



# Our updated approach to reducing risks associated with on-site audits

Version 1



Latest COVID-19 update  
Supporting your people and organizations through this crisis

# Our approach to risk...

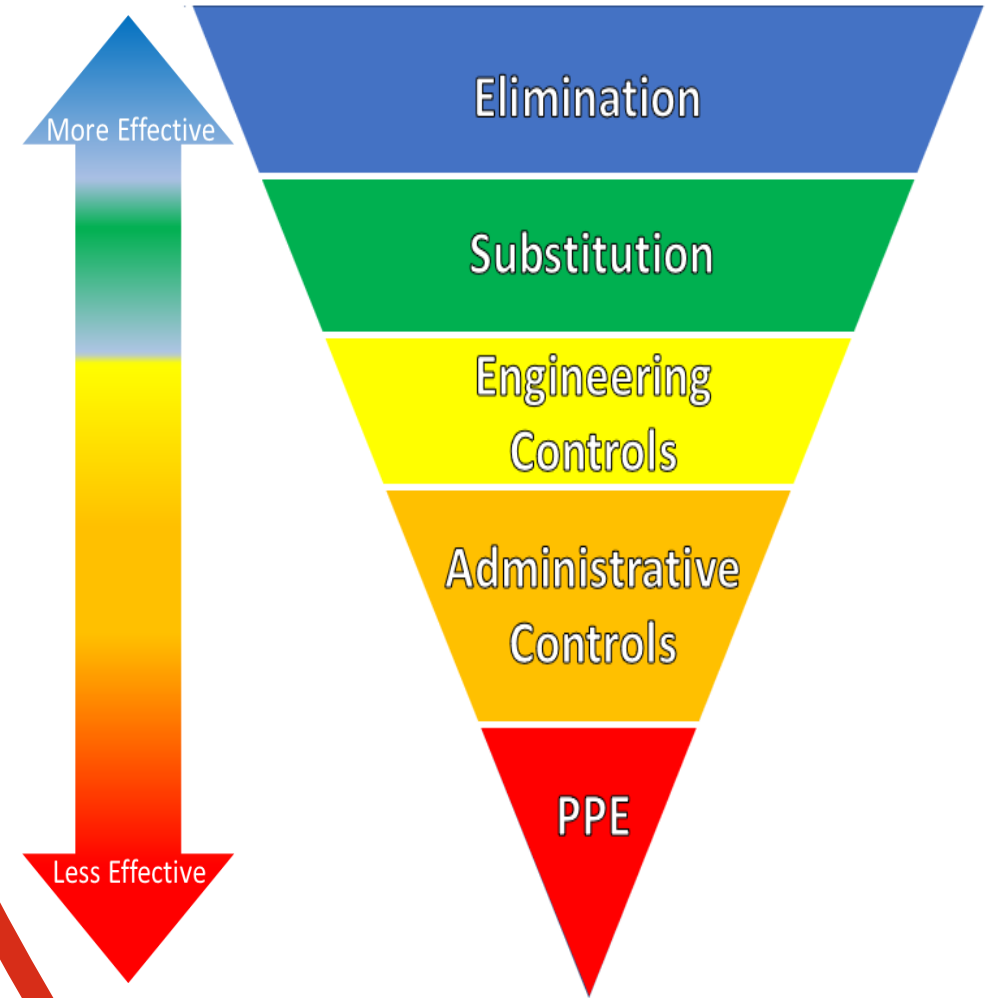
Audit remotely where possible to eliminate risks e.g. travel, potential exposure / transmission of COVID-19.

Use best available auditor(s) most local to client. Travel off-peak to avoid crowds. Consider less congested modes of transport e.g. car instead of train. Adjust audit plan to reduce risks.

Limiting numbers present during the on-site audit through technology solutions such as video conferencing. Providing a separate working area for the auditor(s) rather than share working space with others. Physical separation on site, social distancing measures.

Training and awareness on risk assessment and risk control measures provided to the auditors related to on-site audits. Procedures and guidance in place. Pre-visit checklist required to be completed with the client to review site arrangements before an audit can take place on site.

Our risk assessment has not identified a requirement to make use of PPE to guard against the risk presented by COVID-19. We have reviewed various sources of information and guidance. We have determined that PPE such as Respiratory Protective Equipment should be reserved for those working in high risk occupations and in particular front line healthcare workers. We likewise do not advocate wearing protective gloves in favour of hygiene measures such as washing hands regularly.



## What you can expect from us...

- We will communicate with you in advance of your audit to understand your company arrangements
- It is reasonable to expect that you will have completed a risk assessment and put in place appropriate safeguards related to COVID-19
- We will discuss your arrangements with you as part of our audit planning process to help determine whether an on-site assessment is possible
- As part of our planning process we will work with you to ensure observance of local requirements together with our own scheme / certification / accreditation requirements
- The audit plan will need to consider the safety and wellbeing of those involved. Please let us know as soon as you can if you have any concerns
- Maintaining a physical separation >2m between the auditor and on site personnel is one of our key controls
- During the assessment we will make efforts to limit the numbers involved in opening or closing meetings and curtail numbers involved in interviews and site tours

The logo for the British Standards Institution (BSI), consisting of the lowercase letters 'bsi.' in a bold, black, sans-serif font.

Please consider that our auditors work across regions and countries where local requirements vary.

BSI will make available to employees an appropriate facial covering, together with disinfectant wipes and hand sanitiser as per our risk control measures.

If clients require a facial covering to be worn or PPE such as protective footwear please discuss this with the auditor during the planning for the audit.

- If, while on your premises, the auditor has reason to believe that their safety is at risk in any way, the assessor may consider aborting the visit
- Where possible the auditor may employ the use of video conferencing or other methods to limit physical interaction
- It is preferred where possible for a working area to be set aside for the auditor(s) to minimise the need to potentially share workspaces with others where social distancing or hygiene measures could otherwise be impaired
- Our auditors have been instructed to make good use of personal hygiene measures (handwashing / sanitising) whilst on site and when travelling
- If there is a requirement whilst on site to make use of a particular type of personal protective equipment then as per our terms and conditions you are responsible for providing it. If you have requirements in this regard, or require facial coverings to be worn please discuss this during the planning of your audit
- If you undertake entry screening or have particular arrangements in place for visitors please ensure you make this known during the planning for the audit
- The auditor will be happy to discuss with you best practices for delivering your on-site audit if you have any concerns