

# Description of the verification procedure SMETA

Certification

## Table of contents

<b>1</b>	<b>CERTIFICATION PROCEDURE .....</b>	<b>2</b>
<b>1.1</b>	<b>Audit Preparation .....</b>	<b>2</b>
<b>1.2</b>	<b>Audit Performance .....</b>	<b>2</b>
1.2.1	Opening Meeting .....	2
1.2.2	Site Tour .....	2
1.2.3	Management Interview and Document Review.....	2
1.2.4	Worker Interviews .....	2
1.2.5	Closing Meeting .....	3
<b>1.3</b>	<b>Entry into the SEDEX Database .....</b>	<b>3</b>
<b>2</b>	<b>MANAGEMENT OF NON-CONFORMITIES .....</b>	<b>3</b>

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

Please contact us via mail to [info.tncert@tuev-nord.de](mailto:info.tncert@tuev-nord.de) or by telephone 0800 245 74 57 (Free-phone from within Germany) or +49 511 9986-1222 from abroad.

TÜV NORD CERT GmbH  
Langemarckstraße 20  
45141 Essen  
Germany

[www.tuev-nord-cert.com](http://www.tuev-nord-cert.com)

The verification process of the code of conduct based on "SEDEX Members Ethical Trade Audit" (SMETA) consists of the quotation and contract stage, the audit preparation, the audit performance and of the entry in the SEDEX database. A certificate shall not be issued.

The auditors will be selected by the head of the certification body of the TÜV NORD CERT GmbH according to the authorization for the industrial sector and as per qualification.

## **1 CERTIFICATION PROCEDURE**

### **1.1 Audit Preparation**

After the conclusion of contract the auditor prepares himself for the audit on the basis of the "self-assessment questionnaire" (SAQ) of the company and of the audit calculation and agrees with the company on the further course of action. A further part of the preparation is a screening of the company as well as an exchange of information with non-governmental organizations.

### **1.2 Audit Performance**

The audit on-site consists of the following sections:

- Opening meeting
- Site tour
- Management interview and document review
- Worker interviews
- Preparation of the closing meeting
- Closing meeting

#### **1.2.1 Opening Meeting**

The purpose of the opening meeting is to achieve a common understanding with the management of the company about the audit criteria, the objective, process and time. In this meeting at least employee representatives shall take part as well as management representatives and employees who have a leadership role within the company.

#### **1.2.2 Site Tour**

The site tour enables the audit team to evaluate the physical conditions and the implemented practices according to the company policy and to legal and other requirements.

During the site tour photos for the documentation will be taken by the auditor.

#### **1.2.3 Management Interview and Document Review**

Review of responsibilities and accountabilities as well as of all relevant documents (contracts, permits, records ...)

#### **1.2.4 Worker Interviews**

By worker interviews the present conditions, management statements and documents shall be verified.

The audit team should select interviewees in a way that allows for a representative conclusion about the company. Especially groups of employees such as women, youth, foreigners and temporary workers are to be involved in the interviews.

The audit team conducts both individual as well as group interviews.

### **1.2.5 Closing Meeting**

At the end of the on-site audit a closing meeting will be held. In this meeting at least employee representatives, management representatives and employees shall take part who have a leadership role within the company and whose areas were included in the audit.

The lead auditor reports on the individual elements, discusses positive and negative results. In case of non-conformities the same shall be confirmed by both parties. In the closing meeting also the further actions and deadlines with respect to non-conformities are agreed upon.

### **1.3 Entry into the SEDEX Database**

Within the SEDEX database the Corrective Action Plan/s (CAP) and the audit report are uploaded for the audit follow up and documentation.

The company needs to have the audit included into the SEDEX database beforehand.

## **2 MANAGEMENT OF NON-CONFORMITIES**

For any non-conformity / deviation the company must undertake a root cause analysis and implement corrective action. The registration time in the SEDEX database is then limited to max. 90 days.

The company has the duty, depending on the severity of the non-conformity, to inform the audit team on the determined corrective action in a definite period of time (max. 90 days) to allow the audit team to verify it.