



2B – Essential Pre-Audit Actions for Supplier Sites

Outlines the activities required of a supplier site in preparation for an audit. Correctly followed this will facilitate the audit proceeding smoothly with all relevant logistical arrangements, people, and documents, in place on the day.

Once the supplier site has received the Pre-Audit Information Pack from the auditor, they should plan their own input to the audit. This will include but not be limited to:

- All site management should be briefed prior to the audit, to guarantee they understand the scope of the audit and what is required from each department.
- All site management should be instructed on the importance of having the correct key personnel and documentation available on the day of the audit (see above) and understand the importance of releasing personnel for interviews on time.
- A quiet room free from interruptions and large enough to accommodate both group and individual interviews should be reserved for the auditors to use throughout the audit (this should be a place where workers will feel comfortable, near a canteen or a workers' area is preferred).
- Union or other worker representatives should be briefed about the audit and to ensure their availability and understanding.
- The workforce should be informed about the audit including the code to which the audit is conducted. Personnel should be given Worker Education Materials (leaflets or DVD) as the ETI Base Code requires that all employees are fully aware of the code.
- There should be a contact within the site for the workforce if they have any questions or worries about the audit e.g. HR Manager.
- Any Labour Providers (agency) the site uses should be informed about the audit and make sure they understand the importance of having the correct key personnel and documentation available on the day.
- Any questions or points the site may have about the audit should be referred to the auditor for clarification.
- The site should prepare all relevant documents in advance of the visit see Pre-Audit information document ref 5C 'List of Required Documents' and have these available on the day of the audit.



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- In line with the Sedex process, the site should ensure that they are registered on Sedex and have chosen their appropriate auditor on the system as well as given them access to their completed Self-Assessment Questionnaire.