Remote Audit Assessment

What are Remote Audits?

BESCA remote audits are conducted off-site using an online audit platform to upload documents and submit a video of technical activities followed by an online meeting with a qualified auditor.

It is designed to be safe, convenient, flexible and efficient whilst maintaining the robustness of the audit process and outcomes.

What does it involve?

**STEP 1** BUSINESS MANAGEMENT REVIEW of key documents via the BESCA online audit portal

**STEP 2** VIDEO EVIDENCE OF TECHNICAL ACTIVITIES showing a walk-and-talk through of installed work

**STEP 3** BESCA’s auditors REVIEW SUBMITTED EVIDENCE and arrange a WEB CONFERENCING CALL

Please be assured that the information you send us will be securely managed in accordance with our existing confidentiality and data privacy policies which you can view on our website www.besca.org.uk.
We will assess your Business Management Review (BMR) remotely by reviewing documents you have uploaded to our audit portal.

To start the audit process, we will send you an email which details:

- When your audit is due
- Your portal registration details
- Guidance on how to submit your documents

Typical documents for uploading to the BMR audit portal are:

- Details of accounts
- Company insurances: Employers Liability; Public Liability etc.
- Company policies
- Membership of Trade Association or professional body membership (if applicable)
- Evidence of Management System e.g. processes and procedures; management meeting minutes; site safety records
- Complaints policy and procedure
- Waste Carriers Licence (if applicable) (or Hazardous Waste Producer Registration (Wales))
- Evidence of specific training for key people, training matrix etc.
- CSCS or CSCS Partner scheme cards for the workforce (including self-employed) if applicable
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**STEP 2 - EVIDENCE OF TECHNICAL ACTIVITIES**

Following the BMR, you will be sent an email telling you it’s time to provide evidence of your technical activities. In order for our auditors to witness the competence of these activities, you will record a video walk-and-talk through of installed work then upload to the online audit portal. This will be reviewed by your BESCA auditor.

**TIPS ON RECORDING YOUR EVIDENCE**

- Make sure that the video is of suitable clarity for both visual and audio
- Any modern smart phone or tablet can be used to make your recording
- The person conducting the activity should narrate what they are doing and why
- Make sure you point out specific areas of compliance
- Further guidance will be provided in the email we send you to trigger the recording of your evidence

**WATCH THIS SHORT VIDEO EXPLAINING THE PROCESS**

WE HAVE PREPARED AN EXAMPLE OF A VIDEO WALK THROUGH WHICH YOU CAN WATCH HERE TO HELP YOU.
STEP 3 - WEB MEETING

The final part of the audit will be an online meeting with your auditor. We use a number of different online meeting and screen sharing platforms. Simply tell us which your preference is.

TIPS ON YOUR ONLINE MEETING

✔ Ensure you have a quiet room or office to conduct the meeting in
✔ Have to hand your documents and evidence
✔ We recommend key personnel who have supported the audit process are present to answer questions
✔ Technical personnel will need to be available for discussions during the web meeting to explain elements of the recording once it has been assessed.

NO IMPACT ON YOUR BUSINESS

And one final thing to remember is that the remote audit is completely managed by the BESCA audit team, we plan, schedule and support you through the assessment so that it does not impact on the daily running of your business.

QUESTIONS?

If you have any questions about your remote audit please contact the BESCA operations team on 01768 860457 or info@besca.org.uk