Primus Standard Audits General Regulations - Appendix 2

Desk Review 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.   Desk Review is an off-site review of required documents submitted by an organization that is in the process of certification. This is part of the auditing process.
ii. This audit approach allows an auditor to review all applicable documents related to the organization's Primus Standard Audits program prior to on-site / remote auditing.

B. Policies

i.   A desk review is optional for an on-site audit.
ii. The auditing company has the authority to reject an organization's desk review 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. A desk review option can only be chosen for announced or pre-assessment audits.
iv. The auditing company shall use the compliance grid tool or other secure data sharing methods to perform the desk review process.

C. Process Guidance

i.   After the application has been reviewed and approved by the auditing company, the auditing company will assign an auditor to conduct the desk review and conduct the on-site / remote audit in the Azzule Auditing Software. The same auditor must be assigned for both the desk review and the on-site / remote audit.
ii. The auditing company and the organization shall use the compliance grid tool developed by Scheme Owner or other secure data sharing methods to perform the desk review process.
iii. Once an auditor is assigned and the organization's applicable documents are submitted, the auditor will review the submitted information prior to the on-site / remote audit.
iv. The auditing company must verify the organization and the auditor have an agreed audit plan to ensure the desk review will be finalized prior to the on-site / remote audit.
v.   The desk review, including non-conformances, should not be discussed with the organization until the auditor performs on-site / remote audit to complete the audit process.
vi. Once the desk review and on-site / remote audit are completed, the auditor should submit the audit report in the Azzule Auditing Software within 15-calendar days of the on-site / remote audit.
vii. The organization will use Azzule Auditing Software-Auditee Site to review and respond to their non-conformances. This stipulation follows the Primus Standard Audits General Regulations.