1. Framework conditions for the verification

Client	
Contact person	
Certification	
Objectives	
Reporting period	
Level of assurance	
Scope	
Criteria	
Materiality level	
System boundary	
Documents checked prior to the audit	
Sites to be audited	
Auditors	
Trainee-Auditors	
Observers	

2. Verification schedule

Date	Time	Assessors	Verification step
			Opening meeting
			Auditors time
			Closing Meeting

Remarks

- Deviations from the above scheduled timetable based on the availability of data or contact persons are possible and can be agreed in the opening meeting.
- Under some circumstances the Audits can be extended to further, agreed appointments, e.g. if a planned site visit within the actual audit cannot be performed.
- As far as organisational problems will occur during the preparation of the on-site audits (e.g. problems with data gathering, accessibility of data management systems etc.), this should be discussed prior to the audit with PBPL.
- In case the client has any objections on the Team Composition, reasons for of the same needs to be shared with Team Leader.
- The Client needs to accommodate the observers (from the Accreditation Body) in case the Accreditation Body deputes them.

3. Required documents

Have there been potential errors, omissions or misrepresentations identified as a result of the risk analysis?

☐ No, no potential errors / risks were identified

☐ Yes, the following errors / risks were identified:

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As a result of the strategic analysis and the risk analysis the following amount and type of evidence was deemed necessary to achieve the agreed Level of Assurance:

Site to be visit (First)	Amount	Comment
Evidence Type		
Evidence Type		
Evidence Type		
Evidence Type		

Site to be visit (Second)	Amount	Comment
Evidence Type		
Evidence Type		
Evidence Type		
Evidence Type		

Site to be visit (Third)	Amount	Comment
Evidence Type		
Evidence Type		
Evidence Type		
Evidence Type		