



# COVID-19 Policy for staff, visitors and subcontract auditors

With changes to the global situation regarding the effects of the Coronavirus outbreak, Advanced Certification have updated this policy, taking into account the latest guidance from IAF and the UKAS documents TPS -62 & TPS-73.

It is the policy of Advanced Certification to, wherever possible, complete all audits in accordance with the audit programme.

## Visiting client premises or overseas AC offices

Advanced Certification will continue to monitor COVID-19 rules for international business activities. Where travel is not permitted or there is a local lockdown following a COVID-19 outbreak, alternative means such as remote auditing techniques using ICT may be appropriate. An appropriate solution will be determined by a member of the AC technical team.

All auditors and employees are required to check the COVID-19 Policy of the organisations they plan to visit, where the auditor or member of staff is experiencing COVID-19 symptoms, or a family member living within the household has tested positive for COVID-19. Where the organisation's policy does not permit attendance, consideration will be given to rescheduling the visit or to assess the suitability of a remote audit.

In all circumstances, auditors and employees are asked to respect and adhere to any local controls such as hand sanitising, social distancing, ventilation or the wearing of face masks.

## Working in the UK AC Office

Members of staff working in the Portishead office should carry out their work in the office, as agreed within their contracts. Where a member of staff exhibits COVID-19 symptoms, they must undergo a lateral flow test before coming into the workplace. Where a test is positive, the staff member should remain at home until a negative test is achieved. Where a family member living within the household has tested positive for COVID-19, the staff member should also undergo a lateral flow test before coming into the workplace. For meetings held within the Portishead office the meeting organiser will ensure appropriate ventilation is provided.

## Visiting the UK AC Office

Where a visitor to the Portishead office exhibits COVID-19 symptoms, they should undergo a lateral flow test before coming into the office. Where a test is positive, the visitor should either reschedule the visit or undertake the meeting using remote technology. Visitors are also asked to declare if they have returned from China in the last 5 days. For meetings held within the Portishead office the meeting organiser will ensure appropriate ventilation is provided.



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**Specific Reference for the Italian marketplace: following Accredia advice<sup>1</sup>:**

For Certification schemes with direct verification of the on-site production processes (in the case of Advanced Certification this is ISO 14001, ISO 45001<sup>2</sup>, ISO 22716 & EFfCI), given the past knowledge and evaluation of the company, it is possible to perform audits entirely by remote method with a focus on management processes and document sampling of activities, postponing to the next audit the on-site verification of production processes.

In order to be considered for a remote audit, a client will need to complete the “**Request for remote audit**” form and liaise with the local Advanced Certification representative to confirm if this option is available for the visit.

**This Policy is effective as of 17 February 2023**

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<sup>1</sup> ACCREDIA – Technical circular DC N°06/2020 – new dispositions with regard to the Coronavirus emergency

<sup>2</sup> <https://iaffa.com/2020/04/01/q14-for-ohsms-according-to-iaf-md-052019-applicable-from-7-may-2020-remote-auditing-techniques-shall-be-limited-to-reviewing-documents-records-and-to-interviewing-staff-and-workers-in-addi/>