

Odlings Hull
59 New Cleveland Street,
Hull, East Yorkshire,
HU8 7HB,
t: 01482 324332
f: 01482 210363

Odlings Bristol
Unit 12, 306 Industrial Estate,
Broomhill Road, Bristol,
BS4 5RG,
t: 0117 977 6166
f: 0117 972 3330

E: info@odlings.co.uk
www.odlings.co.uk



ODLINGS - AUDIT GUIDELINES

PURPOSE:

This audit is based on defined criterion for social and Environmental accountability. Scoring is based on the supplier's ability to meet the requirements. The audit focuses on factors that would result in non compliance to the social accountability standard. The intent of the audit based on the requirements of the Odlings Policy and national/local laws is to provide useful assessment information for making sourcing decisions and reducing associated risks.

SCORING:

Complies with the Requirements	=	C
Improvement Needed	=	I
Non-Conformance Found	=	NC
N/A	=	Does Not Apply

GUIDELINE FOR SCORING CONFORMANCE:

Each question is assessed for conformance to the requirements of the Odlings Policy, and the auditors knowledge of the product and/or process. This must be clear to the supplier at the opening meeting.

Complies with Requirements =	<ul style="list-style-type: none">- Has objective evidence to support the question, and- Has a written procedure (when required).
Improvement Needed =	<ul style="list-style-type: none">- Has objective evidence, but procedure needs improvement.- Has objective evidence, but no written procedure.- Has written procedure, but is lacking some objective evidence to support the question.
Non-Conformance =	<ul style="list-style-type: none">- No objective evidence to support the question (regardless of the procedure).- Lacking some objective evidence and no written procedure.

RESULTS/RECOMMENDATIONS: (Automatically Calculated)

The score is based on the percent of questions that Complies with Requirements, percent that Needs Improvement, and the percent that have a Non-Conformance. Odlings should review how the supplier was evaluated for each question and base their decisions on factors that are important to their organisation and product(s).

RESULTS REVIEW WITH SUPPLIER:

The auditor should review the audit results with the supplier, but cannot provide the supplier a copy of the audit. (It is important the supplier is not left with a list of the audit questions.)

CORRECTIVE ACTIONS:

If corrective actions are required, please create and give to supplier an improvement plan based on the results of the audit. The improvement plan should include the following:

- Detailed description of action plan.
- Name of the person responsible for the improvement activity.
- Date when the improvement will be completed.