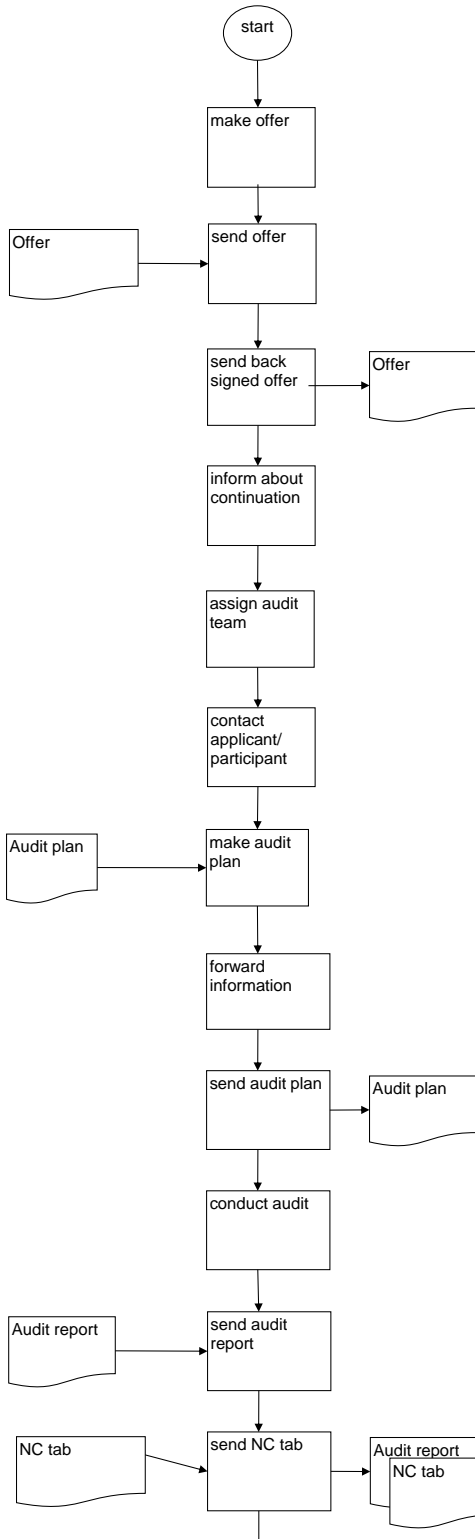


DOCUMENTS IN	FLOW INITIAL AUDIT	DOCUMENTS OUT	RESPONSIBILITIES							REMARKS	
			bureau assigned AO's	int. Coordinator AO's	Lead auditor assigned AO's	auditors assigned AO	audit team assigned AO	applicant/participant	GSPP secretariat	GSPP board	



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	REMARKS
I	R							quotation based upon scope/sites as on (possibly adapted) application/ modification form, the registration as per certificate and certified list and audit duration table; the international coordinator of assigned AO can require that the applicant/participant has to pay in advance (e.g. when the applicant/participant is located in a remote area)
		R			I			
I						R		without this, the audit can not be conducted
		R		A				
		R		A				1 lead auditor; auditor must comply to auditor requirements
			R		A			to make final agreements for the audit (date, travel, lodging, etc.)
			R		A			based upon offer and results of previous audit; sent it to applicant/ participant utterly 2 weeks prior to the audit
			I		R			
			R			I		
						R	A	based upon GSPP Standard and GSPP Audit Regulations; in case of NC's: they will be sent to the applicant/participant utterly within 3 working days after the audit by means of a standard document NC tab
			I		R			within 2 weeks after the audit; standard document
			I			R		indicating results of root cause analysis, corrective action and corrective evidence; needs to be done within the regarding time frames (see audit regulations)

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	
				forward NC tab	R	I							
				review corrective evidence			R			I			within 2 weeks after date of receiving by AO; if not OK: lead auditor 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
				send report and invoice	R	A				I			
				send Audit Summary report	R						I		can be positive or negative; within 4 weeks after date of receiving corrective evidence by AO; by means of standard format
				review Audit Summary report							R		in relation to registration in internal accreditation register
				decide upon Audit Summary report							R		based upon GSPP Standard and GSPP Audit Regulations; whether accreditation can be prolonged or not
				inform stakeholders	I					I	R		about decision; in case of a positive decision: put information on website GSPP