

**TITLE:** Eligibility for Remote Audits

**VERSION:** 1.0

**DATE:** 09/28/2020

1. Only available for currently accredited entities.
2. Be in good standing with NSHS. This includes:
  - a. No critical non-compliance during the last NSHS re-certification audit that has not been sufficiently addressed and brought into compliance.
  - b. No more than one major non-compliance during the last NSHS re-certification audit that has not been sufficiently addressed and brought into compliance.
3. Can be used for a re-authorization audit when travel restrictions are in place or an in-person audit is determined unfeasible by the NSHS administration unit (AU) and approved by the NSHS Accreditation Manager (AM).
4. Can be used for existing accreditation scope expansions.
  - a. Additional crops or locations for visual inspection, field inspection, or seed sampling.
  - b. Additional seed health testing methods (if existing accreditation includes similar methods).
5. Have video conferencing capacity.
  - a. Internet connection must be sufficient so the auditor has no problem seeing or verifying information.
  - b. Secure connection.
6. Mobile video capabilities (webcam or equivalent) to live film any process / facility the auditor needs to see. Someone else other than the auditee must operate the video.
7. Relevant personnel (management point of contact and staff conducting phytosanitary activity associated with the NSHS accreditation scope) and facilities must be available/accessible during the scheduled audit time.
8. Ability to confidentially share and access documents with the auditor during the audit.
9. Must agree to submit any requested documentation (i.e. training records, data log, photos from the laboratory/greenhouse, calibration records, and equipment/supplies purchase records in reference to protocol specific activities) by the auditor prior to the audit to streamline the process.
10. Must be flexible with the audit schedule and timing. This may include spreading the audit over multiple days, or adding additional audit time due to unforeseen circumstances or connectivity / technology issues.
11. Acknowledge that remote audits may require more auditor time and therefore result in increased auditing fees. However, there will be no auditor travel expenses charged.