



## UPDATED TEMPORARY AUDIT GUIDANCE DUE TO COVID-19

March 16, 2021

As the COVID-19-related travel restrictions around the world are lifting, WRAP is updating our temporary audit guidance. COVID-19 is still an obstacle to normal life, but with the introduction of the vaccines and reduction in cases, WRAP has been able to return to the regular practice of having auditors conduct initial audits onsite.

Please see the updated guidance below:

### **Alternative Desktop Assessment (ADA) – Four Month Certification Extension**

- ADA is only approved for renewal facilities.
  - The ADA is not applicable to new or lapsed facilities.
  - Facility must renew their application.
  - Facility must provide evidence of travel restrictions.
- WRAP approves second ADAs for facilities on a case-by-case basis; more than two ADAs will be granted only under exceptional circumstances.
  - All facilities who receive an ADA must go through an onsite initial audit before their four-month certification extension expires.
- If a facility is approved for an ADA but elects not to proceed, the monitoring firm must inform WRAP promptly.
- Auditors must check the facility's payment expiration date before proceeding with any ADA activity.

### **Post Certification Assessment (PCA)**

- WRAP expects all facilities to receive PCAs unannounced and onsite per the standard procedure.
  - If onsite PCAs are not possible due to travel restrictions, contact WRAP.

### **Principle 12 Updates**

- As of January 1, 2021, compliance with all Principle 12 questions is mandatory.
- If a facility is not in compliance, the auditor must raise it as a non-compliance in the audit report.
- If an auditor needs clarification on any Principle 12 question, please reach out to WRAP.

## **Urgent Business Needs**

WRAP's policy on Urgent Business Needs specific to the COVID-19 pandemic:

- Circumstances caused by COVID-19 qualify as Urgent Business Needs.
- Facilities are allowed a 13-consecutive-day period to be followed by one more (there will still need to be one day off in between, of course).
- Auditors must raise a non-compliance if more than two back-to-back 13-consecutive-day periods are found.

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.

WRAP shares the common goal of protecting the health of the workers and its monitoring partners and strongly encourages that we all take necessary measures required by relevant local authorities to ensure the safety of all.

Please feel free to contact us at any (or all) of the following email addresses:

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We wish everyone the best of health.

Warm regards,  
The WRAP Team