Date : August 29, 2019

To : Accreditation Bodies (ABs)
Auditors
Certification Bodies (CBs)

Subject : Update wording on Auditor Days Validation

Update wording on Auditor Days Validation

When there is a discrepancy between:

1. The number of Stage 1 and Stage 2 on-site visit days planned by the CB (in the CB Setup phase) and
2. The number of Stage 1 and Stage 2 on-site audit days entered by the auditor (in the Implementation & Lead
   Review phase, Form 1 and 5 respectively)

The wording of the warning message for Form 1 mismatch has been changed to "The number of Stage 1 audit
days shown in 'Supplier Sites & Auditor Visits' does not match the number of Stage 1 onsite days shown in the
Stage 1 Audit Form (Form 1)". The audit cannot be published until this is corrected.

A new validation has been added for Form 5 for Initial, Recertification, Recertification "With Special", Special,
and Surveillance "With Special" audits only, when the sum of the number of onsite auditor days in the site visits
section of the audit (excluding the Stage1 visits), mismatch with the value entered for "On-Site Audit Days (5)"
in the Form5 Audit Report.

The following warning message has been implemented for a Form 5 mismatch "The number of Stage 2 audit
days shown in 'Supplier Sites & Auditor Visits' does not match the number of Stage 2 onsite days shown in the
Stage 2 Audit Form (Form 5)". The audit cannot be published until this is corrected.
Update Communication

For Surveillance audits that do not include "With Special" (the 'With Special' option is not selected), when the sum of the number of onsite auditor days in the site visits section of the audit, mismatch with the value entered for "On-Site Audit Days (5)" in the Form5 Audit Report.

The following warning message has been implemented for Form 5 mismatch. OASIS will not prevent this audit from being published.

In case of questions, please contact the IAQG support function at: IAQGsupport@sae.org or your OASIS Sector Representative:

- Americas - Becky Lemon rebecca.lemon@sae.org
- Asia/Pacific - Takayoshi Maehata takayoshi.maehata@sjac.or.jp
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Sincerely,

IAQG Database Team