Addendum to GAA-BAP Remote Audit Policy

Enhanced Remote Audit Criteria

This addendum to the GAA-BAP Remote Audit Policy describes the criteria for enhanced remote audits.

**Enhanced Remote Audit (def.)**

An audit wherein a technically trained individual or auditor, that has not achieved full competency to the scope of standard under audit, is onsite at the facility for the full duration of the audit; however, the assigned auditor conducts the audit from a remote location.

The criteria described herein are in addition to all the requirements in the GAA-BAP Remote Audit Policy.

The additional criteria are detailed below.

**The CB technically trained individual must:**

1. Either be a full-time employee, or a contractor of the CB.
2. Not be associated in anyway with the facility being audited. If the person was previously an employee/contractor of the facility, he/she must have not been employed with and/or consulted for the facility for at least 2 years prior to assisting the audit.
3. A signed declaration of no known COI issues must be on file with the CB.
4. Have had CB training in Remote Audits including the use of ICT tools, GAA-BAP remote audit policies, and expectations of their role in a GAA-BAP enhanced remote audit.
5. Have a signed agreement with the CB to protect the security and confidentiality of audit information.
6. Act only as an extension of, or interpreter for, the assigned auditor.
7. Take instructions from the auditor conducting the audit remotely and not influence the outcome of the audit in any capacity.
8. Comply to all requests made by the auditor during the audit.
9. Follow all requirements of the facility’s health and safety requirements while onsite at the facility.
10. Provide accurate translation between the facility and assigned auditor if performing a role as translator.