

EuCI policy for managing Covid-19 pandemic

DISTRIBUTION

Copy No. 1	<input checked="" type="checkbox"/> Controlled for internal use	<input type="checkbox"/> Controlled for external use	<input type="checkbox"/> Uncontrolled
Please check for the latest revision of this document on the EuCI Document Management System			

Revision History				
N.	Date	Reason	Author	Verified and Approved
00	2020-04-04	First Issue	CRM	QD

1. Purpose and scope

This document defines the operational procedures for managing audits and certifications during the Covid-19 pandemic. This document is aimed to maintain the validity of the accredited certifications and to guarantee the continuity of services provided.

This document is based on the following documents:

- IAF ID 3: IAF Informative Document for management of extraordinary events or circumstances affecting ABs, CABs and certified organizations
- IAF MD 4: mandatory document for the use of information and communication technology (ICT) for auditing/assessment purposes
- ESYD document OEF-42
- IAF ID 12 - Principle on Remote Assessment

2. Procedure

2.1 This procedure can be applied in the case of:

- The customer is located in an area with known cases of COVID-19 or
- The customer is located in an area affected by restrictions and/or official travel bans or
- The customer's policy temporarily prohibits visitors due to COVID-19 and does not allow inspectors to attend its premises or
- if, by EuCI decision, it is prohibited to auditors from travelling because of COVID-19 risks.

2.2 Initial audits

an initial audit may be carried out, using the remote audit technique and by reviewing data submitted by the auditee and then **completing the on-site audit once the conditions of the COVID-19 pandemic have been lifted** and as soon as it is possible to move to restricted areas and businesses are in operation.

In this case:

- A risk analysis shall be carried out using the risk analysis template described at section 2.5
- A written request shall be sent to the accreditation body, including all relevant information and risk analysis, for approval.

2.3 Surveillance audits

Surveillance audits can be carried out remotely only if the outcome of the risk assessment (see section 2.5) is low risk.

If not possible to conduct surveillance audits remotely, the surveillance audit shall be completed no later than 6 months after the scheduled program and not after the calendar year.

In the case that, due to the interruption of the smooth operation of the certified customer (due to the pandemic), it is not possible to apply either the remote audit/desk review or an on-site audit, a 6-month extension of the validity of the certificate is granted.

When the 6-month extension has expired and neither an on-site audit nor the other procedures leading to the issue of the certificate are possible, the certificate will be withdrawn.

2.4 Re-certification audits

Re-certification audits can be carried out remotely only if the outcome of the risk assessment (see section 2.5) is low risk. Re-certification audits must be completed as soon as possible (with on-site audit) once the conditions of the COVID-19 pandemic have been lifted and as soon as it is possible to move to restricted areas and businesses are in operation.

If not possible to conduct re-certification audits remotely, the validity of the certificate can be extended for 6 months (from the expiry date). Decision on the validity of certification is recorded in the Zoho form.

In the case that, due to the interruption of the smooth operation of the certified customer (due to the pandemic), it is not possible to apply either the remote audit/desk review or the on-site audit within the 6-month extension of the validity of the certificate, the certificate will be withdrawn.

2.5 Risk assessment

To evaluate the risk level for conducting remote audits, it is used the schema at annex 1 for risk analysis.

Criteria to conduct remote audits are based on the outcome of the risk analysis, considering the risk category for the scope of certification (according to requirements defined at sections 2.2 to 2.4), and answers to questions (all must be yes to consider the audit eligible to be conducted remotely). Classification in high/medium risk activities is based on IAF documents as well as Guidelines issued by ESYD.

Remote audit it is also not allowed for ISO 45001/OHSAS 18001 medium & high-risk activities and ISO 14001 medium & high-risk activities.

3. Records

In case of extension of validity of certificated, this must be recorded in the Zoho form as a note.

Date 2020-04-04	REGULATIONS	
Pag.4/4	Rev. 00	OP.QP01.07

ANNEX 1

Customer	Audit ID	Audit type	Standard	scopes of certification: risk category	is the audit eligible to be conducted remotely according to ESVD document OEF-42?	Are Collaborative & interactive Technologies available and reliable?	Is the auditor familiar with applicable tools?	Is the auditee(s) available for remote audit?	Decision	note