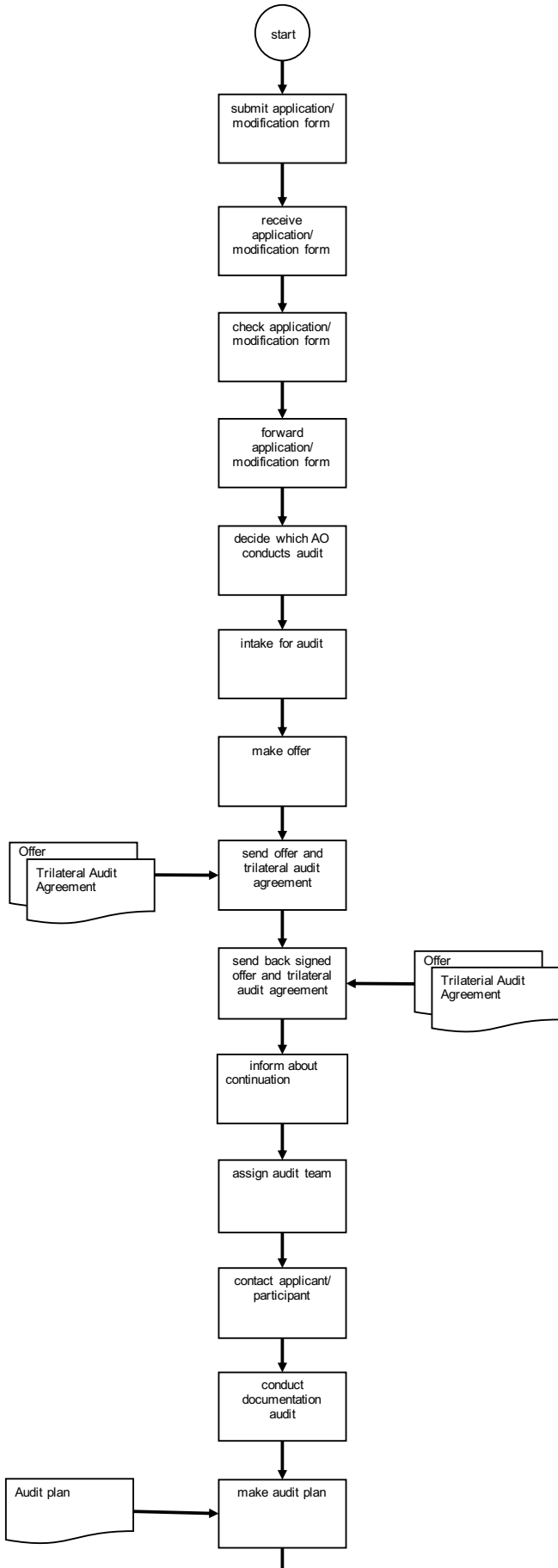


DOCUMENTS IN	FLOW INITIAL AUDIT	DOCUMENTS OUT	RESPONSIBILITIES								REMARKS
			bureau assigned AO's	int. Coordinator AO's	Lead auditor assigned AO's	auditors assigned AO	audit team assigned AO	applicant/participant	GSPP secretariat	GSPP board	R = responsible A = has to be consulted / must give advice I = involved



								R	I		the standard format of the GSPP Application and Modification from the GSPP-website
									R		
									R		a check whether the application/modification form is complete and duly signed
				I					R		within 2 working days after receiving from applicant/participant
				R							this decision will be made upon agreements made earlier
				R				A			contact to see whether everything is OK with application/modification and to find out in which period the applicant/participant wants to be audited; this first contact must be established within 2 weeks after receiving application/modification form from GSPP secretariat
				I	R						Quotation based upon scope/sites as on application/modification form and audit duration table; the International Coordinator of assigned AO can require that the application/participant has to pay in advance (e.g. in case of an unknown applicant and/or when the applicant/participant is located in a remote area)
				R					I		
				I					R		without this, the audit can not be conducted
				R	I						
						R		A			for initial audit: 2 auditors, for renewal audit: 1 auditor auditor must comply to auditor requirements
							R		A		to make final agreements for the audit (date, travel, lodging, etc.)
						I	R		A		based upon GSPP Standard and GSPP Audit Regulations; preferably on location of applicant/participant (except when abroad) and preferably utterly 1 month prior to the implementation audit; in case of NC's: they will be send to the applicant/participant and bureau assigned AO; utterly within 2 working days after the documentation audit by means of a standard document NC tab based upon offer and results of documentation audit; send it to applicant/participant utterly 2 weeks prior to the implementation audit
							R		A		

DOCUMENTS IN	FLOW INITIAL AUDIT	DOCUMENTS OUT	RESPONSIBILITIES								REMARKS
			bureau assigned AO's	int. Coordinator AO's	Lead auditor assigned AO's	auditor's assigned AO	audit team assigned AO	applicant/participant	GSPP secretariat	GSPP board	
	forward information		I		R						
	send audit plan	Audit plan	R					I			
	conduct implementation audit					R	A				based upon GSPP Standard and GSPP Audit Regulations; in case of NC's: they will be send to the applicant/participant utterly within 2 working days after the implementation audit by means of a standard document NC tab
Audit report	send audit report		I	R							within 2 weeks after the implementation audit; standard document
NC tab	send NC tab	Audit report NC tab	I					R			indicating results of root cause analysis, corrective action and corrective evidence; needs to be done within 6 months after the implementation audit utterly (if not, the initial audit needs to be conducted again)
	forward NC tab		R		I						
	review corrective evidence		I		R			I			within 2 weeks after date of receiving by AO; if not OK: lead auditor informs applicant/participant (and bureau) what is missing/what needs to be done; if OK: lead auditor informs bureau AO
	forward report and NC tab		R	I							
	review report and NC tab		I	R	A						based upon GSPP Standard and GSPP Audit Regulations; make decision about recommendation; if not OK: international coordinator informs lead auditor; if OK: inform bureau AO
Invoice NC tab	send report and invoice	Invoice NC tab	R	A				I			
Recommendation	send recommendation	Recommendation	R						I		can be positive or negative; within 4 weeks after date of receiving corrective evidence by AO; by means of standard format
	review recommendation								R		in relation to application/modification form
	decide upon recommendation									R	based upon GSPP Standard and GSPP Audit Regulations; wither certification can be granted or not
	inform stakeholders		I					I	R		about decision; in case of a positive decision: put information on website GSPP

R = responsible
A = has to be consulted / must give advice
I = involved