

SLCP Verification Observation Requirements

Shadow/Observation Request Form:

If an interested stakeholder that is not representative of a Verifier Body (e.g., brand, non-governmental organization, etc.) wishes to observe/shadow a scheduled verification, they need to inform the Verification Oversight Organization (VOO) and obtain approval from the facility. This can be done by completing the [Shadow/Observation Request Form](#). The purpose of this form is to provide details of the request and will result in a separate form being emailed to the facility to seek their formal approval. The form can be found here: <https://www.sumerra.com/programs/slcp/shadow-request/>

Once a facility has approved of the shadow/observation, all parties [facility, observer, and Verifier Body (VB)] will be informed via email and provided a copy of the guidelines below.

General Guidelines:

As a general rule, during the on-site Verification, the observers may periodically ask the Verifier questions for clarification, but this should not interfere with the Verification process. The observers should NOT:

- Actively participate in the verification;
- Join worker interviews that count toward the minimum number of interviews required as per the Verification Protocol;
- Provide guidance or recommendations to the Verifier or facility;
- Ask the facility questions about their self-assessment data;
- Ask the facility questions about their compliance with Standards (e.g., the brand's Code of Conduct/requirements);
- Interpret questions in the SLCP Data Collection Tool.

Observers should also follow any VB requirements in addition to those listed above.

The presence of observers during the verification has the potential to impact the impartiality of the verification. Observers should look for any indication that their presence is having an impact, such as the facility trying to persuade a Verifier to enter specific data. If at any time the Verifier feels the presence of the observer is impeding their ability to conduct an impartial verification, the Verifier may ask the observer to leave. This should be reported to the VOO.

SLCP Feedback:

The VOO is interested in receiving continued feedback of SLCP activities. If you are willing to provide structured feedback while conducting the observations, the following form can be completed while onsite and sent to the VOO at slcpadmin@sumerra.com. Any input observers provide will not impact Verifier or VB scoring, but will be used to make improvements to the verification process. [External Shadow Verification Report Template](#)

Covid-19 Requirements:

The health and safety of factory management/workers is very important to SLCP. SLCP encourages all observers to follow legal requirements/ restrictions, all VB related COVID-19 requirements as well as their own policies and protocols to ensure the health and safety of all involved.

Ethics, Integrity, and Impartiality:

All observers must follow SLCP Verifier Body Requirements as well as their own professional code of conduct that covers ethics, integrity, and impartiality.