



**VRA**®  
**CERTIFICATION**

## **UK Vehicle Recycler Certification Scheme**

### **POLICY STATEMENT 1**

#### **Conducting Remote Certification Audits of ATFs During COVID-19**

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## 1 INTRODUCTION

- 1.1.1 The coronavirus (COVID-19) pandemic has resulted in the UK Government and the respective devolved administrations in Northern Ireland, Scotland and Wales placing restrictions on the movement and degree of social interaction taking place between people living in the UK.
- 1.1.2 This is a dynamic situation, with local and regional restrictions being imposed and removed on an as-need basis in response to local infection rates. They may be put in place at short notice and for indeterminate periods of time.
- 1.1.3 In addition, individuals who have been in contact with a person known to be infected with coronavirus or who have displayed symptoms are required to 'self-isolate' for 14 days.
- 1.1.4 Such restrictions may therefore prevent planned Phase 2 on-site audits taking place, either because of local travel restrictions or individuals being required to self-isolate.

## 2 PURPOSE

- 2.1.1 This Policy Statement sets out VRAC's position on what certification bodies should do when national and/or local rules prevent an on-site Phase 2 audit from taking place.
- 2.1.2 It sets out requirements for remote (desk) audits in relevant scenarios.

## 3 RELEVANT SCENARIOS

- 3.1.1 This policy statement is relevant under the following circumstances:
  - When national and/or local rules prevent travel by a certification body (CB) auditor to a vehicle recycler's authorised treatment facility (ATF); and/or
  - When a CB assesses that there is a health risk associated with implementing an on-site audit that cannot be reduced to an acceptable level through recognised, relevant control measures.
- 3.1.2 Remote (desk) audits shall only be carried out for vehicle recyclers deemed to present a low risk of non-conformance during the Phase 1 desk review of the company's permits/licences, policies and procedures.

- 3.1.3 Should a vehicle recycler be deemed to present a moderate to high risk of non-conformance during the Phase 1 desk review, the CB shall seek to obtain additional information from the vehicle recycler until the risk can be assessed as low.
- 3.1.4 Should either the vehicle recycler's primary contact person and/or the CB's auditor be required to self-isolate, then the on-site audit shall be rescheduled, or suitably qualified and knowledgeable replacement personnel identified to act as substitutes.

## 4 PROCEDURES FOR CONDUCTING REMOTE (DESK) AUDITS

- 4.1.1 The CB shall record the reason why an on-site audit could not be carried out and notify VRAC at the next VRAC-CB meeting.
- 4.1.2 The CB shall have a documented policy that addresses how all relevant clauses of the standard shall be audited remotely. Evidence may be obtained by any of the following means:
- Additional written/photographic information provided by the vehicle recycler; and/or
  - Telephone conversations; and/or
  - Video conferencing.
- 4.1.3 The CB shall ensure that the remote auditing methods employed, and the relevant auditing decisions referenced against the standard, are adequately recorded.

## 5 REVIEW

- 5.1.1 This policy statement shall be reviewed by VRAC every three months.

## 6 FURTHER INFORMATION

<https://www.gov.uk/government/collections/local-restrictions-areas-with-an-outbreak-of-coronavirus-covid-19>

<https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do>

<https://www.instituteforgovernment.org.uk/explainers/coronavirus-lockdown-rules-four-nations-uk>