 POLICY FOR dealing with COVID-19

1. BACKGROUND

1.1 COVID-19 has been declared as a pandemic by World Health Organisation. Subsequently Government of India has announced Lockdown. A number of advisories like use of masks and social distancing have been issued. There are restrictions on travel also. Nobody knows exactly how the virus will spread in regions and countries. But all are at risk. The effort is to Limiting exposure and the risks of contagion, taking preventive measures. Amongst other things Vexil would also want to reduce and prevent damage to economy & maintain employment opportunities.

1.2 **OBJECT AND FIELD OF APPLICATION**

This policy has been developed to help Vexil clients understand as to what they should do manage their certifications and provide confidence to Vexil that the credibility and ongoing conformity of the certification is ensured.

Vexil recognises that clients would require flexibility in the nature of their response by virtue of their specific operations and client circumstances. Further, it recognises that remote audits will not be appropriate or possible in every circumstance and that other means of evaluating the integrity of certification will be required. It is also recognised that there will be circumstances where an effective evaluation of ongoing conformance to a certification standard is not possible or appropriate and alternative approaches may not be viable.

2. REFERENCES

2.1 IAF ID 3:2011 Informative Document for Management of Extraordinary Events or Circumstances Affecting ABs, CABs and Certified Organizations
2.2 IAF MD 4:2018 IAF Mandatory Document for the Use of Information and Communication Technology (ICT) for Auditing/Assessment Purposes
2.3 Program and scheme requirements including directives issued in response to COVID-19
2.4 Guidance and directives issued by IAF including COVID-19 FAQs
2.5 JAS-ANZ COVID-19 Policy on COVID-19 and
2.6 NABCB policy on COVID-19

3. AUDIT AND CERTIFICATION REQUIREMENTS

A separate procedure is being developed for Remote audits which shall cover all the requirements of accreditation as provided in references 2.1 & 2.2 above. In addition, the procedure shall address the Initial and Recertification Audits, Surveillance Audits and Verification of Corrective Actions

3.1 Vexil shall ensure the integrity, confidentiality and security of all remote audit records and information.

3.2 The procedure policy shall be reviewed and updated as required.

3.3 Vexil shall ensure it has the competence and resources to implement its procedure.

3.4 In the interests of transparency, Vexil shall make this Policy publicly available.

Dr. Vinod K. Jain
Managing Director