

PREPARING FOR YOUR REMOTE BORD BIA AUDIT

1.1 Why is a remote audit necessary?

During extraordinary events or circumstances, such as we find ourselves, Bord Bia, as an accredited Conformance Assessment Body (CAB) under ISO17065, is required to ensure that compliance to the Standard is maintained. Certification extension is one action which can and has been taken during the Covid-19 pandemic, but this alone cannot be the only course of action. In order to extend certifications for a longer period a CAB is required to establish short term methods of assessing the continued compliance of the certified farm. Remote auditing is an alternative assessment approach accepted by our Accreditation Body, INAB. Farms/Producers are subject to a remote audit once they are given a second extension of 2 months to their current certificate. An on-site audit will take place as soon as is practicably possible once the situation returns to normal.

1.2 What is a remote audit?

A remote audit is conducted over the phone and will cover everything that is usually covered on site but uses technology to support the auditor.

1.3 What do I need to do in advance of the remote audit?

Your auditor will contact you a minimum of 2 weeks prior to your audit to explain the process and arrange a date for the remote audit phone call.

Pre-Audit Information will be required in advance of your arranged remote audit time. This information can be provided online by following the link that will be sent by the auditor. Please see a paper / PDF copy of the full list of pre-audit information required enclosed with this letter.

For assistance then please phone the Bord Bia Helpdesk on **01-5240410**.

1.4 What happens on the day of the remote audit?

Your auditor will call at the pre-arranged remote audit time.

The remote audit shall include:

- An assessment / discussion of the **pre-audit information** provided.
- Assessment of **key procedures / records** and
- Assessment of **specific aspects of concern** identified through review of the pre-audit information.

Please ensure that you are available to take the call at the pre-arranged remote audit time.

1.5 Enclosed / Attached Documents

1. **Guide to using the Pre-Audit Information Upload system**
2. List of **Pre-Audit Information** required

GUIDE TO USING THE PRE-AUDIT INFORMATION UPLOAD SYSTEM

2.1 Visit the Pre-Audit Information Screen

Step 1: Follow the link to the Bord Bia Pre-Audit Information upload screen, sent to you via email / SMS by your auditor.

Step 2: Read the instructions on the top of the screen.

2.2 For each Pre-Audit Information Area

Step 3: Read and follow the **Instruction** for **each Pre-Audit Information Area** (see Fig. 1 below for illustration).

Step 4: Attach information to each upload area (blue box) as required and ensure that all scans / photos are legible and appropriate.

Step 5: Select 'Not Applicable' if an area is **not relevant** to your enterprise.

Note: Each area will be reviewed /discussed during your remote audit.

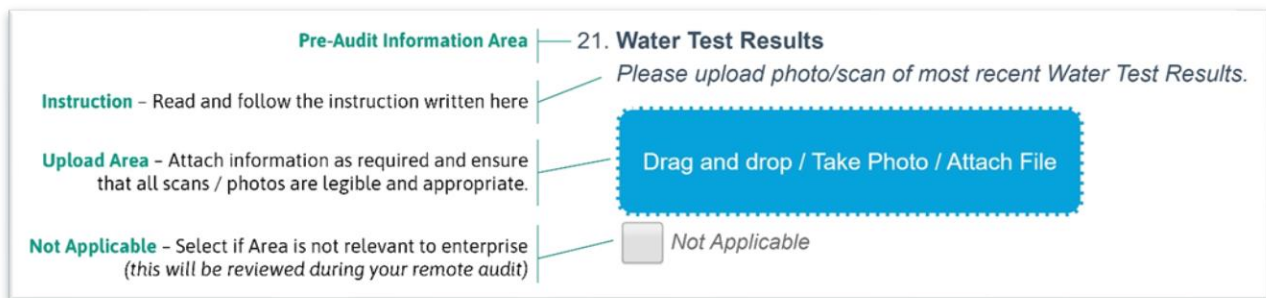


Figure 1: Information Upload Area Explained

Step 6: Repeat **Steps 3 to 5** until information has been provided.

Step 7: Click **Save** at the end of the screen to complete the process.

Note: All information is automatically saved as you progress through the screen.

2.3 Tips



It is **advised to use a smartphone** for this process. After clicking the blue box, you can select to **open your camera to photograph the required area** or **open your gallery** to attach photos already taken. This can be done for documents, records or facility photos.



For assistance then please phone the **Bord Bia Helpdesk on 01-5240410**.



For a **paper/printable list** of Pre-Audit **information required** then please refer to recent correspondence received from Bord Bia via letter/email.