



**RESTART
YOUR BUSINESS
WITH BV**

BUREAU VERITAS SAFEGUARD INSPECTION

HOW TO GET PREPARED





INTRODUCTION

The following pages describe the key items you need to bear in mind to prepare for a successful SAFEGUARD inspection.

The chapters of this document are :

WHY ?

Why is the SAFEGUARD Inspection important ?

WHO ?

Who will be involved in the inspection ?

WHERE ?

Where will the inspection take place and what places will be inspected within my site ?

WHAT ?

What will be checked by the inspector ?

WHEN ?

When will the inspection take place ?

HOW ?

How will the inspection be conducted by the inspector ?

How are the questionnaires designed ?

REMOTE INSPECTION

How to get prepared for a remote inspection ?

SUCCESS CONDITIONS

Preparation and anticipation will be key success factors

WHY & WHO ?

WHY IS THE SAFEGUARD INSPECTION IMPORTANT ?

- You have selected Bureau Veritas to evaluate the maturity, the relevance and the effectiveness of the procedures your company has implemented for COVID-19 prevention and risk reduction.
- You wish to demonstrate to your employees, your partners, stakeholders, clients, or unions that you have taken the necessary actions to mitigate risk.
- Your organization has decided to implement a dedicated COVID-19 RISK MANAGEMENT action plan throughout its multi-site network. The organization has decided that Bureau Veritas will inspect all the sites under this “corporate umbrella” in order to confirm the centralized H&S system has been correctly implemented and matches with the organizational requirements as well as sanitary best practices.

WHO WILL BE INVOLVED IN THE INSPECTION ?

- The inspection will address the measures set to minimize risk of contamination for both employees and clients
- If suppliers or sub-contractors are working on your site, they will have to respect your rules and guidelines in addition of theirs. The inspection will check this aspect as well.
- Questions will be firstly addressed to the Site Manager then to the Health & Safety Coordinator, if that role exists.





WHERE / WHAT / WHEN ?

WHERE WILL THE INSPECTION TAKE PLACE ?

- All areas of the site will be inspected; from the reception desk to the warehouse
- High traffic areas where your employees come and go (entry gates), change clothes (locker rooms), work, rest, eat their meals (if there is on-site catering) and sleep (if you have on-site accommodation), as well as technical areas
- Areas where your clients, visitors, suppliers or sub-contractors are present will also be inspected.

WHAT WILL BE CHECKED ?

- All the systems and procedures specially defined to minimize the risk of COVID-19 contamination
- All measures or devices installed to reduce risk and reinforce physical distancing between people (workers and/or clients)
- All physical modifications to the layout of your work or business have been implemented to reduce the risk
- All surface cleaning procedures have been intensified and are in place at your site's "high touch" locations (e.g.: elevator button, stairs, counters...)
- All PPE usage instructions and your organization's approach to making appropriate PPE available for employees, contractors and clients.

WHEN WILL THE INSPECTION HAPPEN ?

- For an on-site inspection, Bureau Veritas Inspector will come to your site and ask to inspect it. Even if the Site Manager is informed, it's important that workers are not aware about the exact date and time in order to maintain the inspection's objectivity.
- For a remote inspection, Bureau Veritas Inspector will organized it with the Site Manager. For the specific details of remote inspection (e.g.: which web conferencing tools should be used), please see the specific section later in this document.

HOW ?

HOW WILL THE INSPECTION BE CONDUCTED ?

All areas of the site will be inspected from the reception desk to the warehouse

- The duration will depend on the size of the site, its activities and the number of people accessing the site. Typically it will last 2 to 4 hours in most cases.
- The inspection will follow these steps:

1. Opening	6. Site tour inspection (2)
2. Agenda	7. Checklist completion
3. Input confirmation for digital tool (1)	8. Summary & debriefing
4. Checklist overview	9. Conclusion & closing
5. Documentary overview	

(1) MAIA+ : Site location, contact information, applicable segment for checklists

(2) For remote inspections, a “Digital Site Tour” will be conducted. See specific section later in this document.

- Our inspector will evaluate your organization and procedures by asking your teams questions from checklists that have been developed by Bureau Veritas experts.
- These questions have been developed by gathering best practices published by international or regional, national organizations or authorities (e.g.: the World Health Organization) on how to minimize contamination risks from COVID-19. Checklist are divided into **4 categories**:

1. Processes: policies & procedures developed to protect employees and maintain business continuity

2. Hygiene & Cleaning: actions specific to maintaining good hygiene within the premises

3. People: individual behavior, physical distancing, PPE and worker / client protection

4. Facilities: those facility related controls which are in place (including inspection & maintenance)

and **9 subjects of evaluation**:

A. Cleaning	F. Management
B. Employee protection	G. Personal hygiene
C. Equipment	H. PPE
D. Knowledge	I. Physical distancing
E. Training	

- The checklist can range from 40 to 60 different questions, depending on your sector of activity.
- For site inspections as part of a company or organization assessment, additional questions can be added as needed.

REMOTE INSPECTION

WHAT ABOUT REMOTE INSPECTIONS ?

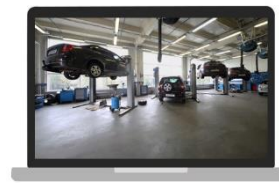
When performing Remote Inspections, our inspectors will use Microsoft TEAMS™ web conferencing system. For a successful inspection, it is important for you to be comfortable with the use of TEAMS.

If you are not familiar with using Microsoft TEAMS please follow the instructions below.



MICROSOFT TEAMS

- Make sure you have satisfactory Wi-Fi or 4G connectivity within your site
- Make sure you have received your meeting login details, which will be contained within the meeting invitation
- Practice using TEAMS with your colleagues and workers
- Watch the video tutorials available on Microsoft Support platform that explain how to use TEAMS for video-conferencing
- Make sure your streaming device is fully charged to last for the full duration of the inspection
- For Digital Site Tour, please use a Smartphone (forward the meeting invitation to your smartphone if necessary) and prepare a back-up option in case of any device issues
- Please follow the attached procedure to master the first steps for connecting on Teams with Bureau Veritas



DIGITAL SITE TOUR:

- Prepare for the site tour by providing a Site Map of the building for the inspector. This will help them to see where you are and enable them to ask request your movement to particular locations during the inspection
- For very small site, a map might not be necessary, but you'll be required to do a full 360° to enable the inspector to understand what is present in your workplace
- Use a smartphone preferably to show the inspector what is present on the site tour. A tablet or laptop might be too heavy for a site inspection that may last more than 30 min (or >1 hour for large or complex sites).

IMPORTANT :

All remote inspection video footage will be recorded as evidence of the inspection having been correctly performed.



SUCCESS CONDITIONS

PREPARATION & ANTICIPATION

It's important to bear in mind the following:

- The inspector will check the correct implementation of your solutions / actions in each of the inspected areas of the site
- The possible answers for any checklist question are YES or NO (Not Applicable (NA) may be possible in exceptional cases when accompanied by a valid justification)
- The situation will have to be clear, leaving no room for interpretation. The solution / action or device will either be implemented, and therefore demonstrably present, or not.
- If a solution / device or action is not implemented in one site location, the answer to question will be a NO and a Non-Conformity (NC) will be raised (to be corrected within 7 calendar days). In this eventuality a process for correcting NCs will be communicated with you.

The Bureau Veritas inspector will check how your organization has considered basic recommendations mostly from the WHO (World Health Organization) and sector specific organizations:

1. What has been defined ?
2. What has been implemented in the field, and how ?
3. How your organization has decided to protect individuals ?
4. How your workplace, as a site, is now arranged and organized to minimize the risk of contamination between people and contact between people and objects ?
5. How your people and team have been trained ?
6. How you communicate the rules you expect your clients and partners to respect when on your site ?

RESTART YOUR BUSINESS WITH BV

and the SAFEGUARD label

The **SAFEGUARD label** forms part of *Restart your Business with BV*, a suite of solutions to meet the needs of all sectors of the economy as they reopen for business.

The program addresses the specific risks to all places where people live and work by training teams effectively on hygiene good practices and assuring that protective measures are properly set up and implemented in a transparent way.

KEY FEATURES INCLUDE:

- **Ready-to-use or customized checklists** developed by BV health, safety and hygiene experts based on globally-recognized best practices and recommendations
- **A fully digital process** featuring remote audits performed by Bureau Veritas*, certificate generation, a public website for traceability of labels and a customizable executive dashboard to manage your network compliance
- **SAFEGUARD label** to demonstrate compliance and generate trust

* Completed within 60 days by an unannounced on-site field verification by Bureau Veritas

140
countries

78,000+
professionals
worldwide



SHAPING A WORLD OF TRUST

Bureau Veritas is a Business to Business to Society company, contributing to transforming the world we live in.

A world leader in testing, inspection, certification and technical services, we help clients across all industries address challenges in quality, health & safety, environmental protection and social responsibility.

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