

## Gafta Standard Audits – Terms and Conditions.

This document must be read alongside the latest version of the relevant Gafta Standard and Code of Practice which can be downloaded from the Gafta website: [www.gafta.com/approved-registers](http://www.gafta.com/approved-registers)

[Gafta Standard for Analysis & Testing 2024](#)

[Gafta Standard for Fumigation 2021](#)

[Gafta Standard for Supervision 2019](#)

[Analysts Code of Practice 2022](#)

[Fumigators Code of Practice 2022](#)

[Superintendent Code of Practice 2022](#)

### **General**

1. Audits must be completed annually and there should be no more than 14 months between consecutive annual audits.
2. On-site audits take place for every Initial (first) Audit and every 5 years thereafter for Fumigators and Superintendents. On-site audits for Analysts will take place every alternate year.
3. All other annual audits will be completed remotely.
4. NSF reserves the right not to undertake on-site audits in locations where travel restrictions may be imposed (for example as advised by government or other relevant authority). In conjunction with Gafta, NSF will give full and proper consideration as to whether a remote audit would be appropriate.
5. The Pre-Audit Questionnaire (PAQ), supplied with the invoice, must be completed and returned to Gafta within 30 days of receipt. This is needed to plan and confirm the audit and to issue the certificate after the audit.  
PAQ Audit Application Forms can be downloaded from the Gafta website:  
[www.gafta.com/approved-registers](http://www.gafta.com/approved-registers)  
Please return this form to [ApprovedRegisters@gafta.com](mailto:ApprovedRegisters@gafta.com).
6. Members must notify Gafta immediately of any changes to company name, address(es) or contact details relating to the Approval.
7. Once booked, cancellation of the audit within 2 weeks of the planned audit date will result in 100% cancellation fee. Cancellation within 4 weeks of the planned audit date will result in 50% cancellation fee.
8. Audits will be conducted in English. It is your responsibility to arrange a suitable independent interpreter, if required, at your cost. Please notify Gafta if you will employ an interpreter during the audit via the pre-audit questionnaire.

### **Pre-Audits – remote**

9. Pre-audits are available for Fumigator and Superintendent members only.
10. The pre-audit is for companies newly elected into Gafta membership, who are unable to meet the full requirements of the Standard because they are not nominated for Gafta work as they are not listed on the Approved Register.
11. The pre-audit will be completed remotely (please see below). The lead-in time for remote audits is approximately 8 weeks from payment of the audit fee.
12. The pre-audit will check all documentation and procedures, and once non-conformances are closed, will enable the member to be listed on the Approved Register for 6 months. This is to allow the commencement of commercial operations, for the necessary operating

procedures to be finalised and for the required evidence of compliance to be collated in order to complete a full audit to the Standard.

13. No certificates are issued following a pre-audit.
14. The member must agree to a full on-site initial audit before the 6-month anniversary of pre-audit approval being granted, to continue with approval for a further 12 months.
15. Failure to complete the full on-site initial audit within the timescale will result in immediate removal from the Approved Register until the initial audit is completed.

#### **Initial Audits – on-site**

16. The lead-in time for Initial (first) Audits is approximately 12 weeks from payment of the audit fee unless audits are already being planned in the local region.
17. Initial Audits can be arranged sooner if requested and the member agrees to pay all auditor travel expenses at cost. Please contact [ApprovedRegisters@gafta.com](mailto:ApprovedRegisters@gafta.com) for a quotation.
18. Failure to pay the initial audit invoice within 3 months of its issue will result in the application being withdrawn. After the application is withdrawn a new application must be made.
19. The on-site audit will take place at the location from which operations are controlled. Additional locations will be part of the audit; however, these may not need to be visited. Records, paperwork, and key personnel from all locations should be available during the audit.
20. Following the Initial Audit, corrective evidence must be supplied to [gafta@nsf.org](mailto:gafta@nsf.org) within 90 days. All corrective evidence must be supplied in English. Failure to provide all corrective evidence within 90 days may result in the application for Approval being withdrawn. After withdrawal, approval will only be possible after a full initial audit is rebooked and undertaken after paying the audit fee. Certificates will be issued, and approval confirmed, no later than 30 days from the audit date or from receipt of all corrective evidence, whichever is later.

#### **Renewal Audits – on-site**

21. Gafta will provide approximately 4 months' notice to the member that their next renewal audit will be on-site.
22. Gafta will notify the member of the week in which the on-site audit will take place. The exact date will be confirmed nearer the time.
23. The on-site audit will take place approximately 6 weeks prior to the expiry date on the current certificate of conformance.
24. Gafta will issue the invoice for the on-site audit. This must be paid by return (immediately) and no later than 30 days from the date of the invoice.
25. Failure to pay the on-site audit invoice in a timely manner may impact on the Approval status of the member.
26. Failure to agree to the on-site audit date may impact on the Approval status of the member.
27. Following the renewal audit, corrective evidence must be supplied to [gafta@nsf.org](mailto:gafta@nsf.org) within 28 days. All corrective evidence must be supplied in English. Failure to provide corrective evidence within 28 days will result in suspension of the approval. Failure to reinstate from 'suspended' status within 28 days of notification of the suspension will result in the Member being withdrawn from the scheme. After withdrawal, reinstatement will only be possible after a full initial audit at the cost of the member is completed.
28. Certificates will be issued electronically, and approval confirmed, no later than 30 days from the audit date or from receipt of all corrective evidence, whichever is later.

### **Renewal Audits – Remote**

29. Gafta will provide approximately 3 months' notice to the member that their next renewal audit will be remote.
30. The remote audit will take place approximately 4 weeks prior to the expiry date on the current certificate of conformance.
31. Gafta will issue the invoice for the remote audit. This must be paid by return (immediately) and no later than 30 days from the date of the invoice.
32. Failure to pay the remote audit invoice in a timely manner may impact on the Approval status of the member.
33. Once payment and the pre-audit questionnaire is received, NSF International will allocate the auditor who will arrange the audit date directly with the member.
34. The audit date will be confirmed by NSF International. The confirmation will include the link to the remote platform on which the audit will take place. MS Teams will be used unless otherwise requested.

Following the renewal audit, corrective evidence must be supplied to [gafta@nsf.org](mailto:gafta@nsf.org) within 28 days. All corrective evidence must be supplied in English.

Failure to provide corrective evidence within 28 days will result in suspension of the approval.

Failure to reinstate from 'suspended' status within 28 days of notification of the suspension will result in the Member being withdrawn from the scheme.

After withdrawal, reinstatement will only be possible after a full initial audit at the cost of the member is completed.
35. Certificates will be issued electronically, and approval confirmed, no later than 30 days from the audit date or from receipt of all corrective evidence, whichever is later.

### **Re-Audits**

36. NSF and Gafta reserve the right to request a re-audit, either on-site or remote, to close any non-conformances. The audit fee will be paid by the member.
37. The decision to request a re-audit will be based on the number and/or severity of non-conformances raised during an audit. Typically, 10-15, or more, non-conformances raised during audit will result in the need for a re-audit.
38. The auditor will inform the member that a re-audit may be required during the Closing Meeting of the audit. NSF and/or Gafta will confirm the re-audit within 3 days of the audit.
39. Gafta will issue the invoice for the re-audit. This must be paid by return (immediately) and no later than 30 days from the date of the invoice.
40. The re-audit must take place within 3 months of the audit, or the member will be withdrawn from the Approved Register.
41. Failure to pay the re-audit invoice in a timely manner may impact on the Approval status of the member.

Failure to agree to or to undertake the re-audit will result in immediate withdrawal from the Approved Register.

After withdrawal, reinstatement will only be possible after a full initial audit at the cost of the member is completed.
42. Certificates will be issued electronically, and approval confirmed, no later than 30 days from the re-audit date or from receipt of all corrective evidence, whichever is later.