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|  | Lex-Q Certifications (A Division of Lex Nimble Solutions Ltd) | No. | LexQ_PY05_PCY_V1.0 |
| | | Date | 07/02/2019 |
| Pandemic Policy | | | |

It is the policy of Lex-Q Certification to, wherever possible complete surveillance audits as scheduled, in cases where it is not possible because of travel limitations that an on-site surveillance audit is not possible within an audit's due date, a surveillance audit (partially or fully) can be conducted via remote auditing.

By facilitating remote auditing, we shall focus on the process and relative clauses that can be effectively audited. If any process/clauses cannot be audited, we will update the 3-year audit programme to have these processes and clauses covered at the next audit. In cases of multi-day audits that are completed remotely in 2020 a portion of the time due to be spent at the 2020 audit shall be deferred to the 2021 audit.

Should you feel that your surveillance audit will be affected by the Coronavirus outbreak then you need to complete the **"Request for remote audit"** form and liaise with Lex-Q Certification representative to confirm if this option is available for your visit. *Lex-Q Certification is obliged to conduct a risk assessment for each request and will advise you of the result.*

What does this mean for re-certification of certified clients of Lex-Q Certification?

It is the policy of Lex-Q Certification to, wherever possible complete re-audits as scheduled, in cases where because of travel limitations that an on-site re-audit is not possible within a certificate expiry date then *a remote audit of system will be required* or the certificate will lapse and will remain so until the on-site re-audit is completed and the reports reviewed and approved.

Should you feel that your recertification audit will be affected by the Coronavirus outbreak then you need to complete the **"Request for remote audit"** form and liaise with Lex-Q Certification representative to confirm if this option is available for your visit. *Lex-Q Certification is obliged to conduct a risk assessment for each request and will advise you of the result.*

Please note that it is not possible to complete a full re-audit through remote auditing techniques, *meaning that the result of a successful remote audit is the previous certificate* will be re-issued with the expiry date extended by 6 months. Should the on-site portion of the re-audit not be completed within this extra 6 months then the certification holder will need to re-apply for certification with a new registration.

What does this mean for new clients of Lex-Q Certification?

It is the policy of Lex-Q Certification to, wherever possible complete stage 1 & stage 2 audits as scheduled.

To minimize exposure stage 1 audits will be completed remotely where possible.

In cases where, because of travel limitations that an on-site 2 audit is not possible, Lex-Q Certification will be unable to complete a full stage 2 audit through remote auditing techniques.

This Policy is effective as of 16th March 2020