



UPDATED INFORMATION REGARDING THE COVID-19 PANDEMIC

RETURN TO REGULAR AUDIT PROCEDURE

September 30, 2020

Since our last message on the COVID-19 pandemic shared on June 30, 2020, WRAP has continued to work with facilities all over the world to maintain their certification. We are encouraged by their resilience during these challenging times. We share the common goal of protecting the health of the workers as the top priority. WRAP continues to strongly encourage facility managers to take all necessary measures required by relevant local authorities to ensure this priority is achieved.

COVID-19 continues to cause disruptions to normal life, and the ability to conduct onsite social compliance audits is one of the activities affected in some parts of the world. Ongoing travel and interpersonal contact restrictions set by governments responding to the crisis may still make it difficult, if not impossible, to conduct some facility visits. However, many facilities in the WRAP program are operating regularly and onsite audits are being scheduled and conducted. As such, we are resuming our standard audit procedure. We will continue to monitor this situation and provide an update if necessary. Please see the details below:

Paid Registration Period

- The paid registration period for all facilities will expire six months from the date received. If the process takes longer than six months due to pandemic-related circumstances, WRAP will work with facilities that request an extension. Extension requests must be submitted to WRAP headquarters prior to the expiration of the paid registration period and will be considered on a case-by-case basis.

Onsite Audits

- All audits must be conducted onsite as per the standard procedure unless there are COVID-19-related restrictions.

Alternative Desktop Assessment (ADA) – Four Month Certification Extension

- Facilities whose certificates expired after June 30, 2020 **AND** are in locations where onsite initial audits still cannot be completed due to COVID-19-related circumstances may reach out to WRAP to request an ADA.
- WRAP may approve a second ADA for a facility, but no more than two ADAs will be granted.
- The ADA is not applicable to new or lapsed facilities.
- WRAP will consider requests for an ADA on a case-by-case basis.
- All facilities who receive an ADA must go through an onsite initial audit before their four-month certification extension expires.

Post-Certification Assessment (PCA)

- WRAP expects all facilities to receive PCAs onsite as per the standard procedure.
- If lockdowns are still in place and a monitoring firm determines that an onsite PCA is not possible, the firm should contact WRAP seeking permission to conduct a desktop PCA; WRAP will consider these requests on a case-by-case basis.
- Auditors must contact the facility one week prior to a scheduled PCA to learn the facility's operating status.
- If the facility is closed, notify WRAP within 24 hours.

WRAP expects all local laws, regulations, and pronouncements to be followed. WRAP also expects facilities to prioritize protecting the health and safety of workers by introducing preventative practices (such as use of face masks, temperature checks, social spacing, etc.) and providing adequate PPE (click the link to see the [AAFA/WRAP Guidance on Reopening Factories](#)).

We wish everyone the best of health and urge you all to stay safe. If you have any questions, please feel free to contact us at any (or all) of the following email addresses:

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Warm regards,

The WRAP Team