

TEMPORARY POLICY FOR CARRYING OUT CERTIFICATION ACTIVITIES IN CONDITIONS OF EPIDEMIC



This policy is developed in connection with the outbreak of COVID-19 and it is valid for Bulgaria, Italy, and other countries with announced essential anti-epidemic measures. References: IAF CABAC COVID-19 21 Feb 2020, Informative circular ACCREDIA N° 01/2020 – Dispositions due to the Coronavirus outbreak; ACCREDIA – Information Circular N. 4/2020 - New dispositions following the health emergency of Coronavirus; EA Communication 23.03.2020; iaffaq.com/; EA "BAS" Instruction BAS QI 22

In order to maintain health and reduce the risk of infection for our team and clients, we minimize physical contact by using the following measures:

The amendments effective 13 May 2020 are underlined and start with **Δ**

1. When client organizations are functioning normally. This also includes organizations with a temporarily reduced volume of business, remote work of employees, reduced working hours or staff, without ceasing operations.

1.1 Initial certification. Initial certification will be carried out through a remote Stage 1 Audit, and the Stage 2 Audit will also be remote, fully planned to include all elements of an ordinary audit, including in terms of time and scope. A confirmation visit will be planned to be carried out on-site within 6 months as from the certification decision. Thus, prior to the certification decision (and issuance of a certificate upon a positive decision), Stage 1 and Stage 2 will be carried out remotely, while the confirmation visit will be carried out within 6 months as from the certification decision (unless the state of emergency/epidemic situation is further extended). The issued certificate will be subject to confirmation based on the certification visit conducted on-site. The confirmation will be issued accompanied by a dedicated Annex.

The duration of the confirmation visit is to be determined by the Lead Auditor (and agreed with the client), and its minimum duration will be from 0.5 days up to ½ of the total time required for Stage 2.

Δ After 01 June 2020, all Initial Certifications and Scope extensions will be carried out on-site. If possible, they may be carried out earlier. Specific cases are to be handled individually.

1.2 Supervisory audits, extensions, and extraordinary audits. The CB will conduct such audits remotely, and it will plan a confirmation visit (to be carried out within 6 months, unless the state of emergency/epidemic situation is further extended) with duration of a minimum of 2 hours and no more than 1 day.

Entirely remote audits (Clarification from 28.10.2020: i.e. with no planning of confirmation visit) under Clause 1.2 are allowed if the following conditions are met:

- The audit does not involve extension or transition;
- The client's business does not fall within the CB's list of risk activities requiring a confirmation audit.

Δ After 01 June 2020, it is recommendable, and after 01 July 2022 it is compulsory, that renewal and supervisory audits be carried out on-site in organizations with physical production and organization of high risk. Specific cases are to be handled individually. If possible, they may be carried out earlier. All other audits are to be carried out on-site if the auditor so decides. The rules for planning a confirmation visit for remote audits remain applicable, e.g. for more than one standard or NCs found at a previous audit.

1.3 Specifics of carrying out remote audits:

- Where possible, the principles of IAF ID 12:2015 are applicable, with mandatory identification of the method of communication in individual sessions.
- Auditors are required to collect scanned (or photographed) electronic copies of records, signed by the client, for the opening and closing of the audit. On a sample basis, screenshots (taken by phone or using PrnScr) are to be kept, proving that interactive sessions have been held.
- A significant part of the audit will focus on how the client organization copes with the situation, what measures are taken to ensure that the business achieves the expected results.

2. When client organizations temporarily do not function and/or are not reachable, or there is no physical option (the client does not possess the necessary IT infrastructure), the standard 6-month period of "freezing" (suspension) of the certificate before its cancellation will be applied, while such freezing could be delayed for 1 up to 3 months, depending on how justifiable the reasons are. Each case will be handled individually and responsively, seeking a solution within the instructions and regulations of EA BAS, EA IAF.

This policy is subject to revision when conditions change.

Δ from 15.06.2020 - To be applied in different countries depending on the current situation.

v. 5 / 28 October 2020

Sofia, Bulgaria