

TEMPORARY SITES MANAGEMENT POLICY

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1. Purpose

This policy establishes a structured approach for managing temporary site visits throughout the client certification lifecycle at TNV System Certification Pvt Ltd. It ensures that all temporary site audits comply with accreditation requirements while maintaining the integrity, credibility, and effectiveness of the certification process.

2. Scope

This policy applies to all certification activities where a client operates from temporary sites, including but not limited to project sites, construction locations, short-term operational facilities, and mobile units.

3. Definitions

- **Temporary Site:** A site established by a certified client for a specific duration, which is not intended to be a permanent operational facility.
- **Certification Life Cycle:** The entire duration from initial certification to recertification and surveillance audits.
- **Audit Team:** Auditors assigned to conduct audits at temporary sites.

4. Management of Temporary Site Visits

4.1 Identification of Temporary Sites

- Clients must declare all temporary sites at the time of application and subsequent audits.
- The certification body will assess the need for site visits based on risk evaluation, operational impact, and the scope of certification.

4.2 Audit Planning for Temporary Sites

- Temporary sites will be incorporated into the audit program based on their relevance and criticality to the certified activities.
- Site visits will be scheduled considering factors such as site duration, operational complexity, and the necessity for physical verification.

- A structured sampling approach may be adopted when multiple temporary sites exist.
- For clients operating multiple temporary sites, a **risk-based audit approach** will be applied to determine the number of sites that require auditing within each certification cycle.
- The selection criteria for auditing temporary sites will include project duration, geographical dispersion, operational complexity, regulatory obligations, and client-specific risks.
- Surveillance audits will incorporate a rotational strategy to ensure periodic coverage of all significant temporary sites within the certification cycle.

4.3 Audit Program for Temporary Sites

- A comprehensive audit program will be developed to ensure systematic assessment of temporary sites throughout the certification lifecycle.
- The audit program will establish the frequency, methodology, and audit scope for evaluating temporary sites, considering factors such as operational risks, project duration, and the significance of site activities.
- A **rotational audit strategy** will be implemented, ensuring that different temporary sites are audited at appropriate intervals during the certification cycle.
- The audit program will be structured in alignment with international certification standards, ensuring that activities conducted at temporary sites are effectively integrated into the overall management system.
- The audit schedule will remain dynamic, allowing adjustments based on emerging risks, regulatory changes, operational modifications, and other evolving factors within the client organization.
- A **combination of on-site and remote audit techniques** may be employed based on site-specific risks and operational feasibility, ensuring comprehensive oversight while optimizing resources.
- When dealing with multiple temporary sites, the audit program will follow a **sampling-based audit approach**, ensuring that a representative number of sites are selected and assessed within each certification cycle.
- Factors influencing the selection of temporary sites for audits include:

- The nature and complexity of activities conducted at each site.
 - The duration and frequency of operations at the site.
 - Previous audit findings and the history of compliance at similar sites.
 - Regulatory requirements and risk levels associated with the industry sector.
 - Client-specific operational structures and geographical spread.
- Surveillance audits will progressively cover different temporary sites over multiple audit cycles, ensuring that all critical activities are reviewed systematically within the certification timeframe.

4.4 Audit Execution at Temporary Sites

- Audits at temporary sites will be conducted in compliance with applicable ISO standards and accreditation body requirements.
- The audit team will verify adherence to the organization's management system, operational controls, and implementation of documented procedures.
- Site-specific risk factors, environmental conditions, health and safety requirements, and regulatory compliance will be assessed during the audit process.
- When necessary, site-specific interviews, document reviews, and operational assessments will be carried out to verify compliance and effectiveness of the management system.

4.5 Use of Remote Auditing

- Where feasible, remote auditing methodologies, including digital tools, video conferencing, and electronic document reviews, may be utilized to supplement or replace physical site visits.
- The decision to conduct remote audits will be based on a structured risk assessment and pre-approval by the certification body and client.
- Remote audits may be employed for documentation reviews, process verification, and compliance assessments when direct site visits are impractical due to site inaccessibility or security restrictions.

4.6 Audit Reporting and Documentation

- Findings from audits conducted at temporary sites will be systematically documented and incorporated into the main audit report.
- Any identified non-conformities must be addressed by the client through documented corrective actions within the stipulated timeframe.
- All audit records, including site-specific reports, will be retained as per TNV System Certification's document retention policy.
- Reports will explicitly outline:
 - The scope of the temporary site audit and its relevance to the certification lifecycle.
 - Key observations, risks, and compliance findings from the site visit.
 - Any deviations or non-conformities requiring corrective actions.
 - Recommendations for future surveillance audits and site coverage.

4.7 Certification Decision

- The certification decision will be based on a comprehensive evaluation of audit results, including those from temporary sites.
- If significant non-conformities are identified, certification may be suspended or withdrawn until adequate corrective actions are implemented and verified.
- The certification body will ensure that the audit results from temporary sites are integrated into the overall decision-making process, considering risk exposure and compliance status across all operational locations.

5. Responsibilities

- **Lead Auditors:** Ensure that audit plans include relevant temporary sites and conduct site visits as per the established procedures.
- **Clients:** Declare temporary sites, provide necessary access, and facilitate audit processes.
- **Certification Decision Committee:** Review audit reports and determine the impact of temporary site findings on certification status.

- **TNV System Certification Management:** Ensure compliance with accreditation body requirements for managing temporary site visits.

6. Review and Amendments

This policy will be periodically reviewed to ensure its continued effectiveness and alignment with accreditation and regulatory requirements. Amendments will be implemented as necessary to reflect changes in certification standards, risk management practices, and operational needs.

7. Effective Date and Approval

This policy is effective from [Date] and approved by the management of TNV System Certification Pvt Ltd.

A handwritten signature in blue ink, appearing to read "Ajeet Singh".

Authorized by:

Ajeet Singh

CEO

TNV System Certification Pvt. Ltd.

Date: 05-03-2025