



COVID-19 IN SITE AUDIT INSTRUCTIONS FOR MEASURES

1. AIM

It defines the COVID-19 measures before, during and after PCA Certification's on-site audits.

2. MATTERS TO BE CONSIDERED BEFORE THE AUDIT

- Employees should be sent to the nearest hospital in case of fever measurement with non-contact thermometers and high fever (over 38 C) is detected.
- Meetings should be held with as few personnel as possible.
- If possible, rooms with natural ventilation (windows) should be preferred for meetings.
- If possible, the meeting rooms should be disinfected by the company before the inspection.
- At the beginning of the meeting, greetings should be provided without shaking hands. Meetings should be held in adequately sized spaces and this should be confirmed prior to inspections. The seating arrangement should be arranged so that there is an appropriate distance between the participants. Close contact with people should be avoided in the meeting environment and masks should be used.
- Adequate hygiene materials (disinfectant, disposable wipes, etc.) and protective equipment (mask, gloves, etc.) must be available.
- All employees must comply with the social distance rule and behave in accordance with all personal protective measures (wearing masks to cover the mouth and nose continuously).
- Elevators, door handles, etc. frequently touched surfaces should be disinfected as often as possible, and limited to the number of people who comply with the social distance rule when necessary.
- Water in closed bottles should be provided to employees and inspection teams.
- Social distance should be maintained, especially in areas where social distance can be reduced, such as smoking areas, dining halls, cafeterias.
- The waiting room/lobby areas should be kept clean and tidy. All non-essential items, including books, brochures and magazines, should be removed from the lobby/waiting areas, other common areas and lounges.
- If dining halls are to be used during the lunches of the inspection teams in line with the facilities of the establishment during the on-site inspections, appropriate thermal comfort conditions and hygiene must be provided. The number of people eating at the same time should be reduced. Spices, toothpicks, salt, spoons, forks, knives, glasses, etc. It would be appropriate to ensure that the materials are presented in a disposable way if possible. It is necessary for the cafeteria staff to act in accordance with the rules of personal hygiene and to provide appropriate personal protective equipment. If you are going to a restaurant for lunch or ordering, attention should be paid to choosing businesses that fully comply with the measures announced by the relevant legal authorities during their activities. Since the seating arrangements at the tables must be

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observed, it is recommended that a number of participants accompany the lunch in accordance with the table conditions of the place to be visited.

- Washbasins, toilets, bathrooms, stair borders, faucets, dining halls, elevators, etc. Disinfectants should be available at the entrances to common areas. Non-contact soap dispensers, paper towel dispensers and trash cans should be used in toilets and sinks.
- In work areas, sinks, etc. it is necessary to place a sufficient number of litter boxes that do not need to be touched by hand.

3. ISSUES TO BE CONSIDERED BY THE AUDIT TEAM

3.1 Statement of Health

The assigned audit team member must notify the PCA in advance if there is a situation that may prevent him from performing the audit on site. This includes all situations such as being in the risk group due to chronic diseases, being sick due to Covid-19 or being in contact with a sick person. In this case, the PCA assigns a new member to the audit team.

3.2 Considerations During Entry-Exit to Institutions

Inspection teams should measure their own temperature (over 38 C), in case it is detected, it is necessary not to go to the inspection and go to the nearest health institution. You must enter the establishment wearing a mask and continue to wear a mask inside. A mask should be worn to cover the mouth and nose, and the mask should be changed as it gets damp or dirty.

Hands should be washed or disinfectant should be used while wearing a new mask.

At least 1 meter of social distance should be maintained with the customer. In cases where the distance cannot be maintained, a protective visor should be used in addition to the medical mask.

3.3 Matters to be Considered in Audit Areas (Meeting Hall, Office and Production Areas)

Employees and audit team members should avoid shaking hands and hugging during greetings and goodbyes.

Meetings should be held with as few personnel as possible.

If the meeting is prolonged, it should be interrupted. The seating arrangement in the meeting room should warn that at least 1.5 meters of social distance should be observed in all directions and that the people who will attend the meeting should wear and not remove their masks properly during the meeting.

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If any of the participants have symptoms or feel unwell, they should be told not to attend the meeting.

Personal belongings should not be shared with other people during the meetings, and similarly, other people's personal items should not be used (using the same pen while signing, using a shared computer, if possible, records and documents, etc.). Cleaning of electronic devices such as mobile phones, tablets and laptops, where bacteria are very common, should be done frequently with disinfectant.

3.4 Opening - Closing Meetings

It is important for the safety of all parties that the Chief Ombudsman informs the participants about the general measures at the opening meetings.

Windows and doors should be opened to ensure that the meeting environment is well ventilated, and the ambient air should be kept clean at all times. The use of air conditioning should be avoided. Meetings should be held with as few personnel as possible.

At the beginning of the meeting, greetings should be provided without shaking hands. Meetings should be held in adequately sized spaces and this should be confirmed prior to inspections. The seating arrangement should be arranged so that there is an appropriate distance between the participants. Close contact with people should be avoided in the meeting environment and masks should be used. Disposable gloves should be worn when necessary. In cases of coughing and sneezing, the mouth and nose should be covered with a disposable tissue, and in cases where a tissue cannot be used, the inside of the elbow should be used. Personal belongings should not be shared with other people during the meetings, and similarly, other people's personal items should not be used (using the same pen while signing, using a shared computer, if possible, records and documents, etc.). All participants must have enough supplies with them, including wipes and hand sanitizer.

Refreshments should be avoided during the meeting and closed bottled water should be used. At the end of the meeting, it is necessary to say goodbye without shaking hands and not to take a group photo.

3.5 Other Areas Inspected

Adequate hygiene materials (disinfectant, disposable wipes, etc.) and protective equipment (mask, gloves, etc.) must be available. It is recommended that all employees comply with the social distance rule, in accordance with all personal protective measures (wearing masks constantly to cover the mouth and nose), planning to keep the number of people present at the same time in the inspection area to a minimum, and preferably working side by side rather than face-to-face if possible. (It may be appropriate for the audit team to conduct a check or a remote interview prior to the audit on the appropriateness of the measures)

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3.6 Common Areas (Elevator, Washbasin, Break/Recreation Area, Food Hall, Restaurant, Etc.) Considerations While Using

Elevators should not be used as much as possible in locations where establishments are located, and if they are used in mandatory situations, hands should be washed or disinfected after use. It is recommended that people minimize the use of elevators if possible. Water dispensers and tea and coffee machines in the common area should not be used as much as possible. The use of masks is obligatory in the presence of visitors in works that require close contact in the office.

The seating arrangement should be arranged in such a way that there is at least 1.5 meters between people. It is necessary to make arrangements that allow the implementation of personal hygiene rules, such as washing hands with soap and plenty of water for at least 20 seconds before and after meals, and drying hands with disposable towels. If it is necessary to remove the mask and then put it back on for reasons such as eating, drinking, etc., the mask should be kept in its own bag, if any, or in another clean and locked bag and kept in isolation from the outside environment. The mask used should never be put in the same bag or container with other masks.

3.7 Considerations During Transportation and Accommodation

The points to be considered during transportation to the institution to be inspected are similar to the general Covid-19 measures. A mask should be worn during the use of all means of transportation, the mask should be changed as it gets damp or dirty, and disinfectant should be used before and after changing it. Inspection teams can use their own special tools upon request. If the vehicles provided by the customer are used to reach the place where the inspection will be carried out, it is obligatory to wear masks for these vehicles. Maintaining social distancing is also important while traveling.

In order to minimize the risk of contact with Covid-19, hands and wrists should be cleaned with a cologne or disinfectant containing at least 70% alcohol before and after using all means of transportation. However, care should be taken not to touch the face area (eyes, mouth and nose) before the hands are cleaned. Since it creates droplets, it is not necessary to talk or shout in the vehicle unless it is necessary, and drink and food, including water, should not be used in the vehicles unless there is an obligation.

Guidelines of airline companies should be followed for travel by plane, TCDD for travel by train, and company guidelines for travel by bus. Care should be taken to prevent and control measures to reduce the risk of infection in accommodation facilities. For this reason, it should be ensured that The facilities to be Selected for accommodation regularly follow the information Provided by the relevant institutions and organizations, especially the Ministry of Health, the Ministry of Family, Labor and Social Services and the Ministry of Culture and Tourism, and take the necessary precautions. During the stay, our inspectors must take the personal precautions specified in the general aspects section within the accommodation facility. E.g; Social distance (1-1.5 meters) rules should be followed in the reception and other areas where human movement

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and density are experienced (restaurants, gyms, etc.), and masks should be worn in common areas. In non-obligatory situations, social areas, sports areas, pools, saunas, etc. should not be used.

4. WHAT TO DO WHEN THE AUDITOR IS DIAGNOSED WITH COVID-19

Inspection team members may experience fever, malaise, contact with a Covid-19 patient, etc. cases, you should immediately apply to the nearest health institution. A member of the inspection team whose Covid-19 test is positive notifies the PCA CERTIFICATION office as soon as possible. The planning team gives information by calling the companies that the auditor has visited in the past 5 days.

5. Revision Status

No	Revision Date	Rev. No	Explanations
1	21.03.2022	01	Revision table has been added.
2			
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