

**To all Buyers and Suppliers**

**Briefing Note on Application of Audit Expiry Criteria**

Further to our previous note relating to those suppliers enjoying Grandfather Rights we have now undertaken a review across all of those organisations falling within the remit of the Link-up audit scheme.

The aim of this is to achieve the following:

- Fairness across the scheme so that buyers can have confidence in the currency and content of the information posted on the Rail Portal.
- Fairness for suppliers so that those who comply with the requirements of the scheme are not having their efforts undermined by organisations abusing the scheme.
- Efficiency for Achilles so we can have visibility of forward requirements and make best use of auditor resources to improve audit delivery. This will support us in our ability to work with Suppliers and Buyers and to better manage timescales across the whole audit process.

With effect from the 1<sup>st</sup> April 2009 we will be applying the attached criteria to audit renewal and to the audit of new suppliers. This has been circulated to the Link-up Governance Group and accepted as the agreed way forward.

The fundamental requirement here is that suppliers need to pay for their audit in time to enable the audit to be arranged and delivered on or before the audit anniversary date. This will now be set to 12 months from the last audit undertaken or 12 months from the first audit undertaken for new suppliers. Once your audit date has been set it will not change apart from rolling forward 12 months each time you renew your audit. For example if you have your first audit on 01/01/2009 and your renewal audit on 29/01/2010 your future audit expiry date will become 01/01/2011.

We will undertake to send out a request for payment containing the details of the product codes to be audited, the questions to be asked and the fee required but it is necessary that the payment process is actioned within the supplier organisation. **NO AUDIT WILL BE BOOKED UNTIL A PAYMENT IS RECEIVED BY ACHILLES.**

Best Wishes



Andy Harrison  
Director – Rail and Transport  
Achilles Information Limited  
31st March 2009



services for sustainable procurement  
**global** resources. **local** skills



## Audit Expiry Criteria



## Audit Expiry Criteria

**Renewal audits for those organisations who have already had a v.2 audit : the audit visit must have been completed by 1 year + 30 days after the last audit**

Payment must have been received in time to ensure this date is met

Sanction: All auditable categories are shown as expired

For those who are already in arrears their payment is required by 30<sup>th</sup> April 2009 and their future audit anniversary date will be the date of the next audit.



## Audit Expiry Criteria

**Audits for those organisations who are joining Link-up since 1<sup>st</sup> January 2009: these must have completed their first audit visit within 6 months of their date of joining the scheme**

### **Date of Joining Scheme:**

#### **January 2009**

Audit Payment must have been received by 30<sup>th</sup> April 2009

#### **February 2009**

Audit Payment must have been received by 30<sup>th</sup> May 2009

#### **March 2009**

Audit Payment must have been received by 30<sup>th</sup> June 2009

Joined scheme after 31<sup>st</sup> March 2009 audit payment must have been received in time to deliver the audit visit within 6 months of the joining date

Sanction: Either required to remove all auditable product codes from PCP or all auditable product codes are placed to **Declined Audit** due to failure to properly undertake the requirements of the scheme .



## Audit Expiry Criteria

**For those organisations who are continuing members of the scheme from v.1 but have not yet had a v.2 audit these must have completed their audit visit by 31st July 2009 or they will be shown for all auditable product codes as expired.**

Payment must have been received by 30<sup>th</sup> April 2009

Sanction: They will be shown for all auditable product codes as expired – NCCA advised



## Audit Expiry Criteria

**For those organisations who have joined Link-up v.2 between May 2007 and 31 December 2008 but have not yet completed their first v.2 audit: these must have completed their first audit visit by 31st July 2009.**

Payment must have been received by 30<sup>th</sup> April 2009

Sanction: Either required to remove all auditable product codes from PCP or all auditable product codes are placed to **Declined Audit** due to failure to properly undertake the requirements of the scheme .