



DQS CFS CERTIFICATION (M) SDN. BHD. (DQS CFS)

COVID-19 HYGIENE CONTROL STANDARD OPERATION PROCEDURE FOR ON-SITE AUDITS

Version : 4 (1st of February 2021) – Customer Copy


A : Introduction

As part of DQS CFS commitment on promoting a safer management system certification audit interaction for our auditors, their family / household members and our customers in the current Covid-19 pandemic situation, this procedure is established to outline DQS CFS Covid-19 Hygiene Control Standard Operation Procedure For On-Site Audits by DQS CFS auditors.


All related DQS CFS auditors and personnel are to comply to this procedure strictly.

The validity of this procedure is until the next revision is published or when this procedure is withdrawn.

Legend :

Specific highlight related to DQS CFS Auditor 

Specific highlight related to DQS CFS Customer Service Personnel 

Specific highlight related to DQS CFS Customer 

B : General Policy on Travelling and Accommodation for On-Site Audit

B.1 : Travel by auditor's personal car :

Car-pooling is not recommended if travel is by auditor's personal car.

In the event that there is mutual agreement between the auditors to car-pool, only a maximum of 2 auditors are allowed in the car for the journey. No other passenger(s) shall be included in the journey. Cross sitting arrangements with the passenger sitting at the back seat shall be adhered.

It is recommended in a car-pooling arrangement, both the auditors wear face mask and use hand sanitisers with a minimum alcohol content of 65% as necessary and to practise good general hygiene control throughout the journey.

B.2 : Travel by car share rides :

Only 1 auditor is allowed to be in a car share ride per car. No other passenger(s) shall be included in the journey. If this is not possible due to limitation of vehicles availability or trip constrain, partition/divider must be placed between passengers to ensure physical segregation of passengers. Sufficient air ventilation inside the vehicle must be ensure along the trip eg. wind down the windows etc).


Cross sitting arrangements with the auditor sitting at the back seat shall be adhered.

It is recommended to wear face mask and use hand sanitiser with a minimum alcohol content of 65% as necessary and to practise good general hygiene control throughout the journey.

B.3 : Travel by plane / train / any other form of public transportation :

It is recommended to wear face mask and use hand sanitisers with a minimum alcohol content of 65% as necessary and to practise good general hygiene control throughout the journey. Follow the Covid-19 control guidelines or equivalent of the respective local government, federal government, airports, airlines, train operators, public transport operators etc. See [Public Transport SOP by National Security Council](#)

B.4 : Hotel / Accommodation

i) DQS CFS Customer Service team sends out surveys to hotels (booked by DQS or customer) on their Covid-19 Hygiene Control Standard Operation Procedure or equivalent e.g. MALAYSIAN ASSOCIATION OF HOTELS - RESEARCH & DEVELOPMENT: BASE GUIDELINES FOR HOTELS (The New Norm with Covid-19) before shortlisting the suitable ones for our auditors to stay. Auditors will be consulted before the hotel room is booked. 



DQS CFS CERTIFICATION (M) SDN. BHD. (DQS CFS)

COVID-19 HYGIENE CONTROL STANDARD OPERATION PROCEDURE FOR ON-SITE AUDITS

Version : 4 (1st of February 2021) – Customer Copy

In-room dining is recommended and if this is not possible, meals shall be consumed in the hotel eatery with social distancing controls and general hygiene controls practised at all times. Travelling outside the hotel for meals is not recommended. ●

ii) The auditor is required to report to the responsible Customer Service for the hotel room booking if they have concerns on the establishment's Covid-19 Hygiene Controls Standard Operation Procedure or equivalent implementations during their stay. ●

C : Pre-Audit Stage ●●●

C.1 : Criteria for On-Site Audit Planning and On-Site Audits :

C.1 (a) The following criteria shall be ensured before any on-site audit planning and on-site audits can be carried out. This shall be managed by the respective Customer Service personnel for the customer. ●

- (i) The customer's location must be located in a COVID-19-Free Green Zone – there are no case(s) of Close Contact, Patient Under Investigation (PUI) or Confirmed Case(s) status for Covid-19 detected at the customer's location / detected on the customer's personnel that were on-site in the past 14 days from the DQS CFS Covid-19 Control Survey date. Auditor(s) shall download MOH's Mysejahtera and Mytrace Apps (or equivalent Apps) in his/her mobile devices to keep track of any potential close contact with infected personnel. Mytrace or equivalent Apps shall be activated to enabling tracking. Auditor(s) is also encouraged to verify COVID-19 status of the places to be visited using the Mysejahtera APP. ●●
- (ii) The customer must have a Covid-19 Hygiene Control Standard Operation Procedure or equivalent. This shall be communicated to the auditor together with the Purchase Order and the auditor shall understand, agree and comply according to the scope of the procedure. ●●
- (iii) Customer must understand, agree and comply to this Covid-19 Hygiene Control Standard Operation Procedure according to the scope of this procedure. This shall be communicated to the customer together with the Confirmation Order. ●
- (iv) If the auditor is classified as close contact or Patient under Investigation (PUI), a medical PCR test report which shows a Covid-19 negative result is required in order to be assigned any on site task. No on-site audit task will be assigned If the auditor is undergoing self-quarantine period voluntarily until the self-quarantine period is over with no COVID19 symptoms developed nor observed. The auditor or the members of the same household of the auditor must not be classified as a Confirmed Case(s) status for Covid-19 or recovered from Covid-19 for the past 14 days before the on-site audit start date. ●
- (v) The auditor has completed and submit the DQS Self Declaration Form For Covid-19 (Auditor) and DQS CFS Auditor Body Temperature Monitoring and Travel Log 2 days before the on-site audit start date and, is approved by DQS CFS to conduct on-site audits on behalf of DQS CFS. ●

C.1 (b) The following criteria shall be ensured before the auditor conducts any on-site audits on behalf of DQS CFS. ●

- (i) The auditor has completed the DQS Self Declaration Form For Covid-19 (Auditor) and DQS CFS Body Temperature Monitoring and Travel Log 2 days before the on-site audit start date and, is approved by DQS CFS to conduct on-site audits on behalf of DQS CFS



DQS CFS CERTIFICATION (M) SDN. BHD. (DQS CFS)

COVID-19 HYGIENE CONTROL STANDARD OPERATION PROCEDURE FOR ON-SITE AUDITS

Version : 4 (1st of February 2021) – Customer Copy

- (ii) DQS Self Declaration Form For Covid-19 (Auditor) shall be updated by the auditor immediately whenever there is a change in status. The approval by DQS CFS to conduct on-site audits on behalf of DQS CFS based on the previous DQS Self Declaration Form For Covid-19 (Auditor) will be void and a new approval is required.
- (iii) The auditor shall understand, agree and comply to this Covid-19 Hygiene Control Standard Operation Procedure of DQS CFS.
- (iv) The auditor shall understand, agree and comply the Covid-19 Hygiene Control Standard Operation Procedure or equivalent of the customer.

C.2 : The auditor assigned for the on-site audit shall :

- (a) Check and record their body temperature and travel history in DQS CFS Auditor Body Temperature and Travel Log daily and monitor for continuous 14 days before going to the on-site audit location, with an accurate thermometer (at least 1 decimal point temperature reading accuracy) and shall ensure that the reading is taken in an environment that can accurately measure the actual body temperature. The auditor's body temperature shall not be above 37.0°C

Note 1 : For battery operated thermometer, ensure the battery and device is in good condition for an accurate measurement and follow the instructions manual accordingly.

Note 2 : The above 37.0°C trigger point is intentionally set as a pre-control however the environment / condition of measurement may have some impact to the measured value e.g. if measurement is done after a workout or exposed to the sun, the reading may be higher than the actual body temperature.

Note 3 : Reading of 37.0°C is acceptable. Reading of 37.1°C and above is not acceptable.

- (b) 3 temperature readings of the auditor are to be taken daily and record in DQS CFS Body Temperature Monitoring and Travel Log. The auditor shall send the results of monitoring and their declaration of any known Covid-19 symptoms to the responsible Customer Service personnel for that customer.
- (c) If for the past 14 days from the date of assigned audit that any of the average daily body temperature readings of the auditor is above 37.0°C and/or if the auditor have any other known symptoms related to Covid-19, i.e. fever, dry cough, tiredness, aches and pains, headache, sore throat, diarrhoea, red or irritated eyes, loss of taste or smell, and a rash on skin or discolouration of fingers or toes, shortness of breath or difficulty breathing, chest pain or pressure, and loss of speech or movement, the auditor is not allowed to travel to the on-site audit location and shall seek immediate medical attention. The auditor shall contact and inform / get assistance to contact and inform the responsible Customer Service personnel on the situation.

Note 1 : Temperature reading accuracy must be at least 1 decimal point.

Note 2 : WhatsApp is the preferred platform to communicate Point D.2(c) however if this is not possible, other form of communication where DQS CFS team can retain objective evidence such as Short Messaging Services (SMS) and e-mails are also acceptable. Verbal inputs via phone call is not acceptable.

Note 3 : Information in the message shall contain a minimum of date and time, company planned to be audited, Business Relation No. (BR. No.), temperature readings and declaration on known Covid-19 Symptoms (if any).

Samples are as follows :

- i) Sample statement for temperature reading 37.0°C and below and no known Covid-19 symptoms.
Temperature Reading taken on (date – dd/MM/YYYY and time – HH:mm am/pm) before travelling to the audit of (Company Name + BR No.) of DQS CFS are XX.X°C and XX.X°C respectively and I declare that I have no known Covid-19 symptoms.



DQS CFS CERTIFICATION (M) SDN. BHD. (DQS CFS)

COVID-19 HYGIENE CONTROL STANDARD OPERATION PROCEDURE FOR ON-SITE AUDITS

Version : 4 (1st of February 2021) – Customer Copy

I will proceed to conduct the planned on-site audit.

- ii) Sample statement for temperature reading 37.0°C and below and shows known Covid-19 symptoms.
 Temperature Reading taken on (date – dd/MM/YYYY and time – HH:mm am/pm) before travelling to the audit of (Company Name + BR No.) of DQS CFS are XX.X°C and XX.X°C respectively but I have known Covid-19 symptoms of (state symptoms).
 I will not proceed to conduct the planned on-site audit.
- iii) Sample statement for temperature reading above 37.0°C and no known Covid-19 symptoms.
 Temperature Reading taken on (date – dd/MM/YYYY and time – HH:mm am/pm) before travelling to the audit of (Company Name + BR No.) of DQS CFS are XX.X°C and XX.X°C respectively and is above 37.0°C but I have no known Covid-19 symptoms.
 I will not proceed to conduct the planned on-site audit.
- iv) Sample statement for temperature reading above 37°C and shows known Covid-19 symptoms.
 Temperature Reading taken on (date – dd/MM/YYYY and time – HH:mm am/pm) before travelling to the audit of (Company Name + BR No.) of DQS CFS are XX.X°C and XX.X°C respectively and is above 37.0°C and I have known Covid-19 symptoms (state symptoms).
 I will not proceed to conduct the planned on-site audit.

Note 4 : “before travelling to the audit” shall mean within a maximum of 1 hour before the auditor starts his travel from his/her residence or hotel to the on-site audit location.

- (d) The temperature readings monitoring log and symptoms review declaration shall be recorded and maintained by the respective Customer Service personnel as an evidence of compliance to this control. ●

Sample Format Template :

Name of DQS CFS Auditor : (Auditor Full Name)

DQS Self Declaration Form For Covid-19 Submission Date to DQS CFS : (dd-MM-YYYY)

DQS Self Declaration Form For Covid-19 Approval Status and Date by DQS CFS : (Approved / No Approval)+(dd-MM-YYYY)

Date and Time	Company To Be Audited	Temperature Monitoring from the past 14 days before audit start date	Travel history from the past 14 days before audit start date	Covid-19 Symptoms [as per D.2(c)]
dd-MM-YYYY and HH:mm	Company Name & BR. No.	Any reading exceeded 37.0 for the past 14 days monitoring?	Travelled to any COVID-19 affected countries / areas, or places declared COVID-19 RED zone as declared by MOH?	Yes (state the symptom(s)) or No

- (e) The audit planning shall be managed on a case by case basis by the responsible Customer Service personnel in the event that the assigned auditor(s) cannot proceed with the planned on-site audit (see details at Clause D.2(c)) ●
- (f) The auditor shall ensure the availability of face masks and hand sanitisers with a minimum alcohol content of 65% ready to be used during the on-site audit and in order to ensure compliance to this procedure. ●
- (g) Sets of additional clothing can also be considered to be prepared by the auditor in case the auditor would like to have a change of clothes during and/or after the on-site audit is completed. ●

D : On-Site Audit Stage ● ●

D.1 : Customer’s Covid-19 Hygiene Control Standard Operation Procedure or Equivalent : ● ●

- (a) Once on-site, the auditor shall request for the latest version of the customer’s Covid-19 Hygiene Control Standard Operation Procedure or equivalent.



DQS CFS CERTIFICATION (M) SDN. BHD. (DQS CFS)

COVID-19 HYGIENE CONTROL STANDARD OPERATION PROCEDURE FOR ON-SITE AUDITS

Version : 4 (1st of February 2021) – Customer Copy

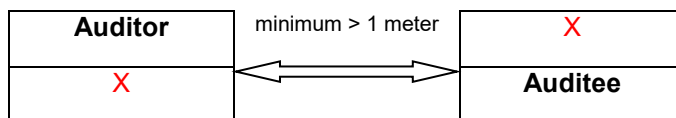
Compare with the version that was provided earlier during the Purchase Order phase and note any differences and strictly adhere to it.

- (b) Apart from the customer’s Covid-19 Hygiene Control Standard Operation Procedure or equivalent, follow the basic hygiene controls defined in this procedure. If there are any contradiction(s) between customer’s Covid-19 Hygiene Control Standard Operation Procedure or equivalent and this procedure, the one with the stricter level of controls for each respective point(s) is/are to be complied.
- (c) The auditor shall duly fill in the “[Personnel Contacted During On Site Audit Record](#)” to keep track of those personnel he/she has contacted departing from residence to location of audit, and personnel contacted during the on-site audit. The completed record shall be submitted to DQS Office and a copy shall be provided to the customer.
- (d) It is also to note that National Security Council (NSC) has released Standard Operation Procedure for Agri Commodity Sector that to be adhered during the auditing activities.

Note 1 : The body temperature limit of the customer’s procedure may be different from the limit that is set by DQS CFS at a maximum of 37.0°C. This is to acceptable provided the body temperature limit of the customer’s procedure is up to a maximum of 37.5°C only.

D.2 : Face Mask, Greetings, Social Distancing, Meals, General Hygiene Controls & Audit Interruption :

- (a) Face Mask : The auditor shall sanitise his/her hands and put on the face mask at the earliest opportunity to do so including during travel to the on-site audit location.
 - i) Face mask is to be worn and ensured fits snugly on the face, to prevent airborne particles from leak-in through the sides of the mask.
 - ii) Replace the face mask with a new one when it is damp or as necessary based on the auditor’s personal judgement. Do not reuse disposable mask.
 - iii) Discard the face mask properly in a customer designated bin (if any).
- (b) Greetings with handshake is discouraged. Other forms of formal greeting with no physical contact is to be considered and observed.
- (c) Social Distancing :
 - i) Maintain a minimum distance of more than 1 meter apart with the nearest person, throughout the course of the on-site audit.
 - ii) Sitting arrangement with the sample configuration shown below is to be adhered throughout the audit.



- iii) Avoid interaction at crowded areas as much as possible.
- iv) Request customer to limit the number of auditees for each session to the most minimum required for an effective audit to be carried out.



MANAGEMENT SYSTEMS SOLUTIONS

DQS CFS CERTIFICATION (M) SDN. BHD. (DQS CFS)

COVID-19 HYGIENE CONTROL STANDARD OPERATION PROCEDURE FOR ON-SITE AUDITS

Version : 4 (1st of February 2021) – Customer Copy

(d) Meals shall be consumed on-site with social distancing controls and general hygiene controls practised at all times. Travelling outside the on-site audit location for meals is not recommended.

(e) General Hygiene Controls :

i) Practise high level of hygiene control – The auditor shall wash their hands with water and soap (recommended for at least 20 seconds), else use hand sanitisers with a minimum alcohol content of 65% and above as appropriate.

If using an alcohol-based sanitiser is not practical for whatever personal reasons, then the auditor shall wash his/her hands frequently with water and soap (recommended for at least 20 seconds) as appropriate.

Note 1 : Minimum alcohol content of 60% is required for effective hand sanitisation however it is intentionally set at a minimum alcohol content of 65% as a tighten pre-control.

Note 2 : “as appropriate” means whenever the need arises including before donning or removing the face mask, after the face mask is removed, before a meal, after the removal of disposable gloves etc.

ii) The auditor shall not touch the eyes, nose and mouth with unwashed /unsanitised hands.

iii) If there is a need to cough or sneeze, the auditor shall ensure droplet transmission is controlled by coughing or sneezing into the sleeve or tissue. The auditor shall discard the tissue properly at designated bins and wash their hands with water and soap (recommended for at least 20 seconds), else use hand sanitisers with a minimum alcohol content of 65% and above.

iv) In the event that it is extremely necessary for the auditor to touch a particular surface / product / equipment during the audit process for audit verification purpose, the auditor shall request for a pair of disposable gloves from the customer before touching any surfaces / products / equipment else use alternative method of audit verification.

v) Passenger lifts are closed environment and may pose risks of transmission. Use the staircase as much as possible.

vi) It is advisable to close the toilet seat cover (if any) after using and before flushing to reduce waste aerosol transmission. General hygiene control on handwashing is to be practised at every toilet visit.

(f) Audit Interruption :

i) During the course of the on-site audit, the auditor / customer can terminate the on-site audit if the auditor / customer assesses that the other party (customer / auditor) had failed to comply to this / customer COVID-19 Hygiene Control Standard Operation Procedure or equivalent. This shall be mutually discussed between the auditor and the customer and the responsible Customer Service personnel shall be informed.

ii) If during the course of audit (including when arriving at the on-site audit location), the auditor feels unwell and shows known symptoms of Covid-19, the audit shall be terminated immediately and the auditor shall seek immediate medical attention. The auditor shall contact and inform / get assistance to contact and inform the responsible Customer Service personnel.

iii) a) If during the course of audit, it is known that any individual at the premises (auditors / customer / customer’s visitors etc) has been identified as close contact to Person Under Investigation (PUI), or being PUI or equivalent situation, auditor(s) is required to evaluate the



DQS CFS CERTIFICATION (M) SDN. BHD. (DQS CFS)

COVID-19 HYGIENE CONTROL STANDARD OPERATION PROCEDURE FOR ON-SITE AUDITS

Version : 4 (1st of February 2021) – Customer Copy

risk of infection to decide continuation or termination of the onsite audit. If the decision is to terminate the ongoing on-site audit, this decision need to be communicated clearly to customer and DQS Customer Service Personnel immediately.

b) Auditor(s) is required to immediately undergo self-quarantine for 14 days upon returning to respective residential. Auditor(s) is required to ensure self-monitoring of any COVID19 symptoms observed and body temperature monitoring during the 14-day self-quarantined period and update the status in DQS CFS Auditor Body Temperature Monitoring and Travel Log accordingly.

Note 1 : Handling of cost incurred due to the termination of the on-site audit will be based on the result of the official investigation of DQS CFS considering the compliance to this procedure, customer Confirmation Order, auditor Purchase Order, related contractual agreement etc.

E : Post Audit Stage

F.1 Minimising Potential Covid-19 Transmission To The Family / Member In The Same Household

(a) When the auditor is back home after the on-site audit, before any human interaction is made, it is recommended that the auditor soak their clothes worn to the audit and have their bath / shower immediately to reduce the risk to their family / household members.

(b) The auditor shall monitor for any other symptoms related to Covid-19, i.e. fever, dry cough, tiredness, aches and pains, headache, sore throat, diarrhoea, red or irritated eyes, loss of taste or smell, and a rash on skin or discolouration of fingers or toes, shortness of breath or difficulty breathing, chest pain or pressure, and loss of speech or movement within 14 calendar days of completing the on-site audit. The auditor shall contact and inform / get assistance to contact and inform the responsible Customer Service personnel on the situation if there are any occurrences and seek medical attention immediately.

F. Emergency Respond Reporting

Customer Service personnel shall report all Covid-19 related incident that occurred during the implementation of this procedure to the Emergency Response Officer (ERO) of DQS in Malaysia (if any) upon receiving the related input.

G : Reporting

DQS Self Declaration Form For Covid-19 (Auditor) focuses on official classification of Close Contact, Patient Under Investigation (PUI) or Confirmed Case(s) from the authorities.

There may be situations where the auditor has no official classification from the authorities / awaiting official classification from the authorities but may have known to be exposed to potential Covid-19 infection from their own contact tracing information e.g. close contact with a person that had tested positive for Covid-19 (not classified by the authorities yet) and/or Patient Under Investigation (PUI) or Confirmed Case(s) classified by the authorities.

All voluntary and compulsory reporting by the auditor will be communicated to the Emergency Respond Officer (ERO) of DQS in Malaysia to assess any risk from the situation affecting any on-site and/or remote audits that may have been planned / assigned / confirmed to the auditor consistent with the intent of Section A : Introduction and Section I : Conclusion of this procedure.

Proactiveness in reporting provides a platform for all stakeholders to contribute positively to prevent the risk of Covid-19 infection.

G.1 Voluntary Reporting

If there are no confirmed Purchased Order issued to the auditor for remote and/or on-site audits and there are no changes of status for the questionnaire in the DQS Self Declaration Form For Covid-19 (Auditor) pending official classification from the authorities, the auditor is encouraged to voluntarily report the incident to the Customer Service personnel.



DQS CFS CERTIFICATION (M) SDN. BHD. (DQS CFS)

COVID-19 HYGIENE CONTROL STANDARD OPERATION PROCEDURE FOR ON-SITE AUDITS

Version : 4 (1st of February 2021) – Customer Copy

G.2 Compulsory Reporting

If there are confirmed Purchased Order issued to the auditor for remote and/or on-site audits within the next 14 days and there are no changes of status for the questionnaire in the DQS Self Declaration Form For Covid-19 (Auditor) pending official classification from the authorities, the auditor is required to report the incident to the Customer Service personnel.

H : Confidentiality

All information provided by the auditor as required in this procedure are confidential and privy to DQS in Malaysia and the related auditor only.

Note 1 : Customer representative will be informed by the respective Customer Service personnel in the event that the audit cannot proceed as planned, without giving unnecessary details.

I : Conclusion

The Covid-19 pandemic affects everyone globally including all of us in DQS CFS.

Not only do we need take care of our own safety and health at all times, together as a team, we also can assist and support to take care for our family / household members, colleagues, customers and related stakeholders in the course our management system certification and audit activities. It is our joint social responsibility to take all necessary initiatives and steps within our control to keep everyone we interact with safe and healthy.

This Covid-19 Hygiene Control Standard Operation Procedure is not written to be the solution to the Covid-19 pandemic but serves as a guide for each and everyone of us to proactively contribute to the global battle against the Covid-19 pandemic.

This Covid-19 Hygiene Control Standard Operation Procedure will be continuously updated, fine-tuned and communicated as we know more about the Covid-19 coronavirus, from any latest guidelines from authorities and also from related feedback from DQS CFS staff, auditors, customers and related stakeholders.

Note that legal and regulatory requirements from the government will precede this procedure however the one with the stricter level of controls for each respective point(s) is/are to be complied.

This procedure was established on the 8th of May 2020 with the support and contribution from the following individuals :
Ms. Armpoon I Weng (DQS Senior Lead Auditor), Mr. C.P. Tan (DQS Senior Lead Auditor), Mr. Jonathan Chung (DQS Senior Lead Auditor), Mr. K.K Koo (DQS Auditor), Dr. Ooi Boon Phoe (KPJ Penang), Ms. Liz Teh (DQS Senior Customer Service Executive), Ms. Seri Alawiyah (DQS Customer Service Manager), Ms. Chrissy Teh (DQS Malaysia Finance and Administration Manager), Ms. Ayisyia Rahman (DQS Operations Manager) and Mr. E.S. Lau (DQS Senior General Manager).

Reference on Covid-19 known symptoms : World Health Organization (<https://www.who.int/>)

Procedure Change Log

Date	Version	Section	Remark
14 th of May 2020	1	-	Initial Release.
27 th of May 2020	2	B2	Include placing partition/divider and ensuring air ventilation along the trip.
		C1 (a) i	Remove COVID-19 sub-district verification as it is irrelevant as at this revision
		C1 (a) iv.	Remove COVID-19 sub-district verification as it is irrelevant as at this revision, and replace with the control of auditor or his/her close contact's COVID-19 status.
16 th of June 2020	3	B3	Insert reference link to Public Transport SOP by National Safety Council
		C1 (a) i.	Require auditor to download Mysejahtera and Mytrace Apps or equivalent to keep track any potential close contact with infected personnel.
		D1 (c)	Implementation of "Personnel Contacted During On Site



DQS CFS CERTIFICATION (M) SDN. BHD. (DQS CFS)

COVID-19 HYGIENE CONTROL STANDARD OPERATION PROCEDURE FOR ON-SITE AUDITS

Version : 4 (1st of February 2021) – Customer Copy

			Audit Record”.
1 st of Feb 2021	4	C.1 (a) iv.	Insert a requirement of a medical PCR test report that shows negative results for audit assignment, and insert conditions for self-quarantine period by auditor.
		C.1 (a) v.	Require auditor to submit completed DQS Self Declaration Form For Covid-19 (Auditor) and DQS CFS Body Temperature Monitoring and Travel Log 2 days before the on-site audit start date
		C.1 (b) i.	Require auditor to submit completed DQS Self Declaration Form For Covid-19 (Auditor) and DQS CFS Body Temperature Monitoring and Travel Log 2 days before the on-site audit start date
		D.2 (f) iii. (a)	Require auditor to assess the risk of infection and decide on audit continuation or termination if it is any individual in close contact to Person Under Investigation (PUI), or being PUI or equivalent situation during the onsite audit.
		D.2 (f) iii. (b)	Insert requirement of 14 days self – quarantine at residential upon returning to residential, and to do self – monitoring during quarantine period.
		G G.1 G.2	Additional requirement on Reporting, Voluntary Reporting and Compulsory Reporting