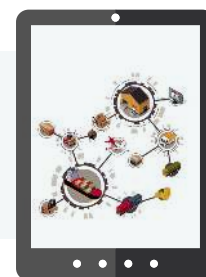


Starting your compliance journey with a SMETA audit



SMETA is a responsible supply chain audit methodology launched by Sedex and is applicable to all sectors. No matter where you are in the supply chain, you can use SMETA to evaluate and measure the social and environmental compliance of your company/site or supply chain.

1 Join Sedex and register as a supplier (B) member

After you become a supplier member

You will have the chance to join 60,000+ Sedex members and other stakeholders in the Sedex Community to promote responsible business together.

Moreover, you will also have access to **free** tools and services to better manage your risk for **greater transparency** and **stronger risk resistance capacity**, and explore more potential business opportunities.



Tips

You can also choose to become a supplier plus (B+) member to enjoy more privileges and raise your business profile.



What Sedex Offers

Online system training for new members



Tips

For companies/sites, SAQ is an essential tool that helps you grasp your current compliance status and identify areas to be improved before the SMETA audit and as a self-check tool for the internal management system, could be updated on a regular or irregular basis to help you identify potential risks in advance.

What Sedex Offers

SAQ technical support

2 Fill out Sedex Self-Assessment Questionnaire (SAQ)

SAQ is a set of questions which incorporates responsible supply chain topics for a company in the area of its policies, management system and business practices. The topics it covers are aligning the SAQ to the four pillars of SMETA.

These industry-specific questionnaires help companies better understand their overall performance in the management system, labour rights, health and safety, environment, business ethics and supplier management



3 SMETA audit - process



Step 1

Submit a SMETA audit application to a Sedex Affiliate Audit Company (AAC)

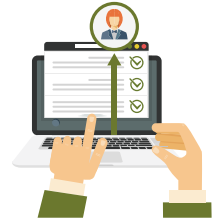


Tips

Only accredited affiliate audit companies (AACs) found on this list are able to conduct a SMETA audit and upload it to the Sedex platform. Find a current list of AACs [here](#).

Step 2

Share the SAQ of your site with the audit company and get the pre-audit pack for the audit.



Step 3

Build up your capabilities



Tips

SMETA audit training courses can improve the comprehensive capabilities of internal auditors/compliance personnel of your company/site to meet the audit requirements of your own company or your customers.

What Sedex Offers

- [Introduction to SMETA](#)
- [SMETA internal auditor training](#)

Step 4

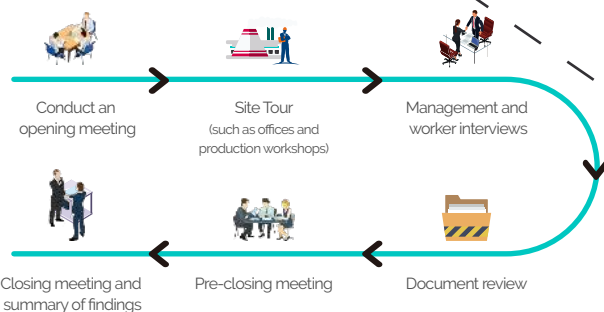
Conduct onsite audit



Tips

On the day of the audit, continue business as usual and designate a specific person to liaise with, and support the auditor. This is usually a senior manager.

Onsite audit process



Step 5

The auditor uploads the SMETA audit report to the Sedex platform, and customers you authorize can view this report via the platform.



4 Continuous improvement

A Continuous improvement of audit performance

SMETA audit doesn't aim to judging whether the performance of a site is a "Pass". It aims to help the company/site find any management and operational issues via desktop and on-site auditing to identify the areas of continuous improvement.



- Add corrective actions and upload supporting documents/attachments, close non-compliances
- If necessary, arrange a follow-up audit and close non-compliances



Tips

You must meet the following two conditions to get this statement document :

- You have completed the SMETA audit
- You have participated in any session of SMETA training

- Gain SMETA audit statement document
- You can share this statement document with your customers to help them understand your efforts and achievements in the responsible supply chain



Tips

Sedex can not only support your comprehensive improvement to meet SMETA auditing requirements, but also help you better cope with the increasingly diversified requirements from the brands and the market. We have also prepared a richer set of themed and customized courses to support your responsible business development.

What Sedex Offers

- Remediation program
- Topic specific training
- Capacity building project

B Impact Communication

By sharing the SMETA audit reports and statement documents, companies/sites can demonstrate their efforts and achievements in responsible supply chain to their customers or stakeholders to explore more potential business opportunities.



- Congratulations on your completion of all the above steps to start your journey of compliance. Compliance is the first step but it will lead you to a better sustainable business in the near future.
- As part of the Sedex community - join us at events, programs and engagement sessions to help promote business and sustainable development across the world.

To find out more about the SMETA audit please contact us at helpdesk@sedex.com