

MEMO (AC 2020/03 01)

Audience directly concerned:

amfori BSCI Scheme managers, active amfori BSCI auditors, Auditing Company (AC) employees involved in back office amfori BSCI related activities (reviewers).

Audience indirectly concerned:

Audit Integrity Assurance Partner, amfori admin staff.

Implementation date:

09/03/2020

Background information:

When an amfori BSCI audit report is submitted on the amfori BSCI Platform, modifications to the audit report are no longer possible. However, if necessary, there is a functionality reserved to the amfori Secretariat to unlock the audit report for the Monitoring Partner to proceed with the needed changes.

Recently and for security and quality purposes, amfori has decided to integrate this process internally and therefore, it is now our staff who controls and keep track of this requests.

Procedure:

1. Every unlock demand should be sent to the Monitoring Services function using the following request form:

<https://www.surveymonkey.com/r/GN7GKRB>

2. These demands should only come from the amfori BSCI Scheme Manager or any other person that the amfori BSCI Scheme Manager has appointed to this effect.

The Monitoring Services department will not accept requests for unlock coming from individual auditors, amfori BSCI Members or amfori BSCI Producers. All request for an unlock of an audit report must be channelled through the Auditing Company that conducted the amfori BSCI audit. We appreciate your understanding regarding the sensitivity of this procedure and the monitoring processes you put in place internally to manage this.

3. The approved reasons for a demand of unlock report are:

- Address change of amfori BSCI Producer
- Amfori BSCI auditor name change
- Change of date of audit
- Change in findings/rating
- Modification of attachments
- Data change

4. **The Monitoring Services department will execute the report unlock procedure with a periodicity of at least once a week.** Once the procedure is completed, the amfori BSCI Scheme Manager will receive a notification via email informing that the requested report has been unlocked. **Independently of the requester, the only point of contact once the report is unlocked will be the BSCI Scheme Manager.** In case of need, it will be the BSCI Scheme Manager who will be responsible for cascading the information properly.

5. Once the modifications to the amfori BSCI Audit report are completed, the amfori BSCI Scheme manager or any person on their behalf will notify amfori **via answering the notification email sent by the amfori staff.**

Exceptions:

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amfori BSCI Audit report that have been submitted for over 6 months will not be allowed to be unlocked – should there be an urgent reason for request of unlock, the amfori BSCI Scheme Manager will send an email explaining the reason for the exception to info@amfori.org. Upon internal review, amfori will then approve or deny the exception request.

Important note:

amfori records all unlock requests and takes note of each PA result before unlocking to track all changes. This is part of the Audit Integrity Programme as all demands for unlock result in an oversight of the Monitoring Partner.

The amfori BSCI representative of each AC should return a copy of this memo, signed indicating acknowledgement of the items informed above.

Auditing company: -----
Representative's name: -----
Signature: _____

Please return via email to auditing.team@amfori.org