

**Date** : March 24, 2020

**To** : ABs and CBs

**Subject** : COVID-19: OASIS Database Instructions

## *COVID-19: OASIS Database Instructions*

This update communication supplements the recently published IAQG OPMT Notice for Accreditation Bodies and Certification Bodies concerning Novel Coronavirus - COVID-19. To implement the alleviations offered in the notice there are some actions that need to be followed in the OASIS database:

### **Audit Duration Calculator (ADC) & Audit Report**

This instruction applies when a CB has to perform a virtual audit, due to issues associated with COVID-19, and has to postpone part of the audit duration planned for the 2020 audit and move audit duration to the 2021 audit. In the ADC Notes and in the OASIS Form 5 9101 Audit Report for the 2020 audit, the CB shall:

- document the number of audit days and the activities that have been postponed
  - document the specific reason for postponement
- Note: Stating "COVID-19" or similar is not sufficient to satisfy this instruction. A specific reason for postponement is to be documented.

### **Identification of Expiring Certificates affected by COVID-19**

CB shall initiate a Certificate Modification to:

- append the code [IAF-ID3] to the existing certificate number in the OASIS database (Issue and any applicable reissue date shall not be changed).
  - publish the modified certificate in OASIS
- Note: The physical certificate that was previously uploaded does not require a change.

### **When:**

- a certificate has expired, and
- "restoration" of a certificate has not been or cannot be completed within 6 months of expiry due to issues associated with COVID-19,

### **Or**

- a certificate is due to expire, and
- the on-site or virtual recertification audit has not been started, and
- "reinstatement" of a certificate has not been or cannot be completed within 12 months of expiry due to issues associated with COVID-19.

Instructions for modifying a certificate can be found in the OASIS Help and Guidance at:

<https://oasishelp.iaqq.org/wp-content/uploads/2016/05/9-OASIS-NG-CB-Certificate-Modification-V3.pdf?1584721510085>

## How to perform Reinstatement

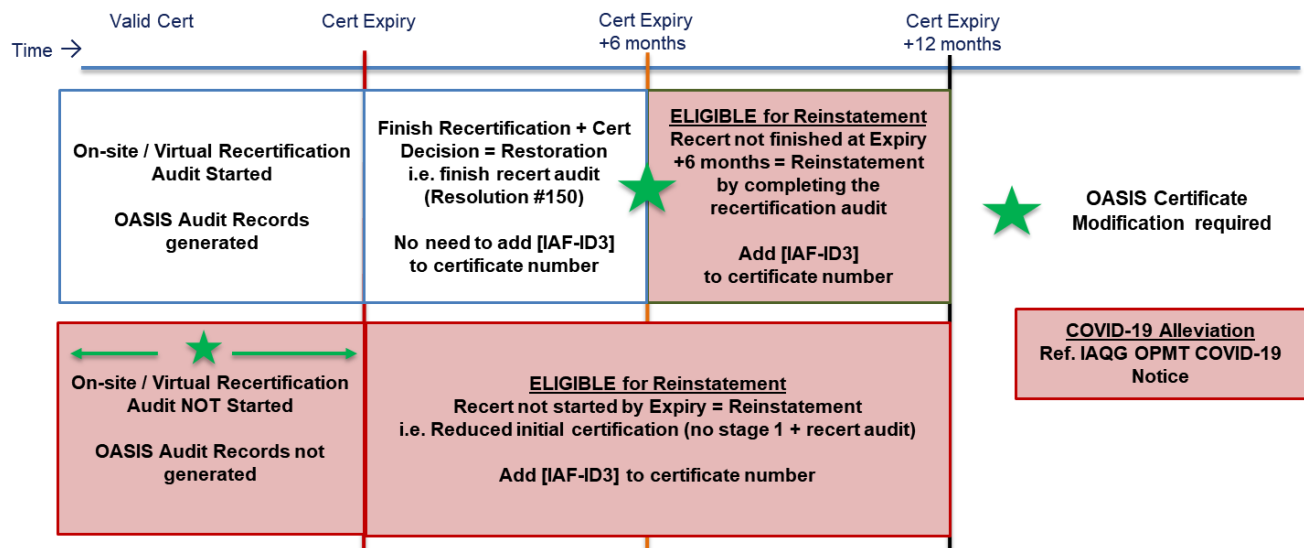
If the recertification audit has already started and the certificate was not restored within 6 months after expiry, the recertification audit may be continued, certification decision made and published within 12 months of expiry.

If the recertification audit has not been started an OASIS Initial Certification Audit record is required to initiate "reinstatement". In addition:

- The OASIS 9101 Form 1, Stage 1 audit report Box 10 'Proposed Certification Scope' shall contain the following statement "The Stage 1 audit has not been performed per IAQG OPMT Resolution #157."

## Illustration of Certificate Expiry, Restoration and Reinstatement

The graphic below illustrates the processes associated with certificate expiry restoration and reinstatement



## How to enter Virtual (ICT) Audit Duration Days in OASIS

To record the Audit Days of a Virtual Audit in OASIS, CB Audit Entry Admin shall setup the Supplier visit as follow:

Supplier Site	Visits	Auditor	Start	End	Onsite	Offsite
OIN: 6151366626 <span style="color: green;">■</span> Central Function Demonstration Supplier (11) 123 Some Street, Somewhere, AZ 88555, United States 50 Employees	1	Demonstration, Auditor (Americas)	03/23/2020	03/25/2020	0.0	3.0

and shall enter remote ICT Off-site time (3.0 in this example) in the Audit Details Total Audit Days field:

Certificate Structure Type (CST)	Category	Partial Audit?	ASRP	CAAT
Single Site		No	No	No
Total Audit Days	Audit Start Date	Audit End Date		
3.0	03/23/2020	03/25/2020		

The Lead Auditor shall enter in Form 5 box 5 0.0 Onsite Audit days as follow:

9101 Form 5: Audit Report <span style="float: right;">Instructions</span>				
Audit Type <sup>3</sup>	Audit Start Date <sup>4</sup>	Audit End Date <sup>4</sup>	On-Site Audit Days <sup>5</sup>	
Surveillance	03/23/2020	03/25/2020	0.0	
Report Number <sup>6</sup>				Report Date <sup>7</sup>

The above will allow the Lead Auditor to Signoff the audit.

Certification Bodies (CB) are reminded that the IAQG OPMT COVID-19 notification also includes the requirement for risk analysis/mitigation and submittal of a six month go forward plan to their respective Accreditation Body (AB).

The IAQG remains committed to ongoing communication and will provide updates to the above if needed.

If OASIS issues arise contact the IAQG support function at: [IAQGsupport@sae.org](mailto:IAQGsupport@sae.org) or your OASIS Sector Representative:

- Americas - Becky Lemon [rebecca.lemon@sae.org](mailto:rebecca.lemon@sae.org)
- Asia/Pacific - Takayoshi Maehata [takayoshi.maehata@sjac.or.jp](mailto:takayoshi.maehata@sjac.or.jp)
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Sincerely,

IAQG Database Team