FairTSA Remote Audit Implementation Requirements

Status: April 1, 2020

1. Preparation

Before the inspection, the Cooperating Certification Agency (CCA) needs to make an assessment if the operation is eligible for Remote Audit per FairTSA's Remote Audit Policy and a general risk assessment. When in doubt contact us and we will discuss the case in question.

2. Decision on Remote Audit

The decision to agree to a Remote Audit must be made either by the General Manager or the Quality Control Manager of the operation.

3. Responsible Personnel

One of the following persons must be present for the Remote Audit:

- The General Manager or Owner
- The Quality Control Manager
- The Assistant of the Quality Control Manager, with the Quality Control Manager on background
- If there is an Internal Control System (ICS) involved, the Manager of the Internal Control System must be part of the Remote Audit at least for the parts that directly concern the ICS.

4. Pre-Audit Meeting

A Pre-audit meeting phone or video call between the person in charge at the operation and the inspector/auditor must take place at least two business days in advance to agree on timing, platform and any other necessary logistics. The certifier must communicate the platform for the Remote Audit and relating instructions. The following documents for submission should be requested at the pre-audit meeting:

- An updated FairTSA System Plan
- Description of worker population including seasonal and migrant workers, gender and tribal/country affiliation (inspector will request sample wage documentation per risk assessment).
- Map of the facility
- List of FairTSA licensed buyers (if applicable)
- Community Development Proposal (if applicable
- Community Development Evaluation if applicable)
- Documentation of use of the Social Premium (if applicable)
- Occupational Health and Safety Policy.
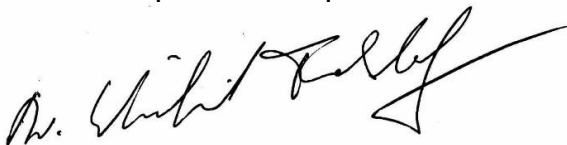- Training Calendar (to be able to select sample training records later/during the audit).

5. Remote Audit

The Remote Audit should be conducted as much as possible like an on-site inspection. Conduct an opening meeting, to describe the expectations of the focused time, days and communication tools of the remote audit.
Ensure that the person in charge at the operation is available for questions, additional document requests, and other tasks as necessary. For processing facilities, ask the person in charge to conduct a "Virtual Tour" as much as this is possible, covering the following areas:

- Break Rooms and locker rooms
- Areas with dangerous equipment and signage
- Escape routes and emergency exits with signage and showing that they are easily accessible
- First aid and fire safety equipment
- Storage areas and packaging material showing the FairTSA logo or designation and separation, if applicable.
- Complaints box.

If a live tour is not possible, ask for a video clip of the facility or, as a last resort, photographs documenting the above named areas. Also ask for other additional documents as per the FairTSA System Plan. If screen-sharing is used to demonstrate compliance, such shared documents should be provided in electronic form before the end of the Remote Audit. Finish with an Exit Interview as usual. The exit interview should include the topics that the auditor was not able to cover. Such topics must be noted on the Inspection Report.

Dr. Winfried Fuchshofen, Executive Director