

Supplier Information

COVID-19

General Statement of Policy:

ARCHE Advisors is closely monitoring the current global situation related to COVID-19 and is making every effort to be a responsible world citizen while protecting Auditors and Suppliers. Related guidance is being updated regularly according to location and industry.

- In all cases, it is the policy of ARCHE Advisors to follow relevant national and/or local requirements for travel, PPE, social distancing and other preventative measures.
- ARCHE Advisors will respect and observe any reasonable requests related to health and safety from the Supplier (farm, factory or business) that is being visited.

ARCHE Advisors considers the health and safety of our Auditors and the Suppliers they are visiting to be of paramount importance. Every effort will be made to assure that Auditors are healthy before making visits and that they take appropriate safety measures to protect themselves and those they interact with at the facilities they visit.

Guidance for Suppliers:

1. At the time of scheduling, Suppliers should notify ARCHE Advisors of known local regulations as well as any supplier requirements relating to travel, PPE and social distancing so that the Auditor can be informed and any adjustments in typical audit procedures can be anticipated and planned for.
2. Auditors will not visit any Suppliers when they are symptomatic (COVID-19 or otherwise). ARCHE Advisors will notify Suppliers as soon as possible if visits must be rescheduled. ARCHE Advisors will provide prompt notification if an Auditor is diagnosed with COVID-19 within 14 days of visiting that Supplier.
3. Auditors will follow basic hygiene recommendations and will use PPE as required by local and/or Supplier requirements. If PPE is not required by local authorities and Supplier, then the Auditor may choose whether or not to use it.
4. As required by local regulation, the Supplier will provide a room or area for the Auditor(s) to work which has adequate space and ventilation to allow for personal distancing during conferences, meetings and interviews.
5. Some audit procedures may be altered according to social distancing requirements. For instance, group interviews may be limited.

Suppliers should contact the ARCHE Advisors' Client Relations Manager or Scheduler with any questions or concerns during the audit scheduling process. Additionally, ARCHE leadership may be contacted by emailing: info@ARCHEAdvisors.com.