



Unannounced and Overnight Audit Policy for Enhanced Social

**Issue 1.1
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1. Scope and Purpose

- 1.1 Enhanced Social audits must be conducted as an unannounced audit. These unannounced audits shall be planned and conducted by the CB.
- 1.2 Enhanced Social audits at processing plants where production or production related activities, including cleaning and sanitation of production areas and third-party services, occur outside of the hours of 8am-5pm shall include an overnight audit.

2. Timing and Pre-requisites of Unannounced Audits

- 2.1 Every effort shall be made to conduct the Enhanced Social audit at the same time as the Seafood Processing Standard (SPS) audit with both audits conducted under an unannounced audit window of 60-days. When Enhanced Social and SPS audits are conducted together, both auditors must arrive at the same time and audits will be unannounced following the timelines laid out in the Unannounced Audit Policy for SPS.
- 2.2 If the facility has already been certified to SPS, then the Enhanced Social audit will be conducted as a supplemental extension of scope audit. The CB will plan and conduct the Enhanced Social audit in a way that upholds a 60-day unannounced audit window.
- 2.3 If there are extenuating circumstances, the CB shall contact Program Integrity (programintegrity@globalseafood.org), with CB Dept (CBDept@globalseafood.org) and Certification (certification@globalseafood.org) on copy, for guidance.
- 2.4 A preliminary visual walk-through shall be conducted as soon as the auditor arrives on site, the opening meeting shall take place after the initial walk-through.

3. Requirements for Overnight Audits

- 3.1 If a seafood processing plant employs people or third parties to conduct production or production related activities outside of the hours of 8am-5pm, the audit scope for Enhanced Social audits must include a facility walk through and interviews of workers for each shift operating between the hours of 5pm and 8am. Third-party labor and service providers and their workers that are on-site at the processing plant, including cleaning or sanitation of production areas must be included in the overnight audit. Document review for workers in those shifts may remain part of the daytime audit.
- 3.2 If there are extenuating circumstances, the CB shall contact Program Integrity (programintegrity@globalseafood.org), with CB Dept (CBDept@globalseafood.org) and Certification (certification@globalseafood.org) on copy, for guidance.

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