

ONE-DAY SMETA AUDIT SAMPLE AGENDA

NOTE: Below is an outline template to assist preparation prior to the audit, it is not fixed and the structure of the audit may deviate from this where necessary, for instance, to fit with the availability of key personnel or to interview workers from different shifts.

TIME	ACTIVITY	INPUT FROM	COMMENTS
9.00	Opening meeting: introduction and discussion of the audit process. Timing and practicalities to fit with shift changes and availability.	HR, Health & Safety, Production	It is good practice to have a union or staff association representative at the opening meeting.
9:30	Arranging Interviews: selecting groups and individuals and timetable. Interviews are informal and confidential discussions to be conducted in a private room where employees will feel comfortable. (Employees will be aware of the audit from the pre audit information sheets supplied to the site)	HR and Production	Workers will be selected at random, with some input from management regarding length of service, and where applicable, union or works committee members, first aiders, FLT drivers, members of safety committee etc. Input from the production managers is useful to minimise the disruption to production due to releasing workers.
10:00	Factory tour During the tour, documents requested in the opening meeting can be retrieved (e.g. documents pertaining to H&S, HR and personnel files, agency documents, worker handbook, etc. see document list.)	Health and Safety manager	Ideally the site tour will be led by the Health and Safety manager and/or a safety committee representative. The tour can be used to discuss health & safety issues, work place hazards and how they are managed.
10.45	Health and Safety Documentation	Health and Safety manager	Review of health and safety documents.

11:30	HR management on recruitment practices, contracts and policies, etc.	HR Manager	Review of contractual documentation, HR policies and procedures.
12.15	Payroll review, time and attendance system, payroll system (Working Hours, breaks, overtime rates, etc.)	HR and/or Payroll Dept.	Random samples of time records, payroll records, piece rate records, etc. will be selected from the past year (On screen or from existing print outs)
13.00	Working lunch	-	-
13.30	Managing agency workers	HR Manager (Agency rep. if based on site)	Review agency documents as listed in audit document preparation list,
14.00	Group and individual interviews	Interviewees	Timetable as discussed in opening meeting
16.15	Auditor reviews findings, any further documents, etc. and prepares the corrective action plan.	-	A printer and photocopier will be needed to duplicate the CAP for distribution at the closing meeting
17.00-17.30	Closing Meeting: summary of audit findings including any Non-conformances, Observations and Good Practices	As in opening meeting	Presentation of audit findings, sign off of Corrective Action Plan. Outline of next steps, Sedex reporting and follow-up procedures.