

## **Surveillance Audit, Special Audit and Additional Audit**

### **Surveillance Audit**

1. SDS convey the notification to the operator as for periodically audit at least 2 weeks before audit.
2. Periodically audit do periodically once during one period of certification (3 years), with the detail of the first year is initial inspection, the second year is periodically audit, and the third year is re-certification.
3. Director (DR) appoints the inspector who do periodically audit.
4. The inspector make a periodically audit plan and communicate with the operator about the audit plan.
5. The inspector determine the audited part of sampling.
6. The inspector make an audit report and convey to the certification committee.
7. The certification committee make a decision about periodically audit done by the inspector, then the certification committee convey that decision to the Administrative Manager (AM).
8. AM inform about the periodically audit decision to the client.

### **Special Audit**

1. Special audit is an audit conducted by SDS because of the information from the third party about deception by an operator on the certification requirement.
2. Special audit will be done only through the document review or the whole inspection depend on the third party information.
3. Director (DR) appoints the inspector who do periodically audit.
4. The inspector make a special audit plan and communicate with the operator about the audit plan.
5. The inspector determine the audited part of sampling.
6. The inspector make an audit report and convey to the certification committee.
7. The certification committee make a decision about special audit done by the inspector, then the certification committee convey that decision to the Administrative Manager (AM).
8. AM inform about the periodically audit decision to the client.

### **Additional Audit**

1. Additional audit is an audit done by SDS because of change of the scope by the operator therefore to increase or decrease the scope.
2. Director (DR) appoints the inspector who do additional audit.
3. The inspector make an additional audit plan and communicate with the operator about the audit plan.
4. The inspector determine the audited part of sampling.
5. The inspector make an audit report and convey to the certification committee.
6. The certification committee make a decision about additional audit done by the inspector, then the certification committee convey that decision to the Administrative Manager (AM).
7. AM inform about the periodically audit decision to the client.

