Primus Standard Audits General Regulations - Appendix 1

Remote Auditing Guidance

(Updated June 1st, 2020)

Used in conjunction with the Primus Standard Audits General Regulations
(Updated on 12.20.2016)

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A. Introduction

i. Azzule Systems is taking action to assist Primus Standard clients deal with the uncertainties that have arisen from crises such as the COVID-19 pandemic and, as a result of it, the effects of government and health authority restrictions against travel in some geographic regions. The Primus Standard General Regulations Section 5 latest policy provides details on allowances for three-month extensions for certified operations, which is the preferred method for addressing our clients' inability to receive a new audit.

ii. An alternative to an on-site inspection can be a remote audit for the operations. This guideline has been developed to explain the processes for remote auditing for Primus Standard Audits.

B. Process Guidance

i. Operations may apply for a remote audit through their Auditing Company of choice.

ii. The auditing company must review the organization's remote auditing request dependent upon the specific risks associated with that organization. Risks may include complaints or recalls related to the organization; history and maturity of the organization's Primus Standard Audits food safety management system; pending compliance or legal related issues; significant changes to their management or operation system, for example, a change of physical location, a change in the scope of activities, etc.

iii. The remote audit includes an off-site Desk Review of documents and the off-site virtual operation inspection.

iv. Off-site Desk Review of documentation is introduced in Primus Standard Audits General Regulation Appendix II.

v. The CB should consider the use of **IAF MD 4:2018 The Use Of Information And Communication Technology (ICT) For Auditing** during the development of the audit remote audit plan.

vi. The operation requesting the remote audit must allow the use of portable live video and audio streaming (e.g. live video capability, GoPro cameras, etc.) throughout the entirety of the audit (i.e., opening meeting, records review, walk-through, closing meeting, etc.). This is to ensure that the auditor can observe all relevant procedures, records, can see live all aspects of the hygiene of the operation, can conduct interviews, have communications with the relevant staff, and conduct any other activity required for the audit. The video and audio streaming should not be recorded, but screenshots are allowed, if necessary.

vii. The CBs shall ensure their auditors understand the appropriate processes and procedures to be used when conducting a remote audit.

viii. The CB shall ensure that an authorized remote audit maintains the same integrity and quality as an on-site audit and continuing throughout the evaluation, technical review, certification decision, etc.

ix. The QA Manager of the auditing company, the auditor, and the operation must have an agreed-upon audit plan for how the remote audit will be conducted prior to the occurrence of the remote audit.

x. All remote audits will be announced or pre-assessment audits

xi. The certificate and report completed for a remote audit will be identified as a remote audit in the Azzule System, in the audit documents themselves.

xii. When, for whatever reason, a remote audit cannot meet the same requirements and achieve the same standards as an on-site audit, the auditing company should not issue the certificate.