

Bulletin on CSCA/ASCA Verifiers

This message serves as a reminder to all the VBs regarding the Bulletin related to the reporting/handling of onsite SLCP verifications that were completed by 'non-CSCA'/'ASCA only' APSCA approved Verifiers effective from April 5th, 2023.

Please carefully review the guidance below and ensure that cases of non-compliance are reported to APSCA and SLCP in accordance with the requirements.

Verifier Bodies – Applicable to ALL APSCA Member Firms

There have been ongoing cases of non-compliant verifications taking place at facilities where the Member firm(s) did not send 'CSCA status Verifiers' to conduct the assessment and only sent 'ASCA status Verifiers' which is not in compliance with the 'Audit Quality: Compliance with the APSCA Code'.

Verifier Bodies (VBs) are to follow the following guidance for scenarios where onsite SLCP verifications were completed by 'non-CSCA' ('ASCA only') Verifiers in the previous quarter. Please note that APSCA Members Firms and Verifiers are accountable for meeting the expectations outlined within the Code:

VBs to continue to send notifications to APSCA at director@theapsca.org on a quarterly basis of verifications being conducted by 'non-CSCA' approved Verifiers ('ASCA only'):

- The only exception is for situations where a Verifier has been notified of an exam failure, APSCA offers Members a two-week leniency while the membership level has been moved to ASCA.
 - Beyond this two-week period a CSCA must be present for the audit/verification.
- In scenarios where VBs did not follow the APSCA Code on the requirement to send at least 1 'CSCA' approved Verifier along with ASCA approved Verifier(s) onsite for SLCP verifications, that code non-compliance has to be documented in the final report.
 - **Verifier(s) are to include the following information under the field 'VD-VERI-10' in the Verification Details section of the final report:**
 - First Name and Last Name
 - APSCA status
 - Membership number
 - Not in compliance with the APSCA code
 - ***Example: 'First/Last Name; Status; Membership Number; Not in compliance with the APSCA code'***
- Each verification team shall have a minimum of one 'CSCA' Verifier and may include 'ASCA' Verifiers who support the verification under the supervision of the 'CSCA' Verifier(s).
- ***Lack of inclusion of the required information outlined above, may have an impact on the acceptance of the SLCP report by end users, brands and retailers, and lead to potential sanctions by APSCA*** (more info can be found [here](#)).



In addition to the above steps, the following reporting is required to be sent to the VOO:

- When scheduling the verification(s), if the Verifier bodies are aware of APSCA Code violations (i.e., will be deploying non-CSCA Verifiers only), they must contact the facilities prior to going onsite and inform management of the violation details via email.
 - In the email notification to the facilities, explicitly include that 'that the final report may not be accepted by their business partners, as they may require strict compliance with APSCA Code'.
- Send copies of the Verifier Body communications (along with the facility responses) to the VOO at slcp@sumerra.com.
- ***Failure to follow these requirements may result in any of the following potential actions (i.e., suspension, corrective action request, impact on the VB/VE scores and other actions to be determined based on the circumstances).***

Verifier Bodies are responsible for informing APSCA and the VOO of any changes in statuses, downgrades, and deployment of 'non-CSCA' verifiers upon occurrence, and failure to do so may result in the actions described above.

We ask that VBs please ensure a full understanding of the Verifier Body Requirements and 'APSCA Quality: Compliance with the Code' (see attached). Contact the VOO at slcp@sumerra.com and APSCA at director@theapsca.org with any related questions.