Enhanced Remote Audit Guidance

This addendum document of MarinTrust *Process on Handling Remote and Enhanced Remote Factory and MarinTrust Chain of Custody Audits during Extraordinary Events or Circumstances* and describes the criteria for enhanced remote auditing.

Scope

The enhanced remote audit approach has been developed and implemented for those facilities that require a more robust remote audit against the standards of the MarinTrust Programme, such as those deemed high risk.

New facilities to the MarinTrust Programme, which therefore have no previous certification history, will be offered an enhanced remote audit option to mitigate the risk whilst increasing the accessibility of the standards to them.

The criteria and guidance described in this document are in addition to all the requirements in the MarinTrust *Process on Handling Remote and Enhanced Remote Factory and MarinTrust Chain of Custody Audits during Extraordinary Events or Circumstances*

The additional criteria are detailed below.

Enhanced Audit Definition

An Enhance Remote audit is whereby a technically trained auditor, that has not achieved full competency to the scope of standard under audit, is onsite at the facility for the full duration of the audit; however, the assigned auditor conducts the audit from a remote location in tandem.

Controlled Copy- No unauthorised copying or alteration permitted
© Marine Ingredients Certifications Ltd., for authorised use only

Criteria

Lead auditor

An auditor that will conduct ***enhanced*** remote audits under the MarinTrust programme will, as a minimum, meet the following requirements:

- Be an approved auditor to conduct audits against the MarinTrust standard in line with appendix B3 *Appointment of MarinTrust Factory & Chain of Custody auditors* of the MarinTrust Control Manual
- Attended training on how to conduct remote **and** enhanced remote audits in line with MarinTrust procedures and requirements.
- Follow the Process on Handling Remote and Enhanced Remote Factory and Chain of Custody Audits during Extraordinary Event or Circumstance and guidance documents.

CB Technically Trained Auditor

A technically trained individual or auditor is a professional, who has the main duty giving support to the lead auditor as eyes, nose, and ear onsite, that has knowledge of ICT and internal auditing to provide effective support.

The below criteria outline the eligibility requirements for the technically trained auditor must adhere to in order to partake in enhanced remote auditing on behalf of the MarinTrust Programme:

Administrative Criteria

1. Shall be a full-time employee, or a contractor of the CB.
2. Must not be associated in anyway with the facility being audited. If the person was previously an employee/contractor of the facility, he/she must have not been employed with and/or consulted for the facility for at least 2 years prior to assisting the audit.
3. A signed declaration of no known Conflict of Interest issues must be on file with the CB.
4. A signed agreement with the CB to protect the security and confidentiality of audit information.
5. Shall coordinate with the CB and lead auditor prior to the audit regarding any relevant aspects of the preparation and planning for the audit.

Technical Criteria

1. Shall have at least 1 years ISO19001 internal auditing experience.
2. Where assisting facilities that **do not** hold GMP+ or recognised equivalent[1] , must have at least 1 year auditing experience in Hazard Analysis Critical Control Points (HACCP) systems and/or Feed/Food Safety management systems such as: FEMAS, ISO 22000, BRC GS Food, IFS Food, GMP+ or equivalent standards which include significant food safety and Good Manufacturing Practices.
3. Have had CB training in Remote Audits including the use of ICT tools.

[1] Formally recognised equivalent under the MarinTrust Programme include FEMAS and Chilean Programa de Aseguramiento de la Calidad (PAC)

Controlled Copy- No unauthorised copying or alteration permitted
© Marine Ingredients Certifications Ltd., for authorised use only

4. The Certification Body has made them aware of their role and responsibilities in line with this document and *Process on Handling Remote and Enhanced Remote MarinTrust Factory and Chain of Custody Audits during extraordinary events or circumstances*

Main duties

1. Must attend the facility being audited onsite for the **full duration of the online phase**.
2. Must act **only as an extension of, or interpreter for, the assigned lead auditor**.
3. Should control the ICT being used via instructions from the lead auditor conducting the audit remotely and not influence the outcome of the audit in any capacity and shall comply with all requests made by the lead auditor during the audit.
4. Follow all requirements of the facility's health and safety requirements whilst onsite at the facility.
5. Must be able to communicate effectively with the lead auditor.
6. Where applicable, provide accurate translation/interpretation between the facility and assigned auditor if performing a role as translator/interpreter.

Further Information

For further details, or if further clarification is required, please contact standards@marin-trust.com.

Controlled Copy- No unauthorised copying or alteration permitted
© Marine Ingredients Certifications Ltd., for authorised use only

Amendment Log

DATE	ISSUE	AMENDMENT	AUTHORISED BY

Controlled Copy- No unauthorised copying or alteration permitted
© Marine Ingredients Certifications Ltd., for authorised use only