SOCIAL ACCOUNTABILITY

ACCREDITATION SERVICES

**SAAS Procedure 200 Advisory 2022-1 – Audit verification form**

|  |  |
| --- | --- |
| **CB Name:** | Enter Name |
| **Client Name/Cert #** | Client Name / Certificate # |

|  |  |  |  |
| --- | --- | --- | --- |
| **Criterion** | **Description** | **Confirmed as Compliant** | **Comments** |
| **Important** | **Please note that the below should NOT be ticked without properly verifying the information** |
| 0 | It was confirmed that the client company uses the services of a consultant to assist them with their SA8000 Management System. | Yes [ ]  or No [ ]   | Add any additional comments |
| 0.1 | Enter a) the Consultants name and b) Consultancy Company name as appropriate. | a) Enter Consultants Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_b) Enter Consultancy Company Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1 | The Choose an item. is using the services of a consultant and has entered a formally documented and legally binding contractual agreement with that consultant (the “consultant contract”).  | Fully Compliant [ ]  Partially Compliant[ ] Non-Compliant[ ]  | Add any additional comments |
| 2 | The consultant’s contract specifies the requirements, expectations/deliverables, and limitations for a “limited-time consultant engagement” in accordance with the “consultant definition” (outlined in SAAS Procedure 200 Advisory 2022-1 Clause D) and the other requirements of that document.  | Fully Compliant [ ]  Partially Compliant[ ] Non-Compliant[ ]  | Add any additional comments |
| 3 | The Choose an item. is ensuring that the consultant always operates in accordance with the terms of the consultant contract in a transparent and ethical manner with respect to SA8000 and related requirements.  | Fully Compliant [ ]  Partially Compliant[ ] Non-Compliant[ ]  | Add any additional comments |
| 4 | The consultant relationship and responsibilities are transparent within the Choose an item. and that their SA8000 management system is understood by the company’s personnel at all levels.  | Fully Compliant [ ]  Partially Compliant[ ] Non-Compliant[ ]  | Add any additional comments |
| 5 | Upon request, the consultant contract is readily available to representatives of the CB, or SAAS, for review and evaluation. | Fully Compliant [ ]  Partially Compliant[ ] Non-Compliant[ ]  | Add any additional comments |
| 6 | Company management can provide prompt access to its premises /site visit/site tour/physical boundary including dormitory, canteen, crèche, health center, as applicable.  | Fully Compliant [ ]  Partially Compliant[ ] Non-Compliant[ ]  | Add any additional comments |
| 7 | Company management can provide prompt access to the requested documents and records (in hard copy or soft copy).  | Fully Compliant [ ]  Partially Compliant[ ] Non-Compliant[ ]  | Add any additional comments |
| 8 | The Consultant does not take a leading or interventionist role in the clients SA8000 certification and SA8000 audit activities.  | Fully Compliant [ ]  Partially Compliant[ ] Non-Compliant[ ]  | Add any additional comments |
| 9 | The Consultant does not communicate directly with CB Staff and/or Auditors. All communications regarding SA8000 certification are between the CB Staff and/or Auditors and the management of the client company.  | Fully Compliant [ ]  Partially Compliant[ ] Non-Compliant[ ]  | Add any additional comments |
| 10 | The Consultant does not provide, or arrange the provision of, SA8000-related records on behalf of a company (for example: Internal Audit, Management Review; SPT Activity; Fire Inspection; Occupancy Inspection; Fire Drill; Worker Attendance Summary; Production Summary; Payroll, etc.). Particular attention was taken during this audit to ensure that the company records presented were not boilerplate, cut & pasted, falsified, or fabricated in nature.  | Fully Compliant [ ]  Partially Compliant[ ] Non-Compliant[ ]  | Add any additional comments |
| 11 | It was confirmed that the Consultant does not provide any audit services for the certifying CB.  | Fully Compliant [ ]  Partially Compliant[ ] Non-Compliant[ ]  | Add any additional comments |
| 12 | The Consultant does not perform internal audits, management review, or other verification activity on systems/processes developed by them. | Fully Compliant [ ]  Partially Compliant[ ] Non-Compliant[ ]  | Add any additional comments |
| 13 | The Consultant does not require that the company use the services of consultant (or related individual/organisation) to provide SA8000-related services (for example: to resolve a CB non-conformity; to provide services ancillary to maintaining SA8000 certification; etc.).  | Fully Compliant [ ]  Partially Compliant[ ] Non-Compliant[ ]  | Add any additional comments |
| 14 | There is no indication that the CB has instructed its auditors to apply a lenient approach (e.g., not evaluating the full scope of a company’s operations; not raising non-conformities; or raising minor non-conformities in lieu of major non-conformities when the client has used a specific Consultant) in cases where the company’s management system and/or operations do not fully conform to SA8000 requirements.  | Fully Compliant [ ]  Partially Compliant[ ] Non-Compliant[ ]  | Add any additional comments |
| 15 | It was confirmed that no member of the audit team or auditor’s relative, or business associate, provides services to the Consultant that advises on the company SA8000 management system in the client company.  | Fully Compliant [ ]  Partially Compliant[ ] Non-Compliant[ ]  | Add any additional comments |
| 16 | During the audit, the Client’s Management, staff, and workers were able to answer and respond to questions /queries/clarification (including knowledge about the physical premises, fire safety arrangements) sought by Audit team without seeking help/assistance from a consultant.  | Fully Compliant [ ]  Partially Compliant[ ] Non-Compliant[ ]  | Add any additional comments |

**Attestation By Lead Auditor**

I, the below-named Lead Auditor hereby confirm that I have verified the criteria as described above.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Audit Type** | **Start Date** | **End Date** | **Lead Auditor Name** | **Compliance Confirmed toSAAS Procedure 200 Advisory 2022-1** | **Number of Nonconformities raised** |
|  |  |  |  | Yes/No | Critical \_\_\_Major \_\_\_Minor \_\_\_ |
|  |  |  |  | Yes/No | Critical \_\_\_Major \_\_\_Minor \_\_\_ |
|  |  |  |  | Yes/No | Critical \_\_\_Major \_\_\_Minor \_\_\_ |
|  |  |  |  | Yes/No | Critical \_\_\_Major \_\_\_Minor \_\_\_ |
|  |  |  |  | Yes/No | Critical \_\_\_Major \_\_\_Minor \_\_\_ |
|  |  |  |  | Yes/No | Critical \_\_\_Major \_\_\_Minor \_\_\_ |
|  |  |  |  | Yes/No | Critical \_\_\_Major \_\_\_Minor \_\_\_ |
|  |  |  |  | Yes/No | Critical \_\_\_Major \_\_\_Minor \_\_\_ |
|  |  |  |  | Yes/No | Critical \_\_\_Major \_\_\_Minor \_\_\_ |
|  |  |  |  | Yes/No | Critical \_\_\_Major \_\_\_Minor \_\_\_ |
|  |  |  |  | Yes/No | Critical \_\_\_Major \_\_\_Minor \_\_\_ |
|  |  |  |  | Yes/No | Critical \_\_\_Major \_\_\_Minor \_\_\_ |

Note:

*This form* ***shall be completed*** *for every audit and uploaded to the SAI Data Tool as an attachment to the audit report.*

**---------- END OF SAAS Procedure 200 Advisory 2022-1 – Audit verification form ----------**