

Achilles Management System Audit

Content of the Protocol

Audits address the validation of evidence regarding a supplier's capability, competence and compliance within agreed parameters. During a two-day-program, an independent, qualified auditor from Achilles visits the supplier on-site to perform the audit. The program follows Achilles audit protocol, which is established in conjunction with key stakeholders in the sector.

The audit protocol contains following sections

Quality Control and Assurance

This section is designed to evaluate the creation and implementation of quality management systems and the associated responsibilities. In addition, the protocol requests evidence of quality control plans, confidentiality and auditing requirements.

Engaging with the Community

This section focuses on if and how the company engages with their local community.

Business Integrity and Ethics

Documentation is required with regards to the management and investigation of bribery and corruption within countries of operation, and e.g. improper conduct.

Employment Practice and Human Rights

Company demographics, eligibility to work, recruitment practices, child labour and freedom of association are covered within this section. The company has to give evidence with regards to the parameters.

Preventing Discrimination at the Workplace

Recruitment practise needs to be demonstrated to show the prohibition of discrimination or bullying both during the recruitment process and during day to day working.

Training and Capability/Competence Assessment

Formal training processes need to be demonstrated for new and existing workers to ensure understanding of responsibilities and company requirements. Training standards for the company's workforce programmes for assessment and re-assessment are also covered in this section.

Working Hours

Companies are required to detail employee working hours, rest periods and legally mandated rest periods. In addition, companies must have mechanisms in place for the investigation and prohibition of excessive working.

Communication and Worker Feedback

This section focuses on company mechanisms for briefing and reporting, both internal and external parties, on both general business performance and Corporate Social Responsibility (CSR) performance.

Workplace Safety

This section covers the company's control systems for the evaluation, implementation, management and review of safe working practices.

Occupational Health

Management of occupational health concerns and whether the company undertake any medical surveillance - screening/monitoring, testing of their workforce.

Corporate Risk Management

This section focuses on wider corporate risk issues such as financial, reputation, social and business continuity.

Emergency Planning

Evaluation of the fire preparation and emergency evacuation process, competencies and practices. Training of workers, continuous evaluation and inspection/testing.

Site Security

Site security arrangements - safety during both working hours and non-working hours.

Environmental Management

This section focuses on environmental good practices, management controls, employee engagement and briefing. Documentation of the company's environmental managements systems is to be demonstrated.

Carbon Management

This section captures the organisations mechanisms for capturing and quantifying its carbon emissions, and which standards the company operates by in this regard.

Waste Management

Investigating the company's mechanisms for management of waste, and compliance with local authority permits and consents regarding impact to the environment.

Selection and Management of Suppliers

The management and selection of suppliers of services. Responsibility, management and reviews in this area, and assessment of the supply chain.

Sourcing of goods and services

The responsible and ethical sourcing of goods, services and raw materials. Policies regarding for example local services, fairly traded goods, prevention of corruption and bribery.

Use of Work Equipment, Vehicles and Machines

Evaluation of systems to ensure effective maintenance, servicing and inspection of work equipment. Standards for approving and operating tools and equipment.

Insurance and Warranty

Review company insurances and applicable product warranties. Adequate insurance for the company's workforce, its scope of works, and surrounding environment.

