NINE POINT CHECKLIST FOR BRCGS CERTIFICATED SITES

Preparing for your BRCGS Remote Audit

1 PROCESS

- Engage staff in the planning, training, and practice
- Delivering awareness sessions
- Ensure designated personnel are available throughout the entire audit, and leadership when required.

2 ACCESS SUPPORT INFORMATION

- Best practice information is also available from external sources such as ISO, IAF and certification bodies.

3 PLANNING

- Identify the need and role for "audit assistants" to support the smooth running of the audit.
- Plan time for document sourcing, and evidence review.

4 IT CONSIDERATIONS

- Test and map out the Wi-Fi signal
- Identify alternatives for service areas where there is poor coverage
- Consider the need for an IT facilitator
- Set up a dedicated virtual "audit room".
- Plan in advance for document sharing

5 PREPARATION

- Carry out a mock session in advance with internal and external individuals to test security, communications and platforms.
- Practice a video assessment, using the intended equipment, mapping out areas of weak signal, excessive noise or interference.

6 PLANNING

- Work with Auditor to identify and request a list of documents and supporting information required in advance to allow you to plan effectively for the audit.

7 POLICIES AND PROCEDURES

- Review site security policies and ensure they are updated to accommodate remote audit practices.
- Ensure all access granted during the audit is reset following the audit.

8 OUTCOMES

- The core outcomes do not differ from an on-site audit, however attention should be given to highlight positive feedback, where deserved, to those responsible.

9 LONG TERM LEARNING

- Throughout the process, record any learnings that you can apply in future that will make the process more effective and improve your operations.

For full guidance, see brcgs.com/brcgs.com/resources/covid-19-response/procedural-documents/