



## PUBLIC NOTICE

### **MANAGEMENT SYSTEMS CERTIFICATION ACTIVITIES DUE TO CORONA VIRUS (COVID-19) PANDEMIC 31<sup>ST</sup> MARCH 2020**

Following the Presidential Directives to Uganda issued on 25<sup>th</sup> March 2020 and 30<sup>th</sup> March 2020, the guidelines by the Ministry of Health (MOH) and the UNBS Standard Operating Procedures on interventions to minimize the potential risks associated with the Corona Virus (Covid 19) pandemic, UNBS wishes to issue the following guidelines to minimize service disruptions on management systems certification activities due to the outbreak.

#### **1. New Applications**

All applicants will be required to submit filled applications and application documents to UNBS by email [systemscertification@unbs.go.ug](mailto:systemscertification@unbs.go.ug). Application review and subsequent steps including audit time determination will be done online and communication to the client on status of application provided through email.

#### **2. Audits**

##### **a. Initial audits (Stage 1 and Stage 2 audits)**

Where possible stage 1 audits will be conducted remotely through, electronic document review and stage 1 report shared by email. In line with the presidential directives, all onsite stage 1 and stage 2 audits will be put on hold until further notice as the situation of the pandemic improves progressively.

##### **b. Re-certification audits**

To be put on hold with effect from Wednesday 25<sup>th</sup> March 2020, and this is to be revised as the situation progresses until further notice. Where applicable, recertification audits may be conducted remotely in accordance with the Procedure for Management and execution of remote audits (*CERT/OP/18*). In addition where applicable certification may be extended for not more than 6 months as detailed in *CERT/OP/17* Procedure for management of extraordinary events.

##### **c. Surveillance audits**

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Were put on hold with effect from Wednesday 25<sup>th</sup> March 2020, to be revised until further notice. Where applicable, surveillance audits may be conducted remotely in accordance with the Procedure for Management and execution of remote assessments (*CERT/OP/18*). In addition, where applicable extension of surveillance audit period may be done as detailed in *CERT/OP/17* Procedure for management of extraordinary events.

### **3. Review of corrective actions**

To be conducted remotely or via desktop review of corrective actions and necessary information required for a certification decision provided as required by ISO/IEC 17021-1 Clause 9.5.3.1 and *CERT/OP/02*.

### **4. Onsite visits to lift suspensions**

Depending on the risk, some may be conducted remotely or via desktop review, at the discretion of the Executive Director.




### **5. Meetings**

All stakeholder engagements including auditor calibration sessions were suspended with effect from 25<sup>th</sup> March 2020 until further notice subject to review as the pandemic evolves. CRC meetings will continue online as may be required.

### **Useful resources**

- *IAF ID 3, Informative Document for Management of Extraordinary Events of Circumstances Affecting ABs, CABs, and Certified Organizations.*
- *IAF MD 4, IAF Mandatory Document for the Use of Information and Communication Technology (ICT) for Auditing/Assessment Purposes*

### **Manager Certification Department**

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