



# On-site Supplier Audit Workflow

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## 01 Opening meeting

Confirm exact scope of the audit and agenda of activities with management. Workers' representative participation is recommended.

## 02 Site tour

Conduct facility tour to observe the physical working environment and safety measures. We request to take some non-confidential pictures.



## 03 Interviews

Interview relevant stakeholders. Depending on the standard, these can include management, supervisors, workers and/or external parties.



## 04 Documents

Cross-check information against relevant documentation, including any management systems and legally required records (such as permits, licences, etc.).



## 06 List of Findings

Depending on the standard, a list of non-conformities or areas for improvement may be issued for the management to address. Progress can be monitored through a review of corrective/improvement actions or a follow-up audit.



## 05 Closing meeting

Present audit results and clarify outstanding items. Depending on the standard, a draft audit report may be issued or submitted later. In both cases, it still goes through independent technical review and approval before final release.

