

<b>Safety Culture Ladder NEN</b>			
Decision number:	2021-006		
Concerning:	Decision regarding the interpretation of unannounced project visits of step 4 and step 5 projects		
Date:	2021-12-23		
Implementation:	Publication on the website and in manual	Entry term:	Immediately

#### Background;

The unannounced working visit is part of an SCL audit on steps 4 and 5 and is included in the SCL manual, section 5.5, version 4.0. In practice, the unannounced working visit is interpreted in different ways.

#### Procedure;

Both the participants in the Dutch Harmonization Meeting and the members of the Board of Experts (BoE) SCL have looked into the current text and have evaluated options to prevent differences in interpretation in practice.

#### Conclusion;

The BoE SCL has decided on the following clarification of the text from the Handbook with regard to the unannounced project visits step 4 and step 5;

- for steps 4 and 5, at least 1 unannounced working visit takes place during each audit. In an initial audit, the unannounced working visit is carried out during the phase 2 audit;
- the client provides the auditor with an overview of the current projects during the planned audit days;
- the auditor agrees upon the moment of supplying this overview with the client;
- the auditor selects a project to be visited from this overview and notifies the client on the day itself which project is being visited;
- the unannounced working visit is planned in the audit plan (without the name of the project);
- the results of the unannounced project visit form part of the report of the audit (not a specific or separate report);
- the unannounced project visit is part of the number of person-days for the total assessment (initial or follow-up audit).

#### Exceptional situations:

If it appears that it is not possible to carry out an unannounced working visit (for example during an offshore audit), dispensation can be requested from NEN. The application must be submitted with good substantiation prior to the audit.