

Pre-Audit Guidance:

Steps for you to take if you want your suppliers to be audited



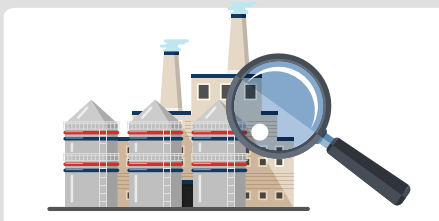
Encourage your suppliers to share any existing audits with you

STEP 1



HELPFUL GUIDANCE:

- SMETA Best Practice Guidance



Prioritise supplier sites for audit and define the requirements for the audit

STEP 2



HELPFUL GUIDANCE:

- Guidance on Operational Practice
- Indicator of Forced Labour



TIP: Check your suppliers' SAQ & Risk Assessment information, run the Forced Labour Indicator Report



Select and share audit company contact details with your suppliers

STEP 3



HELPFUL GUIDANCE:

- SMETA Best Practice Guidance
- Audit companies contact details list
- SMETA Guide to Social Systems Auditor Competencies: competency requirements for auditors who practice social audits.

What happens at the audit

Opening meeting with management

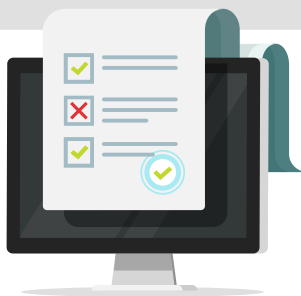
Site tour, interviews and document review

Closing meeting and review of Corrective Action Plan Report

HELPFUL GUIDANCE: Sensitive Issues Guidance

Post-Audit Guidance:

Steps for you to take after your supplier's site audit is uploaded on Sedex Advance



Read the audit report and check findings/non-compliances raised

STEP 4



HELPFUL GUIDANCE:

- Audit Quality Report



Support each supplier to meet the completion date for corrective actions. Follow up with the supplier if necessary.

STEP 5



HELPFUL GUIDANCE:

- Corrective Action Guidance
- Sedex Supplier Workbook



Check if the corrective actions added have been verified by the auditor (run reports on Sedex Analytics)

STEP 6

You can also attend our live webinars and 1-day SMETA Foundation Workshop for more information:

www.sedexglobal.com/our-services/auditor-training