Pre-Audit Guidance:

In your account on Sedex Advance, complete your Self Assessment Questionnaire (SAQ)

On Sedex Advance – Share your SAQ with an Auditor

Audit Guidance – Site Visit

Opening meeting with management

STEP 5

Site tour, interviews and document review

STEP 6

Closing meeting and review of Corrective Action Plan Report. It's very important that you discuss any issues in detail with your auditor, to make sure you understand how to close any non-compliances raised in the audit.

STEP 7

Post-Audit Guidance:

Review the audit the auditor has uploaded on Sedex Advance. Check that this information is what you discussed in your meeting. You can then publish your audit for customers to see

STEP 8

Add and submit Corrective Actions for non-compliances raised in the audit. The auditor will then verify these if the actions are suitable.

STEP 9

If necessary, complete a joint derogation form on certain non-compliances as deemed appropriate. Schedule a follow up audit if needed.

STEP 10

HELPFUL GUIDANCE:

• SMETA Pre-audit information pack
• SMETA Best Practice Guidance
• Guide to auditor competencies

HELPFUL GUIDANCE:

• Sedex Supplier Workbook
• Corrective Action Guidance
• Environment and Business Ethics

NOTE: Make sure all relevant managers and documents are available for the audit.

HELPFUL GUIDANCE:

• Audit Quality Report
• Sedex Supplier Workbook
• Corrective Action Guidance
• Best Practice Guidance

Note: Make sure you understand all timelines and requirements

TIP: You might need to chase the audit company to respond to your actions

TIP: You might need to chase the audit company to respond to your actions

You can also attend our live webinars and 1-day SMETA Foundation Workshop for more information: www.sedexglobal.com/our-services/auditor-training