

Recommendations for action for implementation of audits, taking into account the current corona events

In view of the current corona events, certain rules must be observed when conducting audits in addition to the protective measures that have been commonly up to now (protection against infection in food companies, protection against epidemics and biosecurity in animal husbandry companies).

Both for the protection of the auditors and for the protection of the employees in all companies to be audited, the following recommendations for action must be observed:

At the first (telephone) contact

- Clarification whether corona/quarantine measures have been imposed on the site. If so, the audit should not be carried out.
- Clarification whether persons at the site who are not the contact person for the audit are part of a high-risk group. If so, contact with these persons should be avoided as far as possible.
- Particularly at the stage Agriculture/Production:
Clarification...
 - whether the responsible contact person/site manager belongs to a high-risk group. If so, it must be checked - if necessary, in consultation with the certification body - whether the audit should (temporarily) be waived.
 - whether persons of a high-risk group live on the farm or in the immediate vicinity. If so, the document review and the writing of the report should take place outside this area to avoid direct contact with these persons.
- Explanation of the planned hygiene measures during the audit itself (see among others below).

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**You can find further information here:
www.q-s.de/corona-en**

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**QS Qualität und Sicherheit GmbH
Telefon: +49 228 35068-0 | www.q-s.de | info@q-s.de**



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Before entering the site

- Careful hand cleaning before the audit begins, if a separate sink is available for this purpose, otherwise if necessary, using a mobile hand washing container (at least 30 seconds hand washing) and if possible, also hand disinfection.
- Where possible, the hand cleaning should not be carried out on private premises.
- If it is not possible to wash your hands, disinfect them with a disinfectant.
- Ideally also additional hand cleaning/disinfection during the audit, if reasonable and possible in compliance with the further measures.
- Putting on/wearing your own protective mask (e.g. mouth-nose protection, "community mask"). If necessary, bring along additional masks if the person responsible for the operation does not have his own mask for the audit.

Upon entering the site

- Compliance with the minimum distance of 1.50 m at all times during the audit, especially during the introduction and final discussion.
- **Particularly at the stage Agriculture/Production:**
 - The inspection of the site should take place in closed rooms where it is difficult to maintain a minimum distance (e.g. stables, small stores for feed or plant protection products), if possible alone
 - Questions should be collected and discussed afterwards. Matters requiring discussion should be recorded on the basis of photos and in compliance with data protection (consent of the person responsible for the company, if necessary immediate deletion afterwards).
 - Areas that cannot be inspected without the person responsible for operations (e.g. lighting programs, alarm system) should be inspected together at the end of the site inspection, but with complying with the sufficient minimum distance.

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Inspection of documents

- In the case of announced audits, required documents can be transmitted (digitally) to the auditor for review in advance of the audit. If documents are checked in advance, this must be noted in the audit report (including the document check carried out in advance).
- For on-site document review, the necessary documents should - as far as possible - already be made available in an "external" room so that the auditor can inspect them without contact.

Writing and signing of the audit report

- The signing of the audit report cannot be waived. However, the preparation and signing of the audit report should be contactless (handing over the report to the person responsible for the operation, discussion of the audit report, withdrawal of a signed copy).
- The audit report should document all contact persons (respondents) relevant to the audit.

After leaving the site

- Careful hand cleaning again after leaving the site, if a separate sink is available for this purpose, otherwise if necessary using a mobile hand washing container (at least 30 seconds hand washing) and if possible hand disinfection.
- Disinfection of hands using a disinfectant carried along.
- If necessary, cleaning and/or disinfection of the items used during the audit (e.g. protective mask, writing utensils, notebooks, distance/temperature measuring device).

Documentation of further contact persons

- It is recommended to document contact persons who are directly or indirectly connected with the audit (e.g. person at the hotel reception), so that chains of infection can be traced as completely as possible later on.

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