

1. After your audit

Step 1

During the closing meeting of your Full SMETA Audit, the auditor will have discussed any non-conformances, observations and good examples found throughout the audit, which you will then need to sign and agree to on the CAPR.



Step 2

Your auditor will complete the report within 48 hours of the audit. Our internal checks will be made before sending you a final copy for your records.



During the in house review, information on the CAPR may change in line with SMETA Guidance. For example, type of finding, verification method and timeframe.

Step 3

Once full payment has been received, VWA will aim to upload the report to Sedex within 10 days of the audit. You can then publish your report on Sedex.



2. Close out non-conformances

There are two ways in which to close out non-conformances; Desktop Verification or Follow-Up Verification. The method required for each non-conformance will be detailed on your report.

Desktop Verification

Once your audit Report and CAPR are published on Sedex, you will need to upload any evidence detailing your corrective actions within the timeframe. Evidence can be document or photo evidence, but not personal data or breaches to GDPR.

VWA will review your evidence and close out your non-conformance if the evidence is satisfactory.

Follow-Up Verification

In line with SMETA guidance, some non-conformances require a follow-up audit.

During the follow-up audit, the auditor will check documents related to any open non-conformances. They may also require some workers to be interviewed and a site tour.

A follow-up audit is done on a fixed date and usually takes half a day to complete.

Please note, there will be a cost for a follow-up audit.



Some non-conformances relating to wages, hours and other issues require enough evidence to prove that the new systems are in place and working. Auditors generally require at least 3 months.