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Guidelines for remote auditing by certification bodies

认证机构远程审核指南

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Foreword

This document is in accordance with the provisions of GB/T 1.1-2020 "Guidelines for standardization work Part 1: Structure and drafting rules for standardization documents" Drafting.

Please note that some of the contents of this document may involve patents. The issuing organization of this document does not assume the responsibility for identifying patents.

This document is proposed and coordinated by the National Technical Committee for Certification and Accreditation of Standardization (SAC/TC261).

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Introduction

To adapt to special circumstances (including but not limited to public health events, travel restrictions, natural disasters and other restrictive circumstances), (a situation in which the auditor cannot reach the audited party's premises to conduct the audit) and improve the audit efficiency. Certification bodies should take risk prevention and information Based on the principles of security assurance and continuous improvement, remote audit methods are used to enhance, integrate and restructure internal and external resources, improve certification management capabilities, and promote The rapid development of information and communication technology (ICT) The development and widespread application of remote auditing provide more possibilities.

Remote auditing can bring many benefits to both the auditor and the auditee, including but not limited to reducing travel time and costs, improving overall Carbon footprint, improve the efficiency of obtaining audit information; avoid traveling to high-risk areas, enable more sites to be accessed remotely, and maintain certification Continuity of state.

This document aims to provide guidance for certification bodies to manage remote audit activities based on the practice of remote audit and in combination with the development of ICT technology.

To regulate and guide certification bodies to effectively implement audits and achieve audit objectives. Certification bodies need to consider the relevant parties when applying this document. need.

Certification Body Remote Audit Guidelines

1 Scope

This document provides guidance for certification bodies to implement remote audits, including remote audit principles, remote audit program management, remote audit implementation, remote audit capabilities, and monitoring, evaluation and improvement.

This document is applicable to the planning and implementation of remote certification by certification bodies in the audit (inspection) activities of management system certification, product certification and service certification.

Activities related to process audits. For reference only for other types of audits or similar activities.

2 Normative references

GB/T 19000

GB/T 19011-2021

GB/T 23694

GB/T 27000

3 Terms and Definitions

The terms and definitions defined in GB/T 19000, GB/T 19011-2021, GB/T 23694, GB/T 27000 and the following apply This document.

3.1 remote auditing

Use information and communication technology (ICT) to obtain objective evidence, generate Audit findings are a systematic, independent and documented process for determining the extent to which the audit criteria are fulfilled.

Note 1.ICT is the technology that collects, stores, retrieves, processes, analyzes and transmits information. It includes software and hardware, such as smartphones, handheld devices, laptops, etc.

Computers, desktops, drones, cameras, wearable technology, artificial intelligence and more.

Note 2.A remote audit can be an audit conducted by an auditor at one location of the auditee on personnel, activities or processes at another location.

An audit of the auditee's personnel, activities or processes conducted at a location other than the auditee.

4 Principles of Remote Audit

The audit principles established in Chapter 4 of GB/T 19011-2021.