



Workplace Assessment for Safety and Hygiene (WASH) **A Scheme by Quality Council of India**

SCHEME PROCESS-FLOW DOCUMENT

1. Introduction

1.1 Background

WASH (Workplace Assessment for Safety & Hygiene), a scheme by QCI, provides the companies / organizations to demonstrate relevant due diligence and preparedness of their workplace on Safety & Hygiene aspects, either before restarting the operations or during operations.

1.2 Objective

An organization is responsible for the occupational health and safety of workers and other stakeholders who can be affected by its activities during the COVID-19 pandemic situation. This responsibility includes promoting and protecting their physical and mental health.

The adoption of this National Protocol is intended to enable an organization to provide a safe and healthy workplace, prevent work-related ill health, and continually improve its COVID-19 prevention and mitigation management system.

1.3 Aim

The purpose of this standard is to provide a framework for managing risks mainly related to safety and hygiene with a focus on COVID-19 pandemic. The aim and intended outcomes of this standard are to provide an objective assessment of the workplace and its operations to prevent safety and health related risks and hazards posed to the employees, visitors, customers, supply chain and other stakeholders as it is critically important for the organization to eliminate or minimize COVID-19 related Safety & Hygiene risks by taking effective preventive and protective measures.

Every effort has been made to ensure that the content of this standard is accurate at the time of publication.

1.4 Applicability

The WASH standard document includes only Hygiene & Safety aspects with respect to COVID-19 pandemic and does not include requirements specific to other subjects, such as those for quality, social responsibility, environmental, security or financial management.

This standard can be used by any organization/workplace, irrespective of type and size.

This document contains requirements that can be used by an organization to implement a Safety & Hygiene management system and to assess its preparedness with respect to COVID-19 risks. An organization that wishes to demonstrate conformity to this standard, can do so by:

- seeking confirmation of its conformity by parties having an interest in the organization, such as employees, service providers, customers, or other stakeholders
- seeking confirmation of its self-declaration by a party external to the organization, or
- seeking certification/registration of its Safety & Hygiene management protocol by an external organization

Figure 1 Summarizes the steps to be followed for all organizations aiming to implement and carry out independent assessment of effectiveness of the protocol

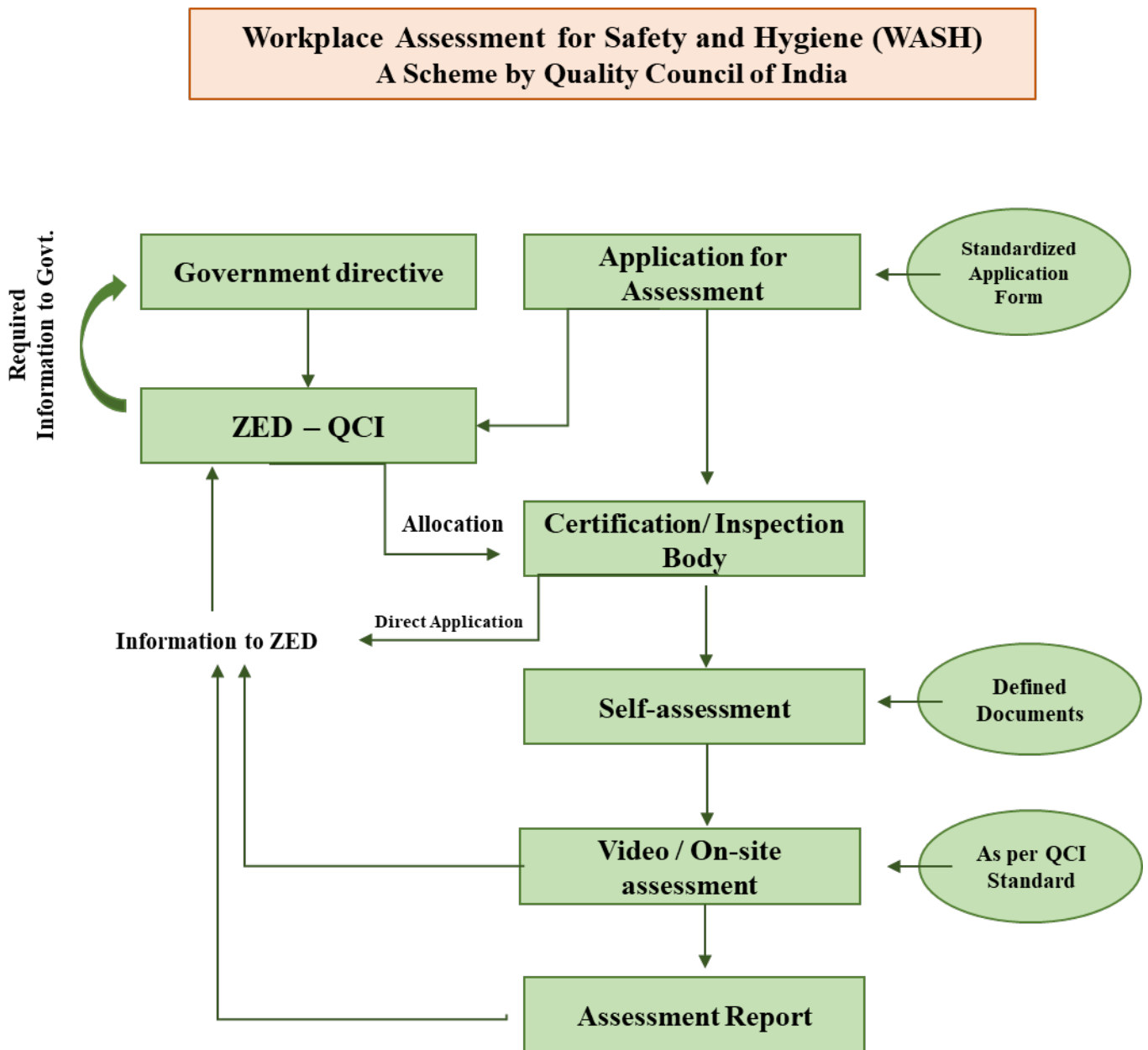


Figure 1

2. Application process & Agreement between company and Certification/Inspection Body

Application form can either be downloaded from the ZED/QCI website or the registered Assessment Agency's (CB/IB) web pages. Upon receipt of application the Assessment Agency will provide a proposal to the applicant organisation on the commercial and technical requirements of conducting assessments. Contractual agreement shall exist between applicant organisation and the Assessment Agency. Contractual agreement must confirm that:

- A copy of the assessment report and support checklist or assessment result shall be supplied to ZED Division and may be to the Accreditation Body.
- Quality Council of India, through its ZED Division, reserves the right to conduct its own assessment or visit to a site once assessed, in response to complaints or as part of routine compliance activity, to ensure the integrity of the scheme. Such visits may be announced or unannounced.
- ZED Division may contact the site directly in relation to its assessment status, for feedback on the Assessment Agency's performance, or for investigation into reported issues.

3. Process steps of Assessment

a) Self-Assessment

It is essential that the site is assessed against the current issue of the Standard and the Assessment Agency shall communicate/share the Assessment requirements and self-assessment checklist with the applicant. The Applicant shall submit their self-assessment report, duly filled, with the concerned Assessment Agency.

b) Video/Onsite Assessment

Upon the mutually agreed assessment date, the Assessment Agency shall conduct an announced assessment for the site. The duration for onsite assessment will be in accordance to the guidelines mentioned under point 6.0 of this document. Assessment generally needs to be planned for onsite. In case, due to COVID 19 pandemic situation the assessor(s) is/are unable to access the site on the day of assessment based on risk assessment, the assessment may be conducted from a safe and remote location through a video mechanism by the Assessment Agency (as per QCI/NABCB policy on conducting remote assessment).

c) Assessment/ Inspection result

The assessor(s) nominated by the Assessment Agency shall use the assessment checklist and report format designed by the scheme owner (QCI) at the time of assessment.

4. Communication of Stage-wise progress and Assessment outcome

- (a) The stage-wise progress of the process, as depicted in Figure 1, must be communicated to ZED Division, on a regular basis or as advised.
- (b) The assessment report shall be reviewed and approved by the Assessment Agency's own set of protocol and upon approval by the designated/authorized personnel of the Assessment Agency, the report shall be shared with the client. The ZED Division will reserve the rights to call for reports on random basis.

5. Timelines

The timelines for the various stages of assessment process from the date of receipt of the application would be as follows:

S. No.	Process	Time Norms (Days)
1.	Receipt of application	
2.	Video/Onsite Assessment	Within 7 days from the completion of contractual formalities
3.	Assessment Report	Within 3 days from the date of completion of Video/Onsite Assessment

6. Assessment Duration:

The on-site assessment should be carried out within 1 man-day. However, for certain workplaces, depending on the size and/or number of employees, it may require additional time (upto another 1 man-day) and the cost of the same may be determined accordingly.