

A801-MU15e
Description of the amfori BSCI Verification Procedure



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If you should require any further information then please do not hesitate to contact us. We will be please to help you.

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The verification procedure for the Code of Conduct based on amfori BSCI consists of the offer and contract phase, the audit preparation, performance of the audit and entry into the amfori BSCI database. No certificate or comparable official document is issued. Based on the result of the audit either a follow up audit shall be conducted within 1 year or a full audit after two years.

The auditors are selected by the Head of the Certification Body of TÜV NORD CERT GmbH depending on authorisation and qualification.

1 VERIFICATION PROCEDURE

1.1 Audit Preparation

Following signature of the contract and pre-payment of the audit fee the customer has to assign the audit to TÜV NORD through the amfori BSCI platform. The audit will be scheduled and the auditor starts preparation. This is done based on a questionnaire to be filled by the auditee and background research. Depending on the type of audit (i.e. announced, semi-announced and unannounced) the auditor discusses and agrees the further procedure with the customer.

In case of preparation for a follow-up audit, the customer is obliged to inform the certification body of major changes in their structural and process organisation.

1.2 Full Audit

Before the audit, the customer receives an audit plan, in case the audit is announced. If the audit is semi announced or unannounced the customer will only receive the audit plan at the date of the first audit day.

The audit begins with an opening meeting. The auditor introduces the audit team and the purpose and scope of the audit. The audit procedure is explained.

During the audit, the auditors examine and assess the effectiveness of the code of conduct that has been introduced based on the amfori BSCI code of conduct. The task of the auditors is to evaluate the working conditions in the customer's organisation, esp. the workers welfare.

This is performed with a holistic approach by means of:

- worker interviews,
- documents and records check,
- visiting relevant production areas,
- gathering information regarding legal and ethical aspects and their observance,
- evaluation of internal audits and management reviews,
- etc

A closing meeting is conducted at the end of the on-site audit. Employee representatives, employees with particular functions and management representatives shall participate. The lead auditor reports on the individual elements and explains positive and negative findings. A findings report is created and signed by the auditee representative and the lead auditor.

1.3 Entry into the database

The completed amfori BSCI audit report (including general information on the audit, assessments to all audited areas, findings and relevant supporting documents (e.g. the signed findings report)) shall be uploaded to the amfori BSCI database by the lead auditor within 10 working days of the last audit day.

In case the audit is rated A and B the entry into the database is valid for 2 years. If there are nonconformities and the grading is D - E, the entry is limited to 12 months, and is extended by means of a follow-up audit. In such cases the auditee is obliged to upload a remediation plan within 60 days.

1.4 Follow-up audit

If the rating of the full-audit is D – E a follow up audit is necessary within 1 year. Earliest point of time to conduct a follow-up audit after a full audit is 60 days. In the follow-up audit, auditors are focussing on the gaps identified during the full audit. However, all other criteria will be audited as well. The process is the same as for a full audit (see 1.2)

2 VERIFICATION OF COMPANIES WITH SEVERAL LOCATIONS

If a company has several locations all locations must be audited. Each location needs an entry in the amfori BSCI database.

3 NONCONFORMITY MANAGEMENT

If findings (nonconformities) are identified, the customer organisation has the duty to provide a remediation plan within 60 days on the amfori BSCI platform. The lead auditor shall be informed accordingly. In the follow up audit the implementation of corrective actions identified in the remediation plan will be verified.