VERNER WHEELOCK

ETHICAL AUDIT PROCESS

Enquiry
- REQUEST FOR AUDIT RECEIVED BY VWA

Quote
- QUOTE, ENQUIRY FORM & T&Cs SENT TO SITE

Quote
- SITE ACCEPTS QUOTE & RETURNS COMPLETED FORM

Date
- AUDITOR AVAILABILITY CONFIRMED

Date
- AUDIT WINDOW AGREED BY SITE

Pre-audit
- AUDIT CONFIRMATION SENT TO SITE
  (Booking Form and Pre-audit Questionnaire sent to site for completion)

Pre-audit
- BOOKING FORM, SAQ AND PRE-AUDIT QUESTIONNAIRE RETURNED BY SITE

Pre-audit
- SITE INITIATED ON SEDEX BY VWA

Pre-audit
- SITE ACCESSES ETHICAL RESOURCES ON WEBSITE AND PRINTS OFF AUDIT NOTICE FOR DISPLAY

Pre-audit
- PRE-AUDIT QUESTIONNAIRE, SAQ AND AUDTIT DETAILS SENT TO AUDITOR

VERNER WHEELOCK

Audit
- AUDIT TAKES PLACE - Auditor to make a courtesy call to site prior to their visit

Report
- SMETA REPORT & CAPR COMPLETED ON SEDEX – within 48 hrs of audit

Report
- SMETA REPORT AND CAPR REVIEWED IN HOUSE

Approval
- FINAL REPORT SENT TO SITE - Queries from site should be sent within 48 hrs before the audit it submitted on sedex.

SEDEX
- AUDIT REPORT & FINDINGS UPLOADED ONTO SEDEX - (once invoice has been paid)

SEDEX
- SITE PUBLISHES AUDIT– See Ethical Resources, Guidance on how to Publish the Audit on SEDEX and how to Add Corrective Actions

SEDEX
- CORRECTIVE ACTIONS ADDED BY SITE AND SUBMITTED TO AUDITOR

Verified
- DESKTOP CORRECTIVE ACTIONS REVIEWED AND VERIFIED BY AUDITOR

Follow Up
- FOLLOW UP – If an NC requires follow-up verification, please contact the VWA office to book this.

Verified
- AUDIT REVIEWED AND VERIFIED BY FOLLOW UP

Completed
- NEXT AUDIT - BI-ANNUAL OR AS REQUIRED