

## TWO-DAY SMETA AUDIT SAMPLE AGENDA

**NOTE:** Below is a standard template to assist preparation prior to the audit, it is not fixed and the structure of the audit will deviate from the below where necessary

TIME	ACTIVITY	WHOM	Comments/ Documents Required
9.00	Opening meeting: introduction and discussion of the audit process. Timing and practicalities to fit with shift changes and availability.	HR, H&S, Production	It is good practice to have a union rep or works committee member in the opening meeting.
9:30	Interviews: selecting groups and individuals, and arranging times. 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/or 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 below.)	Health and Safety manager	Ideally, the 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.
11:30	Health and Safety	H and S manager	<ul style="list-style-type: none"> <li>• Health and Safety policy and manual</li> <li>• Fire Evacuation and Emergency Procedures</li> <li>• Accident and Injury Reporting</li> <li>• Minutes of Safety Committee Meetings</li> <li>• Risk Assessments</li> <li>• Internal &amp; External audit reports</li> <li>• Chemicals handling procedures</li> <li>• Induction re: H and S</li> <li>• Health and safety policy re: agency workers</li> </ul>
12.30	Lunch	-	

13:00	HR management on recruitment practices, contracts and policies, etc.	HR Manager	<ul style="list-style-type: none"> <li>• Personnel Files; employee contracts and T&amp;C, ID/Right to work, inductions, training, etc.</li> <li>• Employee Handbook and policies on equal opportunities, harassment, bullying, etc.</li> <li>• Collective Bargaining Agreements (CBA)</li> <li>• Disciplinary and Grievance procedures</li> </ul>
14:30	Managing agency workers  Request documents from agency as a spot check	Agency representative if the agency is based on site.	<ul style="list-style-type: none"> <li>• Contract with the agencies</li> <li>• Audits of the agency and an Invoice from agency</li> <li>• Temp to perm system and procedures</li> <li>• Agency workers ID, contracts, payslips, inductions</li> </ul>
15:00	Group and individual interviews <i>Timetable as discussed in opening meeting</i>	Workers	2 individual meetings plus 2 groups of 4 or 5. Allow around 45 minutes per group and about 20 minutes for individual meetings. A room free from interruptions where employees will feel comfortable will be required.
17:30	End of Day One. Short wrap-up discussing findings so far and plans for day two	HR Manager	

DAY 2			
8:45	Day two opening meeting	HR Manager	Review timetable and process
9:00	Health and Safety Committee members	H&S Committee	As many members of H and S committee as are available
9:45	Trade Union Reps/Works Council/Staff Association	Union/other reps	Meeting with the existing representatives/committee
10:30	Payroll Review: Time and Attendance system, Payroll system (Working hours, overtime rates, etc.)	Payroll Dept.	<ul style="list-style-type: none"> <li>• Time records for the past 12 months</li> <li>• Payroll records for past 12 months (On screen or from existing print outs)</li> <li>• Piece rate records for past 12 months</li> </ul>
11:30	Interview with agency workers	Agency workers	Up to 2 groups of 4
12:30	Agency record check	-	Check on agency ID, contracts and payslips, as requested on day one
13:00	Lunch	-	
13:30	Interviews with cross section of employees	Workers	Individual and group interviews as selected on day 1.
14:30	Review of individual employee files	-	Review of files to check on inductions, right to work, contracts, NI etc.
16:00	Auditor preparation for closing meeting	-	
16:30	Closing Meeting and 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.