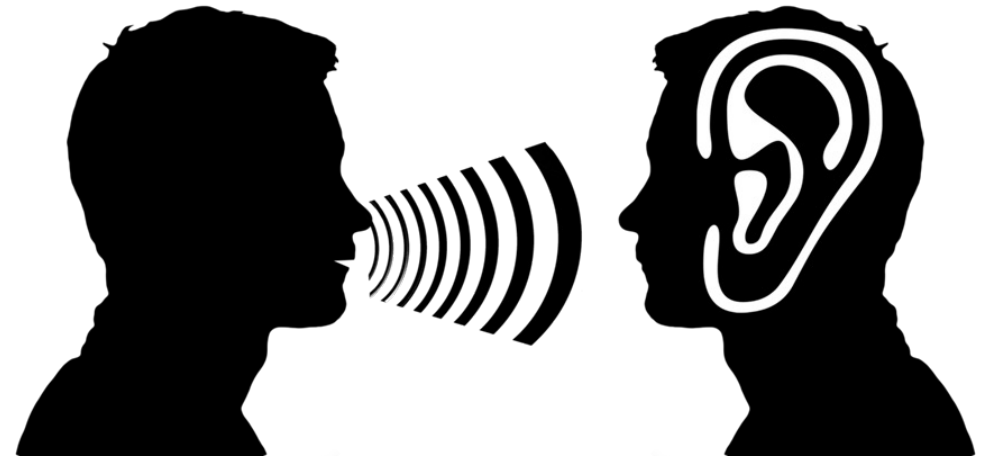# WELCOME

EuRA Global Quality Seal$^+$
New Audit Process

31st January 2024

I.   New Audit Process

II.   New Audit Process Responsibilities

III.   Time and Pricing

IV.   Auditors

V.   Quality Assurance

VI.   Changes EGQS+ 2024 vs. 2023
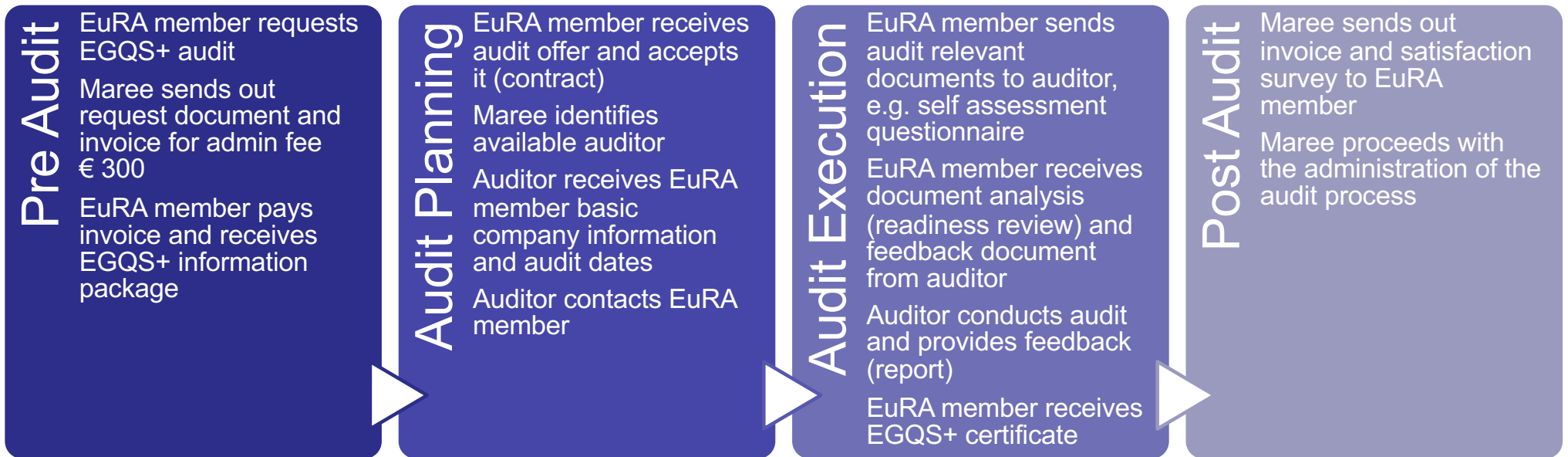
New Audit Process: Basics

- Upon request, EuRA members will receive an offer for the EGQS audit

- EuRA only stores and processes the necessary data and information of the EuRA member and does not pass it onto third parties

- Company-specific data that is required for the planning and execution of the EGQS$^+$ audit is directly exchanged with the auditor

- All data will be treated as strictly confidential by the auditors and will not be passed on to third parties

New Audit Process

Pre Audit

- EuRA member requests EGQS+ audit
- Maree sends out request document and invoice for admin fee € 300
- EuRA member pays invoice and receives EGQS+ information package

Audit Planning

- EuRA member receives audit offer and accepts it (contract)
- Maree identifies available auditor
- Auditor receives EuRA member basic company information and audit dates
- Auditor contacts EuRA member

Audit Execution

- EuRA member sends audit relevant documents to auditor, e.g. self assessment questionnaire
- EuRA member receives document analysis (readiness review) and feedback document from auditor
- Auditor conducts audit and provides feedback (report)
- EuRA member receives EGQS+ certificate

Post Audit

- Maree sends out invoice and satisfaction survey to EuRA member
- Maree proceeds with the administration of the audit process

Time and Pricing

EGQS[+] Audit: Single Site / Headquarter Audit

Company Annual Turnover	Document Analysis in MD	Initial Audit (remote) in MD	EGQS[+] Audit Fee[1]
< € 200.000	0,5	0,75	€ 1.250
€ 200.001 to € 500.000	0,75	1	€ 1.900
> € 500.000	1	1	€ 2.500

Non-conformity Audit: € 120 per NC/nc

Time and Pricing

EGQS[+] Audit: Re-Audit after 2 years

Company Annual Turnover	Re-Audit Document Analysis in MD	Re-Audit (remote) in MD	EGQS+ Re-Audit Fee[1]
< € 200.000	0,25	0,5	€ 850
€ 200.001 to € 500.000	0,5	0,75	€ 1.300
> € 500.000	0,75	0,75	€ 1.750

Time and Pricing

Multi-Site Audits

Number of additional sites	Audited offices (remote) per audit cycle (in addition to the headquarter)	Initial Audit (remote) in MD	EGQS[+] Audit Fee[1]
1-5	1	0,5	€ 500
6-10	2	1	€ 1.000
11-15	3	1,5	€ 1.500
>/=16 => n	$\sqrt{n}$	0,5 MD per site	€ 500 per site

Time and Pricing

EGQS[+] Audit **in addition** to an existing ISO 9001 certificate: Single Site / Headquarter Audit (initial as well as re-audit after 3 years)

Company number of employees	Document Analysis in MD	Initial Audit (remote) in MD	EGQS[+] Audit Fee[1]
1-30	0,25	0,25	€ 500
> 30	0,5	0,5	€ 1.000

Time and Pricing

EGQS[+] **multi-site** Audit **in addition** to an existing multi-site ISO 9001 certificate (initial as well as re-audit after three years)

Number of additional sites	Audited offices (remote) per audit cycle (in addition to the headquarter)	Initial Audit (remote) in MD	EGQS[+] Audit Fee[1]
1-5	1	0,25	€ 275
6-10	2	0,5	€ 500
11-15	3	0,75	€ 725
>/=16 => n	$\sqrt{n}$	0,25 MD per site	€ 275 per site

Auditors

- Jochen Muskalla (Germany)
- Knut Popp (Germany)
- Stefan Mathuvis (Belgium)
- Samah Salman (UAE)
- N.N.

Quality Assurance / Auditors' Training

Martina Scharwey

Mentors

- Åse Löfgren-Gunsten
- Michele Bramstoft
- N.N.

Quality Assurance

✓ Quality checks are carried out regularly to ensure the quality of the audits and reports.

✓ These are carried out on the basis of spot checks or after an appropriate reason, e.g. complaint about an auditor.

✓ The EuRA member and the auditor will be informed in good time about planned quality checks.

✓ During a quality check, Martina will check the documents such as the self-assessment questionnaire, audit plan, audit report of the document analysis and will be present around 50% of the time during an online audit.

✓ The auditor and EuRA receive feedback on the quality check.

No.	Evalu-ation	Minimum Standard Requirements	Explanations
6		**Documentation**	
6.3	C	**Management of Documented Information** Management of documented information include company as well as external documented information. Method of documentation and filing is specified and operationally adequate. When defining and describing document management, the use of digital document management systems shall be taken into account. …	The goal is a paperless office. The aim here is to save labor, increase efficiency and protect the environment, among other things. paper-based documents are dispensed with and only computer-supported procedures are used instead. Whenever possible, printouts should be avoided and documents, communication, signatures and document management should be digitized. Digital workflows should be introduced, e.g. tracking systems. When using digital document management systems, the definition and detailed description of document management is often no longer necessary, as this can be traced at any time based on the integrated electronic workflow. It must also be ensured that the requirements of this standard are met even when using an electronic document management system.

Thank You!!!

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