

1.Pre - Audit

Once you have confirmed your audit window with VWA...

Step 1

We will email your Booking Confirmation Form and Pre-Audit Questionnaire to complete and return before your audit window starts.



Step 2

Update your SAQ and email it to us at VWA.



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

Step 3

Prepare for your audit using our online resources. Print and display our audit posters on site.



i Access our helpful online resources www.vwa.co.uk/ethical-audits/ethical-resources

Step 4

Your auditor will carry out a pre-audit phone call to help you prepare.

2.During the Audit

Step 5

Opening meeting with management



Step 6



Site tour, interviews and document review



Make sure you understand all timelines and requirements



The closing meeting is your opportunity to raise any issues before agreeing to the findings

Step 7

Closing meeting and review of corrective action plan. This is when you can discuss any issues in detail and make sure you understand how to close any non-compliances raised in the audit.



3.Post Audit

Step 8

Your auditor will complete the report within 48 hours of the audit. Our internal checks will be made before sending you a copy of the final report.



Your audit report will be uploaded once your invoice is paid. Non-payment will delay your report.

Step 9

VWA will upload your report to Sedex if full payment has been received. If the invoice has not been paid please arrange payment as soon as possible.



Sedex

Step 10

You can now publish your audit on Sedex. Please note: B member audits that haven't been published will auto publish after 14 days.



We aim to meet the retailer requirements of 'Audit to Published' within 10 working days, however, on occasion there may be queries during the review stage which can cause a slight delay.

Step 11

Upload any corrective actions for the auditor to review. Where possible, your corrective actions will be reviewed by desktop. Alternatively, you will need to arrange a follow up audit after 3 months, where your corrective actions will be reviewed and verified.

