

<b>Safety Culture Ladder NEN</b>		
Decision number:	2020-08	
Subject:	Decision remote auditing of office functions during an initial audit	
Date:	2020-12-18	
Implementation:	Publication on website and in manual	Commencement date: 1 januari 2021

### Decision remote auditing of office functions during an initial audit

As the COVID-19 pandemic continues, we allow the following during the pandemic:

1. We allow remote auditing of office functions during an initial audit.
2. This is a temporary measure that only applies as long as the COVID-19 measures with regard to working from home are in force;
3. As soon as the COVID-19 measures are no longer in force, the office must still be visited during the next follow-up audit (also at SCL Light in year 2).
4. The company visit to the office (on-site) is about checking whether the physical layout of the office and the manners of employees (non-verbally) match the step observed during the initial audit.
5. The company visit to the office may lead to additional audit time required during the next follow-up audit. The additional audit time allowed is a maximum of 20% of the audit days for the initial office audit.
6. Should the audit team reach a different conclusion during the office audit than during the initial audit or recertification, the certificate must be adjusted.