

ANNEX TO PROPOSAL – ACCELERATED AUDIT

Document #: F101-7

Release Date: 25-JAN-2019

Page 1 of 2

Annex to Proposal #: _____

Client's name: _____

Please be advised that the following information provides the necessary details on the “Accelerated” audit process. This program provides the option of conducting a “back-to-back audit” for Stage I and Stage II activities, meaning that upon **successful completion** of the Stage I activity, the audit team will proceed immediately with the Stage II activity. However, it also means that if the first activity is **not successful**, the audit team will not be authorized to proceed to Stage II. It is **important** to note that in this situation your organization will incur a penalty equal to the fees applicable to the Stage II activity, as per the above-referenced proposal, plus any additional cost associated to the audit team travel arrangement.

It is to be noted that this program is not recommended for combined audits of integrated management systems audits, unless your organization has previous experience with the implementation of the integrated system.

In order to minimize the risks associated with a back-to-back Stage I / Stage II activity, Intertek will perform an off-site review of your organization's documentation, internal audit results and records of management review at least four (4) weeks before the on-site visit (unless otherwise agreed upon with Intertek). Unsatisfactory results for the review of these documents could indicate the possibility of a significant misinterpretation of the requirements of the audit criteria (certification standard), indicating that your organization is not ready for an on-site audit. It could therefore prevent the interruption of the on-site activity after Stage I.

The process for the on-site audit activity is the following:

1. The audit team proceeds with a formal opening meeting.
2. The audit team proceeds with a regular Stage I activity (including the review of the documentation, as applicable).
3. At the end of Stage I, the following activities will take place:
 - a. If the results are **satisfactory**, the Audit team will hold a “**confirmation**” meeting with the organization to report the results of the Stage I activity and to confirm that it will proceed with the Stage II activity.
 - b. If the results are **not satisfactory**, the Audit team will proceed with a formal closing meeting to let the organization know why it will **not proceed** with the Stage II activity and to tentatively schedule the next visit
4. In both cases, a formal report will be prepared and issued to the organization.

In all cases, the audit team will inform your organization of its right to dispute the audit team's decision.

Conditions that may lead the audit team to not proceed with the Stage II activity include, but are not limited to, the following:





ANNEX TO PROPOSAL – ACCELERATED AUDIT

Document #: F101-7

Release Date: 25-JAN-2019

Page 2 of 2

1. If the results of the Stage I activity indicate that information provided by the client regarding the scope of the management system, processes, location(s)/site(s), work shifts, number of employees of the client, and related statutory and regulatory aspects and compliance (i.e. quality, environmental and legal aspects of the client’s operations, associated risks, etc) is inaccurate to the point that the activity cannot take place as per the preliminary plan;
2. If the results of the Stage I activity provide a clear indication of a significant misunderstanding by the client of the requirements of the audit criteria (certification standard), indicating that the client is not ready for the Stage II activity;
3. If the corrective actions deemed necessary as a result of the above-mentioned off-site documentation review activity have not been satisfactorily implemented;
4. If the applicable legal and regulatory requirements have not been properly identified;
5. In the case of EMS audits: if the significant environmental aspects have not been properly evaluated and/or identified;
6. In the case of OHSMS audits: if the hazards have not been properly identified and/or if the risks have not been properly assessed;
7. In the case of both EMS and OHSMS audits: If a compliance audit has not been completed
8. In the case of combined audits of integrated management system audits, failure to satisfy one of the conditions specified above for any of the standards/audit criteria covered by the scope of the management system may lead to the interruption of the audit after the Stage I activity

By signing this document, the client recognizes and accepts the risks inherent with a back-to-back activity, and agrees to the conditions defined above.

Intertek

Signature: _____
 Name: _____
 Title: _____
 Date: _____

Client: _____

Signature: _____
 Name: _____
 Title: _____
 Date: _____