

Criteria for Writing Procedure for PV Program

This is a guide to assist you in preparing for an unannounced inspection if your company is randomly selected. When writing your new PV Program procedure, please consider all of the following criteria:

- Identify your Management Representative and a deputy Management Representative who will be the first contact for the arriving inspectors- one or both should be available at all times. If for some reason neither are available, the senior site staff will be required to host the inspectors
- The on-site inspection will begin immediately (within 15 minutes) upon arrival of the inspectors- there must be no delay in this process for it to be effective. Failure to permit entry to the inspectors and/or completion of the inspection may result in immediate certificate suspension.
- All staff must be aware of the Program and their specific roles when the inspection occurs. We understand that this will be disruptive to production, but full cooperation will be expected.
- Like all procedures in the management system, your new procedure must be approved in accordance with your document control process and available at all points of use. You can expect that this written procedure will be requested by the inspectors upon arrival.
- During the inspection, which will last up to about 8 hours, you will be asked to demonstrate performance in meeting the requirements of the e-Stewards Standard and your own management system. This may involve testing or re-testing of equipment or components, unloading of trucks, and unpacking of previously packed materials, depending upon the scope of your certification.
- The inspection will require access and entry into any areas inside or outside of your premises as requested by the inspector.
- You should expect to be requested to present current or past records of staff training, material shipments and receipts, material balance accounting, downstream flow charts, data wiping, legal compliance confirmation, past certification body audits, corrective action, customer contracts, and any other records required by the inspector to verify performance and conformance with requirements.

If you have any questions about the PV Program please send inquiries to info@e-stewards.org.