
ADVISORY

Advisory ID. DEAD0003_Advisory03_remote_functions_rev00_en

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Object: Clarifications on the remote functions

This advisory provides guidance for a certification body on the development of its own procedures for remote functions managing and auditing.

In addition to what described in the IRIS booklet Rev 01, Chapter 1, “4.3 Remote functions” the Certification Body must take into consideration the following:

- In case of scope, activities, location changes in the organization after the certification audit, all remote functions on which the changes have an impact must be audited prior to the next surveillance audit.
- In case of 2 companies to be audited and certified with one acting as remote function for the 2nd, the one which performs the complete processes must be audited at first, and then all results scored in the IRIS questionnaire must be taken into account for the auditing activity during the second audit.
- If the remote function to be audited is at the end of the business/production management processes (e.g.: warehouse) it can be audited after the manufacturing / designing site.
- In case the remote function supports more than one site, the number of employee of the remote function to be considered for the auditor days calculation shall be considered only once.