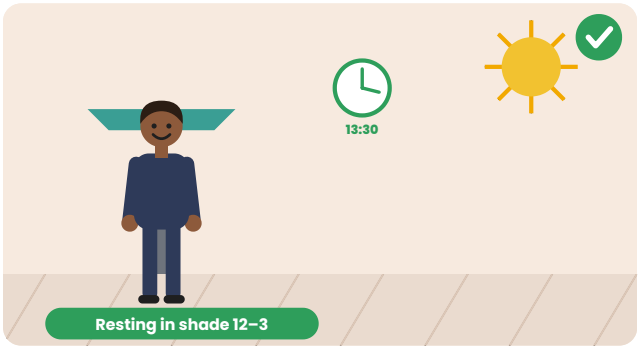
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REAL ENFORCEMENT

2 in 3

MHRSD inspection visits found a violation in Q1 2026: **168,000 violations from 250,000 visits**.

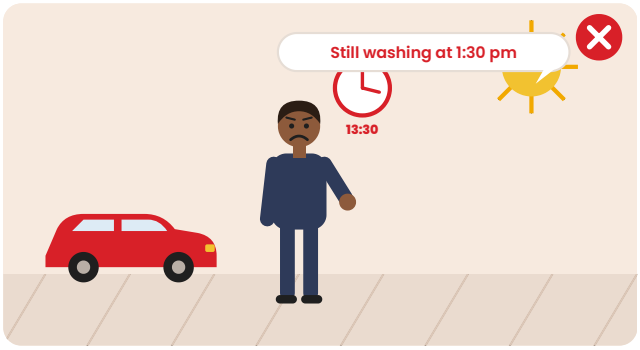
✔ RIGHT WAY



Crew resting in the shade at 1:30 pm.

✖ WRONG WAY

SAR 1K / WORKER



Worker washing cars in full sun at 1:30 pm.

PURPOSE

Heat stroke is a real risk in yards and car washes. The fine is per worker.

FIX IT WITHIN

Immediate

AUDIT CRITERIA · PASS WHEN

- No outdoor work 12–3, 15 Jun–15 Sep
- Shade and water
- Summer roster

IDEAL WAY OF AUDITING

1. Visit at 13:00 in summer
2. Check roster
3. Ask staff

Evidence: Roster + photos.

WORST CASE SAR 1,000 per worker: across 20 workers that's SAR 20,000.

LAB-A-063 LABOUR · OCCUPATIONAL HEALTH & SAFETY · 63 OF 146

Sufficient First Aid Kits Available

Area **Whole site** | Person in charge **HSE Officer · Branch / Site Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 1,000

per violation · 50+ workers · SAR 500 (21–49) · SAR 300 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW
LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 6**: No first-aid cabinet with valid medicines per the Implementing Regulations list [Not serious]

WHAT WE CHECK

There are enough first-aid kits for the site.

CHECKPOINTS IN THE AUDIT

Q1 Is there a sufficient number of first aid kits?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 1,000 (50+ workers), SAR 500 (21–49) or SAR 300 (≤20) per violation. Classified **Not serious** (Row 6).

BEYOND THE FINE

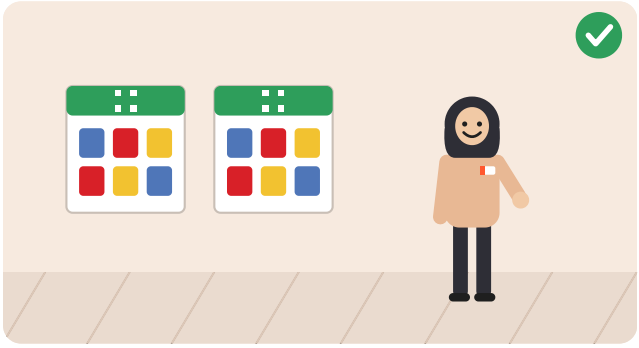
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REAL ENFORCEMENT

168,000

labour violations found in **250,000 MHRSD inspection visits** in Q1 2026 alone: two for every three visits.

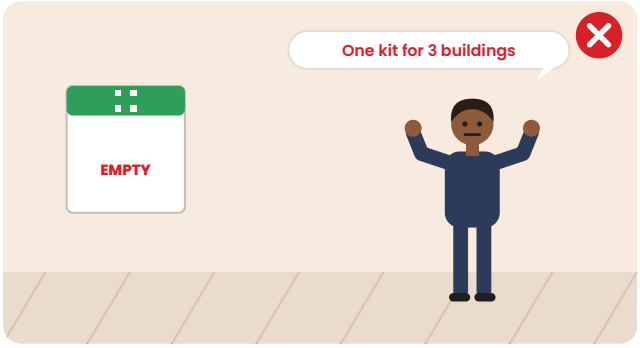
✔ RIGHT WAY



Kits in every area.

✖ WRONG WAY

SAR 1K



One empty kit for the whole site.

PURPOSE

Kits must be close to where injuries happen.

FIX IT WITHIN

72 hours

AUDIT CRITERIA · PASS WHEN

- Enough kits for the site
- In each work area
- Signposted

IDEAL WAY OF AUDITING

1. Count kits
2. Check locations
3. Check signs

Evidence: Photos.

WORST CASE SAR 1,000 per violation, and services frozen if unpaid in 60 days.

LAB-A-064 LABOUR · OCCUPATIONAL HEALTH & SAFETY · 64 OF 146

First Aid Kit Contents Complete & Valid

Area **Whole site** | Person in charge **HSE Officer · Branch / Site Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 1,000

per violation · 50+ workers · SAR 500 (21–49) · SAR 300 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW
LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 6**: No first-aid cabinet with valid medicines per the Implementing Regulations list [Not serious]

WHAT WE CHECK

First-aid kits contain the right contents, in date.

CHECKPOINTS IN THE AUDIT

Q1 Do the first aid kits contain the correct contents in usable (non-expired) condition?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 1,000 (50+ workers), SAR 500 (21–49) or SAR 300 (≤20) per violation. Classified **Not serious** (Row 6).

BEYOND THE FINE

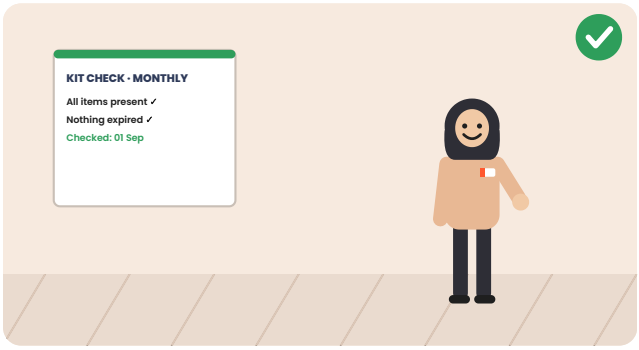
Fines are due within **60 days**, and an objection doesn't pause them. Unpaid fines **freeze Qiwa, Ajeer and MHRSD services**: no new visas, transfers or permits.

WHAT HAPPENS NEXT

60 days

to pay an MHRSD fine, and objecting doesn't pause the clock. After that, **Qiwa, Ajeer and MHRSD services are frozen**.

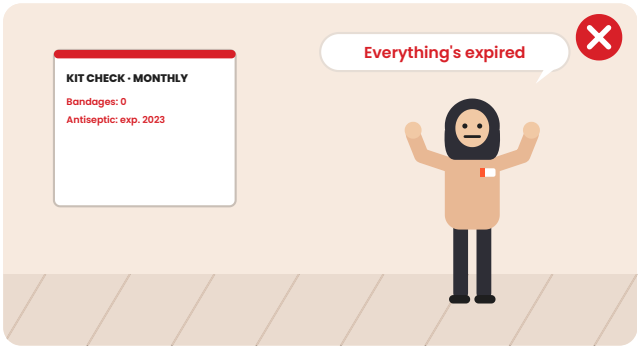
✔ RIGHT WAY



Monthly check, all in date.

✖ WRONG WAY

SAR 1K



Empty and expired.

PURPOSE

An expired kit fails exactly when it's needed.

FIX IT WITHIN

72 hours

AUDIT CRITERIA · PASS WHEN

- Contents match the list
- Nothing expired
- Monthly check

IDEAL WAY OF AUDITING

1. Open each kit
2. Check expiry
3. Check log

Evidence: Check log.

WORST CASE SAR 1,000 per violation, and services frozen if unpaid in 60 days.

LAB-A-065 LABOUR · OCCUPATIONAL HEALTH & SAFETY · 65 OF 146

First Aid Cabinet Appropriately Sized

Area **Whole site** | Person in charge **HSE Officer · Branch / Site Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 1,000

per violation · 50+ workers · SAR 500 (21–49) · SAR 300 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW
LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 6**: No first-aid cabinet with valid medicines per the Implementing Regulations list [Not serious]

WHAT WE CHECK

The first-aid cabinet is big enough for its medicines and equipment.

CHECKPOINTS IN THE AUDIT

Q1 Is the size of the first aid cabinet appropriate for the medicines and equipment it contains?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 1,000 (50+ workers), SAR 500 (21–49) or SAR 300 (≤20) per violation. Classified **Not serious** (Row 6).

BEYOND THE FINE

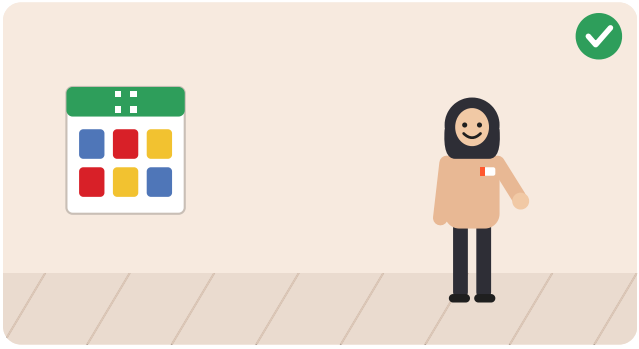
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REAL ENFORCEMENT

2 in 3

MHRSD inspection visits found a violation in Q1 2026: **168,000 violations from 250,000 visits**.

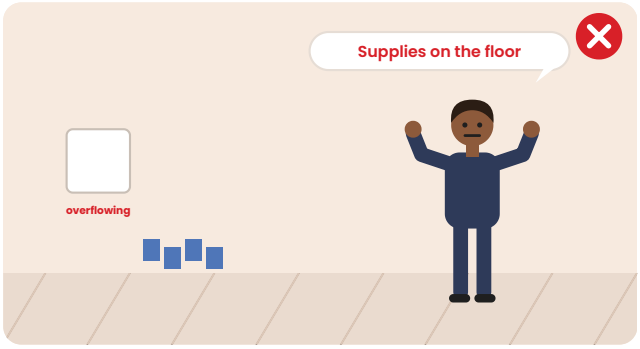
✔ RIGHT WAY



Properly sized cabinet.

✖ WRONG WAY

SAR 1K



Tiny box with supplies on the floor.

PURPOSE

Supplies kept badly get lost or contaminated.

FIX IT WITHIN

30 days

AUDIT CRITERIA · PASS WHEN

- Cabinet fits all supplies
- Organised
- Accessible

IDEAL WAY OF AUDITING

1. Inspect cabinet
2. Check fit
3. Check order

Evidence: Photo.

WORST CASE SAR 1,000 per violation, and services frozen if unpaid in 60 days.

LAB-A-066 LABOUR · OCCUPATIONAL HEALTH & SAFETY · 66 OF 146

First Aid Cabinet Hygienically Stored

Area **Whole site** | Person in charge **HSE Officer · Branch / Site Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 1,000

per violation · 50+ workers · SAR 500 (21–49) · SAR 300 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 6**: No first-aid cabinet with valid medicines per the Implementing Regulations list [Not serious]

WHAT WE CHECK

The cabinet is kept in a clean place at a suitable temperature.

CHECKPOINTS IN THE AUDIT

Q1 Is the first aid cabinet kept in a place that meets hygiene requirements and has a suitable temperature?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 1,000 (50+ workers), SAR 500 (21–49) or SAR 300 (≤20) per violation. Classified **Not serious** (Row 6).

BEYOND THE FINE

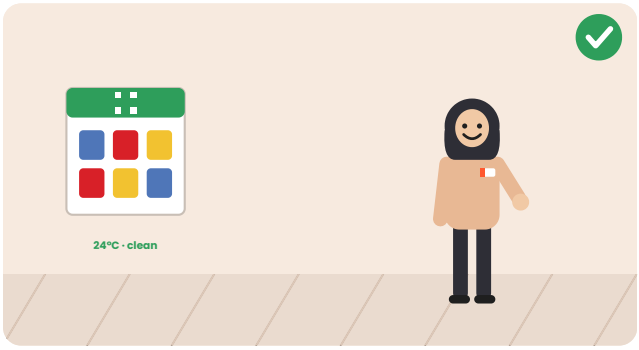
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REAL ENFORCEMENT

168,000

labour violations found in **250,000 MHRSD inspection visits** in Q1 2026 alone: two for every three visits.

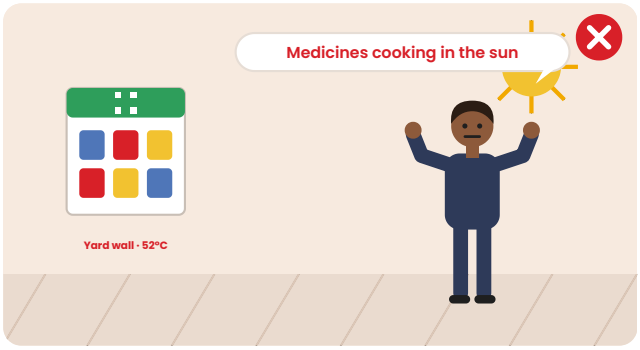
✔ RIGHT WAY



Cabinet indoors in a clean spot.

✖ WRONG WAY

SAR 1K



Cabinet on a sunlit yard wall.

PURPOSE

Heat ruins medicines.

FIX IT WITHIN

72 hours

AUDIT CRITERIA · PASS WHEN

- Clean location
- Suitable temperature
- Protected from sun and dust

IDEAL WAY OF AUDITING

1. Check location
2. Check temperature
3. Check cleanliness

Evidence: Photo.

WORST CASE SAR 1,000 per violation, and services frozen if unpaid in 60 days.

LAB-A-067 LABOUR · OCCUPATIONAL HEALTH & SAFETY · 67 OF 146

First Aid Location Notices Posted

Area **Whole site** | Person in charge **HSE Officer · Branch / Site Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 1,000

per violation · 50+ workers · SAR 500 (21–49) · SAR 300 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW
LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 6**: No first-aid cabinet with valid medicines per the Implementing Regulations list [Not serious]

WHAT WE CHECK

Notices show where the first-aid cabinet is and who's responsible.

CHECKPOINTS IN THE AUDIT

Q1 Are notices prominently posted in the workplace indicating the location of the first aid cabinet and the name of the person responsible for it?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 1,000 (50+ workers), SAR 500 (21–49) or SAR 300 (≤20) per violation. Classified **Not serious** (Row 6).

BEYOND THE FINE

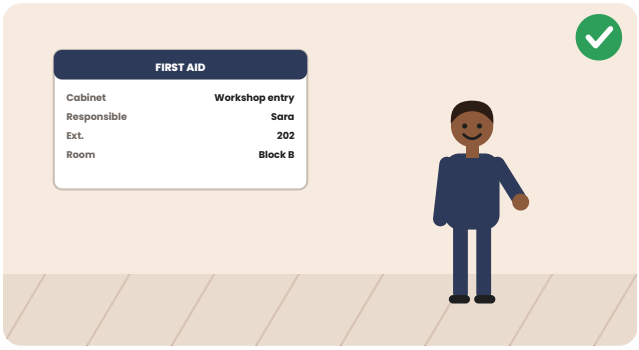
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WHAT HAPPENS NEXT

60 days

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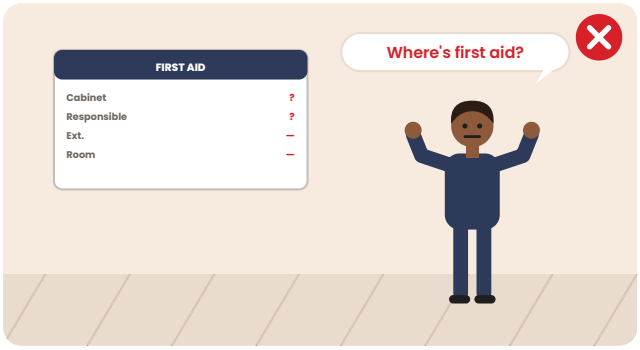
✔ RIGHT WAY



Notice with location and responsible person.

✖ WRONG WAY

SAR 1K



No notice anywhere.

PURPOSE

In an emergency, nobody should have to search.

FIX IT WITHIN

72 hours

AUDIT CRITERIA · PASS WHEN

- Notice posted prominently
- Location and name shown
- Current

IDEAL WAY OF AUDITING

1. Find notices
2. Check names
3. Ask staff

Evidence: Photo.

WORST CASE SAR 1,000 per violation, and services frozen if unpaid in 60 days.

LAB-A-068 LABOUR · OCCUPATIONAL HEALTH & SAFETY · 68 OF 146

Annual Occupational Disease Medical Exams

Area **Paint shop · Body shop** | Person in charge **HSE Officer · HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 5,000

per violation · 50+ workers · SAR 2,500 (21–49) · SAR 1,500 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 1**: Non-compliance with Ministry-approved occupational safety & health protection rules / failure to take precautions to protect workers [Serious]

WHAT WE CHECK

Workers exposed to listed occupational disease risks get an annual medical examination.

Applies when: Only where workers are exposed to occupational disease risks

CHECKPOINTS IN THE AUDIT

Q1 Have workers exposed to the risk of any occupational disease listed in the occupational diseases schedules (as stipulated in the Social Insurance Law) been medically examined at least once every year?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 5,000 (50+ workers), SAR 2,500 (21–49) or SAR 1,500 (≤20) per violation. Classified **Serious** (Row 1).

BEYOND THE FINE

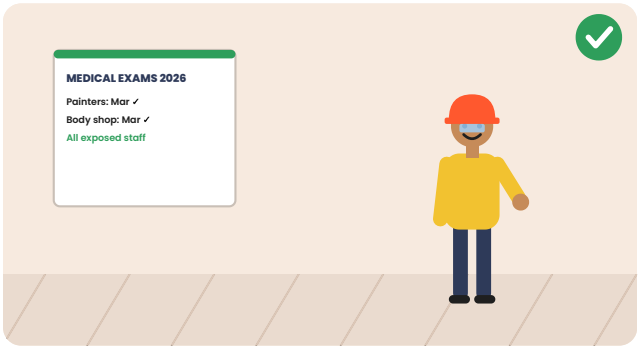
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REAL ENFORCEMENT

2 in 3

MHRSD inspection visits found a violation in Q1 2026: **168,000 violations from 250,000 visits**.

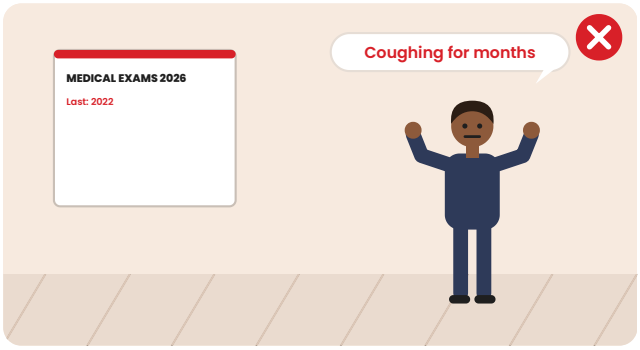
✔ RIGHT WAY



Annual exams for all exposed roles.

✖ WRONG WAY

SAR 5K



No exams since 2022.

PURPOSE

Annual checks catch disease early, and prove the employer looked.

FIX IT WITHIN

30 days

AUDIT CRITERIA · PASS WHEN

- Exposed roles listed
- Annual exam each
- Physician assigned

IDEAL WAY OF AUDITING

1. List exposed staff
2. Check exam dates
3. Check physician

Evidence: Exam records.

WORST CASE SAR 5,000 per violation, and services frozen if unpaid in 60 days.

LAB-A-069 LABOUR · OCCUPATIONAL HEALTH & SAFETY · 69 OF 146

Occupational Exam Results Recorded

Area **HR · HSE** | Person in charge **HSE Officer · HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 5,000

per violation · 50+ workers · SAR 2,500 (21–49) · SAR 1,500 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW
LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 1**: Non-compliance with Ministry-approved occupational safety & health protection rules / failure to take precautions to protect workers [Serious]

WHAT WE CHECK

Exam results for exposed workers are recorded in their files.

Applies when: Only where workers are exposed to occupational disease risks

CHECKPOINTS IN THE AUDIT

Q1 Have the examination results of workers exposed to the risk of an occupational disease been recorded in the workers' files and records?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 5,000 (50+ workers), SAR 2,500 (21–49) or SAR 1,500 (≤20) per violation. Classified **Serious** (Row 1).

BEYOND THE FINE

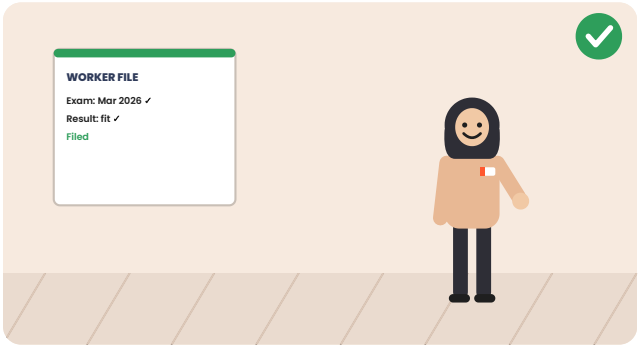
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REAL ENFORCEMENT

168,000

labour violations found in **250,000 MHRSD inspection visits** in Q1 2026 alone: two for every three visits.

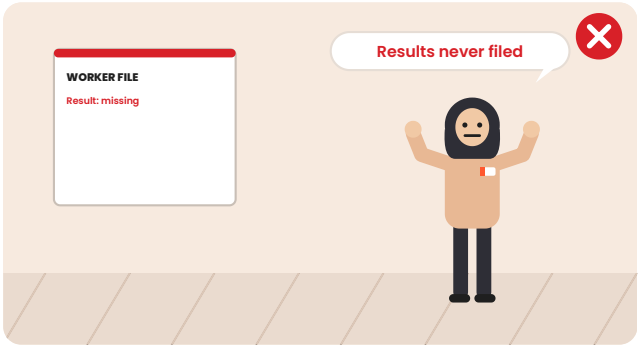
✔ RIGHT WAY



Results filed in each worker's record.

✖ WRONG WAY

SAR 5K



Exams done, results never filed.

PURPOSE

Unrecorded results are as good as no exam.

FIX IT WITHIN

7 days

AUDIT CRITERIA · PASS WHEN

- Results in each file
- Follow-ups recorded
- Confidential storage

IDEAL WAY OF AUDITING

1. Sample 5 files
2. Check results
3. Check follow-ups

Evidence: Worker files.

WORST CASE SAR 5,000 per violation, and services frozen if unpaid in 60 days.

LAB-A-070 LABOUR · WORK ENVIRONMENT & WELFARE · 70 OF 146

Medical Insurance for Workers & Families

Area **HR** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 1,000

per worker · 50+ workers · SAR 500 (21–49) · SAR 300 (≤20)

× 20 workers: **SAR 20,000**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 8**: Medical insurance not provided to worker and family (Cooperative Health Insurance) [Not serious]

WHAT WE CHECK

Workers and their families have medical insurance under the Cooperative Health Insurance Law.

CHECKPOINTS IN THE AUDIT

Q1 Do workers and their families receive medical insurance in accordance with the Cooperative Health Insurance Law?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 1,000 (50+ workers), SAR 500 (21–49) or SAR 300 (≤20) per worker. Classified **Not serious** (Row 8).

BEYOND THE FINE

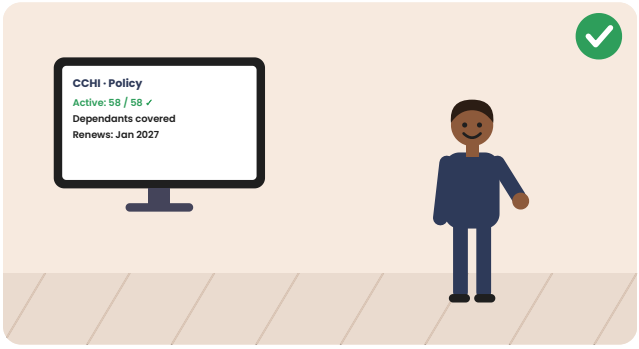
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WHAT HAPPENS NEXT

60 days

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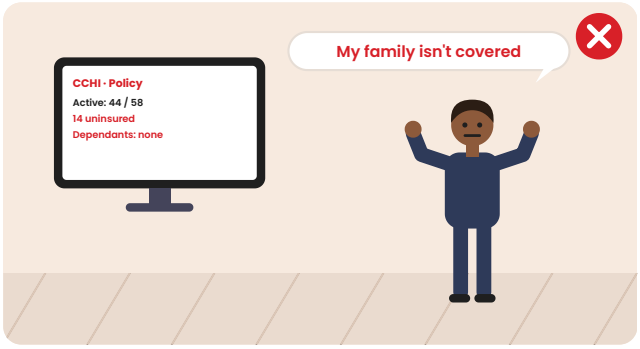
✔ RIGHT WAY



Every worker and family insured.

✖ WRONG WAY

SAR 1K / WORKER



14 workers uninsured, no family cover.

PURPOSE

Fined per worker, and a lapsed policy exposes everyone at once.

FIX IT WITHIN

◷ 24 hours

AUDIT CRITERIA · PASS WHEN

- Every worker insured
- Families covered as required
- Renewal tracked

IDEAL WAY OF AUDITING

1. Match policy to payroll
2. Check dependants
3. Check renewal

Evidence: Policy schedule.

WORST CASE SAR 1,000 per worker: across 20 workers that's SAR 20,000.

LAB-A-071 LABOUR · OCCUPATIONAL HEALTH & SAFETY · 71 OF 146

Full-Time Qualified First Aider Appointed

Area **HSE** | Person in charge **HSE Officer · Branch / Site Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 5,000

per violation · 50+ workers · SAR 2,500 (21–49) · SAR 1,500 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 1**: Non-compliance with Ministry-approved occupational safety & health protection rules / failure to take precautions to protect workers [Serious]

WHAT WE CHECK

A full-time, certified first aider is appointed, whether or not there's a clinic nearby.

Applies when: Applies only to establishments with 50+ workers

CHECKPOINTS IN THE AUDIT

Q1 Has the establishment appointed a full-time first aider holding qualifications certified by the competent authorities, regardless of whether there is a visiting doctor, a full-time doctor, or integrated medical care?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 5,000 (50+ workers), SAR 2,500 (21–49) or SAR 1,500 (≤20) per violation. Classified **Serious** (Row 1).

BEYOND THE FINE

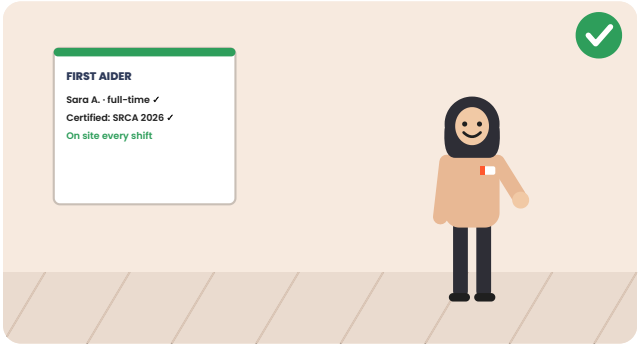
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REAL ENFORCEMENT

2 in 3

MHRSD inspection visits found a violation in Q1 2026: **168,000 violations from 250,000 visits**.

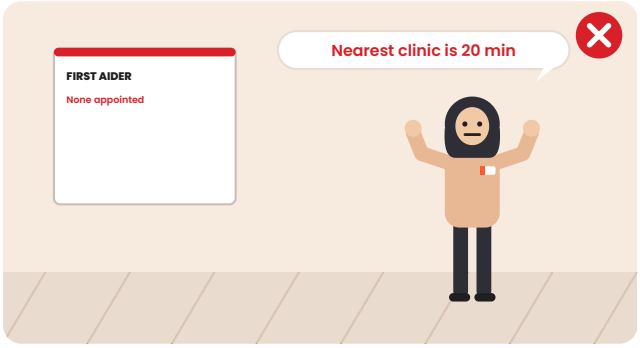
✔ RIGHT WAY



Certified first aider on every shift.

✖ WRONG WAY

SAR 5K



No first aider.

PURPOSE

Minutes matter in an injury.

FIX IT WITHIN

30 days

AUDIT CRITERIA · PASS WHEN

- First aider appointed
- Certificate valid
- Covers all shifts

IDEAL WAY OF AUDITING

1. Check appointment
2. Check certificate
3. Check shift cover

Evidence: Certificate + roster.

WORST CASE SAR 5,000 per violation, and services frozen if unpaid in 60 days.

LAB-A-072 LABOUR · OCCUPATIONAL HEALTH & SAFETY · 72 OF 146

First Aid Room Meets Requirements

Area **Whole site** | Person in charge **HSE Officer · Facility Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 5,000

per violation · 50+ workers · SAR 2,500 (21–49) · SAR 1,500 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW
LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 1**: Non-compliance with Ministry-approved occupational safety & health protection rules / failure to take precautions to protect workers [Serious]

WHAT WE CHECK

A first-aid room meets health requirements, is easy to reach, and is equipped.

Applies when: Nursing/changing room requirement applies only to mines or quarries with 50+ workers

CHECKPOINTS IN THE AUDIT

Q1 Is a first aid room available at the workplace that meets health requirements; is located where injured persons can reach or be transported quickly and easily, with directional signs at multiple points on the site; is no more than 200 meters from the farthest work location unless rapid transport...

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 5,000 (50+ workers), SAR 2,500 (21–49) or SAR 1,500 (≤20) per violation. Classified **Serious** (Row 1).

BEYOND THE FINE

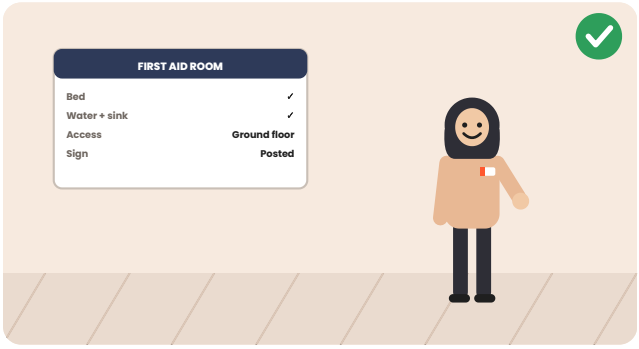
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REAL ENFORCEMENT

168,000

labour violations found in **250,000 MHRSD inspection visits** in Q1 2026 alone: two for every three visits.

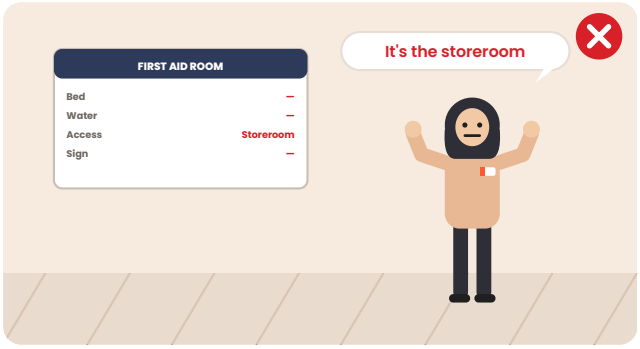
✔ RIGHT WAY



Equipped first-aid room on the ground floor.

✖ WRONG WAY

SAR 5K



A storeroom called the first-aid room.

PURPOSE

Injured people need a proper place to be treated.

FIX IT WITHIN

30 days

AUDIT CRITERIA · PASS WHEN

- Room available and equipped
- Easy access
- Clean

IDEAL WAY OF AUDITING

1. Inspect the room
2. Check access
3. Check equipment

Evidence: Photos.

WORST CASE SAR 5,000 per violation, and services frozen if unpaid in 60 days.

LAB-A-077 LABOUR · WORK ENVIRONMENT & WELFARE · 73 OF 146

Designated Prayer Place Provided

Area **Facilities · Every site** | Person in charge **Facility Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 100,000

general Labour Law penalty · no specific row in the schedule

Can be **doubled on repeat**

• SEVERE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · No specific row in the MHRSD schedule: general penalty provisions of the Labour Law

WHAT WE CHECK

A clean, designated prayer area (or mosque) is available at the workplace for staff.

CHECKPOINTS IN THE AUDIT

Q1 Have mosques or prayer rooms been established at the workplace?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

No specific row in Decision 112377. The **general Labour Law penalty of up to SAR 100,000 per violation** applies, and can be doubled on repeat.

BEYOND THE FINE

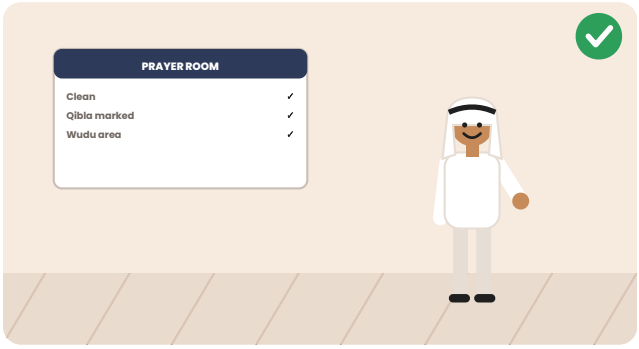
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WHAT HAPPENS NEXT

60 days

to pay an MHRSD fine, and objecting doesn't pause the clock. After that, **Qiwa, Ajeer and MHRSD services are frozen**.

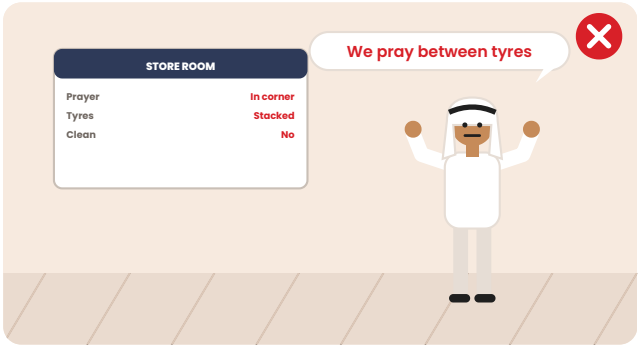
✔ RIGHT WAY



A clean, marked prayer room with a wudu area.

✖ WRONG WAY

UP TO SAR 100K



Staff praying in a corner of the tyre store.

PURPOSE

Basic welfare that inspectors check on every visit, and staff notice immediately.

FIX IT WITHIN

30 days

AUDIT CRITERIA · PASS WHEN

- Designated prayer area
- Clean and marked
- Accessible in all shifts

IDEAL WAY OF AUDITING

1. Walk to the prayer area
2. Check cleanliness
3. Ask staff where they pray

Evidence: Photo of prayer area.

WORST CASE Up to SAR 100,000 under the general Labour Law penalty, doubled on repeat.

LAB-A-081 LABOUR · EMPLOYMENT CONTRACTS & RECORDS · 74 OF 146

Probation Period Terms Compliant

Area **HR · Contracts** | Person in charge **HR Manager · Legal & Compliance Officer** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 100,000

general Labour Law penalty · no specific row in the schedule

Can be **doubled on repeat**

• SEVERE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · No specific row in the MHRSD schedule: general penalty provisions of the Labour Law

WHAT WE CHECK

Any probation period is written in the contract with its length stated, is no more than 90 days, and is extended only by separate written agreement (max 180 days total).

CHECKPOINTS IN THE AUDIT

Q1 Is any probationary period explicitly stated in the employment contract with its duration clearly specified, with any extension made by separate written agreement and the total (with or without extension) not exceeding 180 days; and are the provisions of Article 54 of the Labor Law observed (no...

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

No specific row in Decision 112377. The **general Labour Law penalty of up to SAR 100,000 per violation** applies, and can be doubled on repeat.

BEYOND THE FINE

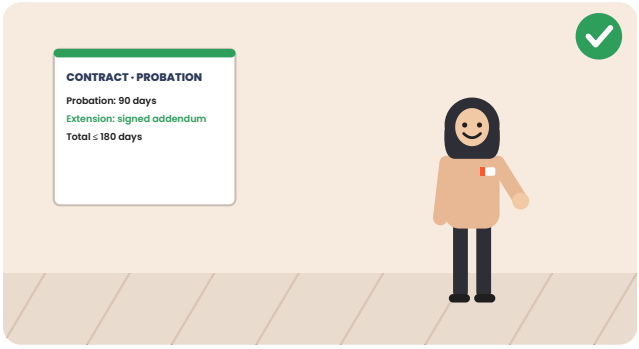
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REAL ENFORCEMENT

2 in 3

MHRSD inspection visits found a violation in Q1 2026: **168,000 violations from 250,000 visits**.

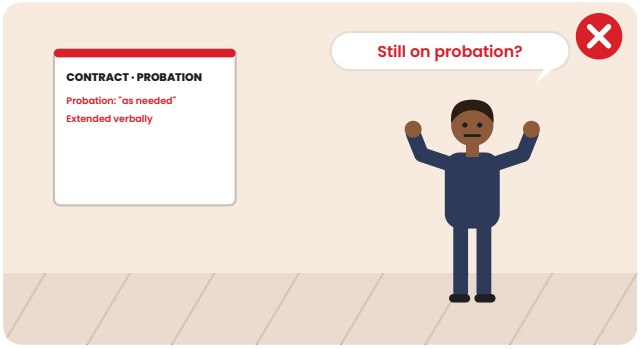
✔ RIGHT WAY



Probation stated in days, extension by signed addendum.

✖ WRONG WAY

UP TO SAR 100K



Open-ended probation extended by word of mouth.

PURPOSE

Unwritten probation doesn't exist legally, so a 'probation' dismissal becomes an unfair one.

FIX IT WITHIN

◷ 7 days

AUDIT CRITERIA · PASS WHEN

- Probation length in contract
- Max 90 days, extension in writing
- Never over 180 days

IDEAL WAY OF AUDITING

1. Sample 10 new contracts
2. Check probation wording
3. Check extension addenda

Evidence: Contracts + addenda.

WORST CASE Up to SAR 100,000 under the general Labour Law penalty, doubled on repeat. Any probation dismissal becomes an unfair-dismissal claim.

LAB-A-082 LABOUR · EMPLOYMENT CONTRACTS & RECORDS · 75 OF 146

No Relocation Without Written Consent

Area **HR · Multi-branch** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 100,000

general Labour Law penalty · no specific row in the schedule

Can be **doubled on repeat**

• SEVERE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · No specific row in the MHRSD schedule: general penalty provisions of the Labour Law

WHAT WE CHECK

No worker is moved to a site that requires changing residence unless they have agreed in writing.

CHECKPOINTS IN THE AUDIT

Q1 Is no worker transferred from the original place of work to another place requiring a change of residence without the worker's written consent?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

No specific row in Decision 112377. The **general Labour Law penalty of up to SAR 100,000 per violation** applies, and can be doubled on repeat.

BEYOND THE FINE

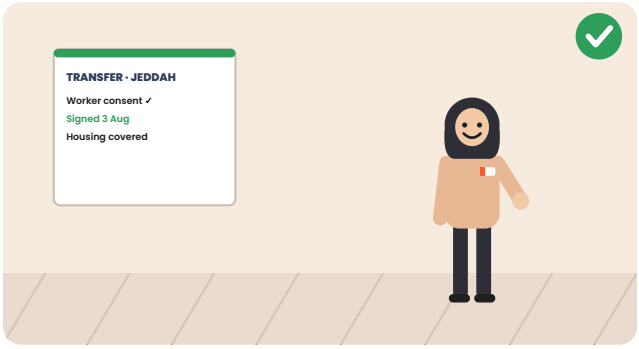
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REAL ENFORCEMENT

168,000

labour violations found in **250,000 MHRSD inspection visits** in Q1 2026 alone: two for every three visits.

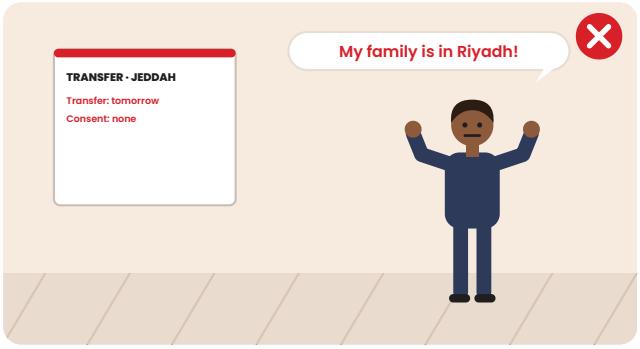
✔ RIGHT WAY



Signed consent before transfer to Jeddah.

✖ WRONG WAY

UP TO SAR 100K



Transfer ordered overnight with no consent.

PURPOSE

Forced relocation is one of the most common grounds for worker complaints.

FIX IT WITHIN

◷ Immediate

AUDIT CRITERIA · PASS WHEN

- Written consent for every relocation
- Consent before the move
- Copy on the worker file

IDEAL WAY OF AUDITING

1. List transfers this year
2. Match each to a signed consent
3. Interview one transferee

Evidence: Transfer letters + consents.

WORST CASE Up to SAR 100,000 under the general Labour Law penalty, doubled on repeat. The worker can refuse, resign and claim full end-of-service.

LAB-A-083 LABOUR · EMPLOYMENT CONTRACTS & RECORDS · 76 OF 146

Temporary Assignment Within 30 Days

Area **HR · Operations** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 100,000

general Labour Law penalty · no specific row in the schedule

Can be **doubled on repeat**

• SEVERE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · No specific row in the MHRSD schedule: general penalty provisions of the Labour Law

WHAT WE CHECK

Assigning a worker elsewhere without consent is only allowed for genuine necessity and for no more than 30 days a year.

CHECKPOINTS IN THE AUDIT

Q1 Is any assignment of a worker to a location different from the agreed one, without the worker's consent, limited to cases of necessity arising from emergency circumstances and to no more than 30 days per year, with the establishment bearing the worker's transportation and accommodation costs...

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

No specific row in Decision 112377. The **general Labour Law penalty of up to SAR 100,000 per violation** applies, and can be doubled on repeat.

BEYOND THE FINE

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WHAT HAPPENS NEXT

60 days

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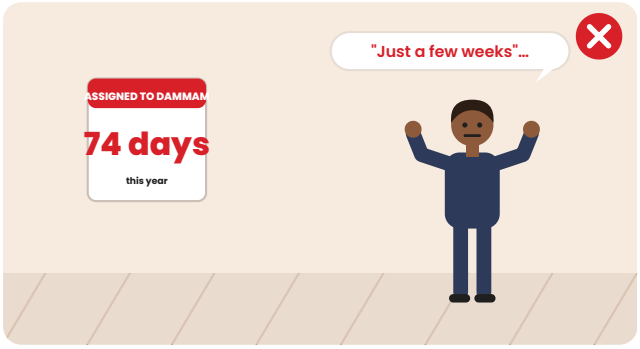
✔ RIGHT WAY



18 days of temporary assignment, tracked.

✖ WRONG WAY

UP TO SAR 100K



74 days away with no consent.

PURPOSE

Beyond 30 days it becomes an unlawful transfer, however it's labelled.

FIX IT WITHIN

7 days

AUDIT CRITERIA · PASS WHEN

- Necessity documented
- Days tracked per worker
- Max 30 days per year

IDEAL WAY OF AUDITING

1. Check assignment log
2. Count days per worker
3. Check reasons

Evidence: Assignment log.

WORST CASE Up to SAR 100,000 under the general Labour Law penalty, doubled on repeat.

LAB-A-084 LABOUR · SAUDIZATION & WORK PERMITS · 77 OF 146

No Non-Saudis in Restricted Jobs

Area **HR · Saudization** Person in charge **HR Manager · Legal & Compliance Officer**

Regulator **MHRSD**

MAXIMUM PENALTY

SAR 10,000

per worker · 50+ workers · SAR 5,000 (21–49) · SAR 3,000 (≤20)

× 20 workers: **SAR 200,000**

• HIGH

THE LAW
LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 29**: Employer employing non-Saudi workers in occupations or activities restricted to Saudis [Serious]

WHAT WE CHECK

No non-Saudi works in any activity, profession or job restricted to Saudis, such as sales, cashier or HR roles covered by localisation decisions.

CHECKPOINTS IN THE AUDIT

Q1 Are there no non-Saudis in any of the activities, professions, and jobs restricted to Saudis (Saudization)?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 10,000 (50+ workers), SAR 5,000 (21–49) or SAR 3,000 (≤20) per worker. Classified **Serious** (Row 29).

BEYOND THE FINE

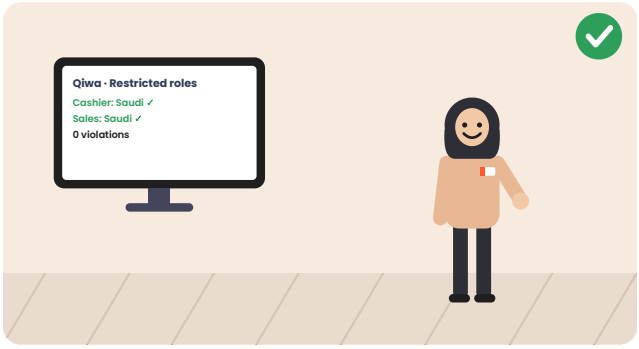
Fines are due within **60 days**, and an objection doesn't pause them. Unpaid fines **freeze Qiwa, Ajeer and MHRSD services**: no new visas, transfers or permits. Serious violations can also bring **service suspensions or bans**.

REAL ENFORCEMENT

132,000

Saudization inspection visits carried out by MHRSD in Q1 2026 alone.

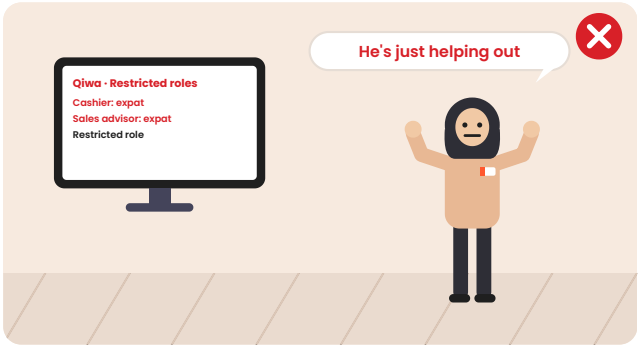
✔ RIGHT WAY



All restricted roles held by Saudis.

✖ WRONG WAY

SAR 10K / WORKER



Expat staffing the cashier desk.

PURPOSE

The most-inspected category: 132,000 Saudization visits in one quarter.

FIX IT WITHIN

Immediate

AUDIT CRITERIA · PASS WHEN

- Restricted roles list current
- Only Saudis in those roles
- No 'helping out' cover

IDEAL WAY OF AUDITING

1. Walk the showroom and cashier
2. Check IDs of staff in role
3. Compare with Qiwa

Evidence: Qiwa report + spot check.

WORST CASE SAR 10,000 per worker: across 20 workers that's SAR 200,000. Fined per worker, plus Nitaqat downgrade.

LAB-A-085 LABOUR · SAUDIZATION & WORK PERMITS · 78 OF 146

Saudi Workforce Development Evidenced

Area **HR · Training** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 100,000

general Labour Law penalty · no specific row in the schedule

Can be **doubled on repeat**

• SEVERE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · No specific row in the MHRSD schedule: general penalty provisions of the Labour Law

WHAT WE CHECK

The establishment can show real steps to develop Saudi staff in technical, admin and professional skills so they can replace non-Saudis.

CHECKPOINTS IN THE AUDIT

Q1 Is there evidence that the establishment is taking the necessary measures to prepare Saudi workers and improve their level in technical, administrative, professional, and other work, with the aim of gradually replacing non-Saudis?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

No specific row in Decision 112377. The **general Labour Law penalty of up to SAR 100,000 per violation** applies, and can be doubled on repeat.

BEYOND THE FINE

Fines are due within **60 days**, and an objection doesn't pause them. Unpaid fines **freeze Qiwa, Ajeer and MHRSD services**: no new visas, transfers or permits.

REAL ENFORCEMENT

13,509

sham-Saudization violations confirmed by MHRSD in Q1 2026, from about **91,000 suspected cases** examined.

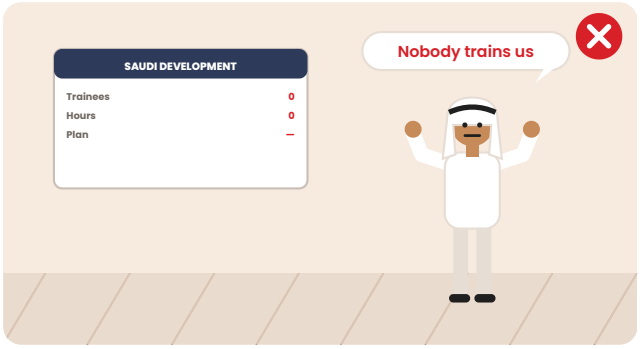
✔ RIGHT WAY



Tracked training and promotions for Saudi staff.

✖ WRONG WAY

UP TO SAR 100K



No development plan at all.

PURPOSE

Without evidence, Saudization looks like numbers only, and can be read as sham.

FIX IT WITHIN

30 days

AUDIT CRITERIA · PASS WHEN

- Development plan in place
- Training hours tracked
- Promotions recorded

IDEAL WAY OF AUDITING

1. Review the plan
2. Check training records
3. Interview 2 Saudi staff

Evidence: Plan + training log.

WORST CASE Up to SAR 100,000 under the general Labour Law penalty, doubled on repeat.

LAB-A-086 LABOUR · SAUDIZATION & WORK PERMITS · 79 OF 146

Saudi Replacement Register Maintained

Area **HR** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 100,000

general Labour Law penalty · no specific row in the schedule

Can be **doubled on repeat**

• SEVERE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · No specific row in the MHRSD schedule: general penalty provisions of the Labour Law

WHAT WE CHECK

A register records Saudi workers who have replaced non-Saudis, as required.

CHECKPOINTS IN THE AUDIT

Q1 Has a register been prepared of Saudi workers who have replaced non-Saudis, in accordance with the conditions and rules set out in Article Sixteen of the Implementing Regulations?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

No specific row in Decision 112377. The **general Labour Law penalty of up to SAR 100,000 per violation** applies, and can be doubled on repeat.

BEYOND THE FINE

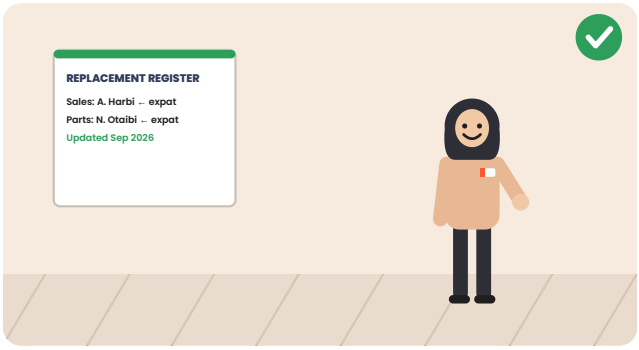
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WHAT HAPPENS NEXT

60 days

to pay an MHRSD fine, and objecting doesn't pause the clock. After that, **Qiwa, Ajeer and MHRSD services are frozen**.

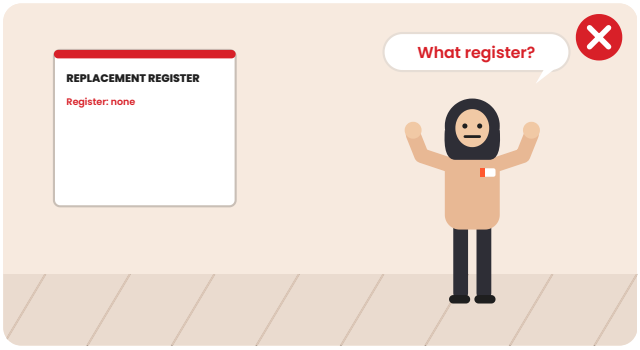
✔ RIGHT WAY



Up-to-date register of replacements.

✖ WRONG WAY

UP TO SAR 100K



No register kept.

PURPOSE

The register is how you prove localisation progress when challenged.

FIX IT WITHIN

30 days

AUDIT CRITERIA · PASS WHEN

- Register exists
- Each replacement logged
- Updated monthly

IDEAL WAY OF AUDITING

1. Request register
2. Cross-check with Qiwa
3. Check last update

Evidence: Register.

WORST CASE Up to SAR 100,000 under the general Labour Law penalty, doubled on repeat.

LAB-A-087 LABOUR · TRAINING & DEVELOPMENT · 80 OF 146

Annual 12% Saudi Training Quota Met

Area **HR · Training** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 500

per untrained worker (Category A only) · 50+ workers · n/a (21–49) · n/a (≤20)

× 20 workers: **SAR 10,000**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 51**: Failure to train Saudi workers according to the ratios and mechanisms determined by the Minister [Not serious]

WHAT WE CHECK

At least 12% of the total workforce each year are Saudi workers being trained or qualified.

Applies when: Applies only to establishments with 50+ workers

CHECKPOINTS IN THE AUDIT

Q1 Does the establishment train or qualify Saudi workers amounting to not less than 12% of its total workforce annually (including Saudi workers completing their studies at the employer's expense)?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 500 (50+ workers), n/a (21–49) or n/a (≤20) per untrained worker (Category A only). Classified **Not serious** (Row 51).

BEYOND THE FINE

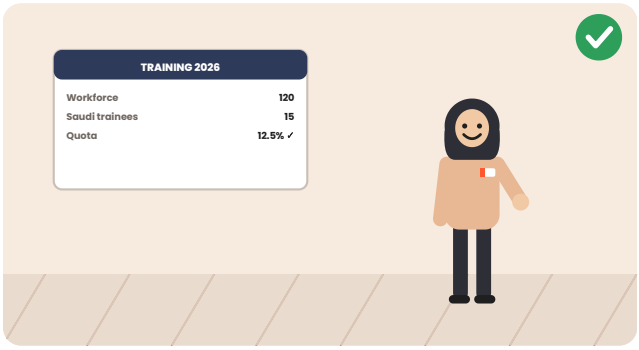
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REAL ENFORCEMENT

2 in 3

MHRSD inspection visits found a violation in Q1 2026: **168,000 violations from 250,000 visits**.

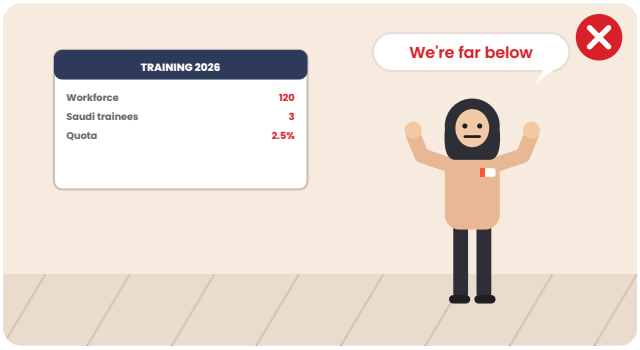
✔ RIGHT WAY



15 Saudi trainees: 12.5%.

✖ WRONG WAY

SAR 500 / WORKER



3 trainees: 2.5%.

PURPOSE

A measurable quota, so any shortfall is easy for an inspector to prove.

FIX IT WITHIN

30 days

AUDIT CRITERIA · PASS WHEN

- 12% target calculated
- Trainees enrolled
- Tracked quarterly

IDEAL WAY OF AUDITING

1. Get headcount
2. Count Saudi trainees
3. Calculate %

Evidence: Training register.

WORST CASE SAR 500 per untrained worker (Category A only): across 20 workers that's SAR 10,000.

LAB-A-088 LABOUR · TRAINING & DEVELOPMENT · 81 OF 146

Training Program Includes Required Rules

Area **HR · Training** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 100,000

general Labour Law penalty · no specific row in the schedule

Can be **doubled on repeat**

• SEVERE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · No specific row in the MHRSD schedule: general penalty provisions of the Labour Law

WHAT WE CHECK

The training program sets out the rules and conditions trainees must follow, as required by the applicable regulation.

CHECKPOINTS IN THE AUDIT

Q1 Does the training program include the rules and conditions to be followed in training, as specified by the regulation on applicable standards and general rules, in order to raise the worker's performance in skill and productivity?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

No specific row in Decision 112377. The **general Labour Law penalty of up to SAR 100,000 per violation** applies, and can be doubled on repeat.

BEYOND THE FINE

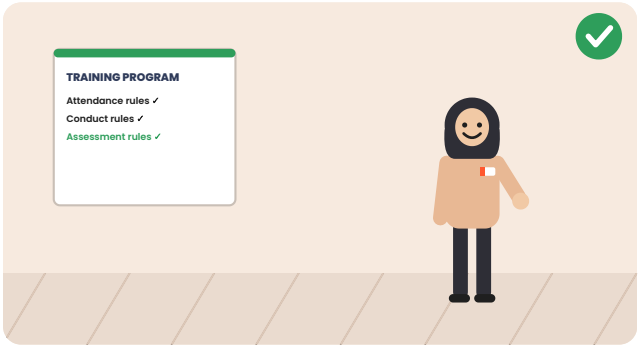
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REAL ENFORCEMENT

168,000

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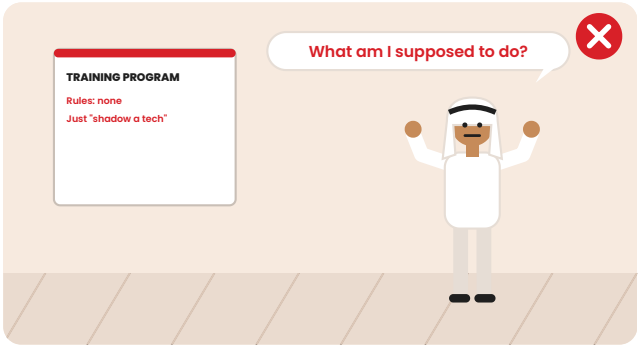
✔ RIGHT WAY



Written program with attendance, conduct and assessment rules.

✖ WRONG WAY

UP TO SAR 100K



'Shadow someone' with no rules.

PURPOSE

An unstructured program doesn't count toward training obligations.

FIX IT WITHIN

◷ 30 days

AUDIT CRITERIA · PASS WHEN

- Rules written
- Shared with trainees
- Signed by trainees

IDEAL WAY OF AUDITING

1. Review program
2. Check signed copies
3. Ask a trainee

Evidence: Program document.

WORST CASE Up to SAR 100,000 under the general Labour Law penalty, doubled on repeat.

LAB-A-089 LABOUR · TRAINING & DEVELOPMENT · 82 OF 146

Training Program Duration and Content Defined

Area **HR · Training** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 100,000

general Labour Law penalty · no specific row in the schedule

Can be **doubled on repeat**

• SEVERE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · No specific row in the MHRSD schedule: general penalty provisions of the Labour Law

WHAT WE CHECK

The program sets duration and hours, theory and practical content, testing methods and the certificate awarded.

CHECKPOINTS IN THE AUDIT

Q1 Does the training program specify the duration and number of hours, the theoretical and practical training programs, the testing method, and the certificates granted?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

No specific row in Decision 112377. The **general Labour Law penalty of up to SAR 100,000 per violation** applies, and can be doubled on repeat.

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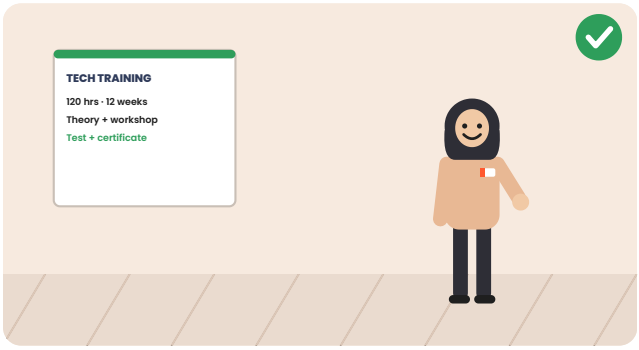
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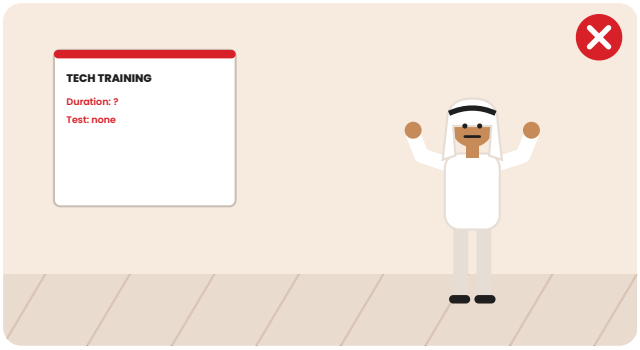
✔ RIGHT WAY



Hours, content, testing and certificate defined.

✖ WRONG WAY

UP TO SAR 100K



No duration or assessment.

PURPOSE

Undefined programs can't be verified, so they don't count.

FIX IT WITHIN

◷ 30 days

AUDIT CRITERIA · PASS WHEN

- Hours and duration set
- Theory and practical parts
- Assessment and certificate

IDEAL WAY OF AUDITING

1. Review program
2. Check test records
3. Check certificates issued

Evidence: Program + test records.

WORST CASE Up to SAR 100,000 under the general Labour Law penalty, doubled on repeat.

LAB-A-090 LABOUR · TRAINING & DEVELOPMENT · 83 OF 146

Written Training Contracts Compliant

Area **HR · Training** | Person in charge **HR Manager · Legal & Compliance Officer** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 100,000

general Labour Law penalty · no specific row in the schedule

Can be **doubled on repeat**

• SEVERE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · No specific row in the MHRSD schedule: general penalty provisions of the Labour Law

WHAT WE CHECK

Each training contract is written and states the profession, duration, stages, allowance and whether the trainee stays on afterwards.

Applies when: Only where qualification or training contracts are used

CHECKPOINTS IN THE AUDIT

Q1 Is the qualification or training contract in writing, specifying the profession for which training is contracted, the duration of the training and its successive stages, and the trainee's allowance at each stage, with the allowance in no case determined on a piece-rate or production basis?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

No specific row in Decision 112377. The **general Labour Law penalty of up to SAR 100,000 per violation** applies, and can be doubled on repeat.

BEYOND THE FINE

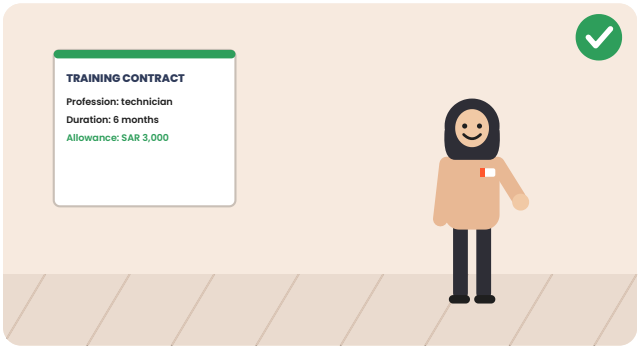
Fines are due within **60 days**, and an objection doesn't pause them. Unpaid fines **freeze Qiwa, Ajeer and MHRSD services**: no new visas, transfers or permits.

REAL ENFORCEMENT

2 in 3

MHRSD inspection visits found a violation in Q1 2026: **168,000 violations from 250,000 visits**.

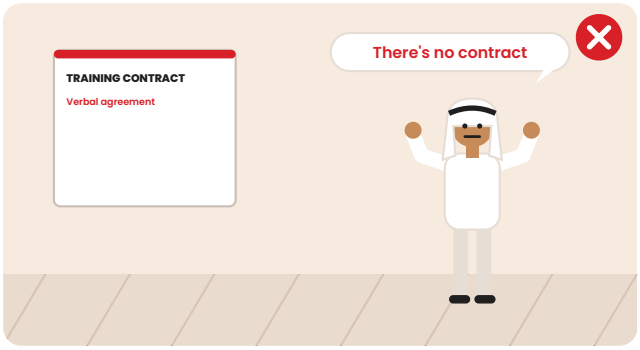
✔ RIGHT WAY



Written contract with profession, duration and allowance.

✖ WRONG WAY

UP TO SAR 100K



Trainee on a handshake.

PURPOSE

Without a written contract, the trainee can claim to be a full employee.

FIX IT WITHIN

7 days

AUDIT CRITERIA · PASS WHEN

- Written contract per trainee
- All required terms
- Signed by both

IDEAL WAY OF AUDITING

1. Sample 5 trainees
2. Check contracts
3. Check allowance paid

Evidence: Contracts.

WORST CASE Up to SAR 100,000 under the general Labour Law penalty, doubled on repeat.

LAB-A-091 LABOUR · WORKING HOURS & LEAVE · 84 OF 146

Rest Breaks and Daily Presence Limits

Area **Operations · Workshop** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 3,000

per worker · 50+ workers · SAR 2,000 (21–49) · SAR 1,000 (≤20)

× 20 workers: **SAR 60,000**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 41**: Failure to grant the worker the statutory weekly rest day, or increasing working hours beyond what is stipulated in Article (98) without assignment as… [Not serious]

WHAT WE CHECK

No more than 5 consecutive hours without a break of at least 30 minutes for rest, prayer and meals, and no more than 12 hours at the workplace in a day.

CHECKPOINTS IN THE AUDIT

Q1 Are workers not employed for more than five consecutive hours without a break for rest, prayer, and meals of at least half an hour at a time, and not kept at the workplace for more than eleven hours in a single day, with break periods excluded from working hours and workers not required to…

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 3,000 (50+ workers), SAR 2,000 (21–49) or SAR 1,000 (≤20) per worker. Classified **Not serious** (Row 41).

BEYOND THE FINE

Fines are due within **60 days**, and an objection doesn't pause them. Unpaid fines **freeze Qiwa, Ajeer and MHRSD services**: no new visas, transfers or permits.

REAL ENFORCEMENT

168,000

labour violations found in **250,000 MHRSD inspection visits** in Q1 2026 alone: two for every three visits.

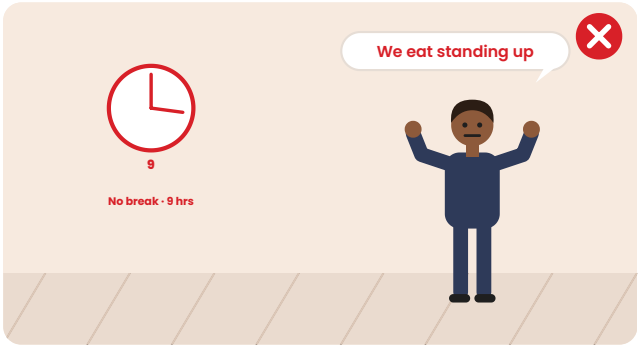
✔ RIGHT WAY



Scheduled break after 4 hours.

✖ WRONG WAY

SAR 3K / WORKER



Nine hours straight without a break.

PURPOSE

Fined per worker, so a workshop of 20 multiplies fast.

FIX IT WITHIN

◷ Immediate

AUDIT CRITERIA · PASS WHEN

- Break within 5 hrs
- At least 30 min
- Max 12 hrs on site

IDEAL WAY OF AUDITING

1. Check shift roster
2. Check attendance logs
3. Ask 3 technicians

Evidence: Rosters + attendance.

WORST CASE SAR 3,000 per worker: across 20 workers that's SAR 60,000. Fined per worker affected.

LAB-A-092 LABOUR · WORKING HOURS & LEAVE · 85 OF 146

Maximum 8 Hours Daily, 48 Weekly

Area **Operations** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 3,000

per worker · 50+ workers · SAR 2,000 (21–49) · SAR 1,000 (≤20)

× 20 workers: **SAR 60,000**

• MODERATE

THE LAW

LABOUR

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WHAT WE CHECK

Workers aren't actually employed for more than 8 hours a day or 48 hours a week (6 hours/36 in Ramadan for Muslims) outside of paid overtime.

CHECKPOINTS IN THE AUDIT

Q1 Are workers not actually employed for more than 8 hours per day or 48 hours per week?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 3,000 (50+ workers), SAR 2,000 (21–49) or SAR 1,000 (≤20) per worker. Classified **Not serious** (Row 41).

BEYOND THE FINE

Fines are due within **60 days**, and an objection doesn't pause them. Unpaid fines **freeze Qiwa, Ajeer and MHRSD services**: no new visas, transfers or permits.

WHAT HAPPENS NEXT

60 days

to pay an MHRSD fine, and objecting doesn't pause the clock. After that, **Qiwa, Ajeer and MHRSD services are frozen**.

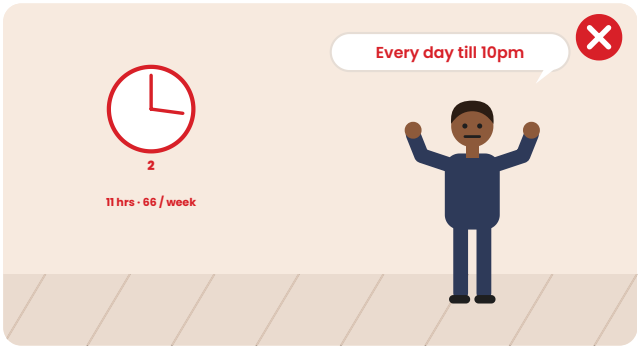
✔ RIGHT WAY



8-hour days, 48 a week.

✖ WRONG WAY

SAR 3K / WORKER



11-hour days, 66 a week, unpaid.

PURPOSE

Hours are easy to prove from attendance systems and CCTV.

FIX IT WITHIN

Immediate

AUDIT CRITERIA · PASS WHEN

- Rosters within limits
- Ramadan hours reduced
- Excess = paid overtime

IDEAL WAY OF AUDITING

1. Pull attendance data
2. Calculate weekly hours
3. Check Ramadan roster

Evidence: Attendance export.

WORST CASE SAR 3,000 per worker: across 20 workers that's SAR 60,000. Fined per worker, plus back-pay claims.

LAB-A-093 LABOUR · WORKING HOURS & LEAVE · 86 OF 146

Shift Work Average Hours Within Limits

Area **Operations** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 3,000

per worker · 50+ workers · SAR 2,000 (21–49) · SAR 1,000 (≤20)

× 20 workers: **SAR 60,000**

• MODERATE

THE LAW

LABOUR

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WHAT WE CHECK

For rotating shifts, average hours over three weeks or less stay within 8 per day and 48 per week.

Applies when: Only where shift (rotational) work is used

CHECKPOINTS IN THE AUDIT

Q1 Where the nature of work requires shift (rotational) work, do average working hours, calculated over three weeks or less, not exceed eight hours per day or forty-eight hours per week?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

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BEYOND THE FINE

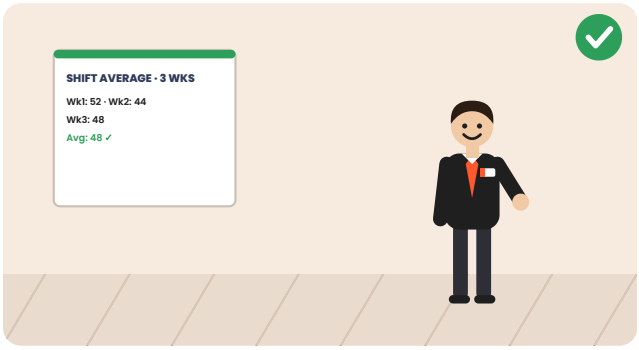
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REAL ENFORCEMENT

2 in 3

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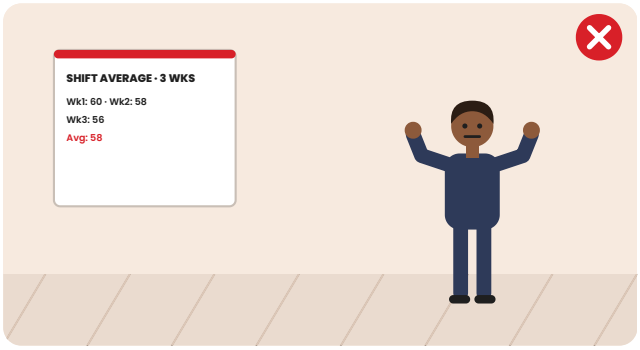
✔ RIGHT WAY



Three-week average at 48 hours.

✖ WRONG WAY

SAR 3K / WORKER



Average of 58 hours.

PURPOSE

Rotations don't excuse excess. The average is what's measured.

FIX IT WITHIN

7 days

AUDIT CRITERIA · PASS WHEN

- Averages calculated
- Within 48/week
- Rosters kept

IDEAL WAY OF AUDITING

1. Take 3 weeks of rosters
2. Calculate average
3. Check overtime paid

Evidence: Rosters.

WORST CASE SAR 3,000 per worker: across 20 workers that's SAR 60,000.

LAB-A-094 LABOUR · WORKING HOURS & LEAVE · 87 OF 146

Overtime Hours Correctly Paid

Area **Payroll** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 3,000

per worker · 50+ workers · SAR 2,000 (21–49) · SAR 1,000 (≤20)

× 20 workers: **SAR 60,000**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 41**: Failure to grant the worker the statutory weekly rest day, or increasing working hours beyond what is stipulated in Article (98) without assignment as… [Not serious]

WHAT WE CHECK

Overtime is paid at the hourly wage plus 50% of basic, including hours beyond the limit and work on rest days or holidays.

CHECKPOINTS IN THE AUDIT

Q1 Where overtime is assigned, does the employer pay the hourly wage plus 50% of the basic wage for each overtime hour, treating hours beyond the adopted weekly standard and all hours worked on rest days and Eid holidays as overtime?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

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BEYOND THE FINE

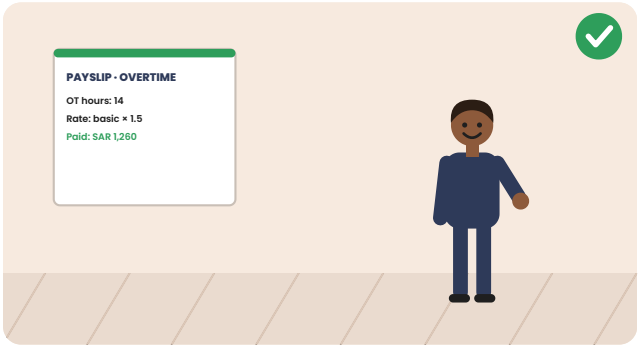
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REAL ENFORCEMENT

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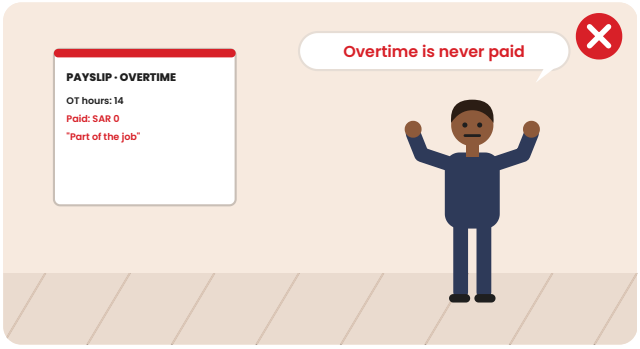
✔ RIGHT WAY



14 overtime hours paid at 150%.

✖ WRONG WAY

SAR 3K / WORKER



Overtime worked but never paid.

PURPOSE

Unpaid overtime is the #1 source of labour court claims.

FIX IT WITHIN

72 hours

AUDIT CRITERIA · PASS WHEN

- OT recorded
- Paid at +50% of basic
- On the payslip

IDEAL WAY OF AUDITING

1. Match attendance to payroll
2. Recalculate OT
3. Check holiday work

Evidence: Attendance + payslips.

WORST CASE SAR 3,000 per worker: across 20 workers that's SAR 60,000. Back-pay claims for every worker, plus fines.

LAB-A-095 LABOUR · WORKING HOURS & LEAVE · 88 OF 146

Friday Rest Day Substitution Approved

Area **Operations** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 3,000

per worker · 50+ workers · SAR 2,000 (21–49) · SAR 1,000 (≤20)

× 20 workers: **SAR 60,000**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 41**: Failure to grant the worker the statutory weekly rest day, or increasing working hours beyond what is stipulated in Article (98) without assignment as… [Not serious]

WHAT WE CHECK

Friday is the weekly rest day. Replacing it with another day for some workers requires Labour Office approval.

CHECKPOINTS IN THE AUDIT

Q1 Is Friday not substituted with another weekday as the rest day for some workers except after approval from the competent Labour Office, with workers enabled to perform their religious duties?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 3,000 (50+ workers), SAR 2,000 (21–49) or SAR 1,000 (≤20) per worker. Classified **Not serious** (Row 41).

BEYOND THE FINE

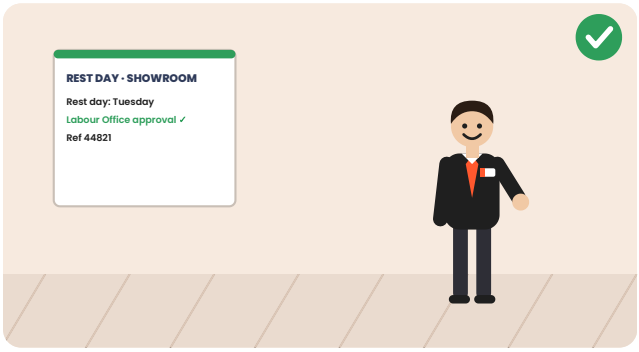
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WHAT HAPPENS NEXT

60 days

to pay an MHRSD fine, and objecting doesn't pause the clock. After that, **Qiwa, Ajeer and MHRSD services are frozen**.

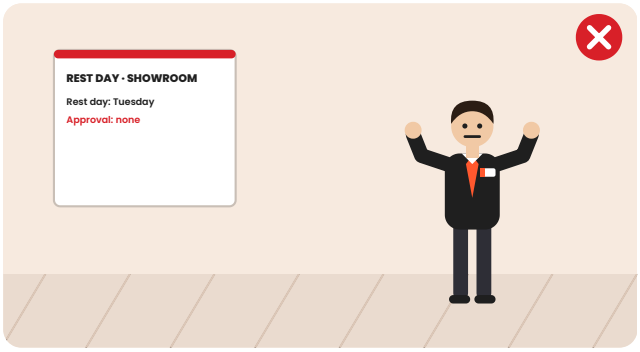
✔ RIGHT WAY



Approved alternative rest day on file.

✖ WRONG WAY

SAR 3K / WORKER



Friday replaced without approval.

PURPOSE

Weekend showroom opening is common. Doing it without approval is a clear breach.

FIX IT WITHIN

◷ 7 days

AUDIT CRITERIA · PASS WHEN

- Friday is default
- Approval for any substitution
- Workers informed

IDEAL WAY OF AUDITING

1. Check rosters for Friday work
2. Request approval
3. Check dates

Evidence: Approval letter.

WORST CASE SAR 3,000 per worker: across 20 workers that's SAR 60,000.

LAB-A-096 LABOUR · WORKING HOURS & LEAVE · 89 OF 146

Weekly Rest Day Fully Paid

Area **Payroll** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 3,000

per worker · 50+ workers · SAR 2,000 (21–49) · SAR 1,000 (≤20)

× 20 workers: **SAR 60,000**

• MODERATE

THE LAW

LABOUR

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WHAT WE CHECK

The weekly rest day is at least 24 consecutive hours, fully paid, and never swapped for cash.

CHECKPOINTS IN THE AUDIT

Q1 Is the weekly rest day not compensated with a cash payment, fully paid, and not less than 24 consecutive hours?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 3,000 (50+ workers), SAR 2,000 (21–49) or SAR 1,000 (≤20) per worker. Classified **Not serious** (Row 41).

BEYOND THE FINE

Fines are due within **60 days**, and an objection doesn't pause them. Unpaid fines **freeze Qiwa, Ajeer and MHRSD services**: no new visas, transfers or permits.

REAL ENFORCEMENT

2 in 3

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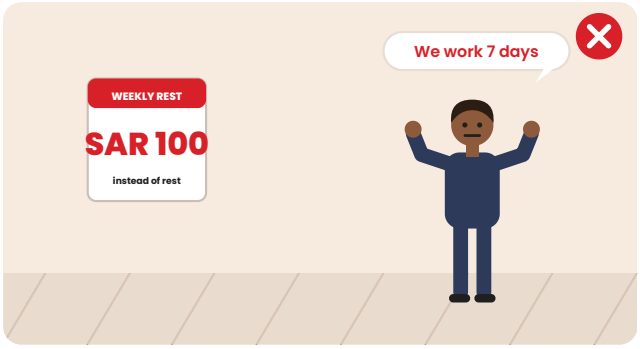
✔ RIGHT WAY



Full 24-hour paid rest every week.

✖ WRONG WAY

SAR 3K / WORKER



Rest day 'bought out' for SAR 100.

PURPOSE

Seven-day weeks are a red flag for forced labour concerns.

FIX IT WITHIN

◷ Immediate

AUDIT CRITERIA · PASS WHEN

- 24 hrs consecutive rest
- Fully paid
- No cash substitute

IDEAL WAY OF AUDITING

1. Check rosters for 7-day weeks
2. Check payroll
3. Ask workers

Evidence: Rosters.

WORST CASE SAR 3,000 per worker: across 20 workers that's SAR 60,000. Fined per worker.

autosmart

LAB-A-097 LABOUR · WORKING HOURS & LEAVE · 90 OF 146

Annual Leave Entitlement Granted

Area **HR · Leave** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 3,000

per worker · 50+ workers · SAR 2,000 (21–49) · SAR 1,000 (≤20)

× 20 workers: **SAR 60,000**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 42**: Establishment's failure to comply with the statutory leave entitlements of workers [Not serious]

WHAT WE CHECK

Workers get at least 21 days' paid annual leave, rising to 30 days after 5 years' service, paid in advance.

CHECKPOINTS IN THE AUDIT

Q1 Are workers granted annual leave of not less than 21 days per year, increasing to not less than 30 days after completing five years of service?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 3,000 (50+ workers), SAR 2,000 (21–49) or SAR 1,000 (≤20) per worker. Classified **Not serious** (Row 42).

BEYOND THE FINE

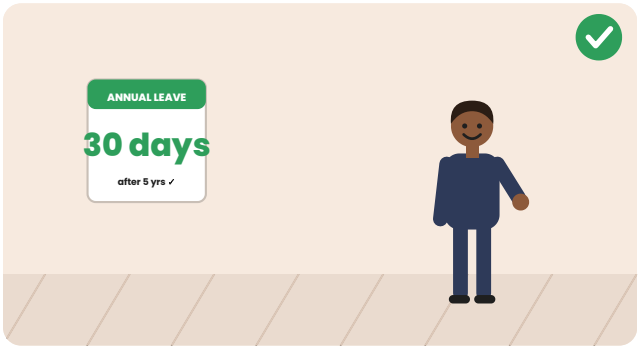
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REAL ENFORCEMENT

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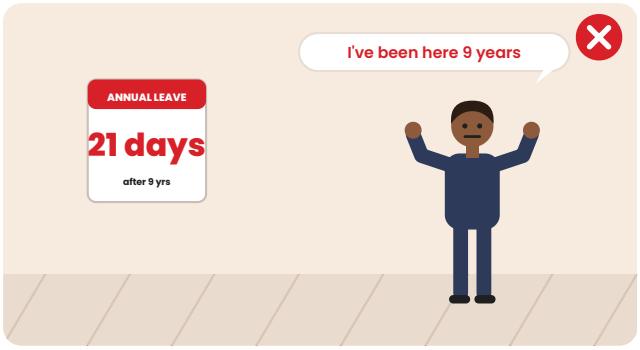
✔ RIGHT WAY



30 days' leave after 5 years.

✖ WRONG WAY

SAR 3K / WORKER



Still on 21 days after 9 years.

PURPOSE

Missed uplifts accumulate into large end-of-service claims.

FIX IT WITHIN

7 days

AUDIT CRITERIA · PASS WHEN

- 21 days minimum
- 30 days after 5 yrs
- Paid in advance

IDEAL WAY OF AUDITING

1. Check HR system entitlements
2. Sort by service years
3. Check payroll

Evidence: Leave report.

WORST CASE SAR 3,000 per worker: across 20 workers that's SAR 60,000.

LAB-A-098 LABOUR · WORKING HOURS & LEAVE · 91 OF 146

No Cash in Lieu of Annual Leave

Area **Payroll** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 3,000

per worker · 50+ workers · SAR 2,000 (21–49) · SAR 1,000 (≤20)

× 20 workers: **SAR 60,000**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 42**: Establishment's failure to comply with the statutory leave entitlements of workers [Not serious]

WHAT WE CHECK

Annual leave isn't replaced by a cash payment while the worker is still employed.

CHECKPOINTS IN THE AUDIT

Q1 Is no cash allowance paid in lieu of taking annual leave during the worker's service?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

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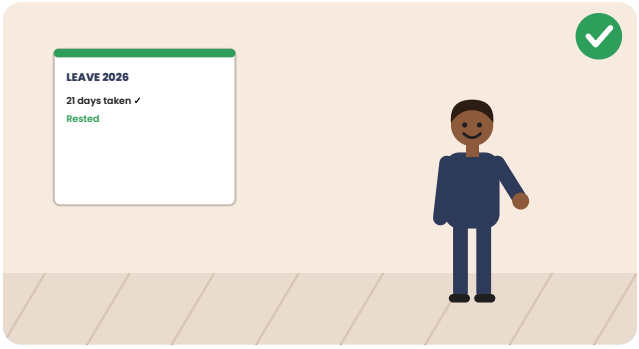
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WHAT HAPPENS NEXT

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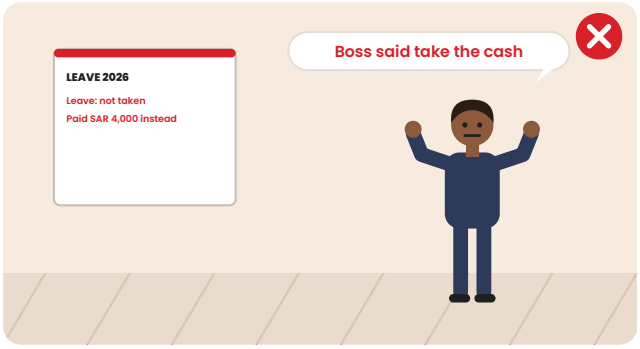
✔ RIGHT WAY



Leave actually taken.

✖ WRONG WAY

SAR 3K / WORKER



Cash paid instead of leave.

PURPOSE

The law guarantees rest, not a buyout. Cash-in-lieu is a breach even if the worker agrees.

FIX IT WITHIN

◷ 30 days

AUDIT CRITERIA · PASS WHEN

- Leave taken each year
- No cash in lieu during service
- Tracked in HR

IDEAL WAY OF AUDITING

1. Search payroll for leave cash
2. Check leave balances
3. Ask workers

Evidence: Payroll + leave report.

WORST CASE SAR 3,000 per worker: across 20 workers that's SAR 60,000.

LAB-A-099 LABOUR · WORKING HOURS & LEAVE · 92 OF 146

Annual Leave Postponement Within Limits

Area **HR · Leave** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 3,000

per worker · 50+ workers · SAR 2,000 (21–49) · SAR 1,000 (≤20)

× 20 workers: **SAR 60,000**

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WHAT WE CHECK

Leave is only postponed up to 90 days, or by written consent until year-end at the latest.

CHECKPOINTS IN THE AUDIT

Q1 Is annual leave not postponed for more than ninety days without the worker's written consent, and never beyond the end of the year following the year in which the leave became due, while the worker remains in service?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

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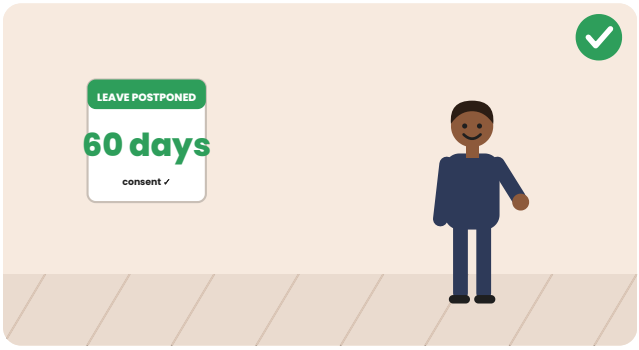
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REAL ENFORCEMENT

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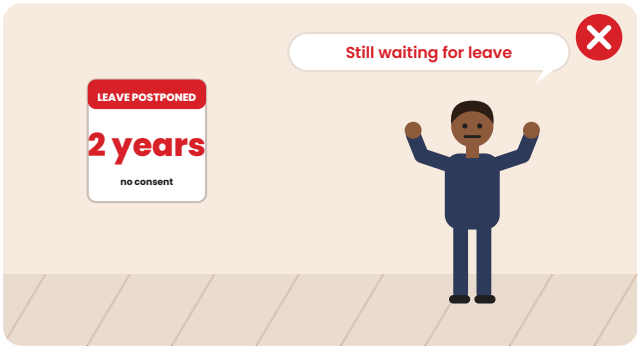
✔ RIGHT WAY



Postponed 60 days with written consent.

✖ WRONG WAY

SAR 3K / WORKER



Leave pushed back for two years.

PURPOSE

Endless postponement is effectively denial of leave.

FIX IT WITHIN

30 days

AUDIT CRITERIA · PASS WHEN

- Postponement ≤ 90 days
- Written consent beyond
- Never past year-end

IDEAL WAY OF AUDITING

1. Check balances over 30 days
2. Request consents
3. Plan leave schedule

Evidence: Leave balances.

WORST CASE SAR 3,000 per worker: across 20 workers that's SAR 60,000.

LAB-A-100 LABOUR · WORKING HOURS & LEAVE · 93 OF 146

Eid and National Day Holidays Granted

Area **HR · Leave** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 3,000

per worker · 50+ workers · SAR 2,000 (21–49) · SAR 1,000 (≤20)

× 20 workers: **SAR 60,000**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 42**: Establishment's failure to comply with the statutory leave entitlements of workers [Not serious]

WHAT WE CHECK

Paid holidays: Eid Al-Fitr (4 days), Eid Al-Adha (4 days), National Day and Founding Day. Work on these days is paid as overtime.

CHECKPOINTS IN THE AUDIT

Q1 Are Eid and occasion holidays set as follows: Eid Al-Fitr holiday of four days starting from the day following 29 Ramadan (Umm Al-Qura calendar); Eid Al-Adha holiday of four days starting from the Day of Arafah; and Saudi National Day holiday of one day on the first day of Libra (Al-Mizan) per…

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 3,000 (50+ workers), SAR 2,000 (21–49) or SAR 1,000 (≤20) per worker. Classified **Not serious** (Row 42).

BEYOND THE FINE

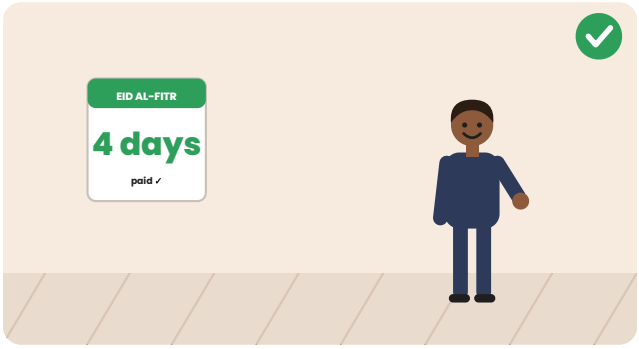
Fines are due within **60 days**, and an objection doesn't pause them. Unpaid fines **freeze Qiwa, Ajeer and MHRSD services**: no new visas, transfers or permits.

REAL ENFORCEMENT

168,000

labour violations found in **250,000 MHRSD inspection visits** in Q1 2026 alone: two for every three visits.

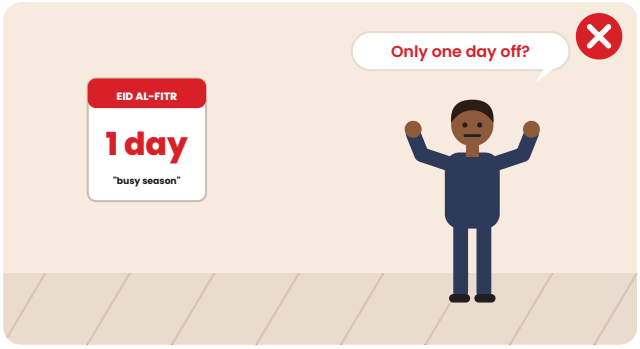
✔ RIGHT WAY



Full 4-day Eid holiday.

✖ WRONG WAY

SAR 3K / WORKER



Eid cut to one day for 'busy season'.

PURPOSE

Public holidays are fixed by law. Cutting them is fined per worker.

FIX IT WITHIN

Immediate

AUDIT CRITERIA · PASS WHEN

- All official holidays granted
- Work on holidays paid OT
- Holiday calendar published

IDEAL WAY OF AUDITING

1. Check holiday roster
2. Check payroll for holiday OT
3. Ask workers

Evidence: Roster + payroll.

WORST CASE SAR 3,000 per worker: across 20 workers that's SAR 60,000. Fined per worker.

LAB-A-101 LABOUR · WORKING HOURS & LEAVE · 94 OF 146

Paid Bereavement, Marriage and Birth Leave

Area **HR · Leave** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 3,000

per worker · 50+ workers · SAR 2,000 (21–49) · SAR 1,000 (≤20)

× 20 workers: **SAR 60,000**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 42**: Establishment's failure to comply with the statutory leave entitlements of workers [Not serious]

WHAT WE CHECK

Fully paid leave: 5 days for death of spouse, ascendant or descendant, 5 days for marriage, 3 days for a child's birth.

CHECKPOINTS IN THE AUDIT

Q1 Do employees receive fully paid leave of 5 days upon the death of an ascendant or descendant, 5 days upon marriage, and 3 days upon the birth of a child?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 3,000 (50+ workers), SAR 2,000 (21–49) or SAR 1,000 (≤20) per worker. Classified **Not serious** (Row 42).

BEYOND THE FINE

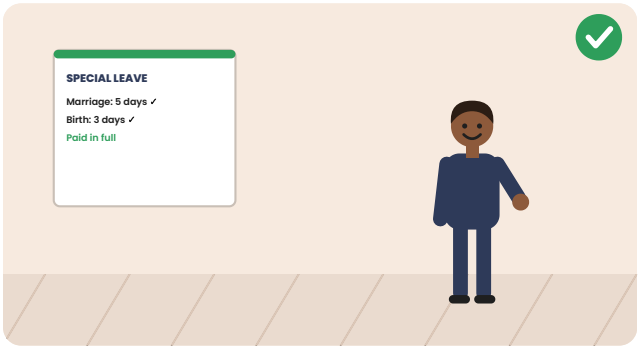
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WHAT HAPPENS NEXT

60 days

to pay an MHRSD fine, and objecting doesn't pause the clock. After that, **Qiwa, Ajeer and MHRSD services are frozen**.

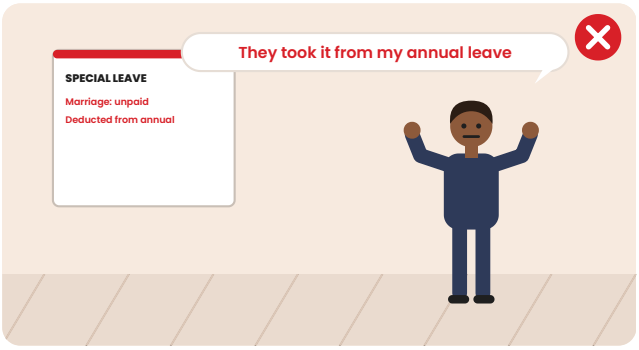
✔ RIGHT WAY



Special leave paid in full.

✖ WRONG WAY

SAR 3K / WORKER



Deducted from annual leave instead.

PURPOSE

These are separate entitlements. Deducting them is an underpayment.

FIX IT WITHIN

7 days

AUDIT CRITERIA · PASS WHEN

- Policy states each leave
- Paid in full
- Separate from annual

IDEAL WAY OF AUDITING

1. Check policy
2. Sample 5 cases
3. Check deductions

Evidence: Leave records.

WORST CASE SAR 3,000 per worker: across 20 workers that's SAR 60,000.

LAB-A-102 LABOUR · WORKING HOURS & LEAVE · 95 OF 146

Paid Hajj Leave Provided

Area **HR · Leave** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 3,000

per worker · 50+ workers · SAR 2,000 (21–49) · SAR 1,000 (≤20)

× 20 workers: **SAR 60,000**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 42**: Establishment's failure to comply with the statutory leave entitlements of workers [Not serious]

WHAT WE CHECK

Paid Hajj leave of 10–15 days (including Eid Al-Adha) is in the Work Regulations and granted once to eligible workers after 2 years' service.

CHECKPOINTS IN THE AUDIT

Q1 Is fully paid Hajj leave of 10 to 15 days included in and applied under the Work Organization Regulations, and granted to all workers who have not previously performed Hajj and have completed at least two consecutive years of service?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 3,000 (50+ workers), SAR 2,000 (21–49) or SAR 1,000 (≤20) per worker. Classified **Not serious** (Row 42).

BEYOND THE FINE

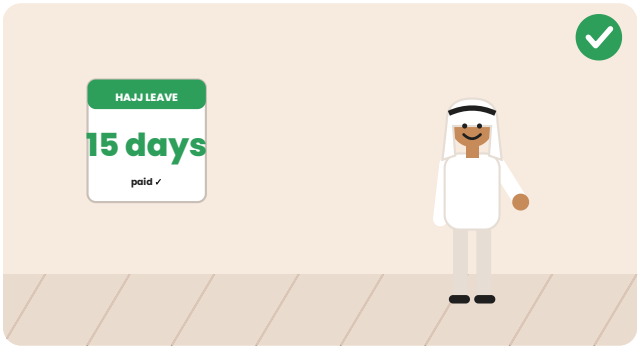
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REAL ENFORCEMENT

2 in 3

MHRSD inspection visits found a violation in Q1 2026: **168,000 violations from 250,000 visits**.

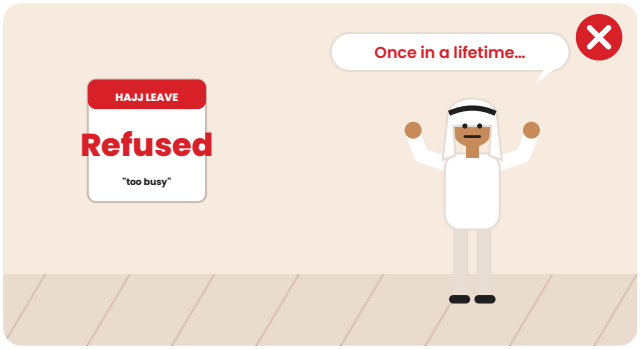
✔ RIGHT WAY



15 days' paid Hajj leave.

✖ WRONG WAY

SAR 3K / WORKER



Hajj leave refused.

PURPOSE

A sensitive entitlement that generates complaints quickly.

FIX IT WITHIN

◷ 7 days

AUDIT CRITERIA · PASS WHEN

- In the regulations
- 10–15 days paid
- Once after 2 yrs service

IDEAL WAY OF AUDITING

1. Check regulations
2. Check requests & approvals
3. Check pay

Evidence: Leave records.

WORST CASE SAR 3,000 per worker: across 20 workers that's SAR 60,000.

LAB-A-103 LABOUR · WORKING HOURS & LEAVE · 96 OF 146

Examination Leave per Article 115

Area **HR · Leave** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 3,000

per worker · 50+ workers · SAR 2,000 (21–49) · SAR 1,000 (≤20)

× 20 workers: **SAR 60,000**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 42**: Establishment's failure to comply with the statutory leave entitlements of workers [Not serious]

WHAT WE CHECK

Examination leave is in the Work Regulations and applied as Article 115 sets out (paid for exams if studying with approval).

CHECKPOINTS IN THE AUDIT

Q1 Is examination leave included in and applied under the Work Organization Regulations as set out in Article 115 of the Labor Law?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 3,000 (50+ workers), SAR 2,000 (21–49) or SAR 1,000 (≤20) per worker. Classified **Not serious** (Row 42).

BEYOND THE FINE

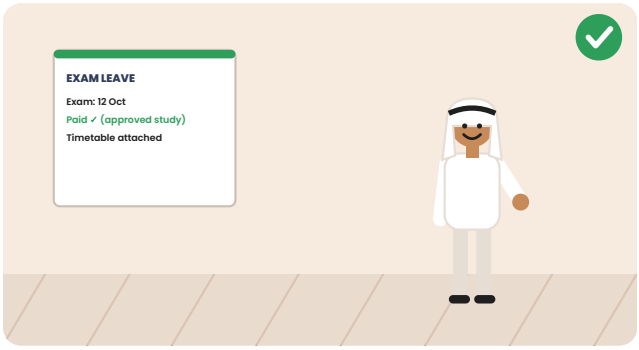
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REAL ENFORCEMENT

168,000

labour violations found in **250,000 MHRSD inspection visits** in Q1 2026 alone: two for every three visits.

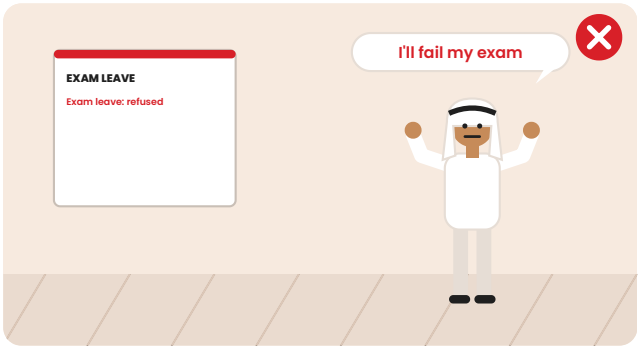
✔ RIGHT WAY



Paid exam leave with timetable attached.

✖ WRONG WAY

SAR 3K / WORKER



Exam leave refused.

PURPOSE

Missing from the regulations = automatic finding.

FIX IT WITHIN

◷ 30 days

AUDIT CRITERIA · PASS WHEN

- Included in regulations
- Applied as per Art. 115
- Requests logged

IDEAL WAY OF AUDITING

1. Check regulations clause
2. Check requests
3. Check pay

Evidence: Regulations + records.

WORST CASE SAR 3,000 per worker: across 20 workers that's SAR 60,000.

LAB-A-104 LABOUR · WORKING HOURS & LEAVE · 97 OF 146

Sick Leave Pay Correctly Applied

Area **Payroll** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 3,000

per worker · 50+ workers · SAR 2,000 (21–49) · SAR 1,000 (≤20)

× 20 workers: **SAR 60,000**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 42**: Establishment's failure to comply with the statutory leave entitlements of workers [Not serious]

WHAT WE CHECK

Sick leave: first 30 days full pay, next 60 days at 75%, next 30 days unpaid, within one year.

CHECKPOINTS IN THE AUDIT

Q1 Is a worker with proven illness granted sick leave with full pay for the first 30 days, 75% of the wage for the following 60 days, and without pay for the subsequent 30 days within one year (continuous or intermittent), where the year starts from the date of the first sick leave?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

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BEYOND THE FINE

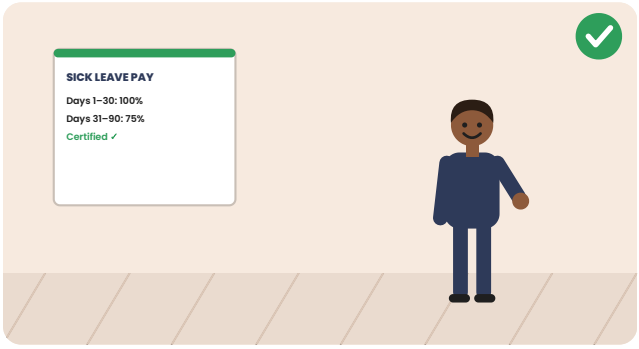
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WHAT HAPPENS NEXT

60 days

to pay an MHRSD fine, and objecting doesn't pause the clock. After that, **Qiwa, Ajeer and MHRSD services are frozen**.

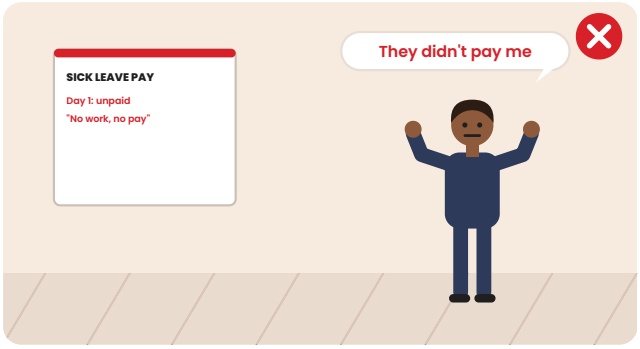
✔ RIGHT WAY



Sick pay tiers applied with certificates.

✖ WRONG WAY

SAR 3K / WORKER



Sick days deducted from day one.

PURPOSE

Deducting certified sick days is an easy win for any worker complaint.

FIX IT WITHIN

◷ 72 hours

AUDIT CRITERIA · PASS WHEN

- Certificates recorded
- Pay tiers correct
- Tracked per year

IDEAL WAY OF AUDITING

1. Sample 5 sick cases
2. Recalculate pay
3. Check certificates

Evidence: Payroll + certificates.

WORST CASE SAR 3,000 per worker: across 20 workers that's SAR 60,000.

LAB-A-105 LABOUR · WAGES & END OF SERVICE · 98 OF 146

Wages Paid in Saudi Riyals

Area **Payroll** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 300

per worker · 50+ workers · SAR 300 (21–49) · SAR 300 (≤20)

× 20 workers: **SAR 6,000**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 39**: Failure to pay workers' wages and entitlements in the official currency of the country on their specified due dates into their approved bank accounts,... [Serious]

WHAT WE CHECK

Wages and all amounts due are paid in Saudi Riyals.

CHECKPOINTS IN THE AUDIT

Q1 Does the establishment pay the worker's wage and all amounts due in the official currency of the Kingdom?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 300 (50+ workers), SAR 300 (21–49) or SAR 300 (≤20) per worker. Classified **Serious** (Row 39).

BEYOND THE FINE

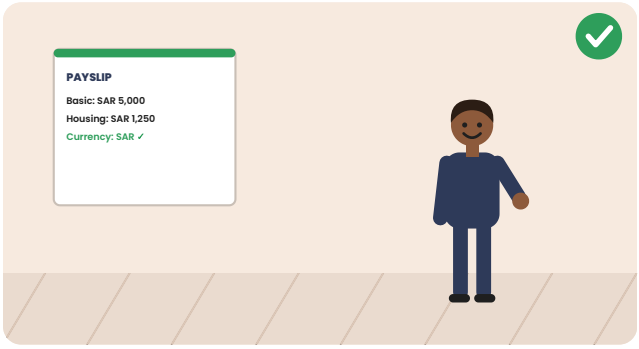
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REAL ENFORCEMENT

2 in 3

MHRSD inspection visits found a violation in Q1 2026: **168,000 violations from 250,000 visits**.

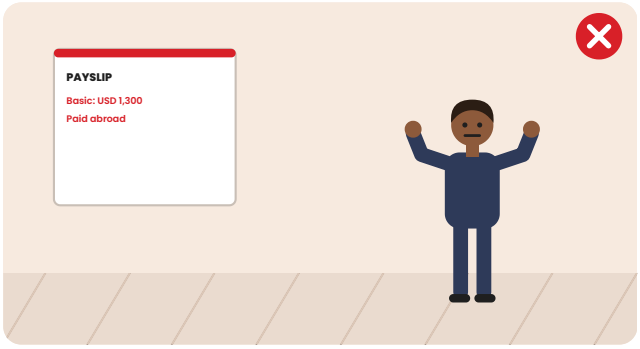
✔ RIGHT WAY



Payslip in SAR.

✖ WRONG WAY

SAR 300 / WORKER



Wage paid in USD abroad.

PURPOSE

Foreign-currency pay breaks WPS matching and triggers review.

FIX IT WITHIN

◷ 30 days

AUDIT CRITERIA · PASS WHEN

- All pay in SAR
- Through Saudi banks
- WPS matched

IDEAL WAY OF AUDITING

1. Check payroll currency
2. Check transfers
3. Check contracts

Evidence: Payroll.

WORST CASE SAR 300 per worker: across 20 workers that's SAR 6,000. Fined per worker.

LAB-A-106 LABOUR · WAGES & END OF SERVICE · 99 OF 146

Wage Payment Timing Compliant

Area **Payroll** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 300

per worker · 50+ workers · SAR 300 (21–49) · SAR 300 (≤20)

× 20 workers: **SAR 6,000**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 39**: Failure to pay workers' wages and entitlements in the official currency of the country on their specified due dates into their approved bank accounts,... [Serious]

WHAT WE CHECK

Wages are paid on time: weekly for daily-paid workers, monthly for monthly-paid, with piece-rate paid at least every two weeks.

CHECKPOINTS IN THE AUDIT

Q1 Does the establishment pay wages during working hours and at the place of work as follows: daily-paid workers at least once a week; monthly-paid workers once a month; piecework taking more than two weeks with weekly payments proportionate to work completed and the remainder within the week...

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

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BEYOND THE FINE

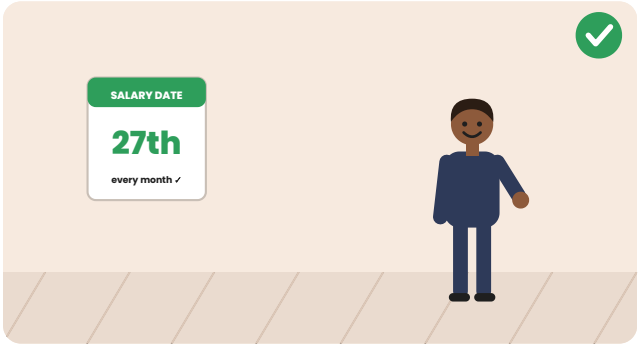
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WHAT HAPPENS NEXT

60 days

to pay an MHRSD fine, and objecting doesn't pause the clock. After that, **Qiwa, Ajeer and MHRSD services are frozen**.

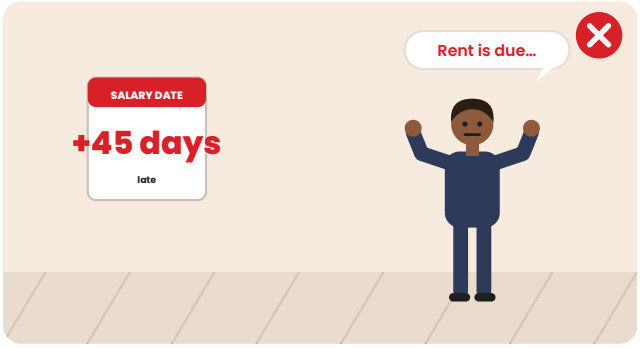
✔ RIGHT WAY



Salary on the 27th every month.

✖ WRONG WAY

SAR 300 / WORKER



Salaries 45 days late.

PURPOSE

Late pay is the fastest route to a WPS flag and service freeze.

FIX IT WITHIN

◷ Immediate

AUDIT CRITERIA · PASS WHEN

- Fixed pay date
- Never late
- Correct frequency by pay type

IDEAL WAY OF AUDITING

1. Check WPS dates
2. Compare with due dates
3. Check 3 months

Evidence: WPS report.

WORST CASE SAR 300 per worker: across 20 workers that's SAR 6,000. Services freeze and workers can transfer without consent.

LAB-A-107 LABOUR · WAGES & END OF SERVICE · 100 OF 146

Wages Paid via Approved Banks on Time

Area **Payroll** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 300

per worker · 50+ workers · SAR 300 (21–49) · SAR 300 (≤20)

× 20 workers: **SAR 6,000**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 39**: Failure to pay workers' wages and entitlements in the official currency of the country on their specified due dates into their approved bank accounts,... [Serious]

WHAT WE CHECK

Wages go into workers' accounts through approved Saudi banks, never later than the due date.

CHECKPOINTS IN THE AUDIT

Q1 Does the establishment pay wages into workers' accounts through approved banks, without exceeding the due date specified in the first paragraph of Article 90 of the Labor Law?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 300 (50+ workers), SAR 300 (21–49) or SAR 300 (≤20) per worker. Classified **Serious** (Row 39).

BEYOND THE FINE

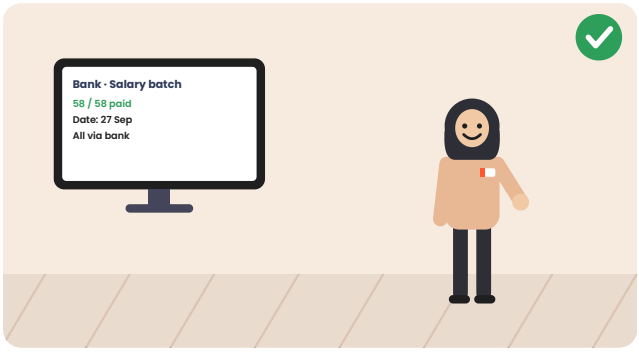
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WHAT HAPPENS NEXT

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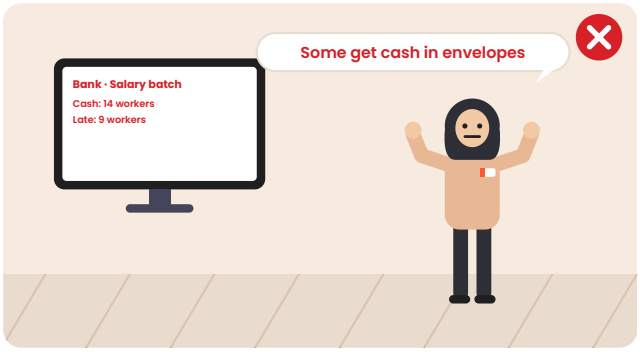
✔ RIGHT WAY



Full batch via bank on time.

✖ WRONG WAY

SAR 300 / WORKER



Cash envelopes for 14 workers.

PURPOSE

Cash pay can't be proven and fails WPS.

FIX IT WITHIN

Immediate

AUDIT CRITERIA · PASS WHEN

- All via approved bank
- No cash salaries
- On the due date

IDEAL WAY OF AUDITING

1. Check bank batch
2. Match to headcount
3. Search for cash

Evidence: Bank batch.

WORST CASE SAR 300 per worker: across 20 workers that's SAR 6,000. Fined per worker.

LAB-A-108 LABOUR · WAGES & END OF SERVICE · 101 OF 146

Wage Protection File Uploaded Monthly

Area **Payroll · Mudad** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 2,000

per violation · 50+ workers · SAR 1,000 (21–49) · SAR 500 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW
LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 40**: Employer's failure to upload the Wage Protection file monthly, or, when uploading the file monthly, failure to meet the compliance rate set by the Min… [Serious]

WHAT WE CHECK

The WPS file is uploaded every month through Mudad, matching actual pay.

CHECKPOINTS IN THE AUDIT

Q1 Does the establishment upload the Wage Protection System (WPS) file on a monthly basis?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 2,000 (50+ workers), SAR 1,000 (21–49) or SAR 500 (≤20) per violation. Classified **Serious** (Row 40).

BEYOND THE FINE

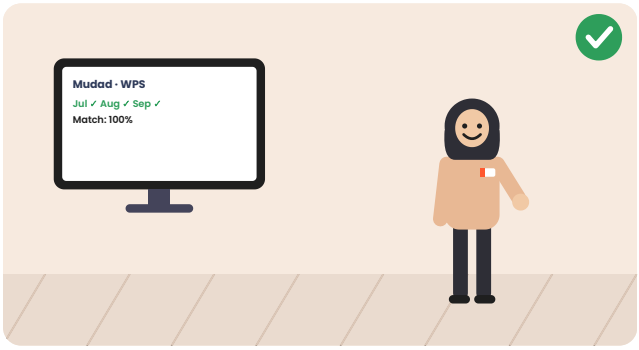
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WHAT HAPPENS NEXT

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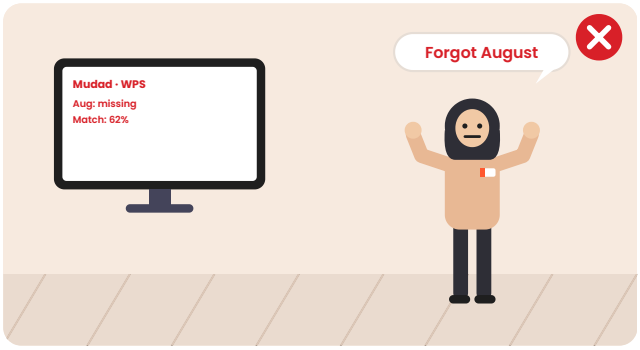
✔ RIGHT WAY



Every month uploaded, 100% match.

✖ WRONG WAY

SAR 2K



August missing and low match.

PURPOSE

Missing WPS triggers automatic service suspension.

FIX IT WITHIN

72 hours

AUDIT CRITERIA · PASS WHEN

- Monthly upload
- ≥ 80% compliance
- Matches contracts

IDEAL WAY OF AUDITING

1. Open Mudad
2. Check last 6 months
3. Check compliance %

Evidence: Mudad screenshot.

WORST CASE SAR 2,000 per violation, and services frozen if unpaid in 60 days. Qiwa services suspended automatically.

LAB-A-109 LABOUR · WAGES & END OF SERVICE · 102 OF 146

End-of-Service Benefit Correctly Calculated

Area **Payroll · Exits** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 3,000

per worker · 50+ workers · SAR 2,000 (21–49) · SAR 1,000 (≤20)

× 20 workers: **SAR 60,000**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 36**: Employer's failure to pay the worker's wage and settle their entitlements within no more than one week from the end of the contractual relationship, o... [Not serious]

WHAT WE CHECK

EOSB: half a month's wage per year for the first 5 years, a full month per year after, based on the last wage.

CHECKPOINTS IN THE AUDIT

Q1 Does the establishment calculate the end-of-service benefit as half a month's wage for each of the first five years and one month's wage for each subsequent year, based on the last wage, with proportional entitlement for portions of a year?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 3,000 (50+ workers), SAR 2,000 (21–49) or SAR 1,000 (≤20) per worker. Classified **Not serious** (Row 36).

BEYOND THE FINE

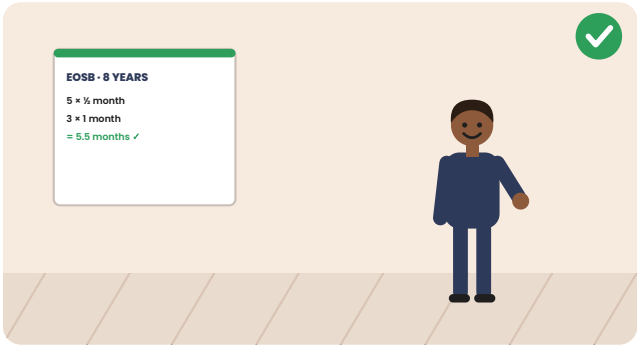
Fines are due within **60 days**, and an objection doesn't pause them. Unpaid fines **freeze Qiwa, Ajeer and MHRSD services**: no new visas, transfers or permits.

REAL ENFORCEMENT

168,000

labour violations found in **250,000 MHRSD inspection visits** in Q1 2026 alone: two for every three visits.

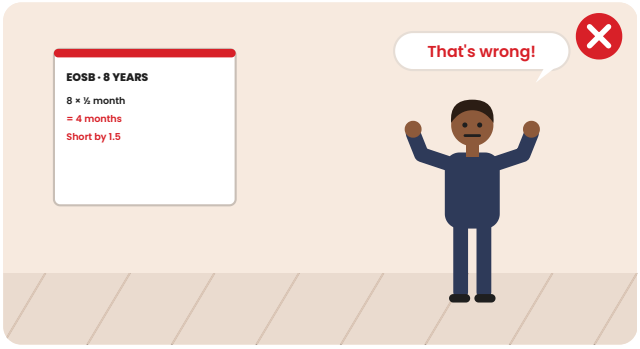
✔ RIGHT WAY



5.5 months for 8 years.

✖ WRONG WAY

SAR 3K / WORKER



Flat half-month used for all 8 years.

PURPOSE

Underpaid EOSB is a guaranteed labour court loss.

FIX IT WITHIN

◷ 72 hours

AUDIT CRITERIA · PASS WHEN

- Formula correct
- Last wage used
- Calculation shared

IDEAL WAY OF AUDITING

1. Recalculate 5 exits
2. Check wage base
3. Check allowances

Evidence: EOSB sheets.

WORST CASE SAR 3,000 per worker: across 20 workers that's SAR 60,000.

LAB-A-110 LABOUR · WAGES & END OF SERVICE · 103 OF 146

Final Settlement Paid Within Deadline

Area **Payroll · Exits** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 3,000

per worker · 50+ workers · SAR 2,000 (21–49) · SAR 1,000 (≤20)

× 20 workers: **SAR 60,000**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 36**: Employer's failure to pay the worker's wage and settle their entitlements within no more than one week from the end of the contractual relationship, o... [Not serious]

WHAT WE CHECK

On exit, wages and entitlements are paid within one week (or two weeks if the worker resigned).

CHECKPOINTS IN THE AUDIT

Q1 Upon termination of service, does the establishment pay the worker's wage and settle entitlements within one week from the end of the contractual relationship, or within two weeks where the worker terminated the contract?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 3,000 (50+ workers), SAR 2,000 (21–49) or SAR 1,000 (≤20) per worker. Classified **Not serious** (Row 36).

BEYOND THE FINE

Fines are due within **60 days**, and an objection doesn't pause them. Unpaid fines **freeze Qiwa, Ajeer and MHRSD services**: no new visas, transfers or permits.

WHAT HAPPENS NEXT

60 days

to pay an MHRSD fine, and objecting doesn't pause the clock. After that, **Qiwa, Ajeer and MHRSD services are frozen**.

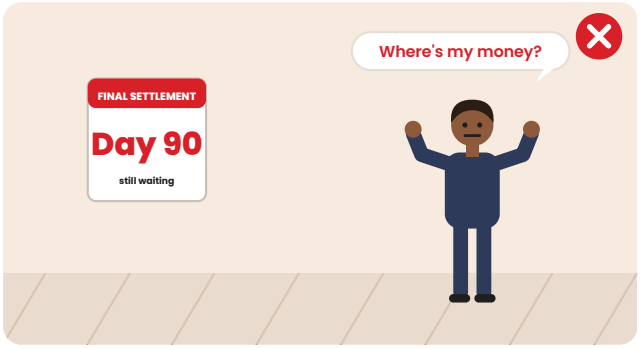
✔ RIGHT WAY



Settled in 5 days.

✖ WRONG WAY

SAR 3K / WORKER



Still unpaid after 90 days.

PURPOSE

Late settlements drive labour court cases and reputational damage.

FIX IT WITHIN

Immediate

AUDIT CRITERIA · PASS WHEN

- Settled within 7 / 14 days
- Clearance doesn't delay pay
- Receipts signed

IDEAL WAY OF AUDITING

1. List exits last quarter
2. Compare exit and pay dates
3. Check receipts

Evidence: Exit log.

WORST CASE SAR 3,000 per worker: across 20 workers that's SAR 60,000.

LAB-A-111 LABOUR · WAGES & END OF SERVICE · 104 OF 146

Resignation End-of-Service Entitlement Applied

Area **Payroll · Exits** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 3,000

per worker · 50+ workers · SAR 2,000 (21–49) · SAR 1,000 (≤20)

× 20 workers: **SAR 60,000**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 36**: Employer's failure to pay the worker's wage and settle their entitlements within no more than one week from the end of the contractual relationship, o… [Not serious]

WHAT WE CHECK

On resignation: ⅓ EOSB after 2–5 years, ⅔ after 5–10 years, full after 10 years.

CHECKPOINTS IN THE AUDIT

Q1 Does the establishment pay the end-of-service benefit as follows: one third after 2 to 5 consecutive years of service; two thirds after more than 5 but less than 10 consecutive years; the full benefit after 10 years or more; the full benefit if the worker leaves due to force majeure; and the…

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 3,000 (50+ workers), SAR 2,000 (21–49) or SAR 1,000 (≤20) per worker. Classified **Not serious** (Row 36).

BEYOND THE FINE

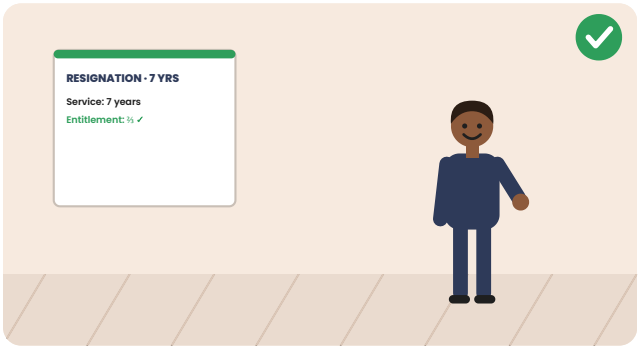
Fines are due within **60 days**, and an objection doesn't pause them. Unpaid fines **freeze Qiwa, Ajeer and MHRSD services**: no new visas, transfers or permits.

REAL ENFORCEMENT

2 in 3

MHRSD inspection visits found a violation in Q1 2026: **168,000 violations from 250,000 visits**.

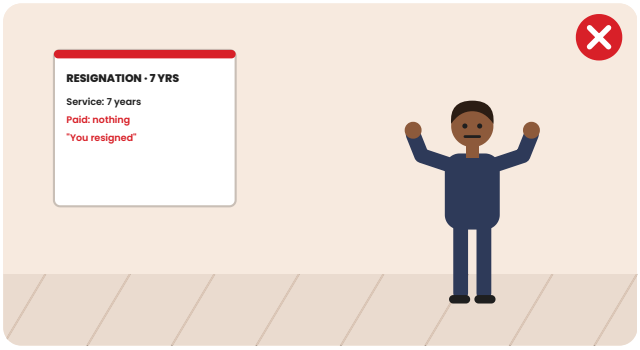
✔ RIGHT WAY



⅔ EOSB paid after 7 years.

✖ WRONG WAY

SAR 3K / WORKER



Nothing paid because he resigned.

PURPOSE

Resigning doesn't forfeit EOSB after 2 years.

FIX IT WITHIN

72 hours

AUDIT CRITERIA · PASS WHEN

- Correct fraction applied
- Service calculated
- Paid on time

IDEAL WAY OF AUDITING

1. Check resignation exits
2. Recalculate
3. Check payments

Evidence: Exit files.

WORST CASE SAR 3,000 per worker: across 20 workers that's SAR 60,000.

LAB-A-112 LABOUR · SAUDIZATION & WORK PERMITS · 105 OF 146

Valid Work Permits for All Workers

Area **HR · Qiwa** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 10,000

per worker · 50+ workers · SAR 10,000 (21–49) · SAR 10,000 (≤20)

× 20 workers: **SAR 200,000**

• HIGH

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 20**: Employing a non-Saudi without a work permit [Serious]

WHAT WE CHECK

Every non-Saudi worker holds a valid work permit, entered legally and is authorised to work, with no expired permits.

CHECKPOINTS IN THE AUDIT

Q1 Have all non-Saudi workers obtained a work permit from the Ministry, having entered the Kingdom legally and been authorized to work, holding professional competencies or qualifications needed by the Kingdom (or belonging to the category of ordinary workers needed), and being contracted with and...

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 10,000 (50+ workers), SAR 10,000 (21–49) or SAR 10,000 (≤20) per worker. Classified **Serious** (Row 20).

BEYOND THE FINE

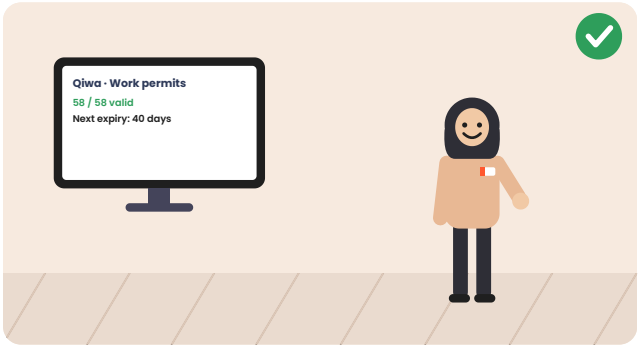
Fines are due within **60 days**, and an objection doesn't pause them. Unpaid fines **freeze Qiwa, Ajeer and MHRSD services**: no new visas, transfers or permits. Serious violations can also bring **service suspensions or bans**.

REAL ENFORCEMENT

7,200+

work visas cancelled for non-compliant establishments by MHRSD in Q1 2026.

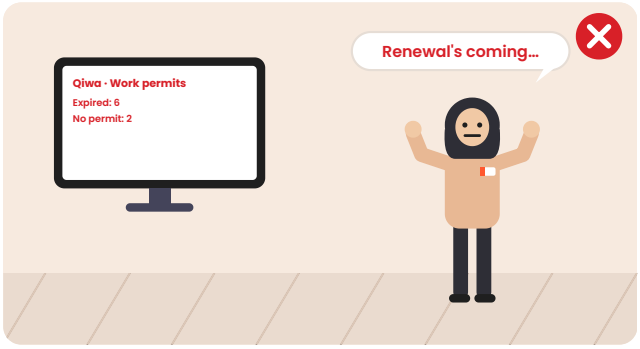
✔ RIGHT WAY



All permits valid with expiry tracking.

✖ WRONG WAY

SAR 10K / WORKER



6 expired and 2 with no permit.

PURPOSE

Among the most heavily fined breaches, per worker.

FIX IT WITHIN

Immediate

AUDIT CRITERIA · PASS WHEN

- All permits valid
- Tracked 60 days ahead
- No one works without

IDEAL WAY OF AUDITING

1. Pull Qiwa list
2. Compare with headcount
3. Check expiries

Evidence: Qiwa export.

WORST CASE SAR 10,000 per worker: across 20 workers that's SAR 200,000. Fined per worker, visas can be cancelled.

LAB-A-113 LABOUR · EMPLOYMENT CONTRACTS & RECORDS · 106 OF 146

Non-Saudi Contracts Written and Fixed-Term

Area **HR · Contracts** | Person in charge **HR Manager · Legal & Compliance Officer** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 1,000

per worker · 50+ workers · SAR 500 (21–49) · SAR 300 (≤20)

× 20 workers: **SAR 20,000**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 34**: Employer's failure to document (authenticate) workers' contracts electronically [Serious]

WHAT WE CHECK

Every non-Saudi has a written, fixed-term contract (or with stated renewal terms).

CHECKPOINTS IN THE AUDIT

Q1 Is the employment contract of each non-Saudi worker written and of a fixed term (or with specified renewal terms), without converting into an indefinite-term contract even if both parties agree?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 1,000 (50+ workers), SAR 500 (21–49) or SAR 300 (≤20) per worker. Classified **Serious** (Row 34).

BEYOND THE FINE

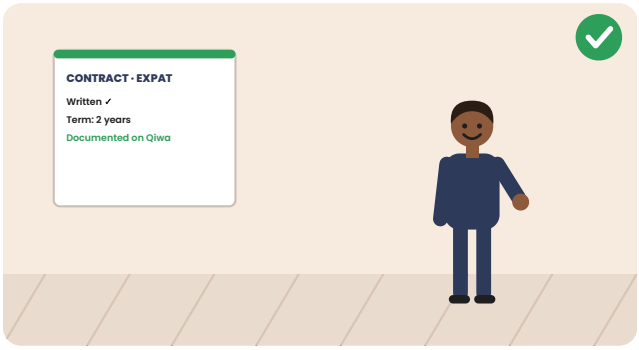
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WHAT HAPPENS NEXT

60 days

to pay an MHRSD fine, and objecting doesn't pause the clock. After that, **Qiwa, Ajeer and MHRSD services are frozen**.

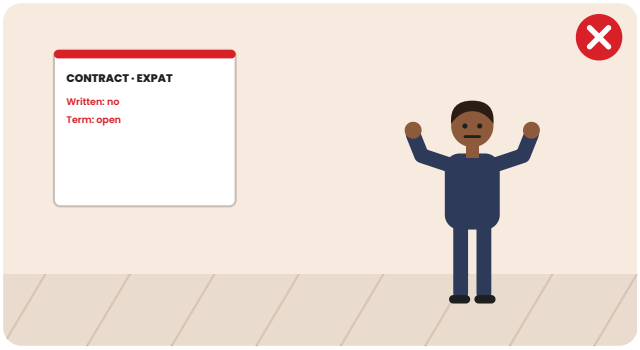
✔ RIGHT WAY



Written fixed-term contract on Qiwa.

✖ WRONG WAY

SAR 1K / WORKER



No written contract.

PURPOSE

Undocumented contracts are illegal for expats and void on Qiwa.

FIX IT WITHIN

◷ 7 days

AUDIT CRITERIA · PASS WHEN

- Written contract
- Fixed term stated
- On Qiwa

IDEAL WAY OF AUDITING

1. Sample 10 expats
2. Check Qiwa contracts
3. Check terms

Evidence: Qiwa contracts.

WORST CASE SAR 1,000 per worker: across 20 workers that's SAR 20,000.

LAB-A-114 LABOUR · EMPLOYMENT CONTRACTS & RECORDS · 107 OF 146

Employment Contract in Two Copies

Area **HR · Contracts** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 1,000

per worker · 50+ workers · SAR 500 (21–49) · SAR 300 (≤20)

× 20 workers: **SAR 20,000**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 34**: Employer's failure to document (authenticate) workers' contracts electronically [Serious]

WHAT WE CHECK

Each contract is made in two copies: one for the employer, one for the worker.

CHECKPOINTS IN THE AUDIT

Q1 Is the employment contract written in two copies?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 1,000 (50+ workers), SAR 500 (21–49) or SAR 300 (≤20) per worker. Classified **Serious** (Row 34).

BEYOND THE FINE

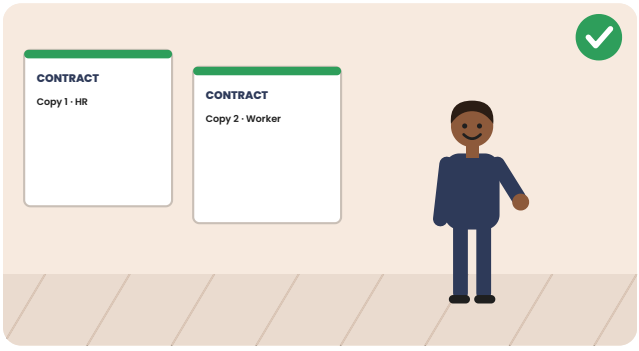
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REAL ENFORCEMENT

2 in 3

MHRSD inspection visits found a violation in Q1 2026: **168,000 violations from 250,000 visits**.

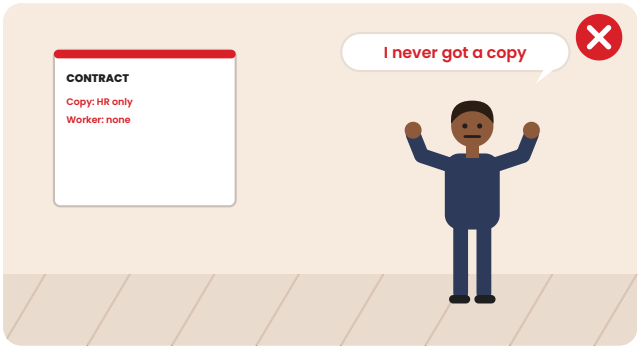
✔ RIGHT WAY



Two signed copies, one each.

✖ WRONG WAY

SAR 1K / WORKER



Only the employer has a copy.

PURPOSE

The worker must have their own copy of their terms.

FIX IT WITHIN

◷ 7 days

AUDIT CRITERIA · PASS WHEN

- Two copies signed
- Worker copy given
- Receipt acknowledged

IDEAL WAY OF AUDITING

1. Ask 3 workers
2. Check acknowledgements
3. Check Qiwa

Evidence: Acknowledgement.

WORST CASE SAR 1,000 per worker: across 20 workers that's SAR 20,000.

LAB-A-115 LABOUR · EMPLOYMENT CONTRACTS & RECORDS · 108 OF 146

Employment Contract Contains Required Terms

Area **HR · Contracts** | Person in charge **HR Manager · Legal & Compliance Officer** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 1,000

per worker · 50+ workers · SAR 500 (21–49) · SAR 300 (≤20)

× 20 workers: **SAR 20,000**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 34**: Employer's failure to document (authenticate) workers' contracts electronically [Serious]

WHAT WE CHECK

Contract includes employer name/location, worker name/nationality, ID, wage and benefits, job, place, start date and duration.

CHECKPOINTS IN THE AUDIT

Q1 Does the employment contract contain the employer's name and location, the worker's name and nationality, the details required to establish the worker's identity, the agreed wage, the type and place of work, the date of joining, and the contract term and/or renewal terms?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 1,000 (50+ workers), SAR 500 (21–49) or SAR 300 (≤20) per worker. Classified **Serious** (Row 34).

BEYOND THE FINE

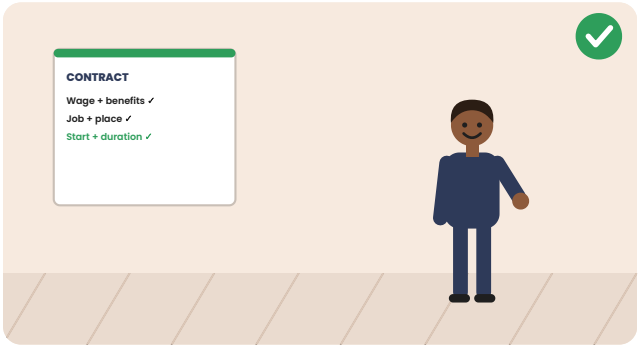
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REAL ENFORCEMENT

168,000

labour violations found in **250,000 MHRSD inspection visits** in Q1 2026 alone: two for every three visits.

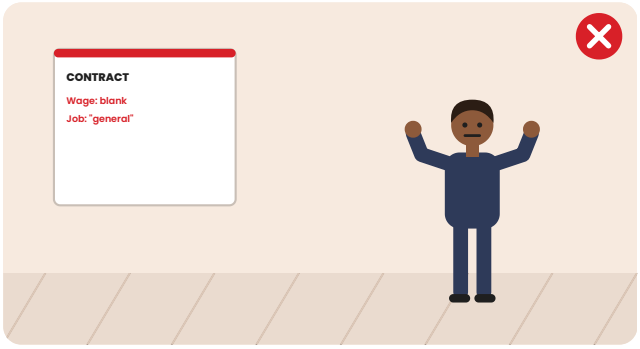
✔ RIGHT WAY



All terms complete.

✖ WRONG WAY

SAR 1K / WORKER



Blank wage and vague job.

PURPOSE

Missing terms are read in the worker's favour in any dispute.

FIX IT WITHIN

◷ 7 days

AUDIT CRITERIA · PASS WHEN

- All mandatory terms
- Specific job title
- Wage stated

IDEAL WAY OF AUDITING

1. Sample 10 contracts
2. Tick required fields
3. Check Qiwa

Evidence: Contracts.

WORST CASE SAR 1,000 per worker: across 20 workers that's SAR 20,000.

LAB-A-116 LABOUR · SAUDIZATION & WORK PERMITS · 109 OF 146

Workers Employed in Permitted Occupation

Area **HR · Workshop** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 10,000

per worker · 50+ workers · SAR 5,000 (21–49) · SAR 3,000 (≤20)

× 20 workers: **SAR 200,000**

• HIGH

THE LAW
LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 21**: Non-Saudi working in an occupation different from the work permit [Not serious]

WHAT WE CHECK

Each worker only works in the occupation on their work permit, so a 'driver' doesn't work as a technician.

CHECKPOINTS IN THE AUDIT

Q1 Is each worker employed only in the occupation stated in their work permit?

Q2 Does the employment contract contain the employer's name and location, the worker's name and nationality, the details required to establish the worker's identity, the agreed wage, the type and place of work, the date of joining, and the contract term and/or renewal terms?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 10,000 (50+ workers), SAR 5,000 (21–49) or SAR 3,000 (≤20) per worker. Classified **Not serious** (Row 21).

BEYOND THE FINE

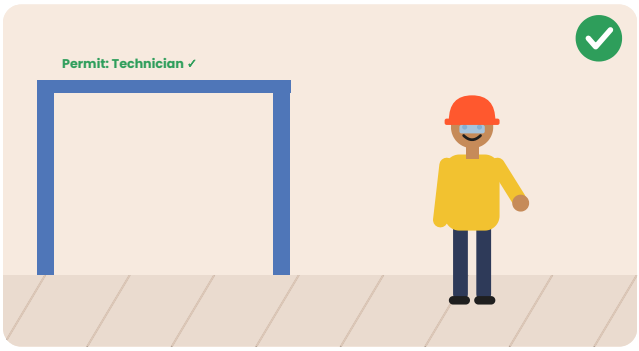
Fines are due within **60 days**, and an objection doesn't pause them. Unpaid fines **freeze Qiwa, Ajeer and MHRSD services**: no new visas, transfers or permits.

FINES JUST WENT UP

Up to 10×

The Feb 2026 schedule raised the fine for working outside the permitted occupation from SAR 300–1,000 to **SAR 3,000–10,000 per worker**.

✔ RIGHT WAY



Technician permit, technician work.

✖ WRONG WAY

SAR 10K / WORKER



A 'driver' fixing cars.

PURPOSE

Fine raised to SAR 3,000–10,000 per worker in Feb 2026.

FIX IT WITHIN

Immediate

AUDIT CRITERIA · PASS WHEN

- Permit matches actual job
- Spot checks quarterly
- Qiwa updated on change

IDEAL WAY OF AUDITING

1. Walk the workshop
2. Ask job titles
3. Compare with Qiwa

Evidence: Qiwa export + spot check.

WORST CASE SAR 10,000 per worker: across 20 workers that's SAR 200,000. Fined per worker at the new higher rates.

LAB-A-117 LABOUR · SAUDIZATION & WORK PERMITS · 110 OF 146

Occupation Change Properly Documented

Area **HR · Qiwa** | Person in charge **HR Manager · Legal & Compliance Officer** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 10,000

per worker · 50+ workers · SAR 5,000 (21–49) · SAR 3,000 (≤20)

× 20 workers: **SAR 200,000**

• HIGH

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 21**: Non-Saudi working in an occupation different from the work permit [Not serious]

WHAT WE CHECK

Where a worker's role changes, there's a valid licence for the activity and the occupation is changed on Qiwa.

Applies when: Only where workers perform an occupation other than the one registered

CHECKPOINTS IN THE AUDIT

Q1 Where a worker works in an occupation other than their own, is there evidence that: the employer holds a valid business licence or Commercial Registration registered with the Labour Office and the activity is operational; the occupation change request was submitted through the MHRSD e-services...

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 10,000 (50+ workers), SAR 5,000 (21–49) or SAR 3,000 (≤20) per worker. Classified **Not serious** (Row 21).

BEYOND THE FINE

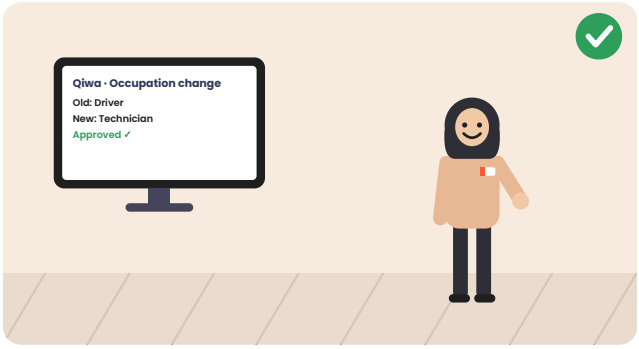
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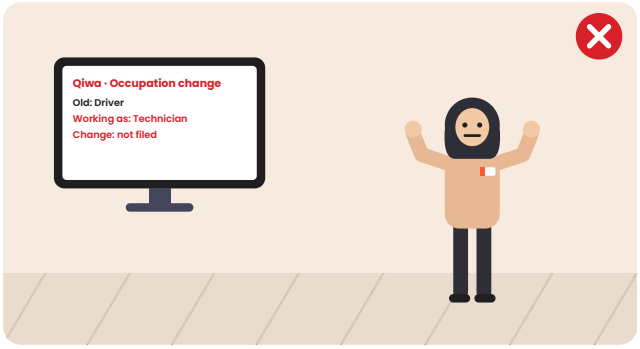
✔ RIGHT WAY



Occupation change approved on Qiwa.

✖ WRONG WAY

SAR 10K / WORKER



Role changed in practice only.

PURPOSE

Qiwa must match reality, or it counts as the wrong-occupation breach.

FIX IT WITHIN

7 days

AUDIT CRITERIA · PASS WHEN

- Change filed on Qiwa
- Licence covers activity
- Records updated

IDEAL WAY OF AUDITING

1. Compare Qiwa with roles
2. Check change requests
3. Check licences

Evidence: Qiwa history.

WORST CASE SAR 10,000 per worker: across 20 workers that's SAR 200,000.

LAB-A-118 LABOUR · SAUDIZATION & WORK PERMITS · 111 OF 146

Employer Bears Recruitment and Permit Fees

Area **HR · Finance** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 3,000

per worker · 50+ workers · SAR 2,000 (21–49) · SAR 1,000 (≤20)

× 20 workers: **SAR 60,000**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 32**: Employer's failure to bear the fees and costs it is obligated to pay, or charging them to the workers [Serious]

WHAT WE CHECK

Recruitment, iqama, work permit, renewal and exit/re-entry fees are paid by the employer, never deducted from the worker.

CHECKPOINTS IN THE AUDIT

Q1 Does the establishment bear, without charging the worker or their family: recruitment fees for non-Saudi workers; residence permit (Iqama) and work permit fees, renewals, and late-payment fines; occupation change, exit and re-entry fees and the worker's return ticket at the end of the…

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 3,000 (50+ workers), SAR 2,000 (21–49) or SAR 1,000 (≤20) per worker. Classified **Serious** (Row 32).

BEYOND THE FINE

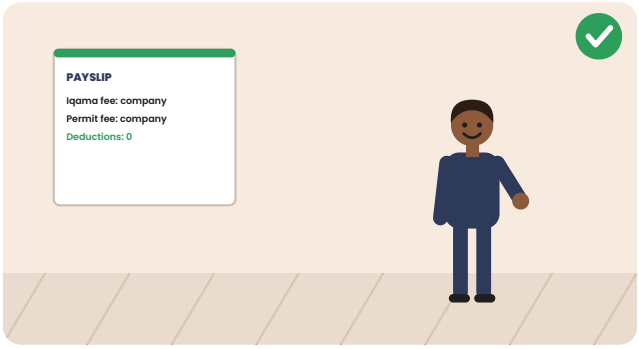
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REAL ENFORCEMENT

168,000

labour violations found in **250,000 MHRSD inspection visits** in Q1 2026 alone: two for every three visits.

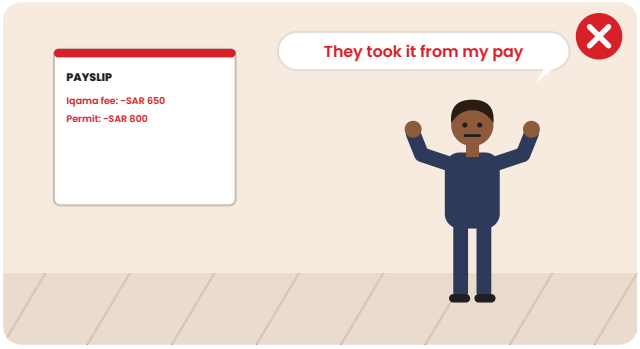
✔ RIGHT WAY



All fees paid by the company.

✖ WRONG WAY

SAR 3K / WORKER



Iqama and permit fees deducted from pay.

PURPOSE

Charging workers is a serious breach linked to trafficking indicators.

FIX IT WITHIN

Immediate

AUDIT CRITERIA · PASS WHEN

- All fees company-paid
- No deductions
- Refund if taken

IDEAL WAY OF AUDITING

1. Search payroll deductions
2. Check recruitment agent terms
3. Ask workers

Evidence: Payroll.

WORST CASE SAR 3,000 per worker: across 20 workers that's SAR 60,000. Fined per worker, plus refunds.

LAB-A-119 LABOUR · SAUDIZATION & WORK PERMITS · 112 OF 146

Valid Ajeer Permits for Contracted Workers

Area **HR · Contractors** | Person in charge **HR Manager · Legal & Compliance Officer** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 20,000

per case · 50+ workers · SAR 15,000 (21–49) · SAR 10,000 (≤20)

× 20 cases: **SAR 400,000**

• HIGH

THE LAW
LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 53**: Employer employing another employer's worker without obtaining an 'Ajeer' notice [Serious]

WHAT WE CHECK

Workers from other companies (cleaners, security, outsourced techs) have a valid Ajeer permit or notice.

Applies when: Only where workers supplied by another establishment (Ajeer) are used

CHECKPOINTS IN THE AUDIT

Q1 Does the establishment hold a valid Ajeer permit or notice for employing accompanying (contracted) workers?

Q2 Do workers' IDs and occupations match the Ajeer notices, confirming that: the listed workers belong to the same service provider; all listed workers hold valid work permits; the occupation in each work permit matches the actual work performed at the establishment; and cafeteria and hospitality…

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 20,000 (50+ workers), SAR 15,000 (21–49) or SAR 10,000 (≤20) per case. Classified **Serious** (Row 53).

BEYOND THE FINE

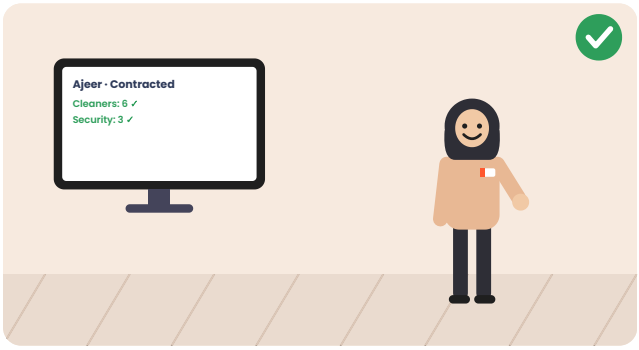
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FINES JUST WENT UP

Up to 10×

The Feb 2026 schedule raised the fine for working outside the permitted occupation from SAR 300–1,000 to **SAR 3,000–10,000 per worker**.

✔ RIGHT WAY



All contracted staff on Ajeer.

✖ WRONG WAY

SAR 20K / CASE



Cleaners and techs with no permit.

PURPOSE

The host company is fined too, now up to SAR 20,000 per worker.

FIX IT WITHIN

Immediate

AUDIT CRITERIA · PASS WHEN

- Ajeer for every outsourced worker
- Expiry tracked
- Contractor list matched

IDEAL WAY OF AUDITING

1. List contractor staff on site
2. Check Ajeer
3. Check expiries

Evidence: Ajeer export.

WORST CASE SAR 20,000 per case: across 20 workers that's SAR 400,000. Fined per worker on your site.

LAB-A-120 LABOUR · EMPLOYMENT CONTRACTS & RECORDS · 113 OF 146

No Withholding of Worker Property

Area **HR** | Person in charge **HR Manager · Legal & Compliance Officer** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 3,000

per worker · 50+ workers · SAR 2,000 (21–49) · SAR 1,000 (≤20)

× 20 workers: **SAR 60,000**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 35**: Employer subjecting the worker to forced labour (sukhra) [Serious]

WHAT WE CHECK

The employer doesn't hold passports or other personal property without consent.

CHECKPOINTS IN THE AUDIT

Q1 Has the establishment refrained from withholding any of the worker's property (e.g., passport) without their consent for the purpose of forcing the worker to perform work or services?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 3,000 (50+ workers), SAR 2,000 (21–49) or SAR 1,000 (≤20) per worker. Classified **Serious** (Row 35).

BEYOND THE FINE

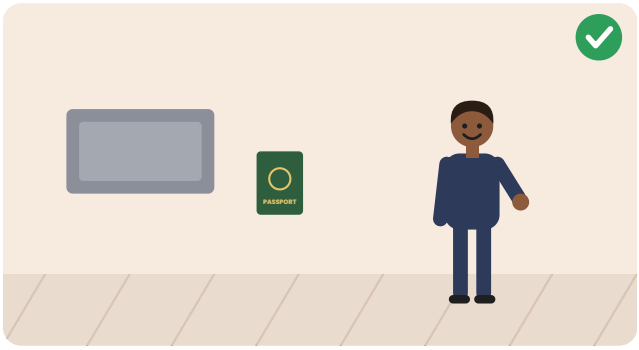
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FINES JUST WENT UP

SAR 3,000

per worker for keeping a passport or Iqama under the Feb 2026 schedule, **up from a fixed SAR 1,000**.

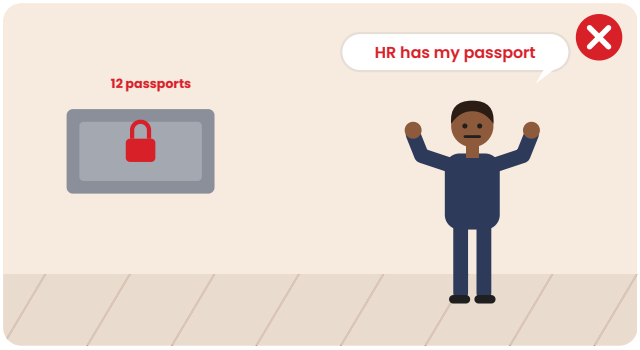
✔ RIGHT WAY



Passports kept by workers.

✖ WRONG WAY

SAR 3K / WORKER



12 passports locked in HR's drawer.

PURPOSE

Fine raised to SAR 2,000–3,000 per worker in 2026.

FIX IT WITHIN

Immediate

AUDIT CRITERIA · PASS WHEN

- Workers hold passports
- Safe-keeping only with written consent
- Returned on request

IDEAL WAY OF AUDITING

1. Check HR drawers
2. Ask 5 workers
3. Check consent forms

Evidence: Spot check.

WORST CASE SAR 3,000 per worker: across 20 workers that's SAR 60,000. Fined per worker and a trafficking red flag.

LAB-A-121 LABOUR · SAUDIZATION & WORK PERMITS · 114 OF 146

Saudized Jobs Held Only by Saudis

Area **HR · Saudization** | Person in charge **HR Manager · Legal & Compliance Officer** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 10,000

per worker · 50+ workers · SAR 5,000 (21–49) · SAR 3,000 (≤20)

× 20 workers: **SAR 200,000**

• HIGH

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 29**: Employer employing non-Saudi workers in occupations or activities restricted to Saudis [Serious]

WHAT WE CHECK

Roles like HR manager, personnel manager, labour affairs manager, receptionist, cashier and security guard are held only by Saudis.

Applies when: Sales-outlet and feminization restrictions apply only to the listed retail activities

CHECKPOINTS IN THE AUDIT

Q1 Are the following jobs held only by Saudis: Senior HR Administrator, Personnel Affairs Manager, Labour and Workers Affairs Manager, Employee Relations Manager, Personnel Affairs Specialist, Personnel Affairs Clerk, Recruitment Clerk, Employee Affairs Clerk, Attendance Clerk, General Reception…

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 10,000 (50+ workers), SAR 5,000 (21–49) or SAR 3,000 (≤20) per worker. Classified **Serious** (Row 29).

BEYOND THE FINE

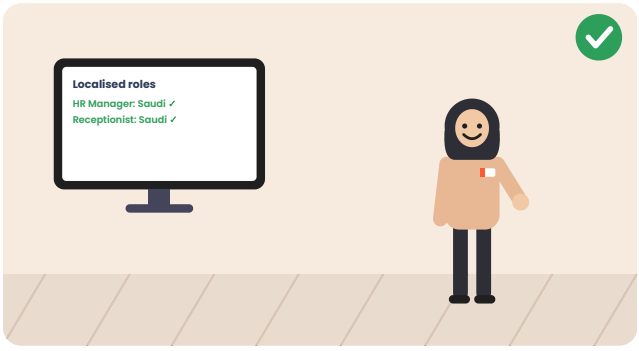
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REAL ENFORCEMENT

132,000

Saudization inspection visits carried out by MHRSD in Q1 2026 alone.

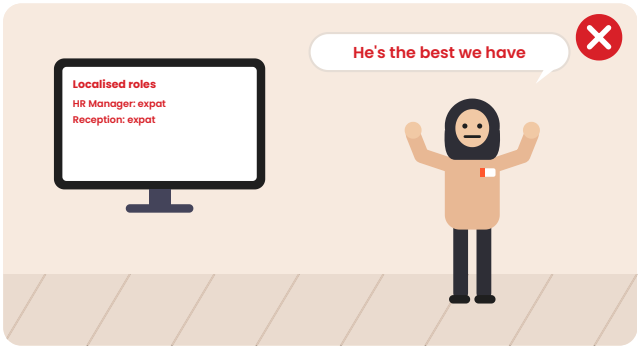
✔ RIGHT WAY



All localised roles held by Saudis.

✖ WRONG WAY

SAR 10K / WORKER



Expat HR manager and receptionist.

PURPOSE

Highly visible roles, so the first thing inspectors check.

FIX IT WITHIN

◷ Immediate

AUDIT CRITERIA · PASS WHEN

- Localised list maintained
- Only Saudis in role
- Checked on hire

IDEAL WAY OF AUDITING

1. Check organisation chart
2. Check IDs
3. Compare with Qiwa

Evidence: Org chart + Qiwa.

WORST CASE SAR 10,000 per worker: across 20 workers that's SAR 200,000. Fined per worker.

LAB-A-122 LABOUR · SAUDIZATION & WORK PERMITS · 115 OF 146

4% Persons with Disabilities Employed

Area **HR** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 100,000

general Labour Law penalty · no specific row in the schedule

Can be **doubled on repeat**

• SEVERE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · No specific row in the MHRSD schedule: general penalty provisions of the Labour Law

WHAT WE CHECK

Establishments of 25+ workers employ persons with disabilities making up at least 4% of the workforce.

Applies when: Applies only to establishments with 25+ workers

CHECKPOINTS IN THE AUDIT

Q1 Does the establishment employ persons with disabilities making up not less than 4% of its workforce (one worker with a disability for every 25 workers)?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

No specific row in Decision 112377. The **general Labour Law penalty of up to SAR 100,000 per violation** applies, and can be doubled on repeat.

BEYOND THE FINE

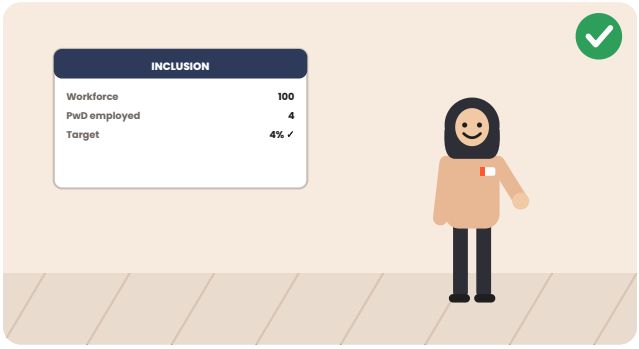
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WHAT HAPPENS NEXT

60 days

to pay an MHRSD fine, and objecting doesn't pause the clock. After that, **Qiwa, Ajeer and MHRSD services are frozen**.

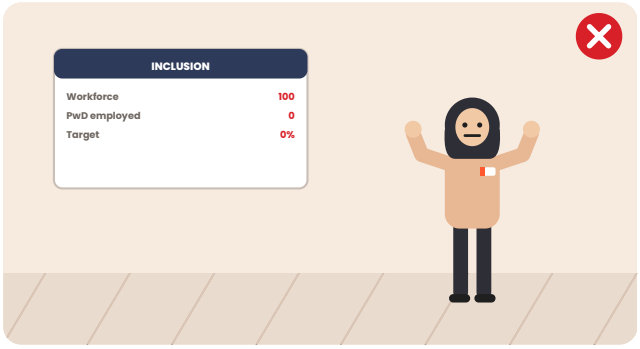
✔ RIGHT WAY



Target met: 4 out of 100.

✖ WRONG WAY

UP TO SAR 100K



No persons with disabilities employed.

PURPOSE

Also counts towards Nitaqat, so it helps compliance twice.

FIX IT WITHIN

◷ 30 days

AUDIT CRITERIA · PASS WHEN

- 4% target calculated
- Recruitment plan
- Qiwa registered

IDEAL WAY OF AUDITING

1. Check headcount
2. Count registered PwD
3. Check plan

Evidence: Qiwa report.

WORST CASE Up to SAR 100,000 under the general Labour Law penalty, doubled on repeat.

LAB-A-123 LABOUR · SAUDIZATION & WORK PERMITS · 116 OF 146

Reasonable Accommodations for Disabled Workers

Area **Facilities** | Person in charge **HR Manager · Facility Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 500

per service/accommodation arrangement · 50+ workers · SAR 500 (21–49) · SAR 500 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW
LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 47**: Employer's failure to provide services and reasonable accommodation arrangements enabling persons with disabilities to perform their job duties in acc… [Serious]

WHAT WE CHECK

Ramps, accessible toilets, adapted workstations and support services let workers with disabilities work properly.

Applies when: Only where persons with disabilities are employed

CHECKPOINTS IN THE AUDIT

Q1 Does the establishment provide the reasonable accommodations and support services necessary for persons with disabilities to work at the establishment, as set out in the guidance table (Appendix 3) of the Implementing Regulations of the Labor Law?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 500 (50+ workers), SAR 500 (21–49) or SAR 500 (≤20) per service/accommodation arrangement. Classified **Serious** (Row 47).

BEYOND THE FINE

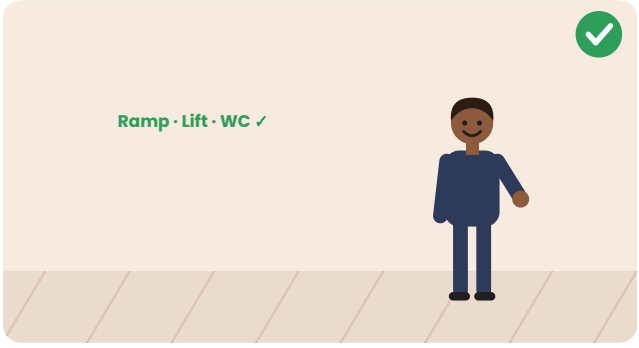
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REAL ENFORCEMENT

2 in 3

MHRSD inspection visits found a violation in Q1 2026: **168,000 violations from 250,000 visits**.

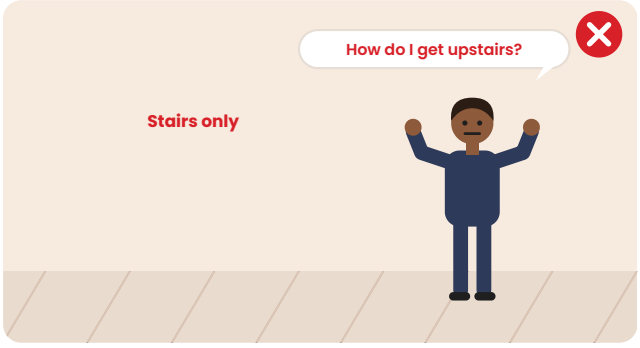
✔ RIGHT WAY



Accessible ramps, lift and toilet.

✖ WRONG WAY

SAR 500



Stairs only.

PURPOSE

Employing without accommodating defeats the purpose and is a breach.

FIX IT WITHIN

◷ 30 days

AUDIT CRITERIA · PASS WHEN

- Accessible access
- Adapted workstations
- Accessible toilet

IDEAL WAY OF AUDITING

1. Walk the route
2. Check workstation
3. Ask the worker

Evidence: Photos.

WORST CASE SAR 500 per violation, and services frozen if unpaid in 60 days.

LAB-A-124 LABOUR · OCCUPATIONAL HEALTH & SAFETY · 117 OF 146

Work Injury Compensation and Re-employment

Area **HR · GOSI** | Person in charge **HR Manager · HSE Officer** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 3,000

per worker · 50+ workers · SAR 2,000 (21–49) · SAR 1,000 (≤20)

× 20 workers: **SAR 60,000**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 56**: Failure of establishments not subject to the Occupational Hazards branch of the Social Insurance Law to provide treatment to a worker who suffers a wo… [Serious]

WHAT WE CHECK

Injured workers are compensated and, if they can't do their old job, are offered suitable other work.

CHECKPOINTS IN THE AUDIT

Q1 Is the worker compensated for a work-related injury and, if the worker is unable to perform their previous work as a result of the injury, employed by the employer in suitable work at the appropriate wage set for that work?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 3,000 (50+ workers), SAR 2,000 (21–49) or SAR 1,000 (≤20) per worker. Classified **Serious** (Row 56).

BEYOND THE FINE

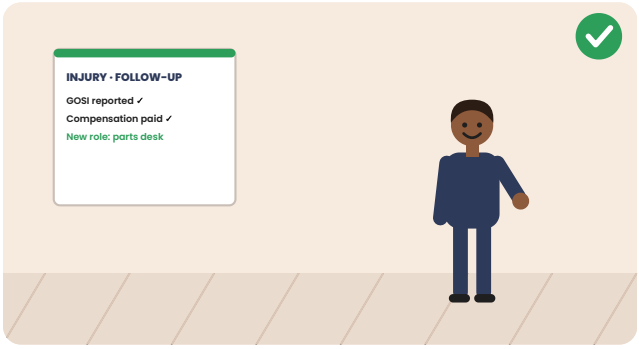
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REAL ENFORCEMENT

168,000

labour violations found in **250,000 MHRSD inspection visits** in Q1 2026 alone: two for every three visits.

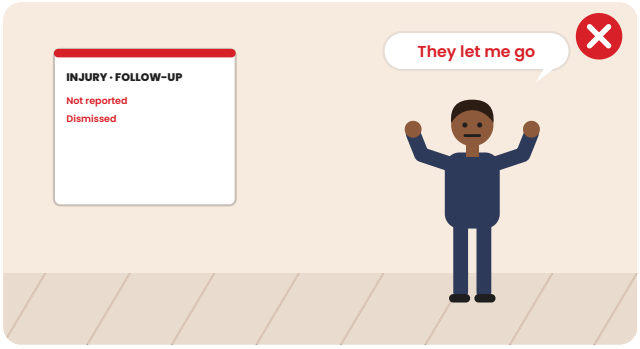
✔ RIGHT WAY



Reported, compensated, redeployed.

✖ WRONG WAY

SAR 3K / WORKER



Injured worker dismissed.

PURPOSE

Dismissing an injured worker compounds both legal and reputational risk.

FIX IT WITHIN

◷ Immediate

AUDIT CRITERIA · PASS WHEN

- Injury reported to GOSI
- Compensation paid
- Redeployment offered

IDEAL WAY OF AUDITING

1. Check injury log
2. Check GOSI filings
3. Check outcomes

Evidence: Injury log.

WORST CASE SAR 3,000 per worker: across 20 workers that's SAR 60,000.

LAB-A-125 LABOUR · WOMEN EMPLOYMENT · 118 OF 146

Women Excluded from Prohibited Hazardous Work

Area **HR · Operations** | Person in charge **HR Manager · HSE Officer** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 1,000

per worker · 50+ workers · SAR 500 (21–49) · SAR 300 (≤20)

× 20 workers: **SAR 20,000**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 17**: Conditions for employment in dangerous or harmful occupations not met [Serious]

WHAT WE CHECK

Women aren't employed in prohibited hazardous work listed by the Ministry (e.g., heavy lifting, certain chemical exposures).

Applies when: Only where women are employed and the establishment performs any of the listed hazardous activities

CHECKPOINTS IN THE AUDIT

Q1 Are women not employed in any of the following areas: 1. Underground work in mines and quarries and all work related to the extraction of minerals and stones. 2. Direct work related to the installation and distribution of gas and other petroleum derivatives, and sewage treatment. 3. Direct...

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 1,000 (50+ workers), SAR 500 (21–49) or SAR 300 (≤20) per worker. Classified **Serious** (Row 17).

BEYOND THE FINE

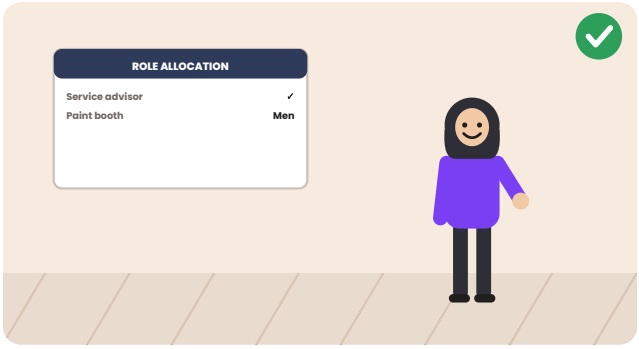
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WHAT HAPPENS NEXT

60 days

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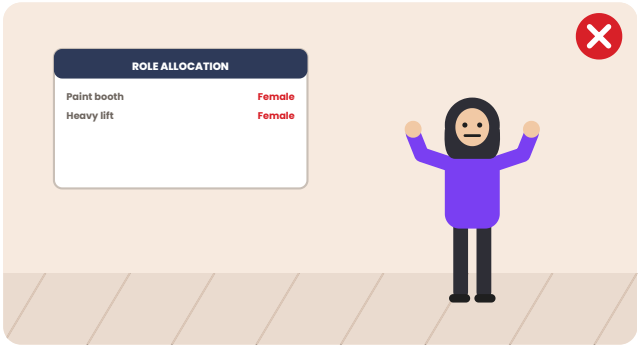
✔ RIGHT WAY



Women in permitted roles.

✖ WRONG WAY

SAR 1K / WORKER



Assigned to a prohibited paint booth.

PURPOSE

Prohibited-work lists are specific and strictly enforced.

FIX IT WITHIN

Immediate

AUDIT CRITERIA · PASS WHEN

- Prohibited list reviewed
- Roles checked
- Risk assessment

IDEAL WAY OF AUDITING

1. List roles of female staff
2. Compare with list
3. Walk the site

Evidence: Role list.

WORST CASE SAR 1,000 per worker: across 20 workers that's SAR 20,000.

LAB-A-126 LABOUR · WOMEN EMPLOYMENT · 119 OF 146

Women Night Work Restrictions Observed

Area **HR · Operations** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 300

per worker · 50+ workers · SAR 300 (21–49) · SAR 300 (≤20)

× 20 workers: **SAR 6,000**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 15**: Night-work controls not complied with [Not serious]

WHAT WE CHECK

Women aren't scheduled in the restricted night period except in permitted cases.

Applies when: Only where women are employed

CHECKPOINTS IN THE AUDIT

Q1 Are women not employed during a night period of not less than eleven consecutive hours, except in the following cases: - (If the work is health-related or charitable; cases of force majeure and emergencies; if night work is necessary to preserve materials from rapid spoilage; women holding...

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 300 (50+ workers), SAR 300 (21–49) or SAR 300 (≤20) per worker. Classified **Not serious** (Row 15).

BEYOND THE FINE

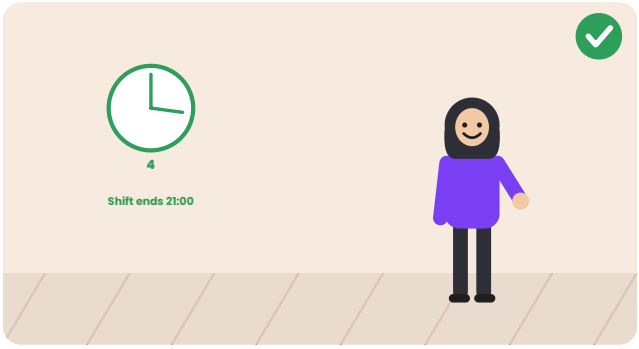
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REAL ENFORCEMENT

2 in 3

MHRSD inspection visits found a violation in Q1 2026: **168,000 violations from 250,000 visits**.

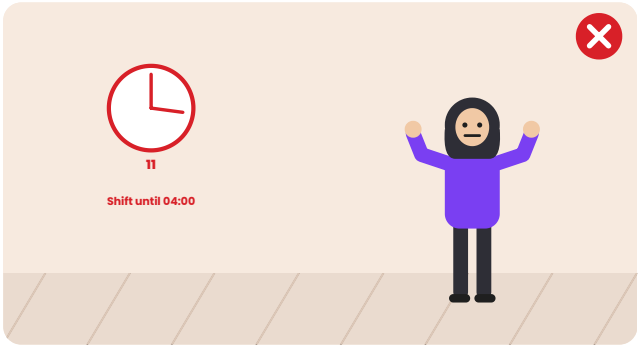
✔ RIGHT WAY



Shift ending in the evening.

✖ WRONG WAY

SAR 300 / WORKER



Rostered into the restricted night period.

PURPOSE

Roster-based, so it's easy for inspectors to find.

FIX IT WITHIN

◷ 7 days

AUDIT CRITERIA · PASS WHEN

- Night rules known
- Rosters checked
- Exceptions documented

IDEAL WAY OF AUDITING

1. Check rosters
2. Check exceptions
3. Ask staff

Evidence: Rosters.

WORST CASE SAR 300 per worker: across 20 workers that's SAR 6,000.

LAB-A-127 LABOUR · WOMEN EMPLOYMENT · 120 OF 146

Women's Leave Entitlements per Article 151

Area **HR · Leave** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 1,000

per female worker · 50+ workers · SAR 1,000 (21–49) · SAR 1,000 (≤20)

× 20 workers: **SAR 20,000**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 11**: Maternity leave not granted per Art. 151 [Serious]

WHAT WE CHECK

Maternity leave (12 weeks fully paid) and related entitlements are applied as Article 151 sets out.

Applies when: Only where women are employed

CHECKPOINTS IN THE AUDIT

Q1 Does the establishment comply with the leave entitlements prescribed for working women as set out in Article 151 of the Labour Law?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 1,000 (50+ workers), SAR 1,000 (21–49) or SAR 1,000 (≤20) per female worker. Classified **Serious** (Row 11).

BEYOND THE FINE

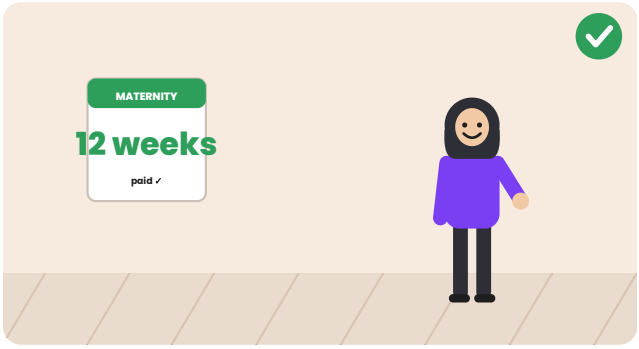
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REAL ENFORCEMENT

168,000

labour violations found in **250,000 MHRSD inspection visits** in Q1 2026 alone: two for every three visits.

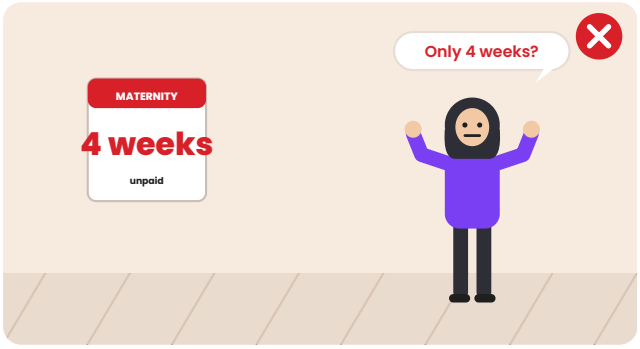
✔ RIGHT WAY



12 weeks fully paid.

✖ WRONG WAY

SAR 1K / WORKER



4 weeks, unpaid.

PURPOSE

Maternity breaches damage reputation fast and are simple to prove.

FIX IT WITHIN

Immediate

AUDIT CRITERIA · PASS WHEN

- 12 weeks paid
- Extension options offered
- Policy in regulations

IDEAL WAY OF AUDITING

1. Check policy
2. Check cases
3. Check pay

Evidence: Leave + payroll.

WORST CASE SAR 1,000 per female worker: across 20 workers that's SAR 20,000.

LAB-A-128 LABOUR · WOMEN EMPLOYMENT · 121 OF 146

Medical Care During Pregnancy and Childbirth

Area **HR · Insurance** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 100,000

general Labour Law penalty · no specific row in the schedule

Can be **doubled on repeat**

• SEVERE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · No specific row in the MHRSD schedule: general penalty provisions of the Labour Law

WHAT WE CHECK

The employer provides medical care to working women during pregnancy and childbirth.

Applies when: Only where women are employed

CHECKPOINTS IN THE AUDIT

Q1 Does the employer provide medical care to working women during pregnancy and childbirth?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

No specific row in Decision 112377. The **general Labour Law penalty of up to SAR 100,000 per violation** applies, and can be doubled on repeat.

BEYOND THE FINE

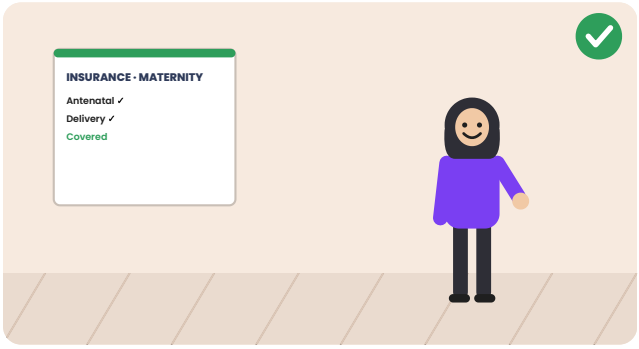
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WHAT HAPPENS NEXT

60 days

to pay an MHRSD fine, and objecting doesn't pause the clock. After that, **Qiwa, Ajeer and MHRSD services are frozen**.

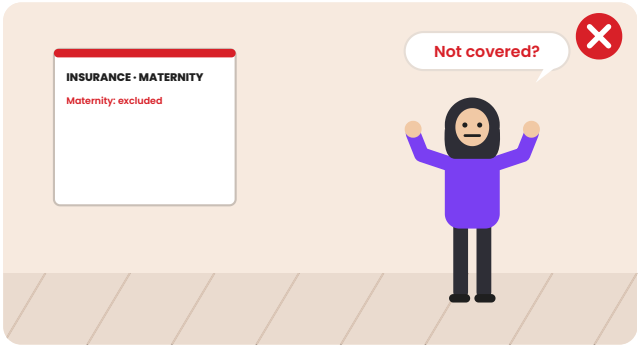
✔ RIGHT WAY



Maternity fully covered.

✖ WRONG WAY

UP TO SAR 100K



Maternity excluded from the policy.

PURPOSE

A statutory right. The policy must include it.

FIX IT WITHIN

7 days

AUDIT CRITERIA · PASS WHEN

- Policy covers maternity
- Staff informed
- Claims supported

IDEAL WAY OF AUDITING

1. Check policy schedule
2. Check claims
3. Ask HR

Evidence: Insurance policy.

WORST CASE Up to SAR 100,000 under the general Labour Law penalty, doubled on repeat.

LAB-A-129 LABOUR · WOMEN EMPLOYMENT · 122 OF 146

No Dismissal During Maternity Protection

Area **HR** | Person in charge **HR Manager · Legal & Compliance Officer** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 100,000

general Labour Law penalty · no specific row in the schedule

Can be **doubled on repeat**

• SEVERE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · No specific row in the MHRSD schedule: general penalty provisions of the Labour Law

WHAT WE CHECK

No dismissal or notice during pregnancy, maternity leave, or illness arising from it.

Applies when: Only where women are employed

CHECKPOINTS IN THE AUDIT

Q1 Does the employer refrain from dismissing a female worker or giving her notice of dismissal: - while she is on maternity leave; - during her period of illness resulting from pregnancy or childbirth (the illness being proven by an approved medical certificate, provided that her absence does not...

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

No specific row in Decision 112377. The **general Labour Law penalty of up to SAR 100,000 per violation** applies, and can be doubled on repeat.

BEYOND THE FINE

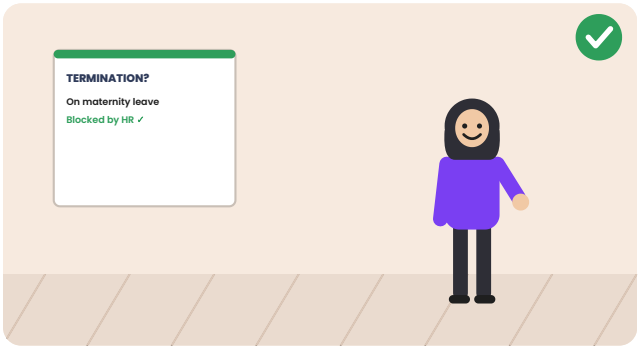
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REAL ENFORCEMENT

2 in 3

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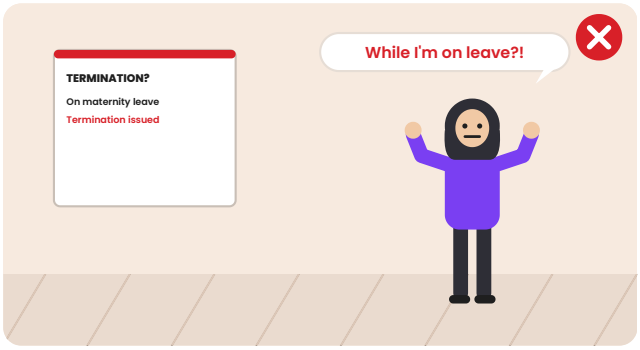
✔ RIGHT WAY



HR blocks the termination.

✖ WRONG WAY

UP TO SAR 100K



Dismissed during maternity leave.

PURPOSE

Automatically unlawful, with maximum reputational and legal exposure.

FIX IT WITHIN

Immediate

AUDIT CRITERIA · PASS WHEN

- Protected status flagged in HR
- Termination checks
- Legal review

IDEAL WAY OF AUDITING

1. Review exits of women
2. Check dates vs leave
3. Check HR system flags

Evidence: Exit files.

WORST CASE Up to SAR 100,000 under the general Labour Law penalty, doubled on repeat.

LAB-A-130 LABOUR · WOMEN EMPLOYMENT · 123 OF 146

Women's Prayer, Rest and Toilet Facilities

Area **Facilities** | Person in charge **Facility Manager · Branch / Site Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 300

per requirement · 50+ workers · SAR 300 (21–49) · SAR 300 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW
LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 18**: Requirements of the Unified Work Environment Regulation not met [Not serious]

WHAT WE CHECK

A dedicated place for women to pray and rest, with separate toilets as needed.

Applies when: Only where women are employed

CHECKPOINTS IN THE AUDIT

Q1 Does the establishment provide a dedicated place for female employees to pray and rest, and one or more toilets as needed?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 300 (50+ workers), SAR 300 (21–49) or SAR 300 (≤20) per requirement. Classified **Not serious** (Row 18).

BEYOND THE FINE

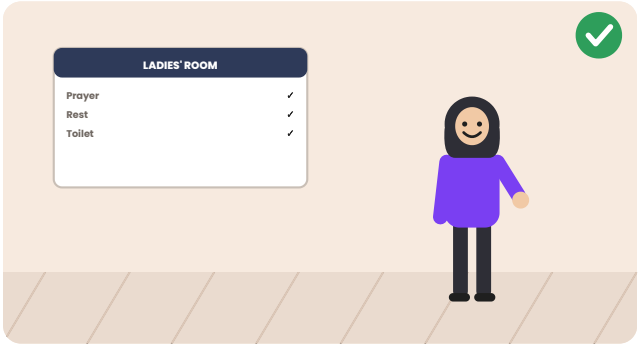
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REAL ENFORCEMENT

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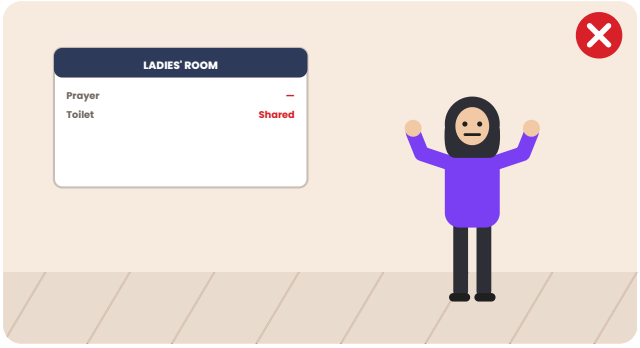
✔ RIGHT WAY



Dedicated prayer, rest and toilet.

✖ WRONG WAY

SAR 300



Shared toilet, no prayer space.

PURPOSE

A welfare requirement inspectors always check.

FIX IT WITHIN

30 days

AUDIT CRITERIA · PASS WHEN

- Dedicated prayer & rest area
- Separate toilet
- Clean

IDEAL WAY OF AUDITING

1. Walk facilities
2. Ask female staff
3. Photo

Evidence: Photos.

WORST CASE SAR 300 per violation, and services frozen if unpaid in 60 days.

LAB-A-131 LABOUR · WOMEN EMPLOYMENT · 124 OF 146

Childcare Facility for Female Workers' Children

Area **Facilities** | Person in charge **HR Manager · Facility Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 3,000

per violation · 50+ workers · n/a (21–49) · n/a (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 12**: No childcare facility (50+ female workers and 10+ children under 6) – Category A only [Not serious]

WHAT WE CHECK

Where required (50+ women with 10+ children under 6), a childcare place with enough nannies is provided, or a contract with a nursery.

Applies when: Applies only to establishments employing 50+ female workers with 10+ children under six

CHECKPOINTS IN THE AUDIT

Q1 Is a suitable place prepared, with a sufficient number of nannies, to care for the children of female workers who are under six years of age where their number is 10 or more children (if the employer employs 50 or more female workers)?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 3,000 (50+ workers), n/a (21–49) or n/a (≤20) per violation. Classified **Not serious** (Row 12).

BEYOND THE FINE

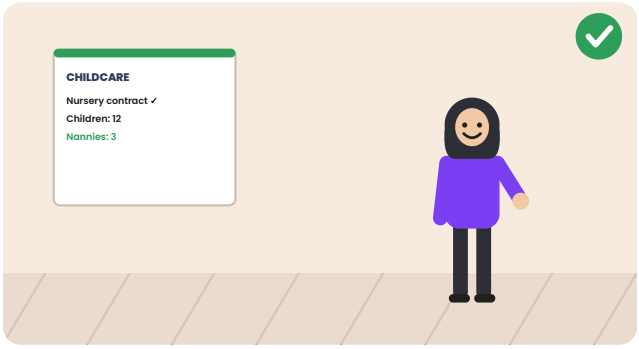
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WHAT HAPPENS NEXT

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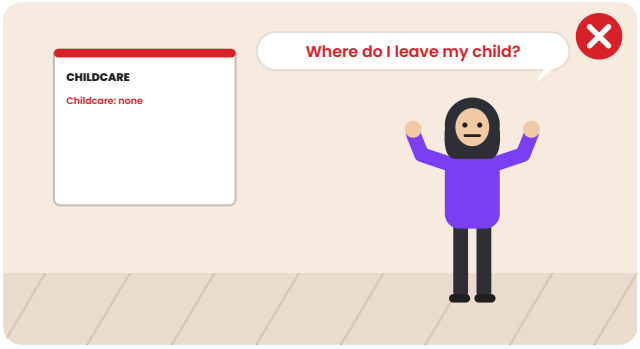
✔ RIGHT WAY



Nursery contract in place.

✖ WRONG WAY

SAR 3K



No childcare arrangement.

PURPOSE

Triggered by thresholds, so check the numbers every year.

FIX IT WITHIN

30 days

AUDIT CRITERIA · PASS WHEN

- Threshold checked
- Facility or contract
- Nannies sufficient

IDEAL WAY OF AUDITING

1. Count female staff and children
2. Check contract
3. Visit facility

Evidence: Contract.

WORST CASE SAR 3,000 per violation, and services frozen if unpaid in 60 days.

LAB-A-132 LABOUR · WOMEN EMPLOYMENT · 125 OF 146

Widow's Iddah Leave Granted

Area **HR · Leave** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 3,000

per worker · 50+ workers · SAR 2,000 (21–49) · SAR 1,000 (≤20)

× 20 workers: **SAR 60,000**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 42**: Establishment's failure to comply with the statutory leave entitlements of workers [Not serious]

WHAT WE CHECK

A Muslim widow gets paid Iddah leave of at least 4 months and 10 days; a non-Muslim widow gets 15 days' paid leave.

Applies when: Only where women are employed

CHECKPOINTS IN THE AUDIT

Q1 Is a working woman whose husband dies granted leave as follows: - A Muslim working woman is entitled to Iddah leave with full pay for a period of not less than 4 months and 10 days from the date of death, and has the right to extend this leave without pay if she is pregnant (during this period)...

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 3,000 (50+ workers), SAR 2,000 (21–49) or SAR 1,000 (≤20) per worker. Classified **Not serious** (Row 42).

BEYOND THE FINE

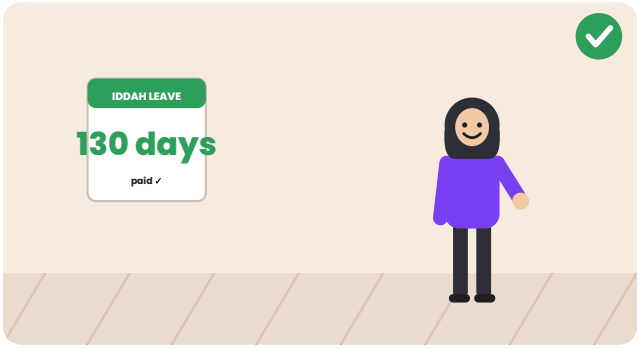
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REAL ENFORCEMENT

2 in 3

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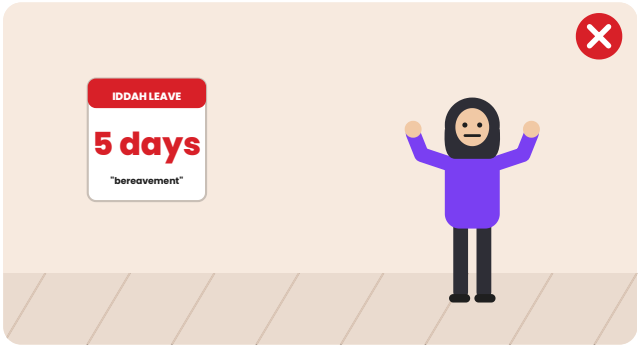
✔ RIGHT WAY



Full Iddah leave, paid.

✖ WRONG WAY

SAR 3K / WORKER



Only 5 days' bereavement given.

PURPOSE

A specific entitlement that's often missing from regulations.

FIX IT WITHIN

Immediate

AUDIT CRITERIA · PASS WHEN

- In regulations
- Full duration paid
- Handled sensitively

IDEAL WAY OF AUDITING

1. Check regulations
2. Check cases
3. Check pay

Evidence: Records.

WORST CASE SAR 3,000 per worker: across 20 workers that's SAR 60,000.

LAB-A-133 LABOUR · JUVENILE EMPLOYMENT · 126 OF 146

Juveniles Excluded from Hazardous Work

Area **HR · Operations** | Person in charge **HR Manager · HSE Officer** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 1,500

per juvenile · 50+ workers · SAR 1,000 (21–49) · SAR 500 (≤20)

× 20 workers: **SAR 30,000**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 10**: Non-compliance with juvenile employment rules (Chapter 10) [Serious]

WHAT WE CHECK

No one under 18 works in hazardous jobs, such as the workshop floor, paint booth or heavy machinery.

Applies when: Only where workers under 18 are employed

CHECKPOINTS IN THE AUDIT

Q1 Is no person under 18 years of age working in occupations and jobs that are likely to endanger their health, safety or morals due to their nature or the conditions in which they are performed, including: (work in mines or quarries or the extraction of minerals from underground; industries posing...

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 1,500 (50+ workers), SAR 1,000 (21–49) or SAR 500 (≤20) per juvenile. Classified **Serious** (Row 10).

BEYOND THE FINE

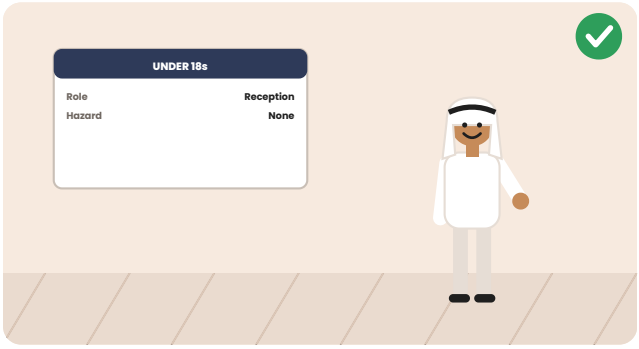
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REAL ENFORCEMENT

168,000

labour violations found in **250,000 MHRSD inspection visits** in Q1 2026 alone: two for every three visits.

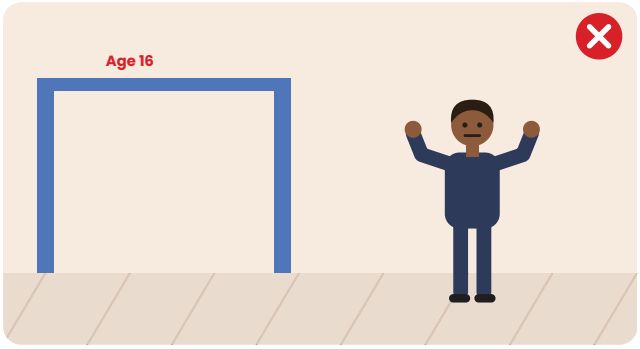
✔ RIGHT WAY



Trainee under 18 at reception.

✖ WRONG WAY

SAR 1,500



16-year-old working a lift.

PURPOSE

Juvenile safety breaches are treated very seriously.

FIX IT WITHIN

Immediate

AUDIT CRITERIA · PASS WHEN

- Ages checked
- No under-18s in hazards
- Listed in HR

IDEAL WAY OF AUDITING

1. List staff under 18
2. Check roles
3. Walk the site

Evidence: HR report.

WORST CASE SAR 1,500 per juvenile: across 20 workers that's SAR 30,000.

LAB-A-134 LABOUR · JUVENILE EMPLOYMENT · 127 OF 146

No Employment Under Age 15

Area **HR** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 2,000

per child · 50+ workers · SAR 1,500 (21–49) · SAR 1,000 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 9**: Employing children under 15 contrary to Art. 167 [Serious]

WHAT WE CHECK

No one under 15 is employed, except for approved school/vocational training.

CHECKPOINTS IN THE AUDIT

Q1 Has no person under 15 years of age been employed, except for: work performed by children and juveniles in schools for the purposes of general, vocational or technical education, and in other training institutions? (This exception does not apply to work performed in establishments by persons who…

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 2,000 (50+ workers), SAR 1,500 (21–49) or SAR 1,000 (≤20) per child. Classified **Serious** (Row 9).

BEYOND THE FINE

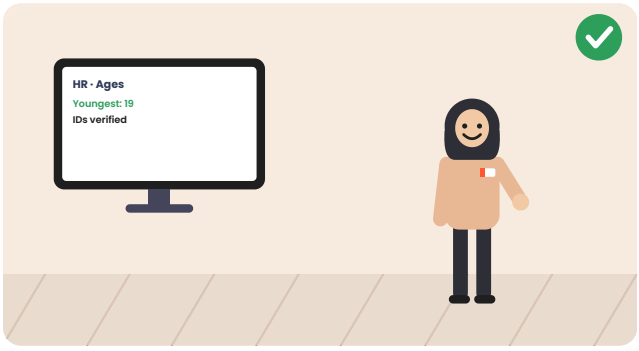
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WHAT HAPPENS NEXT

60 days

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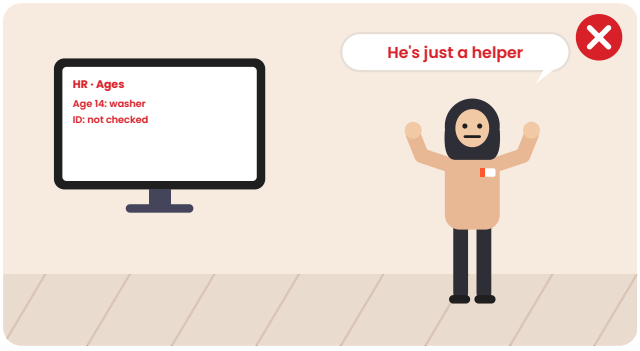
✔ RIGHT WAY



All ages verified.

✖ WRONG WAY

SAR 2K



14-year-old car washer.

PURPOSE

Child labour is the most serious reputational breach possible.

FIX IT WITHIN

Immediate

AUDIT CRITERIA · PASS WHEN

- ID checked on hire
- No under-15s
- Contractors checked too

IDEAL WAY OF AUDITING

1. Check HR IDs
2. Walk wash bay
3. Check contractors

Evidence: HR report.

WORST CASE SAR 2,000 per violation, and services frozen if unpaid in 60 days.

LAB-A-135 LABOUR · JUVENILE EMPLOYMENT · 128 OF 146

No Juvenile Night Work

Area **HR** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 1,500

per juvenile · 50+ workers · SAR 1,000 (21–49) · SAR 500 (≤20)

× 20 workers: **SAR 30,000**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 10**: Non-compliance with juvenile employment rules (Chapter 10) [Serious]

WHAT WE CHECK

Juveniles aren't employed in the prohibited night period.

Applies when: Only where workers under 18 are employed

CHECKPOINTS IN THE AUDIT

Q1 Have juveniles not been employed during the prohibited night period of not less than 12 consecutive hours, except for: - establishments in which work is limited to family members; - work in vocational schools and training centres; - work in bakeries, except for the period from 9 p.m. to 4 a.m.;...

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 1,500 (50+ workers), SAR 1,000 (21–49) or SAR 500 (≤20) per juvenile. Classified **Serious** (Row 10).

BEYOND THE FINE

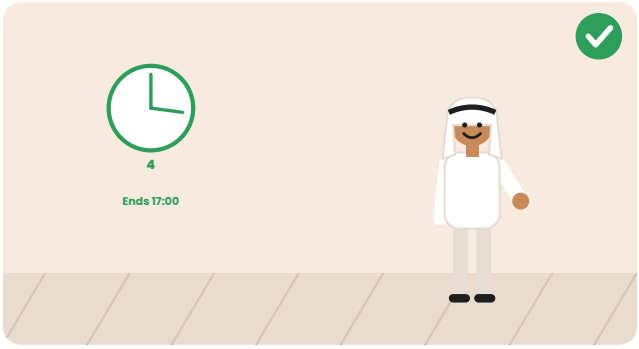
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REAL ENFORCEMENT

2 in 3

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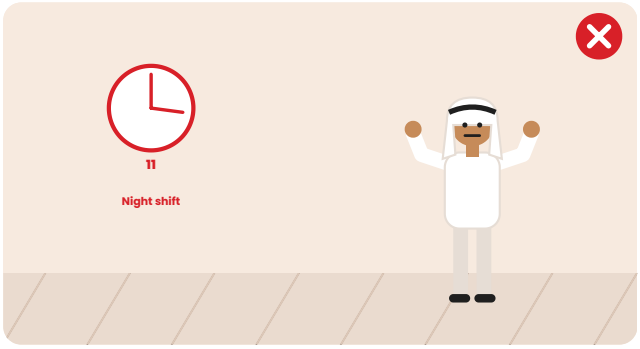
✔ RIGHT WAY



Juvenile shift ends at 17:00.

✖ WRONG WAY

SAR 1,500



Juvenile on night shift.

PURPOSE

Easy to find on rosters.

FIX IT WITHIN

Immediate

AUDIT CRITERIA · PASS WHEN

- Rosters checked
- No night work
- HR flags age

IDEAL WAY OF AUDITING

1. Filter rosters by age
2. Check shifts
3. Ask

Evidence: Rosters.

WORST CASE SAR 1,500 per juvenile: across 20 workers that's SAR 30,000.

LAB-A-136 LABOUR · JUVENILE EMPLOYMENT · 129 OF 146

Juvenile Working Hours and Breaks

Area **HR** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 1,500

per juvenile · 50+ workers · SAR 1,000 (21–49) · SAR 500 (≤20)

× 20 workers: **SAR 30,000**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 10**: Non-compliance with juvenile employment rules (Chapter 10) [Serious]

WHAT WE CHECK

Juveniles work no more than 6 hours a day (4 in Ramadan), no more than 4 hours in a row, with breaks.

Applies when: Only where workers under 18 are employed

CHECKPOINTS IN THE AUDIT

Q1 Is the following ensured: - juveniles do not work in the establishment for more than 6 hours per day during all months of the year except Ramadan; - juveniles do not work more than 4 hours per day during Ramadan; - breaks for rest, meals and prayer are provided to juveniles so that a juvenile...

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 1,500 (50+ workers), SAR 1,000 (21–49) or SAR 500 (≤20) per juvenile. Classified **Serious** (Row 10).

BEYOND THE FINE

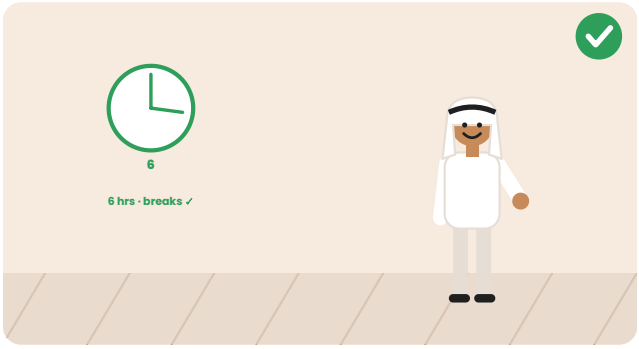
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REAL ENFORCEMENT

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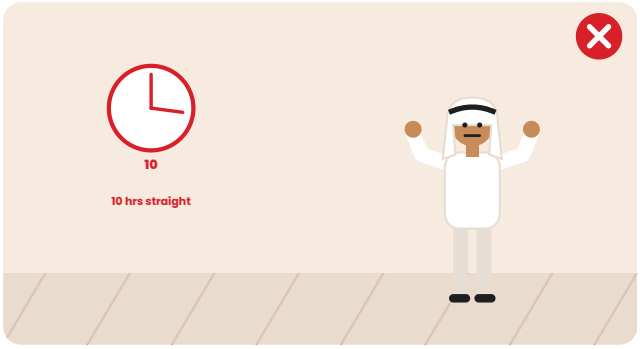
✔ RIGHT WAY



6-hour day with breaks.

✖ WRONG WAY

SAR 1,500



10 hours without a break.

PURPOSE

Specific limits, easy to verify from attendance.

FIX IT WITHIN

Immediate

AUDIT CRITERIA · PASS WHEN

- Max 6 hrs/day
- Breaks scheduled
- No overtime

IDEAL WAY OF AUDITING

1. Check attendance
2. Check breaks
3. Ask

Evidence: Attendance.

WORST CASE SAR 1,500 per juvenile: across 20 workers that's SAR 30,000.

LAB-A-137 LABOUR · SAUDIZATION & WORK PERMITS · 130 OF 146

Work Visas Not Sold or Brokered

Area **Management · HR** | Person in charge **HR Manager · Legal & Compliance Officer** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 20,000

per case or worker · 50+ workers · SAR 15,000 (21–49) · SAR 10,000 (≤20)

× 20 workers: **SAR 400,000**

• HIGH

THE LAW
LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 55**: Employer using visas issued by the Ministry for a purpose other than that for which they were issued [Serious]

WHAT WE CHECK

The establishment never sells work visas or acts as a broker for them.

CHECKPOINTS IN THE AUDIT

Q1 Does the establishment refrain from selling work visas and from acting as an intermediary in selling them?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 20,000 (50+ workers), SAR 15,000 (21–49) or SAR 10,000 (≤20) per case or worker. Classified **Serious** (Row 55).

BEYOND THE FINE

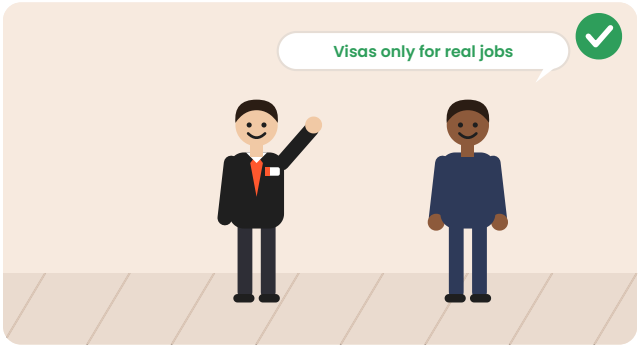
Fines are due within **60 days**, and an objection doesn't pause them. Unpaid fines **freeze Qiwa, Ajeer and MHRSD services**: no new visas, transfers or permits. Serious violations can also bring **service suspensions or bans**.

REAL ENFORCEMENT

7,200+

work visas cancelled for non-compliant establishments by MHRSD in Q1 2026.

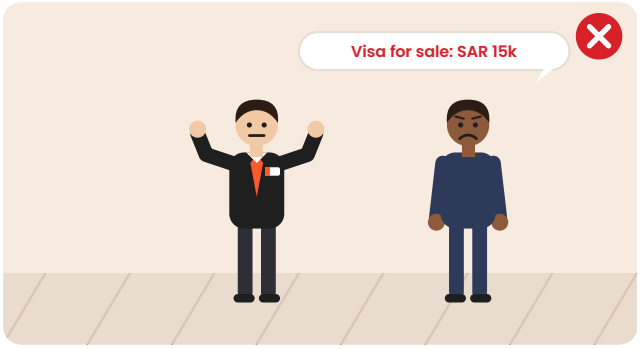
✔ RIGHT WAY



Visas used only for genuine roles.

✖ WRONG WAY

SAR 20K / WORKER



Visas sold to outsiders.

PURPOSE

Visa trading is criminal, with 7,200+ visas cancelled in one quarter.

FIX IT WITHIN

◷ Immediate

AUDIT CRITERIA · PASS WHEN

- Visas match real vacancies
- No third-party arrangements
- Audit visa use

IDEAL WAY OF AUDITING

1. Compare visas to headcount
2. Check unused visas
3. Check who's on the file

Evidence: Visa report.

WORST CASE SAR 20,000 per case or worker: across 20 workers that's SAR 400,000. Fines up to SAR 20,000 per visa, cancellation and possible prosecution.

LAB-A-138 LABOUR · WOMEN EMPLOYMENT · 131 OF 146

Private Workplace for Female Workers

Area **Facilities** | Person in charge **Branch / Site Manager · Facility Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 300

per requirement · 50+ workers · SAR 300 (21–49) · SAR 300 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 18**: Requirements of the Unified Work Environment Regulation not met [Not serious]

WHAT WE CHECK

Female staff have a private, independent workspace in areas not designated for customer reception.

Applies when: Only where women are employed

CHECKPOINTS IN THE AUDIT

Q1 Are female workers provided with a workplace characterised by privacy and independence in work environments not designated for receiving customers and meeting the public, in accordance with the General Controls for the Employment of Women in All Activities under Ministerial Decision 39860?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 300 (50+ workers), SAR 300 (21–49) or SAR 300 (≤20) per requirement. Classified **Not serious** (Row 18).

BEYOND THE FINE

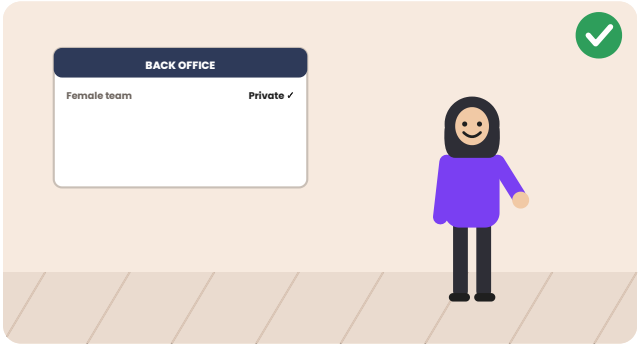
Fines are due within **60 days**, and an objection doesn't pause them. Unpaid fines **freeze Qiwa, Ajeer and MHRSD services**: no new visas, transfers or permits.

REAL ENFORCEMENT

2 in 3

MHRSD inspection visits found a violation in Q1 2026: **168,000 violations from 250,000 visits**.

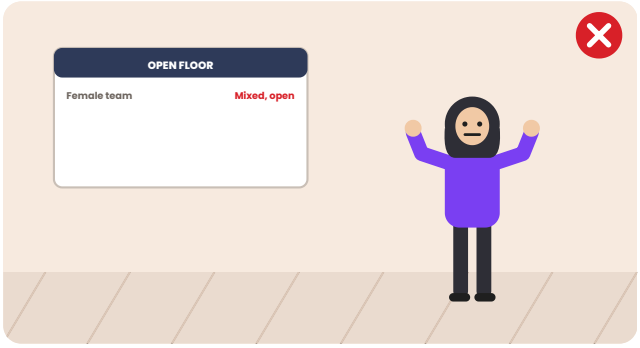
✔ RIGHT WAY



Private back-office area.

✖ WRONG WAY

SAR 300



No private workspace.

PURPOSE

Part of MHRSD controls for women's employment.

FIX IT WITHIN

30 days

AUDIT CRITERIA · PASS WHEN

- Private area
- Independent access
- Suitable

IDEAL WAY OF AUDITING

1. Walk the office
2. Ask female staff
3. Photo

Evidence: Photos.

WORST CASE SAR 300 per violation, and services frozen if unpaid in 60 days.

LAB-A-139 LABOUR · WOMEN EMPLOYMENT · 132 OF 146

Security Provision Where Women Work

Area **Facilities · Security** | Person in charge **Facility Manager · Branch / Site Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 300

per requirement · 50+ workers · SAR 300 (21–49) · SAR 300 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW
LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 18**: Requirements of the Unified Work Environment Regulation not met [Not serious]

WHAT WE CHECK

Adequate security guards or an electronic security system are in place where women are employed.

Applies when: Only where women are employed

CHECKPOINTS IN THE AUDIT

Q1 Is adequate security guarding or an appropriate electronic security system provided for the establishment where it employs women?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 300 (50+ workers), SAR 300 (21–49) or SAR 300 (≤20) per requirement. Classified **Not serious** (Row 18).

BEYOND THE FINE

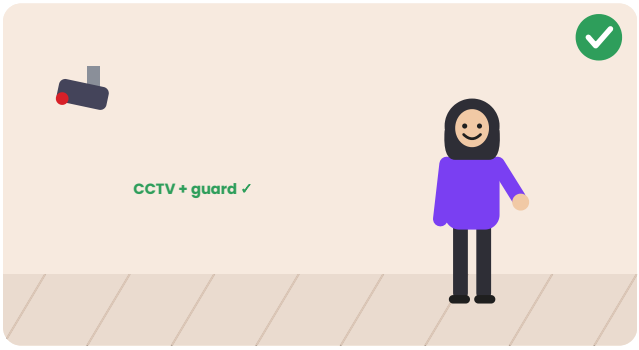
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REAL ENFORCEMENT

168,000

labour violations found in **250,000 MHRSD inspection visits** in Q1 2026 alone: two for every three visits.

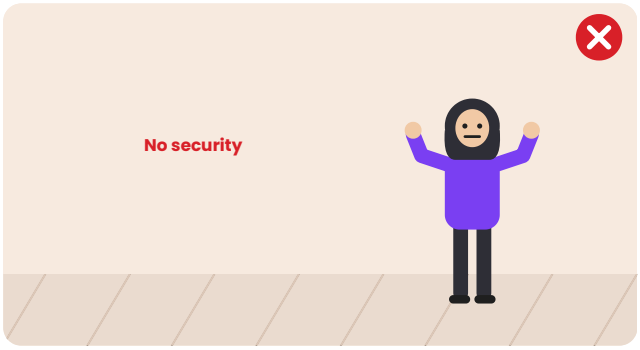
✔ RIGHT WAY



CCTV and guard on duty.

✖ WRONG WAY

SAR 300



No security at all.

PURPOSE

Required wherever women work, especially late shifts.

FIX IT WITHIN

◷ 7 days

AUDIT CRITERIA · PASS WHEN

- Guard or CCTV
- Working
- Covers entrances

IDEAL WAY OF AUDITING

1. Check cameras
2. Check guard roster
3. Test

Evidence: Photos + roster.

WORST CASE SAR 300 per violation, and services frozen if unpaid in 60 days.

LAB-A-140 LABOUR · WOMEN EMPLOYMENT · 133 OF 146

Seating Provided for Female Workers

Area **Facilities** | Person in charge **Branch / Site Manager · Facility Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 300

per requirement · 50+ workers · SAR 300 (21–49) · SAR 300 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 18**: Requirements of the Unified Work Environment Regulation not met [Not serious]

WHAT WE CHECK

Seating is available so female workers can rest during working hours.

Applies when: Only where women are employed

CHECKPOINTS IN THE AUDIT

Q1 Is seating provided for female workers in the workplace to enable them to rest during working hours?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 300 (50+ workers), SAR 300 (21–49) or SAR 300 (≤20) per requirement. Classified **Not serious** (Row 18).

BEYOND THE FINE

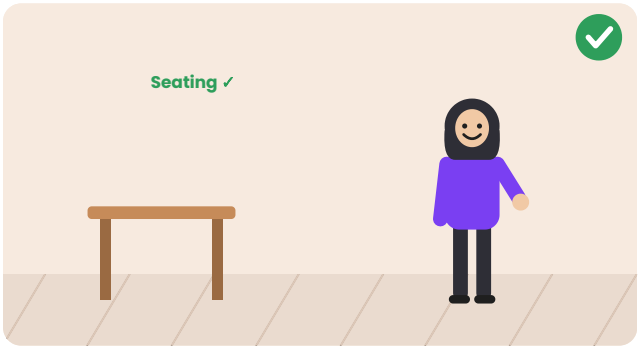
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WHAT HAPPENS NEXT

60 days

to pay an MHRSD fine, and objecting doesn't pause the clock. After that, **Qiwa, Ajeer and MHRSD services are frozen**.

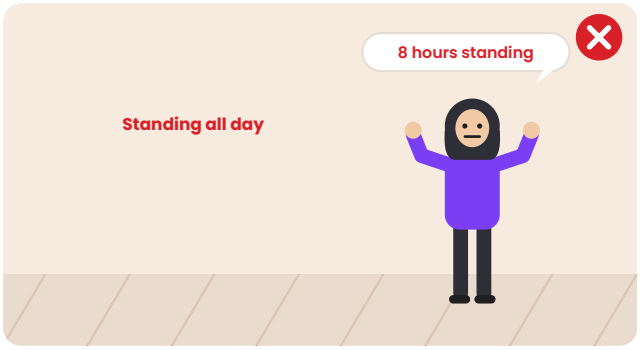
✔ RIGHT WAY



Seating at the reception desk.

✖ WRONG WAY

SAR 300



Standing all shift.

PURPOSE

A simple, cheap requirement, and an easy finding if missed.

FIX IT WITHIN

◷ 72 hours

AUDIT CRITERIA · PASS WHEN

- Seating provided
- At each station
- Rest possible

IDEAL WAY OF AUDITING

1. Walk stations
2. Ask staff
3. Photo

Evidence: Photos.

WORST CASE SAR 300 per violation, and services frozen if unpaid in 60 days.

LAB-A-141 LABOUR · WOMEN EMPLOYMENT · 134 OF 146

Minimum Two Female Workers per Shift

Area **HR · Rosters** | Person in charge **HR Manager · Branch / Site Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 300

per requirement · 50+ workers · SAR 300 (21–49) · SAR 300 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 18**: Requirements of the Unified Work Environment Regulation not met [Not serious]

WHAT WE CHECK

Where men and women work together, at least two women are rostered per shift.

Applies when: Only where men and women work in the same workplace

CHECKPOINTS IN THE AUDIT

Q1 Are at least two female workers employed per shift where men and women are employed in the same workplace?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 300 (50+ workers), SAR 300 (21–49) or SAR 300 (≤20) per requirement. Classified **Not serious** (Row 18).

BEYOND THE FINE

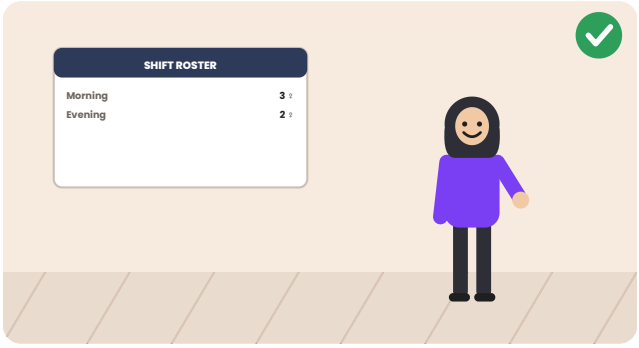
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REAL ENFORCEMENT

2 in 3

MHRSD inspection visits found a violation in Q1 2026: **168,000 violations from 250,000 visits**.

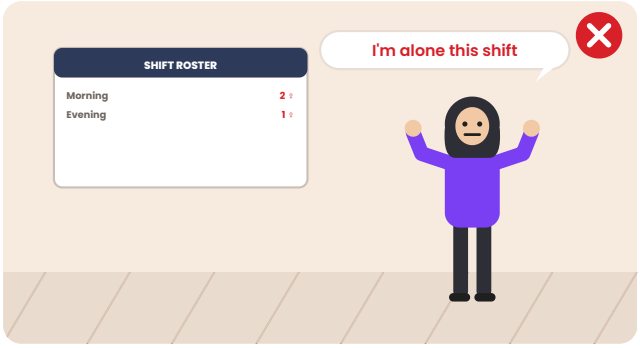
✔ RIGHT WAY



At least 2 women every shift.

✖ WRONG WAY

SAR 300



Only 1 on the evening shift.

PURPOSE

Roster-based and very easy to find in an inspection.

FIX IT WITHIN

72 hours

AUDIT CRITERIA · PASS WHEN

- Min 2 per shift
- Rosters checked
- Cover for absences

IDEAL WAY OF AUDITING

1. Review rosters
2. Check absence cover
3. Ask

Evidence: Rosters.

WORST CASE SAR 300 per violation, and services frozen if unpaid in 60 days.

LAB-A-142 LABOUR · WOMEN EMPLOYMENT · 135 OF 146

Women's Customer-Reception Employment Controls

Area **HR · Showroom** | Person in charge **HR Manager · Branch / Site Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 300

per requirement · 50+ workers · SAR 300 (21–49) · SAR 300 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 18**: Requirements of the Unified Work Environment Regulation not met [Not serious]

WHAT WE CHECK

MHRSD controls for women in customer-facing roles are followed (workplace, dress, security, conduct).

Applies when: Only where women are employed in customer-facing roles

CHECKPOINTS IN THE AUDIT

Q1 Does the establishment comply with the controls on the employment of women in all activities involving customer reception, in accordance with Ministerial Resolution No. 39860?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 300 (50+ workers), SAR 300 (21–49) or SAR 300 (≤20) per requirement. Classified **Not serious** (Row 18).

BEYOND THE FINE

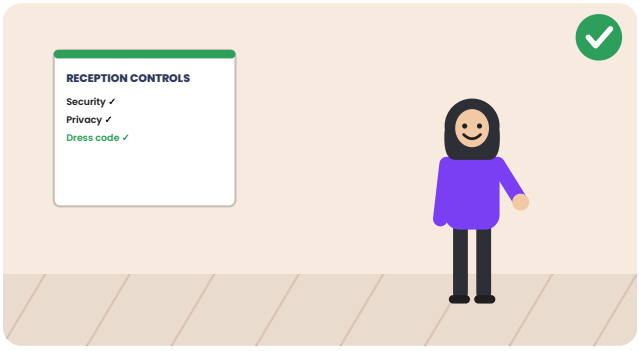
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REAL ENFORCEMENT

168,000

labour violations found in **250,000 MHRSD inspection visits** in Q1 2026 alone: two for every three visits.

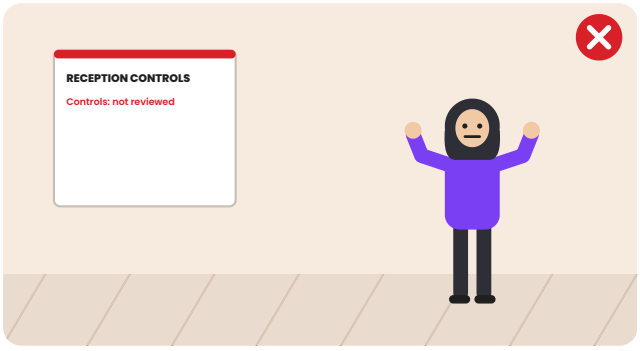
✔ RIGHT WAY



Controls reviewed and met.

✖ WRONG WAY

SAR 300



Controls never reviewed.

PURPOSE

Showroom roles face frequent inspector attention.

FIX IT WITHIN

30 days

AUDIT CRITERIA · PASS WHEN

- Controls reviewed
- Each item met
- Documented

IDEAL WAY OF AUDITING

1. Walk the showroom
2. Check each control
3. Ask staff

Evidence: Checklist.

WORST CASE SAR 300 per violation, and services frozen if unpaid in 60 days.

LAB-A-143 LABOUR · SAUDIZATION & WORK PERMITS · 136 OF 146

Dependents Employed Only with Valid Permit

Area **HR · Qiwa** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 10,000

per worker · 50+ workers · SAR 10,000 (21–49) · SAR 10,000 (≤20)

× 20 workers: **SAR 200,000**

• HIGH

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 20**: Employing a non-Saudi without a work permit [Serious]

WHAT WE CHECK

Family dependents of expats only work after obtaining a valid permit.

Applies when: Only where dependents of residents are employed

CHECKPOINTS IN THE AUDIT

Q1 Are dependents (accompanying family members) employed only after obtaining a valid permit in accordance with the conditions and procedures set by the Ministry?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 10,000 (50+ workers), SAR 10,000 (21–49) or SAR 10,000 (≤20) per worker. Classified **Serious** (Row 20).

BEYOND THE FINE

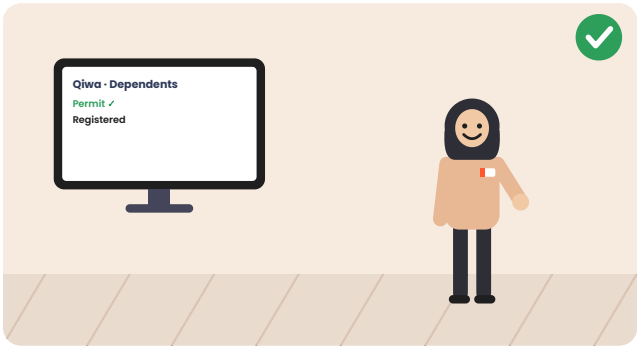
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REAL ENFORCEMENT

7,200+

work visas cancelled for non-compliant establishments by MHRSD in Q1 2026.

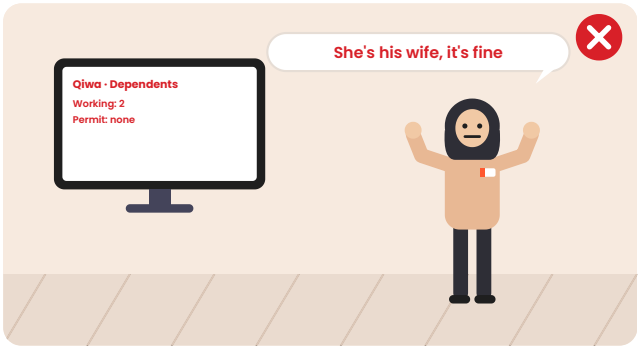
✔ RIGHT WAY



Dependent working with a permit.

✖ WRONG WAY

SAR 10K / WORKER



Dependents working with no permit.

PURPOSE

Treated like any illegal employment: fined per worker.

FIX IT WITHIN

Immediate

AUDIT CRITERIA · PASS WHEN

- Permit before work
- Registered on Qiwa
- Checked on hire

IDEAL WAY OF AUDITING

1. Check staff IDs
2. Compare with Qiwa
3. Check dependents

Evidence: Qiwa.

WORST CASE SAR 10,000 per worker: across 20 workers that's SAR 200,000. Fined per worker.

LAB-A-145 LABOUR · DISCIPLINE & CONDUCT · 137 OF 146

No False Absence Reports Against Workers

Area **HR** | Person in charge **HR Manager · Legal & Compliance Officer** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 3,000

per worker for whom services or visas were obtained · 50+ workers · SAR 2,000 (21–49) · SAR 1,000 (≤20)

× 20 workers: **SAR 60,000**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 26**: Submitting incorrect information to the Ministry that results in obtaining benefits and services [Serious]

WHAT WE CHECK

The employer never files a false absence ('huroob') report against a worker.

CHECKPOINTS IN THE AUDIT

Q1 Does the employer refrain from submitting a false (malicious) report of a worker's absence from work against any of the establishment's workers?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 3,000 (50+ workers), SAR 2,000 (21–49) or SAR 1,000 (≤20) per worker for whom services or visas were obtained. Classified **Serious** (Row 26).

BEYOND THE FINE

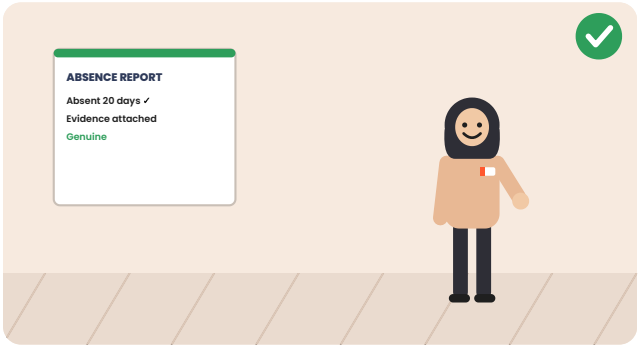
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REAL ENFORCEMENT

2 in 3

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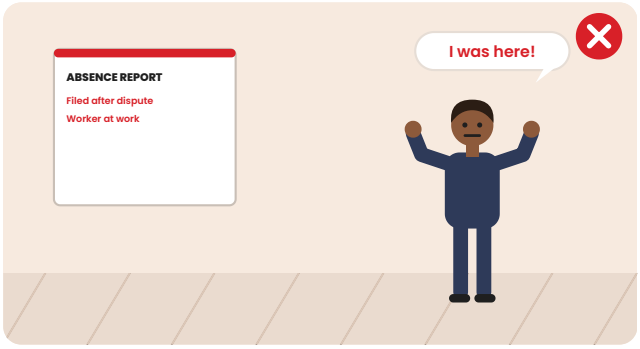
✔ RIGHT WAY



Genuine report with evidence.

✖ WRONG WAY

SAR 3K / WORKER



False report after a pay dispute.

PURPOSE

Malicious reports are penalised and reversed. Workers can prove attendance.

FIX IT WITHIN

Immediate

AUDIT CRITERIA · PASS WHEN

- Reports only when genuine
- Evidence attached
- Legal review

IDEAL WAY OF AUDITING

1. Review reports filed
2. Check attendance
3. Check disputes

Evidence: Reports.

WORST CASE SAR 3,000 per worker for whom services or visas were obtained: across 20 workers that's SAR 60,000.

LAB-A-146 LABOUR · DISCIPLINE & CONDUCT · 138 OF 146

Equal Opportunity for Job Applicants

Area **HR · Recruitment** | Person in charge **HR Manager · Legal & Compliance Officer** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 3,000

per case · 50+ workers · SAR 2,000 (21–49) · SAR 1,000 (≤20)

× 20 cases: **SAR 60,000**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 22**: Discrimination (gender, disability, age, pay etc.) / impairing equal opportunity [Serious]

WHAT WE CHECK

No discrimination against job applicants that impairs equal opportunity (gender, disability, age, etc.).

CHECKPOINTS IN THE AUDIT

Q1 Does the employer refrain from any act involving any form of discrimination against a job applicant that nullifies or impairs the application of equal opportunity?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 3,000 (50+ workers), SAR 2,000 (21–49) or SAR 1,000 (≤20) per case. Classified **Serious** (Row 22).

BEYOND THE FINE

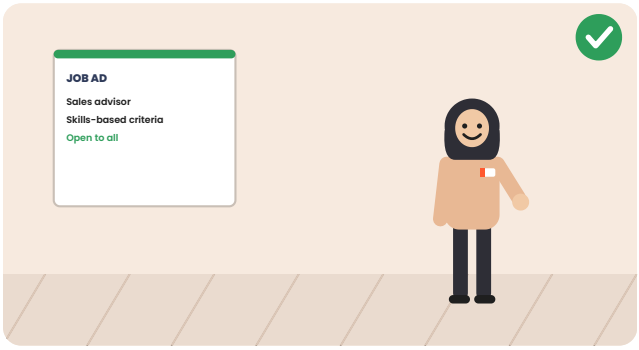
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REAL ENFORCEMENT

168,000

labour violations found in **250,000 MHRSD inspection visits** in Q1 2026 alone: two for every three visits.

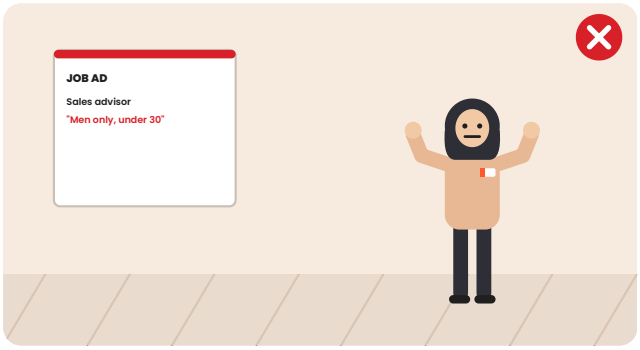
✔ RIGHT WAY



Skills-based job ad.

✖ WRONG WAY

SAR 3K / CASE



Discriminatory 'men only, under 30'.

PURPOSE

Job ads are public evidence, easily reported.

FIX IT WITHIN

72 hours

AUDIT CRITERIA · PASS WHEN

- Ads reviewed
- Objective criteria
- Interview notes kept

IDEAL WAY OF AUDITING

1. Review recent ads
2. Check criteria
3. Check rejections

Evidence: Ads + notes.

WORST CASE SAR 3,000 per case: across 20 workers that's SAR 60,000.

LAB-A-147 LABOUR · WOMEN EMPLOYMENT · 139 OF 146

Written Modest Dress Code Instructions

Area **HR** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 1,000

per violation · 50+ workers · SAR 500 (21–49) · SAR 300 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW
LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 13**: No dress-code regulation announced and acknowledged by workers [Not serious]

WHAT WE CHECK

Written instructions on modest dress code are issued to female workers.

Applies when: Only where women are employed

CHECKPOINTS IN THE AUDIT

Q1 Has the establishment issued written instructions requiring female workers to comply with the modest dress code controls?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 1,000 (50+ workers), SAR 500 (21–49) or SAR 300 (≤20) per violation. Classified **Not serious** (Row 13).

BEYOND THE FINE

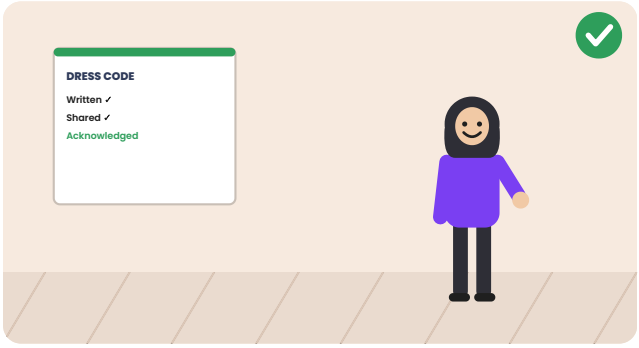
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WHAT HAPPENS NEXT

60 days

to pay an MHRSD fine, and objecting doesn't pause the clock. After that, **Qiwa, Ajeer and MHRSD services are frozen**.

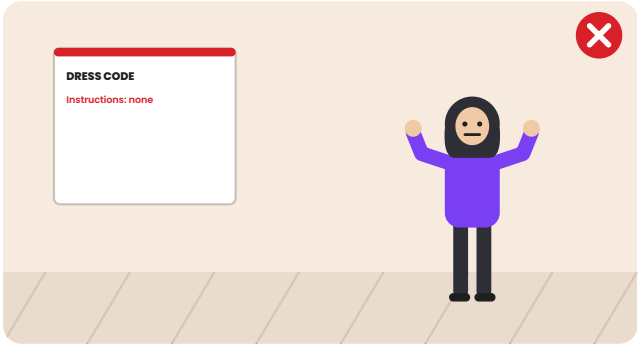
✔ RIGHT WAY



Written, shared and acknowledged.

✖ WRONG WAY

SAR 1K



No written instructions.

PURPOSE

Required documentation. Enforcement is impossible without it.

FIX IT WITHIN

◷ 30 days

AUDIT CRITERIA · PASS WHEN

- ✓ Written instructions
- ✓ Shared
- ✓ Acknowledged

IDEAL WAY OF AUDITING

1. Request document
2. Check acknowledgements
3. Ask staff

Evidence: Document.

WORST CASE SAR 1,000 per violation, and services frozen if unpaid in 60 days.

LAB-A-148 LABOUR · WOMEN EMPLOYMENT · 140 OF 146

Modest Dress Code Enforced

Area **HR** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 1,000

per violation · 50+ workers · SAR 500 (21–49) · SAR 300 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 14**: Not penalising workers who breach the dress code [Not serious]

WHAT WE CHECK

Non-compliance with the dress code instructions is handled under the regulations.

Applies when: Only where women are employed

CHECKPOINTS IN THE AUDIT

Q1 Does the employer impose a penalty on a female worker who does not comply with the instructions issued by the establishment on modest dress code controls?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 1,000 (50+ workers), SAR 500 (21–49) or SAR 300 (≤20) per violation. Classified **Not serious** (Row 14).

BEYOND THE FINE

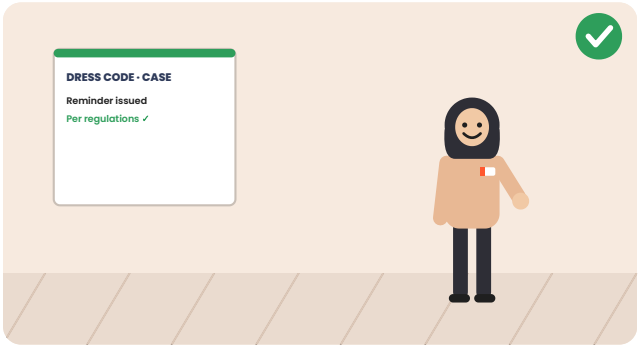
Fines are due within **60 days**, and an objection doesn't pause them. Unpaid fines **freeze Qiwa, Ajeer and MHRSD services**: no new visas, transfers or permits.

REAL ENFORCEMENT

2 in 3

MHRSD inspection visits found a violation in Q1 2026: **168,000 violations from 250,000 visits**.

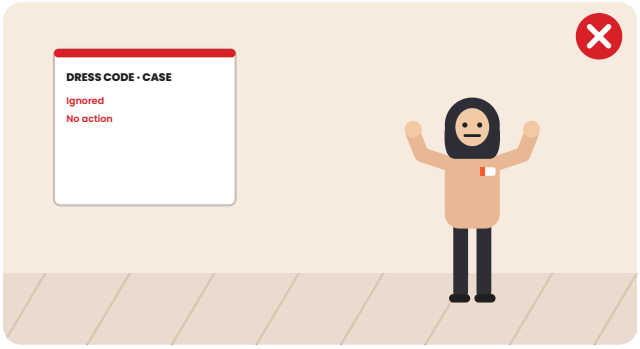
✔ RIGHT WAY



Reminder issued under the regulations.

✖ WRONG WAY

SAR 1K



No enforcement.

PURPOSE

Instructions without enforcement count as a breach.

FIX IT WITHIN

◷ 7 days

AUDIT CRITERIA · PASS WHEN

- Enforced consistently
- Per regulations
- Documented

IDEAL WAY OF AUDITING

1. Check cases
2. Check steps
3. Ask HR

Evidence: Case log.

WORST CASE SAR 1,000 per violation, and services frozen if unpaid in 60 days.

LAB-A-149 LABOUR · DISCIPLINE & CONDUCT · 141 OF 146

Behavioural Misconduct Committee Formed

Area **HR · Management** | Person in charge **HR Manager · Legal & Compliance Officer** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 3,000

per victim (person subjected to the misconduct) · 50+ workers · SAR 3,000 (21–49) · SAR 1,000 (≤20)

× 20 persons: **SAR 60,000**

• MODERATE

THE LAW
LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 44**: Establishment's failure to form a committee to investigate cases of behavioural misconduct in the workplace; or failure to investigate and recommend a... [Serious]

WHAT WE CHECK

A committee exists to investigate behavioural misconduct (e.g., harassment) in the workplace.

CHECKPOINTS IN THE AUDIT

Q1 Has the establishment formed a committee to investigate cases of behavioural misconduct in the work environment?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 3,000 (50+ workers), SAR 3,000 (21–49) or SAR 1,000 (≤20) per victim (person subjected to the misconduct). Classified **Serious** (Row 44).

BEYOND THE FINE

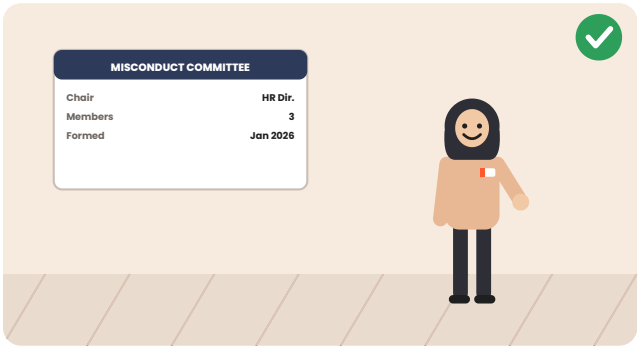
Fines are due within **60 days**, and an objection doesn't pause them. Unpaid fines **freeze Qiwa, Ajeer and MHRSD services**: no new visas, transfers or permits. Serious violations can also bring **service suspensions or bans**.

REAL ENFORCEMENT

168,000

labour violations found in **250,000 MHRSD inspection visits** in Q1 2026 alone: two for every three visits.

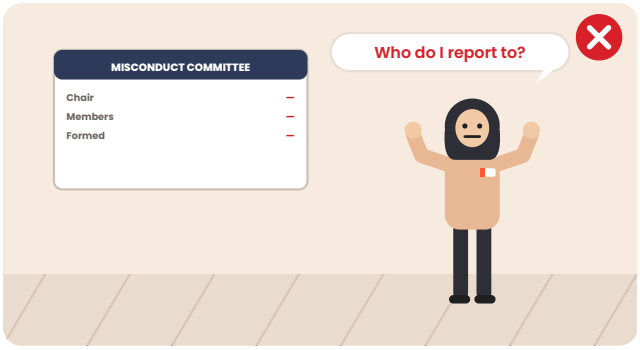
✔ RIGHT WAY



Committee formed and named.

✖ WRONG WAY

SAR 3K / PERSON



No committee exists.

PURPOSE

Without a committee, complaints go outside the company.

FIX IT WITHIN

30 days

AUDIT CRITERIA · PASS WHEN

- Committee formed
- Members named
- Staff know how to report

IDEAL WAY OF AUDITING

1. Check decision
2. Check members
3. Ask staff

Evidence: Formation decision.

WORST CASE SAR 3,000 per victim (person subjected to the misconduct): across 20 workers that's SAR 60,000.

LAB-A-150 LABOUR · DISCIPLINE & CONDUCT · 142 OF 146

Misconduct Complaints Investigated on Time

Area **HR** | Person in charge **HR Manager · Legal & Compliance Officer** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 3,000

per victim (person subjected to the misconduct) · 50+ workers · SAR 3,000 (21–49) · SAR 1,000 (≤20)

× 20 persons: **SAR 60,000**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 44**: Establishment's failure to form a committee to investigate cases of behavioural misconduct in the workplace; or failure to investigate and recommend a... [Serious]

WHAT WE CHECK

Complaints are investigated and a penalty recommended within 5 working days of the complaint.

CHECKPOINTS IN THE AUDIT

Q1 Does the establishment investigate and recommend a disciplinary penalty against anyone proven guilty within five working days of receiving the complaint (report), and impose the disciplinary penalty on the offending worker in cases of behavioural misconduct in the work environment, following the...

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 3,000 (50+ workers), SAR 3,000 (21–49) or SAR 1,000 (≤20) per victim (person subjected to the misconduct). Classified **Serious** (Row 44).

BEYOND THE FINE

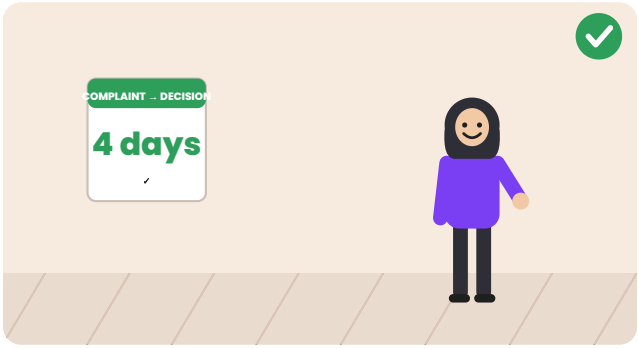
Fines are due within **60 days**, and an objection doesn't pause them. Unpaid fines **freeze Qiwa, Ajeer and MHRSD services**: no new visas, transfers or permits. Serious violations can also bring **service suspensions or bans**.

WHAT HAPPENS NEXT

60 days

to pay an MHRSD fine, and objecting doesn't pause the clock. After that, **Qiwa, Ajeer and MHRSD services are frozen**.

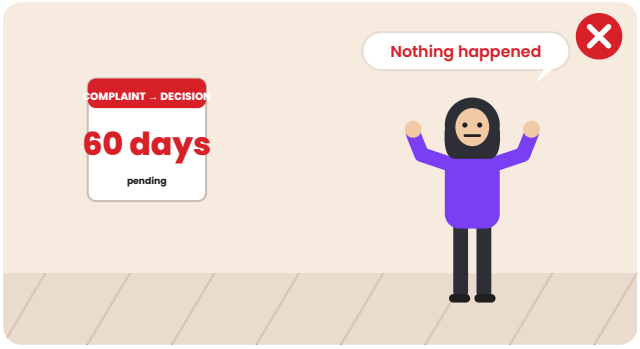
✔ RIGHT WAY



Decided in 4 working days.

✖ WRONG WAY

SAR 3K / PERSON



Pending for 60 days.

PURPOSE

Slow handling escalates to ministry complaints and legal cases.

FIX IT WITHIN

Immediate

AUDIT CRITERIA · PASS WHEN

- Log all complaints
- Decide within 5 days
- Confidential

IDEAL WAY OF AUDITING

1. Check complaint log
2. Check timelines
3. Check outcomes

Evidence: Complaint log.

WORST CASE SAR 3,000 per victim (person subjected to the misconduct): across 20 workers that's SAR 60,000.

LAB-A-151 LABOUR · WORK ENVIRONMENT & WELFARE · 143 OF 146

Workplace Smoking Ban Compliance

Area **Facilities** | Person in charge **Branch / Site Manager · HSE Officer** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 100,000

general Labour Law penalty · no specific row in the schedule

Can be **doubled on repeat**

• SEVERE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · No specific row in the MHRSD schedule: general penalty provisions of the Labour Law

WHAT WE CHECK

The workplace follows the smoking ban guidelines: no smoking indoors, signs posted, designated area if any.

CHECKPOINTS IN THE AUDIT

Q1 Is compliance ensured with the requirements of the Guidelines for the Resolution Banning Smoking in Workplaces, issued by Ministerial Resolution No. 149516 dated 09-08-1440H?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

No specific row in Decision 112377. The **general Labour Law penalty of up to SAR 100,000 per violation** applies, and can be doubled on repeat.

BEYOND THE FINE

Fines are due within **60 days**, and an objection doesn't pause them. Unpaid fines **freeze Qiwa, Ajeer and MHRSD services**: no new visas, transfers or permits.

REAL ENFORCEMENT

2 in 3

MHRSD inspection visits found a violation in Q1 2026: **168,000 violations from 250,000 visits**.

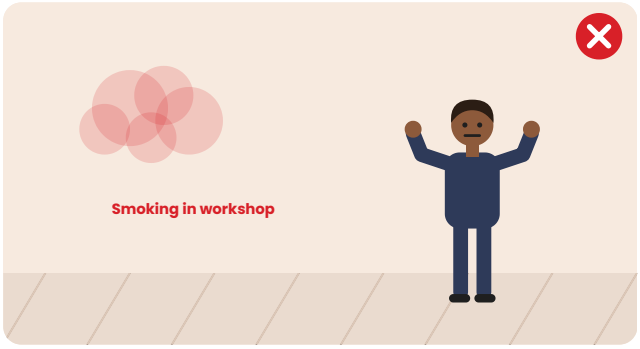
✔ RIGHT WAY



Signs posted, no indoor smoking.

✖ WRONG WAY

UP TO SAR 100K



Smoking in the workshop near fuel.

PURPOSE

A fire risk and a regulatory breach at the same time.

FIX IT WITHIN

Immediate

AUDIT CRITERIA · PASS WHEN

- No indoor smoking
- Signs posted
- Designated area outside

IDEAL WAY OF AUDITING

1. Walk site
2. Check signs
3. Look for evidence

Evidence: Photos.

WORST CASE Up to SAR 100,000 under the general Labour Law penalty, doubled on repeat.

LAB-G-001 LABOUR · EMPLOYMENT CONTRACTS & RECORDS · 144 OF 146

Basic Labour Regulatory Requirements

Area **HR · All sites** | Person in charge **HR Manager · Branch / Site Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 6,000

per non-Saudi worker exceeding the prescribed ratio · 50+ workers · SAR 4,000 (21–49) · SAR 2,000 (≤20)

× 20 workers: **SAR 120,000**

• MODERATE

THE LAW
LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 30**: Employer's failure to comply with the Saudization (localization) ratios for occupations and activities for which ministerial decisions have been issue… [Serious]

WHAT WE CHECK

A bundle of basics inspectors check first: approved Work Regulations, safety obligations, and core establishment records.

CHECKPOINTS IN THE AUDIT

- **Q1** Are detailed Work Organization Regulations approved by the Ministry of Labour (MHRSD) in place?
- **Q2** Is an employee manual of rights and duties available?
- **Q3** Are safety measures in place in the workplace?
- **Q4** Are regular workplace housekeeping measures in place for oil and paper waste?
- **Q5** Is there a detailed Saudization plan?
- **Q6** Are all licences (Commercial Registration, Traffic, Baladiya and Civil Defense) issued under the company name?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 6,000 (50+ workers), SAR 4,000 (21–49) or SAR 2,000 (≤20) per non-Saudi worker exceeding the prescribed ratio. Classified **Serious** (Row 30).

BEYOND THE FINE

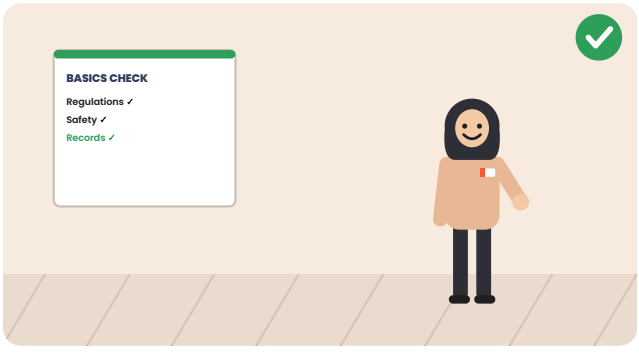
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REAL ENFORCEMENT

168,000

labour violations found in **250,000 MHRSD inspection visits** in Q1 2026 alone: two for every three visits.

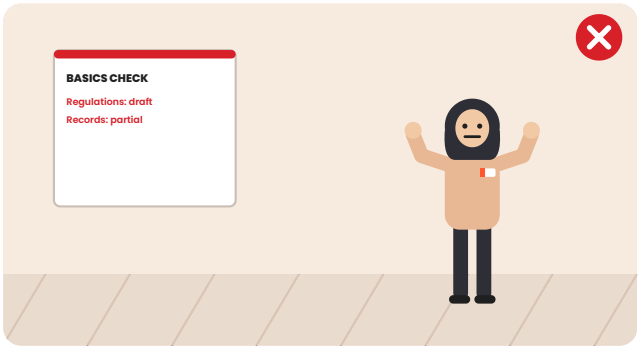
✔ RIGHT WAY



All basics in place.

✖ WRONG WAY

SAR 6K / WORKER



Draft regulations and partial records.

PURPOSE

Fail the basics and everything else gets scrutinised.

FIX IT WITHIN

◷ 30 days

AUDIT CRITERIA · PASS WHEN

- Each sub-item met
- Evidence on file
- Reviewed annually

IDEAL WAY OF AUDITING

1. Walk each sub-question
2. Collect evidence
3. Record gaps

Evidence: Evidence pack.

WORST CASE SAR 6,000 per non-Saudi worker exceeding the prescribed ratio: across 20 workers that's SAR 120,000.

LAB-G-002 LABOUR · SAUDIZATION & WORK PERMITS · 145 OF 146

Mandatory Labour and Saudization Requirements

Area **HR · Payroll** | Person in charge **HR Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 20,000

per case · 50+ workers · SAR 15,000 (21–49) · SAR 10,000 (≤20)

× 20 cases: **SAR 400,000**

• HIGH

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 52**: Employer allowing its worker to work for others or to work for the worker's own account [Serious]

WHAT WE CHECK

Salaries match contracts and job titles, contracts are documented, Saudization is real, and wages are protected.

CHECKPOINTS IN THE AUDIT

- Q1 Are employees' salaries consistent with their contracts and job titles?
- Q2 Is the data of Saudi employees in the company consistent with GOSI records?
- Q3 Are all employees in reception and administrative affairs 100% Saudi nationals?
- Q4 Are cashiers Saudi nationals?
- Q5 Do the job titles on Iqama cards match the employees' actual jobs?
- Q6 Are security service staff covered by contracts, and are they all Saudi nationals as proven by their IDs?
- Q7 Are all contract employees under their employer's sponsorship?
- Q8 Is the company free of any cases of employees working for other employers?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 20,000 (50+ workers), SAR 15,000 (21–49) or SAR 10,000 (≤20) per case. Classified **Serious** (Row 52).

BEYOND THE FINE

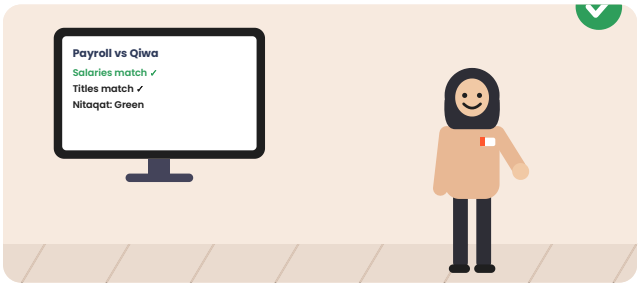
Fines are due within **60 days**, and an objection doesn't pause them. Unpaid fines **freeze Qiwa, Ajeer and MHRSD services**: no new visas, transfers or permits. Serious violations can also bring **service suspensions or bans**.

REAL ENFORCEMENT

13,509

sham-Saudization violations confirmed by MHRSD in Q1 2026, from about **91,000 suspected cases** examined.

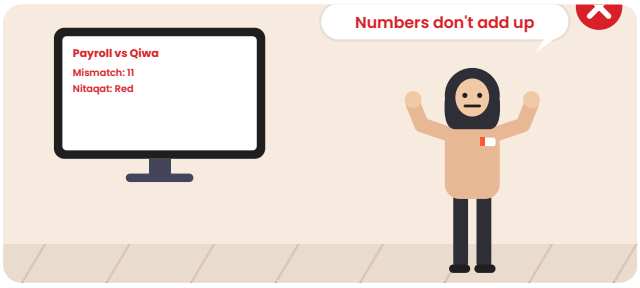
✔ RIGHT WAY



Payroll matches Qiwa, Nitaqat green.

✖ WRONG WAY

SAR 20K / CASE



11 mismatches and red Nitaqat.

PURPOSE

Mismatches between systems are exactly what data-driven inspections find.

FIX IT WITHIN

72 hours

AUDIT CRITERIA · PASS WHEN

- Payroll = contracts = Qiwa
- Nitaqat healthy
- WPS matched

IDEAL WAY OF AUDITING

1. Run a system reconciliation
2. Check Nitaqat
3. Resolve mismatches

Evidence: Reconciliation report.

WORST CASE SAR 20,000 per case: across 20 workers that's SAR 400,000. Fines, service freeze and Nitaqat downgrade together.

LAB-G-003 LABOUR · WOMEN EMPLOYMENT · 146 OF 146

Workplace Arrangements for Female Workers

Area **Facilities · HR** | Person in charge **HR Manager · Branch / Site Manager** | Regulator **MHRSD**

MAXIMUM PENALTY

SAR 300

per requirement · 50+ workers · SAR 300 (21–49) · SAR 300 (≤20)

Unpaid in 60 days: **Qiwa & Ajeer services frozen**

• MODERATE

THE LAW

LABOUR

Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) · MHRSD Schedule of Violations & Penalties, **Decision 112377 (Feb 2026)** · Section (A) **Row 18**: Requirements of the Unified Work Environment Regulation not met [Not serious]

WHAT WE CHECK

At least two women per shift, and a suitable place for female staff to pray and rest.

Applies when: Only where women are employed

CHECKPOINTS IN THE AUDIT

- **Q1** Is the total number of female workers at the site two or more in a single shift?
- **Q2** Are appropriately designated workstations and spaces provided for female workers to carry out their duties?

WHAT NON-COMPLIANCE COSTS YOU

THE FINE

SAR 300 (50+ workers), SAR 300 (21–49) or SAR 300 (≤20) per requirement. Classified **Not serious** (Row 18).

BEYOND THE FINE

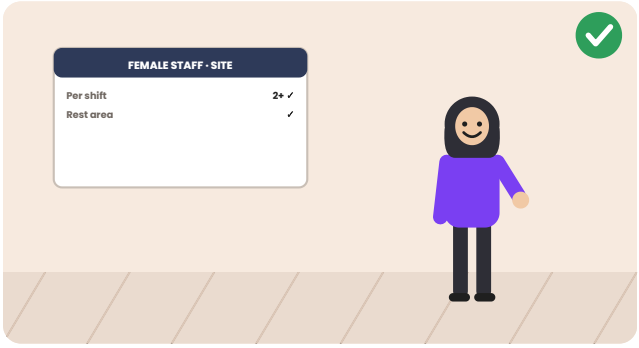
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REAL ENFORCEMENT

2 in 3

MHRSD inspection visits found a violation in Q1 2026: **168,000 violations from 250,000 visits**.

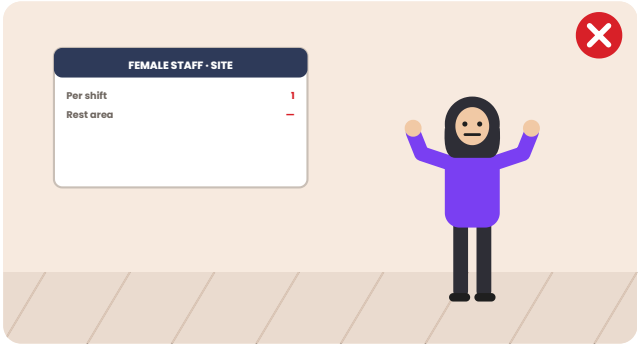
✔ RIGHT WAY



2+ per shift with a rest area.

✖ WRONG WAY

SAR 300



Alone on shift, no rest area.

PURPOSE

Two quick checks inspectors run on every visit.

FIX IT WITHIN

72 hours

AUDIT CRITERIA · PASS WHEN

- 2+ per shift
- Prayer/rest area
- Checked monthly

IDEAL WAY OF AUDITING

1. Check rosters
2. Walk area
3. Ask staff

Evidence: Roster + photos.

WORST CASE SAR 300 per violation, and services frozen if unpaid in 60 days.

FIX IT BEFORE THE INSPECTOR COUNTS YOUR WORKERS

Your 30-day labour action plan.

Today · 53

- [ ] A-011
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- [ ] G-003

This month · 30

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- [ ] A-147
- [ ] A-149
- [ ] G-001

?/146 Count your passes, then **count the workers behind every fail**. That number, times the fine, is your exposure.

SOURCES

- MHRSD: more than 250,000 inspection visits in Q1 2026 (published 18 Jun 2026) · hrsd.gov.sa
- MHRSD Ministerial Decision 112377 (21/08/1447H), Schedule of Violations & Penalties, Section (A) · hrsd.gov.sa
- MRRORS: Saudi Arabia revises its schedule of violations and penalties (May 2026) · mrrors.org
- Saudi Labour Law (Royal Decree M/51 of 1426H, as amended) and Implementing Regulations · hrsd.gov.sa

Disclaimer. For compliance-audit guidance only; not legal advice. Amounts follow Decision 112377 Section (A); "closest match" rows should be verified. Category is based on total workers under the establishment's unified number.

AUDIT SIGN-OFF

DEALERSHIP / BRANCH	AUDITOR	DATE	SCORE __ / 146