

TÜV SÜD PSB PTE LTD
TECHNICAL REQUIREMENTS
FOR
AUDITING ORGANISATIONS
(AOS) SCHEME



PSB Singapore

1 INTRODUCTION

- 1.1 The TÜV SÜD PSB Auditing Scheme is operated by TÜV SÜD PSB Pte Ltd (“TÜV SÜD PSB”) to ensure that the Auditing Organisation satisfies the requirements of SAC CT 17.
- 1.2 All applications and auditing in respect of the Scheme is subject to the Testing and Certification Regulations of the TÜV SÜD group (TSC) and TÜV SÜD PSB General Terms and Conditions of Business.
- 1.3 Organisations interested to participate in the Scheme shall be given an application form / questionnaire to complete, brochure and the Technical Requirements for the Scheme. The Testing and Certification Regulations and TÜV SÜD PSB General Terms and Conditions of Business are available in TÜV SÜD PSB’s website.

2 UNDERTAKINGS OF ORGANISATION

- 2.1 The organisation shall furnish to TÜV SÜD PSB all relevant information and documentation relating to the auditing organisation’s management system.

3 APPLICATION

- 3.1 An organisation may apply for the auditing scheme provided that:
 - a) The organisation’s management system has been implemented by the organisation in accordance with its manual, and that its programmes and operating procedures can be shown to be effective.
 - b) The organisation has conducted an internal audit of the complete management system and management review.
 - c) The organisation as specified in the Third Schedule of WSH (Safety and Health Management System and Auditing) Regulation 2009.
- 3.2 Upon the evaluation of the application form, the organisation will be given a quotation for the fees for the certification. If the quotation is accepted by the organisation, the organisation will have to submit to TÜV SÜD PSB the signed quotation or an acceptance letter, a controlled copy of its documented information and the cheque payment of the one-time certification fees.
- 3.3 Separate applications shall be submitted for:
 - a) different processes at the same location;
 - b) same processes if it is carried out at different locations, each with its own autonomous management
- 3.4 TÜV SÜD PSB reserves the right not to process applications due to incomplete or insufficient information in the questionnaire.

4 FEES

- 4.1 The one-time auditing fees must be paid together with the submission of the organisation’s documented information and other related documentation.
- 4.2 The audit fee is payable when the organisation accepts and signs the quotation.
- 4.3 An administrative fee shall be payable for:
 - a) the re-issuing of the audit report due to change of organisation’s name and/or location;
 - b) the change in the scope of auditing scheme;
 - c) the issue of duplicate copy of the audit report.
- 4.4 Where a change/re-audit is necessary due to change of location or the scope of certification or on-site verification of corrective actions, an audit fee shall be payable by the organisation.
- 4.5 In the situation where the auditing scheme of the organisation requires the audit at temporary sites, the organisation is required to submit the list of temporary sites to TÜV SÜD PSB prior to any audit to be carried out. Should the need arise for the audit to be carried out at such temporary sites, additional audit day(s) may be required which will be charged in addition to the fees accepted in the signed quotation.
- 4.6 The determination of audit time and any justification for increase or reduction of audit time shall be based on the minimum time for conducting an audit given in Annex 2 to Appendix 1 and 2 of SAC CT 17 and shall be conveyed to the organisation prior to the computation of the fees to be given to the organisation for their acceptance. Upon agreement, the final fees are accepted by the organisation.



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5 AUDIT

5.1 Specific Requirements for Safety and Health Management System (SHMS) Audits

- (a) The criteria used for conducting audits shall be based on SAC CT 17 Appendix 1.
- (b) First initial audit for a worksite is to be completed within 6 months upon commencement of work activities at the worksite. The audit duration of construction worksites started operation more than 6 months ago will be based on the duration of a subsequent audit.
- (c) IAF MD 5 – Determination of Audit Time of Quality, Environmental, and Occupational Health & Safety Management Systems. For SHMS subsequent audits, Auditing Organisations shall consider the audit as an initial audit in IAF MD 5.
- (d) Total mandays in the above table shall exclude off-site report writing. All auditors in the audit team shall be present on-site for at least one day in order to have adequate time for site appreciation and assessment, unless the total on-site audit duration is 1 manday.
- (e) Multiple site sampling is not applicable.

5.2 Specific Requirements for bizSAFE Risk Audits

- (a) The criteria used for conducting audits shall be based on Code of Practice on Workplace Safety and Health (WSH) Risk Management.
- (b) The current versions of the audit criteria are to be used. The current versions of the auditing criteria can be found at WSHC website at www.wshc.sg
- (c) The minimum time for conducting an audit is given in Annex 2 to Appendix 2 of SAC CT 17.
- (d) For multiple sampling, it is only applicable for risk management audits under bizSAFE programme for enterprise with same UEN number for all worksites/locations/branches with similar business nature under the same top management. At minimum, 10% of the total number of worksites/locations/branches shall be visited for each enterprise. Every function/operation of the enterprise shall be visited based on the ratio of the function/operation to the whole enterprise's operations. The 10% worksite/locations/branches selected at each 3-year cycle of bizSAFE audit shall be different from the worksite/locations/branches selected from the previous 3-year cycle.

For enterprise with unique UEN number for each worksites/locations/branches or worksites/locations/branches with different business nature or worksites/locations/branches managed by different top management, all worksites/ locations/branches shall be audited.

5.3 Specific Requirements for Food Establishment- AO

- a) The criteria used for conducting audits shall be based on SAC CT 17 Appendix 3.
- b) The current versions of the audit criteria are to be used. The current versions of the auditing criteria can be found at Singapore Food Agency (SFA) website at www.sfa.gov.sg The checklist used for conducting audits shall be based on SFA Audit Assessment Checklist for Non-Retail Food Establishments.
- c) The minimum time for conducting an audit is given in SAC CT 17 and specifically Appendix 3 of section 9.1.4
- d) Multiple site sampling is not applicable.

5.4 Short Notice / Special Audit

- 5.4.1 During the validity of the auditing scheme, it may be necessary for TÜV SÜD PSB to conduct audits at short notice. Such audits will be required in the following circumstances:
- a) To investigate a complaint in relation to the organisation;
 - b) To follow up on organisation whose auditing scheme is under suspension;
 - c) To audit the management system as a result of major changes in the organisation;
 - d) To investigate when TÜV SÜD PSB awares that there has been a serious incident related to occupational health and safety, for example, a serious accident, or a serious breach of regulation, in order to investigate if the management system has not been compromised and did function effectively.
 - e) Any other circumstance as determined by TÜV SÜD PSB in its sole discretion that warrants an audit outside any audits.

5.5 Document Submission

- 5.5.1 The management system documentation shall be submitted to TÜV SÜD PSB for review and audit planning within 6 to 8 weeks prior to the commencement of the audit. If the documentation is not submitted within the time frame stipulated, TÜV SÜD PSB reserves the right to change the reserved or assigned audit date.



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6 AUDITORS

- 6.1 TÜV SÜD PSB will notify the organisation of the appointment of auditor(s) from TÜV SÜD PSB for the conduct of the audit.
- 6.2 TÜV SÜD PSB reserves the right to change the assignment of auditor(s) during the initial audit period and during the subsequent audits.

7 Report

- 7.1 The organisation will be notified of the issue of the report within three working days from the last day of the audit.

8 Use of the TÜV SÜD PSB Auditing Scheme Marks and Accreditation Marks

- a) TÜV SÜD PSB SHMS/ **bizSAFE risk management**/ Food Establishment-AO audit report or TÜV SÜD PSB mark shall not be used or is permitted to use in communication media such as the internet, brochures or advertising, or other documents.
- b) The audited organisation shall not make or permit any misleading statement regarding the audit.
- c) The audited organisation shall not use or permit the use of an audit report or any part thereof in a misleading manner.
- d) SAC Mark shall be included on the first page of TÜV SÜD PSB SHMS/ **bizSAFE risk management**/ Food Establishment-AO audit report and TÜV SÜD PSB logo is located next to the SAC Mark.

9 WITNESS AUDITS BY ACCREDITATION BODY

- 9.1 If the organisation does not allow SAC to witness the audit, the audited organisation shall not be provided with a SAC accredited report. SAC will also inform all its accredited auditing organisations of the organisation. If the organisation chooses to seek auditing services from another auditing organisation, SAC will inform the new auditing organisation that it wishes to witness the audit.

10 Notice of changes by an audited organisation

- 10.1 The audited organisation shall inform TÜV SÜD PSB without delay, of matters that may affect the capability of the management system to continue to fulfil the requirements of the standard used for certification. These include, for example, changes relating to:
 - a) the legal, commercial, organisational status or ownership;
 - b) organisation and management (e.g. key managerial, decision-making or technical staff);
 - c) contact address and sites;
 - d) scope of operations under the certified management system;
 - e) major changes to the management system and processes.

And TÜV SÜD PSB shall take action as appropriate.