Sedex®

SMETA Guidance Workflow **for Auditors**

Click on the icon for more guidance

Pre-Audit Guidance:

So you are going to audit a (new) client...

Share the audit process with the client

Note: Send the information at least 2 weeks before the audit date.

STEP 1

HELPFUL GUIDANCE:
- SMETA Pre-audit information pack
- SMETA Best Practice Guidance
- Guide to auditor competencies

On Sedex Advance – accept the Audit Upload Request your client has sent you, review Self Assessment Questionnaire (SAQ)

STEP 2

On Sedex Advance – Research any previous audits and Self Assessment Questionnaire (SAQ)

STEP 3

Audit Guidance – Site Visit

On site during the audit - Opening meeting with management

STEP 4

Site tour, interviews and document review

STEP 5

Closing meeting and review of Corrective Action Plan Report

STEP 6

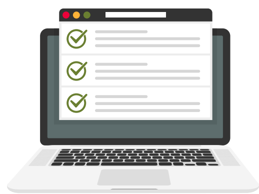
HELPFUL GUIDANCE:
- Audit Quality Report
- Corrective Action Guidance
- SMETA Non-Compliance

Post-Audit Guidance:

On Sedex Advance – Upload the Audit onto Sedex Advance and submit to the client for review

STEP 7

NOTE: Make sure to upload the correct information for your client to publish for their customers



Note: Make sure to verify all Corrective Actions on the Sedex Advance platform

On Sedex Advance – Verify Corrective Actions

STEP 8

HELPFUL GUIDANCE:
- SMETA Non-Compliance Guidance
- Corrective Action Guidance

If necessary, schedule a Follow-up Audit

STEP 9

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