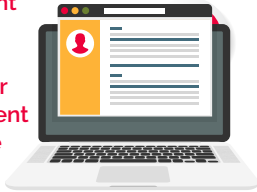


Pre-Audit Guidance:

So you have an audit scheduled...

Read the pre-audit information sent by the auditor

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



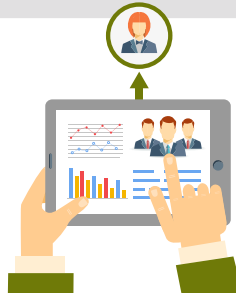
STEP 1



HELPFUL GUIDANCE:

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

On Sedex Advance – Share your SAQ with a Auditor



STEP 2

STEP 3



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

Conduct a self-audit of your site and correct any issues in advance. This will help reduce any non-compliances in your audit.

STEP 4 (recommended)



HELPFUL GUIDANCE:

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

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. Its 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



Note: Make sure you understand all timelines and requirements

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



HELPFUL GUIDANCE:

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

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



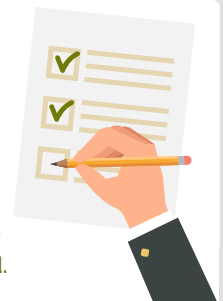
TIP: You might need to chase the audit company to respond to your actions

STEP 9



Note: Make sure to upload the relevant information, attach all necessary documentary evidence and submit the actions to the audit company.

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



STEP 10