The background of the slide features a close-up, slightly blurred view of several spools of thread in various colors (white, black, brown) and a sewing needle, suggesting a textile or manufacturing context.

# Social & Labor Convergence Program (SLCP)

Converged Assessment. Collaborative Action.  
Improved Working Conditions.

Verification Protocol and Verifier Guidance Tutorial

# Objectives

You are now familiar with the self-assessment process and how to navigate the offline Data Collection Tool.

The next step in the SLCP process is verification.

The objectives of this presentation are to have you:

1. Understand the concept of SLCP verification and its importance
2. Know what rules apply to an SLCP verification
3. Learn how to verify the facility's answers in the Data Collection Tool



The screenshot displays the 'Verification Details' section of the SLCP Data Collection Tool. It shows a list of 11 questions (P-001 to P-011) related to facility information, such as address, location, and contact details. Each question has a 'Response Here' field and a 'Verification Status' column. All responses are marked as 'Accurate'. A 'More Info' button is visible next to each question. The interface also includes a progress bar for 'Facility Response (2024/04/04 to ENGLISH ONLY)' and a 'Verification Details' tab.

Question	More Info	Facility Response (2024/04/04 to ENGLISH ONLY)	Verification Status
P-001 Facility Address (in per-business language)	100%	215 Marwan Endless, Pofah, Marwan 30000	Accurate
P-002 Facility Name (in local language as per-business language)	100%	المرجان للتجارة والتوزيع	Accurate
P-003 Facility Address (in local language as per-business language)	100%	صوب القليوبيا، طريق -المنشوي- 10000	Accurate
P-004 Facility Country	100%	Egypt	Accurate
P-005 Facility Location (i.e. latitude, longitude. Ex: 22.940776, 33.120442)	100%	22.940776, 33.120442	Accurate
P-006 Facility Contact Name	100%	Mr. Ahmad	Accurate
P-007 Facility Contact Title	100%	Facility Manager	Accurate
P-008 Facility Contact Phone #	100%	0122180756	Accurate
P-009 Facility Phone #	100%	0122180756	Accurate
P-010 Facility Email	100%	Rahmeh@hally.com	Accurate

# Important documents...



## [The SLCP Verifier Guidance](#)

Explains in detail how to accurately verify the facility's data entered in the Tool

Explains how to write the verified assessment report

Ensures the quality and consistency of verified assessment reports



## [The SLCP Verification Protocol](#)

Sets procedures and process requirements necessary to complete SLCP verification

Ensures the integrity of the verification

Provides a set of mandatory requirements that must be fulfilled by the VB/ Verifier

Both documents are available on the SLCP [Helpdesk](#)

Both the [SLCP Verifier Guidance](#) and [Verification Protocol](#) must be studied to enable a candidate SLCP Verifier to pass the SLCP Verifier Exam!

Not following the Protocol can lead to an invalidation of the verified assessment report.

# What to expect...

- In this tutorial, we focus on the expectations of an SLCP Verifier conducting an SLCP verification across all three segments of the process:
  - I. Pre-onsite verification (preparation/ communication with facility)
  - II. Onsite verification (process/ communication with facility)
  - III. Post-onsite verification (compilation/ communication with facility)



Throughout this tutorial you will see this reference icon.

This icon will show you what section of the Verification Protocol provides the mandatory requirements for that specific part of the tutorial and provides a link to the document on the SLCP [Helpdesk](#).

**Remember:** both the [Verification Protocol](#) and the [Verifier Guidance](#) need to be read/ studied in full in order to pass the Verifier Exam

- Important elements are bolded throughout the tutorial for ease of reference

At the end of this tutorial you will:

- Have a complete understanding of the SLCP verification process
- Feel confident conducting an SLCP verification

# I. The Importance of Verification in the SLCP Process

# Two reasons for SLCP verification

## 1. SLCP verification ensures integrity

- The social and labor data collected through the SLCP process can inform certification schemes or compliance against a brand's Code of Conduct
- End-users are ensured of the integrity of the self/joint-assessment data and can confidently replace their own audit methodologies with the SLCP process

## 2. Ensures quality

- SLCP approved Verifiers are trained to correct, complete and improve the social and labor data in line with the SLCP [Verification Protocol](#)
- Results in coherence and quality across all data collected

## II. A Quick Review: the SLCP Process

# The SLCP process

## Data collection

Data collection can be done either through a self-assessment (facility only) or a joint-assessment (facility + external assistance), either online or offline

## Verification

- SLCP approved Verifiers check the accuracy and completeness of the data gathered by the facility through the Data Collection Tool
- The Verifier then either confirms or amends the original assessment data based on evidence found via documentation review, interviews and/or onsite walkthrough
- A Verification Oversight Organization (VOO) is in place to approve qualified Verifiers and ensure the overall verification quality

## Data hosting and sharing

- The set of verified data is stored on the Gateway from where it can be shared with end-users and Accredited Hosts (AH) by the facility
- The facility decides with whom they want to share their data

## III. What Makes SLCP Verification Different?

# SLCP verification vs. social/labor audit

SLCP verification	Social/ labor audit
Verification of facility's self/joint-assessment of social and labor conditions	Inspection by auditor (2 <sup>nd</sup> or 3 <sup>rd</sup> party) to assess social and labor conditions in facility
No judgment of verified data (not a certification scheme)	Pass/ fail/ scoring of facility's social and labor conditions
Facility active participant in verification process	Facility subject to audit process
Facility owns the verified assessment report (facility permission needed for data sharing)	Brand owns the audit report and corrective action plan

# No judgment!



SLCP verification does not apply performance judgments or prescribed follow-up actions

SLCP only identifies compliance against national labor law and international labor standards



NO:

- Scoring or ranking
- Benchmarking against other initiatives
- Ensuring compliance against certification schemes or company Codes of Conduct
- Providing remediation efforts

## IV. Common Facility Mistakes

# Be aware...

As an approved SLCP Verifier you need to be aware of some common mistakes made by facilities



## Discrepancy in cross-checking

- Discrepancy can occur when Verifiers cross check information with documents and records from other departments
- Ensure that the right responsible person (e.g. HR, EHS manager, etc.) is included in the verification process at the very start of the process



## Misinterpretation of questions

- SLCP has made every effort to explain fully (where feasible), each question. More info is provided, which offers definitions, explanations, scenarios, tips, and types of documents to reference
- However, some facilities may neglect to read the “more info” and misinterpret the question
- It is the responsibility of the Verifier to ensure that all responses are accurate and to amend the response to reflect the most accurate data available



## The “more info”...



“More info” is a valuable resource, and we recommend referencing this information to avoid any potential misunderstanding.

Examples of the types of explanatory information provided in “More info” include:

- ❖ Calculation methods for measurement or distance questions
- ❖ Legal compliance questions
- ❖ Distinctions for clarity across similar questions
- ❖ Details on types of programs (e.g. financing programs)
- ❖ Appropriate answers based on specific scenario (e.g. if the facility provides a weekly rest day, but not for 20 consecutive hours, answer “No”)
- ❖ Definition/ explanation of terms
- ❖ The overall intent of the question.

# V. Initiating the SLCP Verification Process

# The facility initiates the verification process...

After the facility finalizes the self/joint-assessment on the Accredited Host (AH) platform, it can request verification on the same AH platform by selecting a Verifier Body (VB)



- The facility selects the Verifier Body. A list of eligible Verifiers becomes visible on the Accredited Host platform based on eligibility for each specific facility (e.g. country of operation / appropriate language skills).



- An offline preliminary discussion should have already taken place between the Verifier Body and facility regarding costs and services. This discussion should ideally take place prior to finalization of the self/joint-assessment as verification must happen within two months of completing the self/joint-assessment
- The Verifier does not have access to the facility's self/joint-assessment data until they are selected for the verification.
- The verification duration can only be confirmed once the Verifier Body has gained access to the self/joint-assessment data and has reviewed its details

# The two-month window

- The facility and VB must work together to ensure the onsite verification happens in the 2-month window
- If the VB sees that the onsite verification cannot occur within 2 months after the date noted in the Facility Profile for self-assessment completion date, then the VB must direct the facility to contact the [SLCP Helpdesk](#) to work on changing the status of the assessment from ASC “Assessment Completed” to ASI “Assessment Initiated”
- This change will occur with the help of the Accredited Host
- In ASI, the facility can review their data and update the self/joint-assessment completion date as well as any other data points that need revision/ updating.

# Assignment of a Verifier



- To ensure data integrity and prevent bias, the facility cannot choose the SLCP Verifier
- The Verifier Body assigns an SLCP approved Verifier to conduct the verification

It is mandatory for Verifiers to meet these requirements:

- Must not have verified the facility's last self/joint-assessment
- Must not have had any involvement with current self/joint-assessment
- One Verifier (if team) must be eligible to verify in the country where the facility is located
- One Verifier (if team) must speak at least one of the worker languages

It is recommended that VBs fulfill these criteria:

- Different gender of Verifier(s) from previous verification (if change in gender will facilitate gathering of different perspectives)
- Appropriate gender of Verifiers for facility circumstances
- All Verifiers eligible to verify in the country of verification
- Each Verifier speaks at least one of the worker languages

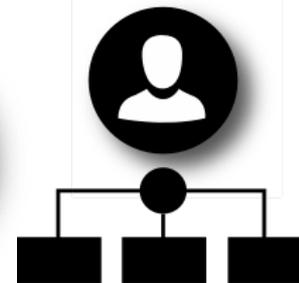
# Costs associated with verification

- Cost of verification depends on Verifier Body chosen
- SLCP does not regulate verification costs

SLCP collects some fees associated with verification

Type of fee	Who pays?	How much?
Verification Upcharge Fee	Paid by the VB to SLCP	300 USD per verification
Verifier Access Fee	Paid by VB to SLCP for each individual Verifier who qualifies	200 USD annually

## VI. Roles and Responsibilities



# The facility

The facility ensures a successful verification by:

- Completing the self/joint-assessment and attaching (if desired) documentation through the Accredited Host platform
- Providing necessary information for cost estimation to the Verifier Body
- Working with the Verifier Body/ Verifier to schedule the verification over consecutive days
- Supporting the Verifier with the appropriate personnel needed for interviews
- Providing access to the Verifier(s) and providing support during onsite verification
- Clarifying concerns and answering all questions as early as possible, ideally when Verifier is onsite or latest 48 hours after onsite verification ends
- Reviewing the report in detail prior to finalizing the verified assessment report





# The Verifier Body

- Provides necessary support to ensure a quality verification
- Commits to developing and enforcing written policies and procedures on:
  - Competency requirements for ALL staff involved in SLCP assessments, not just Verifiers
  - Qualifications for SLCP report reviewers and program managers
  - Requirements for staff to take SLCP e-learning course
  - Training SLCP Verifiers
  - Internal quality
    - Ensuring requirements are met as stated in Verification Protocol (e.g. assigning the right Verifier for verification, internal review of SLCP Verified Assessment Report)
  - Calibration
    - Ensuring that all SLCP approved Verifiers understand and comply with the Verifier Guidance and Verification Protocol
    - Establishing a system to consistently align all verifications
  - Ethics
    - Providing regular ethics training to all SLCP approved Verifiers that set ethical standards and emphasize the importance of integrity in verification work

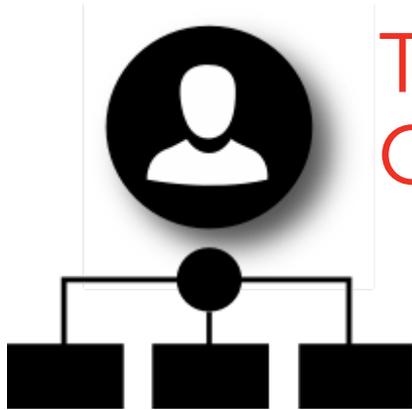


# The Verifier

The role of the Verifier is to check the completeness and accuracy of the assessment data in the Data Collection Tool by looking at the facility response and checking to see if that response is accurate or inaccurate.

If facility has...	... the Verifier must...
... provided inaccurate answers...	... correct the response and explain what supporting evidence was reviewed.
... not provided an answer...	... provide the correct Verification Selection and Corrected Response and explain why the facility did not answer.
A facility must	The Verifier must
Fill in at least 95% of the Data Collection Tool questions. Some answers are mandatory and will be enforced in the online system via the Accredited Host.	Answer 100% of the Data Collection Tool questions.
	Submit a verified assessment report within 10 working days after finishing the onsite verification.

It is the responsibility of the Verifier to check that the verification is taking place within two months of the date of self/joint-assessment completion. This date is the date entered into the Tool under the Facility Profile section.



# The Verification Oversight Organization (VOO)

The Verification Oversight Organization (VOO) is the overarching body responsible for ensuring the quality of the SLCP verification process.

- The VOO:
  - Manages the Verifier Body and Verifier selection process
  - Conducts Quality Assurance (QA) activities to check on verification quality
  - Gives recommendations to improve the SLCP process and system
- It is not the VOO's role to ensure each and every verified assessment report is free of errors. As the owner of the report, the facility has the opportunity and responsibility to review the verified assessment report and inform the Verifier/ VB and/or VOO of any quality deficiencies.
- VOO Procedures are explained in the Quality Assurance Manual available on our [Helpdesk](#).



## VII. The SLCP Verification Process

# The three stages of verification

Once the Verifier has been assigned and has access to the self/joint-assessment, there are three stages the Verifier must complete to finalize the SLCP verification process:



1. Pre-onsite verification



2. Onsite verification



3. Post-onsite verification

# 1. Pre-onsite verification

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Preparation/ communication

# Reviewing the self/joint-assessment



- Although preliminary discussions between the Verifier Body and the facility regarding costs and number of days needed for verification should have already occurred, it is only once the Verifier has access to the facility's completed self/joint-assessment that the Verifier/Verifier Body can accurately assess the required person-days
- The Verifier can now see how much of the self/joint-assessment has been completed, what Step (1, 2 or 3) has been selected, and what details about the Facility Profile have been shared
  - Depending on the amount of data to verify, which questions were left unanswered by the facility, and any changes to the Facility Profile information already shared with the VB during scheduling (e.g., facility size, number of buildings, number of workers, languages spoken by workers), the Verifier Body may need to change the number of person days needed or the Verifier team make-up (e.g., interpreter, more Verifiers) for verification

Interviews should be conducted by Verifiers without the need of an interpreter, although this may not always be possible

# Reviewing the self/joint-assessment (continued)

- The Verifier must review the self/joint-assessment to understand the facility's circumstances including factors such as:
  - Worker demographics (including, migrant and young workers, linguistic challenges)
  - Applicable national and international laws
  - Any existing social/ labor issues (including local labor unrest)
- The Verifier should download the verification template from the Accredited Host platform to have the offline Data Collection Tool to work with during the onsite verification in case of connectivity issues
- Both the self/joint-assessment and the verification reflect data from the 12 months prior to the self/joint-assessment submission date in the Facility Profile. This is referred to as the “assessment period”. Exception to this is the Facility Profile data that may need to be “Updated during verification”.

## Possible Data Points completed by facility by Section and Step (1, 2 or 3)

Section	Step 1	Step 2	Step 3
Facility Profile	303	315	315
Recruitment & Hiring	133	175	175
Working Hours	23	52	52
Wages & Benefits	70	152	182
Worker Treatment	107	145	161
Worker Involvement	101	131	140
Health & safety	129	393	396
Termination	35	39	39
Management Systems (Step 2 and 3 ONLY)	0	432	535
Above and Beyond (Step 3 ONLY)	0	0	139
Total possible data points per Step	901	1834	2134

Note: Some data points are conditional; therefore, not all data points may apply to a facility.

# Virtual + Onsite Verification

SLCP now permits reduction in onsite verification time with execution of virtual verification activity

- All virtual activity must be completed before onsite activity begins
- The Verifier(s) conducting the virtual activity must also be involved in the onsite activity (additional Verifiers are permitted)
- It is always the facility's decision to permit the Verifier to engage in any virtual/ offsite verification activity



Virtual Verification Activity Time is context specific:

- Full onsite verification activity time can be 15-20% less than onsite + virtual combination
  - Due to scheduling virtual meetings, technology/ WIFI/ internet issues, following Verifier instructions, new experience, etc.
- Exact time required to conduct any or all permitted virtual verification activities is up to professional judgment of VB/ Verifier.
  - Scope of selected activities and scope of work within each type of virtual verification activity depends on facility circumstances and their self/joint-assessment data.



Virtual verification activities should be limited to circumstances that restrict onsite verification, such as COVID-19.

# Virtual + Onsite Verification

Verification Protocol onsite activities that can also be done via virtual activity:

- Opening meeting
- Documentation review as long as documentation is appropriate, sufficient and in compliance with applicable data privacy regulations
  - Note: Version 1.3 of the CAF offered the option for offsite document review. For Version 1.4, offsite document review is included in the list of all possible virtual verification activities; therefore, there is no longer any differentiation between offsite and virtual verification activity
- Virtual walkthrough is permitted to reduce onsite walkthrough activity; onsite walkthrough is still required on a sampling basis
- Partial wages and Hours Records review; majority still to be done onsite
  - Facility must have electronic system that maintains electronic copies of wages and working hours records
- Management interviews (not worker interviews)



# Pre-verification communication with the facility



Verifier/ VB communicates specific verification information to facility no later than 10 working days prior to start date of verification/ virtual verification activity



At this point, the Verifier and the facility must discuss the IT systems and other requirements needed to support any virtual verification activity taking place

# The verification plan

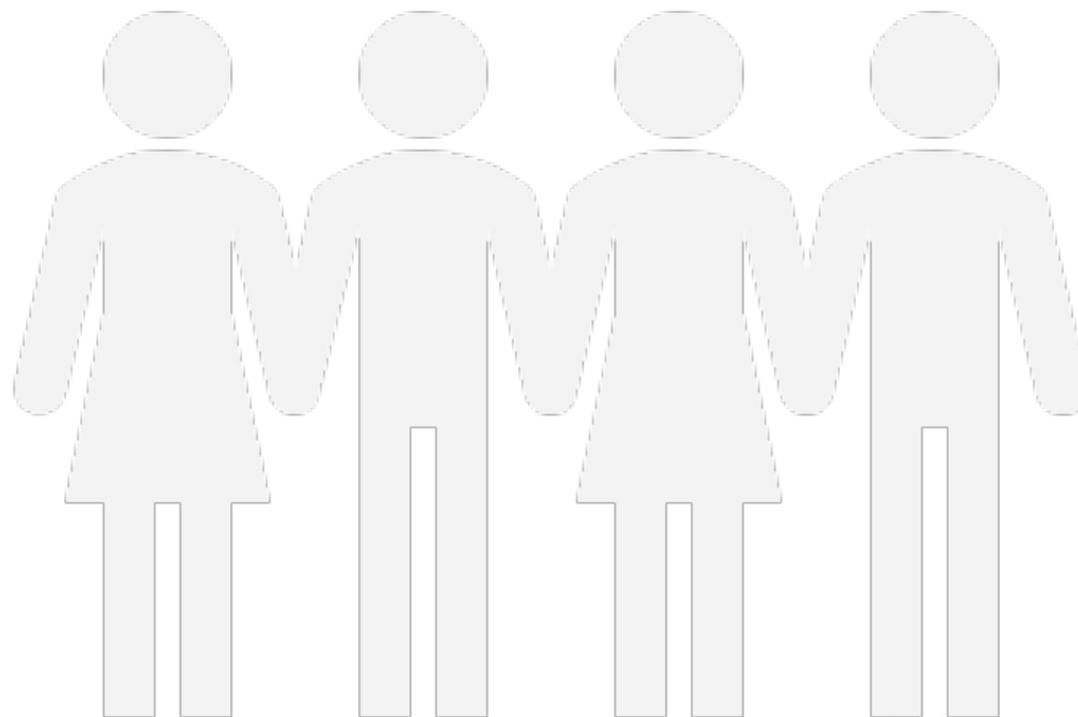


- The Verifier/ VB sends a verification plan to the facility no less than five working days prior to the scheduled verification
- A virtual + onsite combination verification plan will require more detail than the plan for just an onsite verification. It must adhere to the 8-calendar day timeframe and outline all times, dates and personnel required for virtual and onsite verification activity
- VB and facility must maintain flexibility in the verification plan to allow for a possible extension of onsite verification time if virtual verification activity fails due to unexpected circumstances
  - The VB must maintain all records of virtual verification activity review and maintain an accurate account of the verification plan
- Along with the verification plan, the Verifier must also include a document list, the SLCP policy on ethical conduct and a description of the SLCP dispute mechanism

The same requirement applies as for verification using no virtual activities: Person days should not exceed 4-calendar days; onsite activities that require more than 4 calendar days must involve more than one Verifier

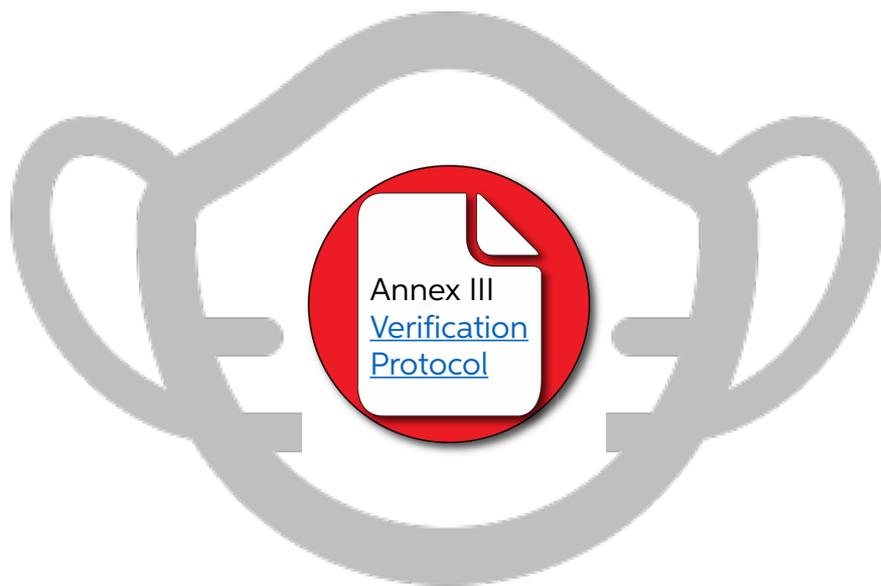
# Person-day activities

- Person days are only related to verification (either onsite or virtual)
- Person days do not include scheduling, research, report writing, edits during the 14-day review period, or any other activities required of Verifier.



# COVID-19

- The Verification Protocol provides Verifiers with guidance on how to address the SLCP questions most relevant to impacts from COVID-19
- If the facility has experienced a change of 50% or more of their workforce since the date of completion of their self/joint-assessment as a result of COVID-19 or for any other reason, the VB must advise the facility to review and update the self-assessment.



## 2. Onsite verification

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Process/ communication

# Situations of Denied Access

- Should the Verifier experience any issues with viewing/accessing information required to verify the self-assessed data, remind the facility:
  - That data collection and verification through the CAF should reflect actual labor conditions
  - That users of the CAF and the Verified Assessments (facilities, Verifiers, brands and other organizations) commit to reporting accurate information to the best of their knowledge and to supporting the integrity of the data shared among users (CAF Terms of Use)
  - Of the purpose of SLCP (data collection and data sharing) and that it is in the facility's interest to have the most complete set of verified data for sharing
  - That if the Verifier cannot verify the data, the Verification Selection will be "Inaccurate", affecting the Accuracy Index of the report
- If the facility still denies access, the Verifier must make note of denial in the Verification Details section of the report and in the Verification Data of the applicable question
- If denial of access is due to confidentiality, the Verifier must check the applicable confidentiality clause in place, include details about confidentiality in the Verification Data and the Verification Details section of the report
- In either circumstance, the Verifier must also include information on the facility's general behavior toward the assessment in Verification Details.

# What do we mean by “worker”?



The term "worker" or “workers” is used throughout the Tool.



Workers are persons working on/with the facility's product ensuring machinery is working to produce product, or directly involved in the operations of the facility.



They are non-supervisory which means that no one reports to them.



Facilities include workers involved in production of goods and also those involved in operations related to the product, e.g. distribution.



Examples of "workers" are cutters, sewers, QC, packers, etc. (all workers who contribute to producing the product), also boiler workers, mechanics (machine repair persons), and workers who load product onto trucks.

# What do we mean by “production”?

The term “production” applies to all operations in a facility...

... since many facilities are not directly involved in “production” per se, (i.e. distribution centers, warehouses, etc.)

If Verifiers suspect potential issues among workers in the facility...

... Verifiers should also check third-party service providers who work in any area of the facility including:

- Food service
- Security
- Childcare
- Cleaners

Verifiers should include all types of workers in the onsite verification...

- Full-time, Part-time, Casual, Trainee, etc.
- Short-term (a worker with a labor contract of limited or unspecified duration with no guarantee of continuation)
- Temporary (e.g. labor supplied by a third-party employment agency)

# Onsite verification elements

- Opening meeting
  - The onsite verification must start with an opening meeting
  - The opening meeting should include all parties involved in the assessment whenever possible
  - Verifier explains process, issues of privacy and acquires necessary authorization
- Observation, interviews, document review
  - The Verifier conducts a management/ worker representative/ trade union/ representative sample of worker interviews
  - All worker interviews are strictly confidential with subsequent reports maintaining the same level of confidentiality
  - The Verifier reviews facility policy and procedural documents
  - The Verifier must provide photographic and/or electronic document evidence where feasible
  - Throughout the verification, the Verifier informs facility management about any inaccuracies, notable verification data entries and any legal non-compliances



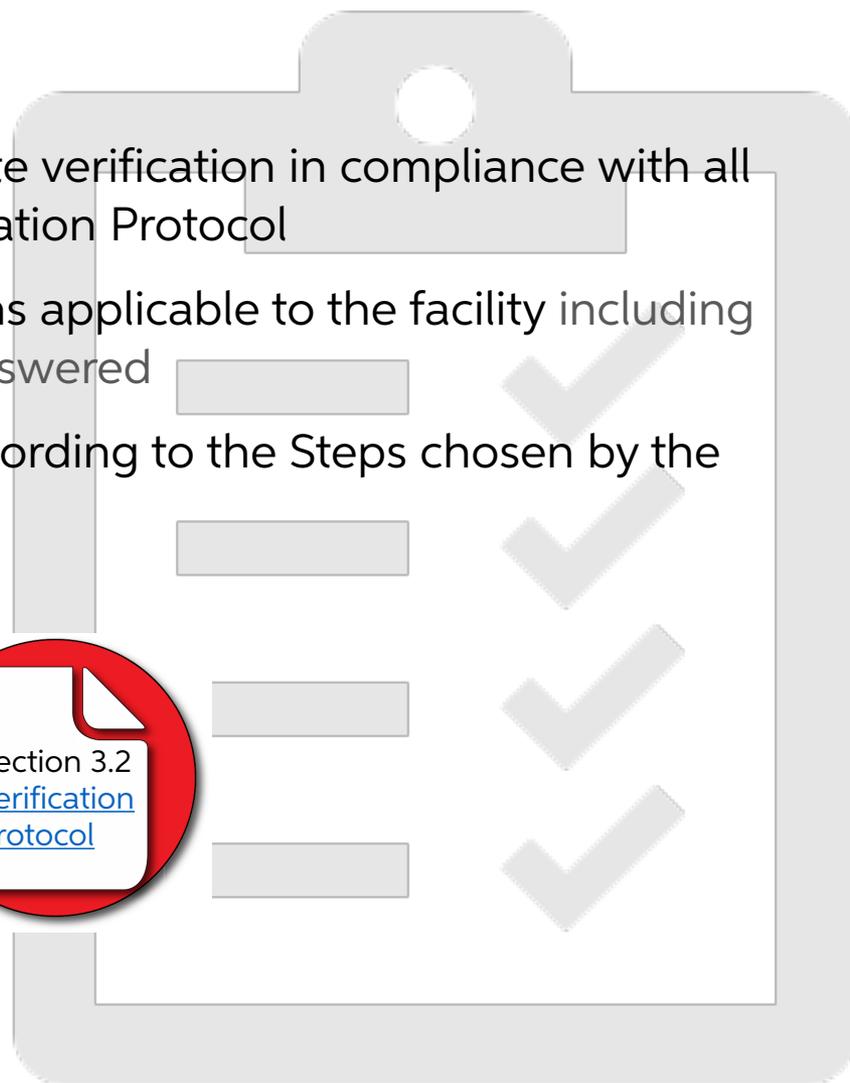
# Onsite verification elements (continued):

- Pre-closing meeting
  - The Verifier should focus on completing all “Inaccurate”, “Non-Compliance” and “Updated during Verification” items in the Tool to generate the verification summary and guide the closing meeting conversation
  - Depending on the scope/ breadth of inaccuracies and non-compliances, the Verifier may not have enough time to complete all fields that are shown in the Verification Summary while onsite and may have to skip some entries in the Verification Summary or just provide highlights to the facility
  - The Verifier has one final conversation with the union/ worker representative to discuss any discrepancies between initial self/joint-assessment data and verified data
- Closing meeting
  - The onsite verification must end with a closing meeting
  - During the meeting, the Verifier reviews the scope of the work performed and highlights any discrepancies between the self/joint-assessment and the verification outcomes



# What to verify...

- The Verifier must conduct the onsite verification in compliance with all requirements laid out in the Verification Protocol
- The Verifier must verify all questions applicable to the facility including those left blank or incompletely answered
- The Verifier must verify all data according to the Steps chosen by the facility in the self/joint-assessment
  - Recruitment and Hiring
  - Working Hours
  - Wages and Benefits
  - Worker Treatment
  - Worker Involvement
  - Health and Safety
  - Termination
  - Management Systems (Step 2 and 3)
  - Above and Beyond (Step 3 only)



# How to verify

- The verification process requires the Verifier to ensure that the data collected in the Tool is 100% accurate and to provide evidence of its accuracy
  - This process involves selecting different applicable Tool options/selections provided by SLCP to verify the data and these will be explained further on in the tutorial
- The Verifier must adhere to applicable data privacy regulations
- The Verifier must also complete the Verification Details section of the Tool which allows the Verifier to provide further information on facility cooperation, and strengths and weaknesses of its management systems
- The Verifier must include all information on virtual verification activity in the Verification Details section of the verified assessment report and attach the verification plan with details of the activity and the extent of the activity that was conducted virtually



# Verification Selection

There are 8 possible Verification Selection options in the Tool, which must be selected correctly:

## 1. Accurate

- Information provided by the facility is 100% correct and supported by data

## 2. Updated during Verification

- Found only in Facility Profile
- If Facility Profile circumstances have changed from date of self/joint-assessment, Verifier must include most up-to-date information
- Changes not considered “Inaccuracies” but updates to provided facility data.
- For all other questions, assessment period only includes the 12 months prior to submission date of self/joint-assessment

## 3. Inaccurate

- Information provided by the facility has one or more errors
- At least one data point shows that answer is incomplete or incorrect (i.e. the facility answer is not 100% accurate)
- Information cannot be verified (i.e. the Verifier cannot prove that the facility answer is accurate)

## 4. Facility did not reply during SA/JA

- The facility did not provide a response at all



# Verification Selection (continued)



## 5. Not visible to facility during SA/JA

- Facility response is blank because Verifier's Corrected Response presents conditional questions not visible for facility to answer during self/joint-assessment.
- **Important example** is Facility Profile where answers will unhide questions in other Sections. Another example is where the Verifier changes Corrected Response to "X" or "YES" and conditional questions hidden for facility become visible for Verifier. Verifier needs to select "Not visible to facility during SA/JA" and enter the Corrected Response
- If the Verifier finds that the facility answered correctly, the conditional questions remain hidden (if the facility did not select "X" or "YES")

## 6. Not applicable due to special facility circumstances

- Offers Verifiers option of noting if something is 'not applicable' if question has no "Not Applicable" option
- Responsibility of Verifier to decide if special circumstances override all possible response options provided by SLCP
- No need for Verifier to select "Corrected Response" but must provide Verification Data

# Verification Selection (continued)

7. No longer applicable due to verification
  - Verifier's Corrected Response makes conditional questions answered (or not answered) by facility no longer applicable
  - Verifier need only to select this and not select a Corrected Response or explain Verification Selection choice in Verification Data. It is evident this data can be ignored due to verification
8. Verification not required
  - Applicable to few questions where verification is not necessary
  - Only selection option available in Verification Selection drop down menu
  - No Corrected Response required but Verifier can choose to add Verification Data

# Verification Data

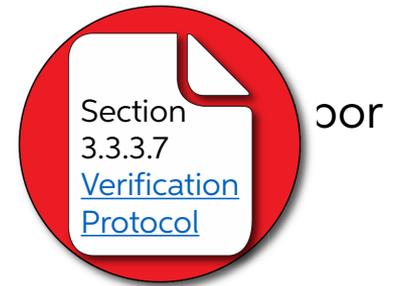
To achieve a high-quality verified assessment report, the Verifier must include Verification Data when completing the Tool



- Verification Data is factual and without judgement
  - The Verifier is not telling the User how to remediate the situation in Verification Data, but sharing all the information necessary for the User to define remediation activities (isolated, systemic, who, what, why, where, when, how, how often, etc.)
- Verification Data must explain clearly the reason for the specific Verification Selection
- In addition to the correct Verification Selection and Corrected Response, Verification Data is essential for Users to understand facility circumstances and make decisions on compliance levels, corrective action and remediation.

# Legal compliance

- The SLCP Data Collection Tool references both national legal requirements and international standards
  - Step 1 focuses most heavily on applicable legal requirements although some questions in Step 2 also address legal compliance
- National legal requirements and international law (as codified in ILO Conventions and recommendations) are an elevated class of standard and must be respected
- Questions that result in a Non-Compliance “X” entry by the Verifier require Legal Reference information
- On the AH platform, for select countries and for Step 1 only, Verifiers no longer need to determine whether a specific facility is not in compliance with applicable legal requirements; the system will automatically do it for them
- “More info” provides details on how best to respond to specific legal compliance questions. Be sure to read the “More info”!



## Legal compliance (continued)

- The Verifier needs a working understanding of applicable laws to complete legal compliance questions accurately
- For the database of national labour, social security and related human rights legislation for each country see:  
[https://www.ilo.org/dyn/natlex/natlex4.byCountry?p\\_lang=en](https://www.ilo.org/dyn/natlex/natlex4.byCountry?p_lang=en)
- For information on fundamental ILO conventions see:  
<https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:1:0::NO::>
- For databases related to Regulatory Framework, Organizations and their Administration, Tripartite Social Dialogue, Information and Consultation at the workplace, Collective Relations, see:  
<https://www.ilo.org/global/topics/collective-bargaining-labour-relations/lang--en/index.htm>
- For databases on laws related to working conditions with a focus on working hours, minimum wages, maternity protection, see:  
<https://www.ilo.org/dyn/travail/travmain.home>

# Colors

- The Tool uses colors to help guide the verifier to complete the questions
- Similar to the Facility Response column that changes from dark grey to light grey once a selection is made or data is entered; the Verification Selection column, Corrected Response column and the Verification Data column are dark blue if a response is required
- Once a selection is made or data is entered into these required fields the cells turn light blue EXCEPT for a few exceptions
- If the Verifier selects “Inaccurate” in the Verification Selection column the cell changes to pink with the word “Inaccurate” appearing in red
- Likewise, in the Facility Profile section, if the Verifier selects “Updated during Verification” the cell also changes to pink with red text so the Verifier can easily find it in order to discuss the specifics with the facility during the closing meeting
- Legal non-compliance and legal reference columns also appear pink with red text once data is selected/ entered.

# A minor offline Tool limitation

- There is currently a slight limitation of the offline Tool for Multi-select dropdown menus that provide the option for the facility to select 'X' or to leave blank indicating no selection
- If the Verifier identifies an "X" selection made by the facility as inaccurate and selects "Inaccurate", the Corrected Response cell remains dark blue because the Corrected Response technically has no data selected... even though the blank cell is the Corrected Response.
- This also occurs for multi-select options when the Verifier selects:
  - "Updated during Verification" in the Facility Profile section.
  - "Not visible to facility during SA/JA" (if conditionalities were hidden based on a Facility's inaccurate response)
- When reviewing the offline Tool before submission to the AH platform, the Verifier should confirm these dark blue and blank cells are indeed Corrected Responses rather than responses that have been overlooked
- For quality assurance, the AH also checks that if the Verifier selects "Inaccurate"/"Updated during verification" the facility response is indeed different from the Corrected Response.

# How to fill in the offline Tool

- To learn how to navigate the offline Tool, understand the numbering format of questions, and learn about conditional questions click on the link below  
QQ : <https://v.qq.com/x/page/s32254wmmfz.html>  
YouTube: <https://youtu.be/2FoeO0MyfAM>
- To learn how to complete the Verification Selection, the Corrected Response and the Verification Data entries click on the link below:  
QQ : <https://v.qq.com/x/page/t32253lvicf.html>  
YouTube: <https://youtu.be/EBImihT3Ob4>
- To learn how to complete the non-compliance, legal reference and verification details section click on the link below:  
QQ: <https://v.qq.com/x/page/b3225rt2m30.html>  
YouTube: [https://youtu.be/i9\\_kKvpDFO4](https://youtu.be/i9_kKvpDFO4)



# The Verification Summary



- The Verification Summary is an automated output containing all "Inaccurate" and "legal non-compliance" items from each section of the Tool.
- The Verification Summary contains two indexes that can be useful during the closing meeting
- **Accuracy Index:** Compares the number of inaccurate answers against the total number of facility responses
- **Completion Index:** compares the number of available questions to be answered by the facility against the total number of responses entered by the facility.
  - This index requires a minimum 95% completion of the self/joint-assessment data, but during verification may fall below this figure. For example, if the facility provided an inaccurate answer, the Corrected Response provided by the Verifier may prompt additional questions to appear that were not previously visible to the facility due to the inaccurate response. It is the Verifier's responsibility to answer these additional questions accurately

# Generating the Verification Summary



- To learn how to generate the verification summary, click on the link below:  
QQ: <https://v.qq.com/x/page/q3225bg06rw.html>  
YouTube: <https://youtu.be/hLBWaLcxjDE>

# Avoiding/ troubleshooting errors

- The offline Data Collection Tool relies on Excel macros to work correctly and macros may, in error, become disabled depending on the users Operating System and/or Excel version
- SLCP therefore recommends using the online too.
- If you are unable to get online and need to use the offline Tool, SLCP recommends using Excel 2016 installed on a Microsoft PC to minimize the chances of an error
- During testing, SLCP has encountered instances where the program does not first show an error message before the macros shut down
  - To test macros are working you should periodically check that the navigation bar is showing you where you are in the Tool. Click on a few different sections within the Tool to ensure “You are here...” does indeed show where you are
  - If the navigation bar information does not change then your macros have stopped working properly. In this case, close the file, quit Excel entirely, relaunch the file and enable macros. You will lose the data you entered since the last time you saved
  - If upon opening the file again and testing the “You are here” function the navigation bar tells you correctly where you are, then the macros are working again.

# Avoiding/ troubleshooting errors (continued)...

- When completing the Verification Selection you must ‘select’ your answer from the dropdown menu rather than copying and pasting text from one cell to another
  - This will cause an error in the color coding of subsequent cells... and not all dropdown menus are the same
- If you attempt to type in text in a Verification Selection dropdown menu, you will get an alert saying, “invalid selection”
  - Select “retry” in the error window, click the delete key to delete your highlighted entry and then make the proper selection in the dropdown menu
- If you accidentally enter a formula in a free text response cell, i.e. equal sign or +, this will create an error.
  - In this case close out the file without saving and reopen (making sure to enable macros)

# Avoiding/ troubleshooting errors (continued)...

To learn how to avoid and troubleshoot possible errors, click on the link below:

QQ: <https://v.qq.com/x/page/o3225qhb6e.html>

YouTube: <https://youtu.be/MI-DT2GcFkQ>



# Duration of onsite verification

# Determining person-days, # of interviews and documents for onsite verification

- A verification should not take longer than 4 consecutive business days. If more person-days are required, the Verifier Body must assign more than 1 Verifier
- For the inclusion of virtual verification activity, person-days must be reduced in 0.5 person-day increments.

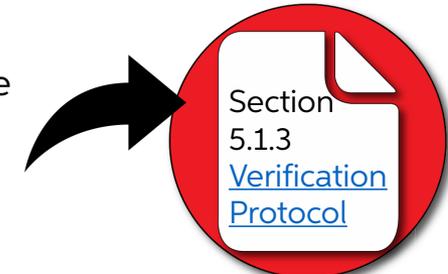


Table 1: Calculating minimum person-days, number of interviews and sample of document review

Number of Workers	Individual Interviews	Number of Group Interviews	Personnel Files	Wage & Hours Records	Minimum requirement	Any Step in addition to Step 1 requires a minimum 0.5 person-day more time than the "Minimum requirement". Below are suggested total person days.	
					Person-Days (Step 1)	Person-Days (Step 2)	Person-Days (Step 3)
1 - 100	8	1	12-14 <sup>^</sup>	10 x set of 3 = 30	1	1.5	2
101-200	12	2	20-24 <sup>^</sup>	20 x set of 3 = 60	1.5	2	2.5
201 - 500	15	3	27-33 <sup>^</sup>	27 x set of 3 = 81	2	2.5	3
501 - 1000	20	4	36-44 <sup>^</sup>	40 x set of 3 = 120	3	3.5	4
1001+	28	6	52-64 <sup>^</sup>	55 x set of 3 = 165	4	4.5 <sup>**</sup>	5 <sup>**</sup>

<sup>^</sup> Range applicable, as group interviews are one group of 4-6 workers.

<sup>\*\*</sup> VBs must send at least two Verifiers onsite to limit the calendar days onsite (unless facility provides express permission to exceed the 4-calendar day requirement).

Important: If going above Step 1, the minimum for Step 2 AND 3 is 0.5 day more. That means Step 2 suggested person-days are the minimum for both Step 2 and 3.

Note: report writing time is not included in the person-days. The self/joint-assessment review, verification plan, background research, etc. are all additional activities that the Verifier must do.

# Determining samples of records to review for virtual verification



Table 2 below provides calculations for sampling wage and hours records permitted for virtual verification. Table 1 (previous slide) is to be applied along with calculations in Table 2 when conducting virtual + onsite verification

Table 2: Sample of wage and hours records permitted for virtual verification

Number of Workers	Wage & Hours Records Total (virtual and onsite)	Maximum Number of Wage & Hours Records permitted for virtual review	Consequences for onsite verification activity if maximum number for wage & hours records review is applied
1 - 100	10 x set of 3 = 30	0 – no virtual verification activity permitted.	12-14 onsite # workers interview 12-14 onsite # personnel records review 10 x 3 (30) onsite wage & hours records
101-200	20 x set of 3 = 60	6 x set of 3 = 18	20-24 onsite # workers interview 20-24 onsite # personnel records review 14 x 3 (42) onsite wage & hours records
201 - 500	27 x set of 3 = 81	8 x set of 3 = 24	27-33 onsite # workers interview 27-33 onsite # personnel records review 19 x 3 (57) onsite wage & hours records
501 - 1000	40 x set of 3 = 120	12 x set of 3 = 36	36-44 onsite # workers interview 36-44 onsite # personnel records review 28 x 3 (84) onsite wage & hours records
1001+	55 x set of 3 = 165	17 x set of 3 = 51	52-64 onsite # workers interview 52-64 onsite # personnel records review 38 x 3 (114) onsite wage & hours records

### 3. Post-onsite verification

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Compilation/ communication

# Resolving facility concerns



- The Verifier addresses any facility concerns within two days (48 hours) from completion of onsite verification
  - If concerns relate to question level issues like disagreement about a Non-Compliance, then the Verifier/ VB must handle this offline with the facility
  - If concerns relate to Verification Protocol or Verifier conduct, then the Verifier/ VB must refer the facility to the Dispute process
- Due to exceptional circumstances, the Verifier may have to review further documentation or conduct remote interviews
  - An example of exceptional circumstances includes absence of essential management personnel on day(s) of verification



# Verifier Body quality check

Before submitting a report, the Verifier Body is required to do a quality check. Key items to review include:

1. Verification entries must be in English  
(All facility responses should be in English only. Only when question says “in local language” should the response appear in local language. There are currently only 2 questions in the Facility Profile where local language is permitted)
2. Grammar and spelling must be correct
3. Verification entries, including photos, must not contain employee names or any personally identifiable information
4. Where the Verifier identifies that the facility is not in line with applicable legal requirements, Verification Data, Non-Compliance “X” and Legal Reference must be included
5. For “Inaccurate” Verification Selections, photos are attached where Verifier can submit visual proof. All attachments are included in the final verified assessment report via the AH platform.



# Verifier Body quality check (continued)

6. If an “Inaccurate” response on the part of the facility is a result of misunderstanding or misinterpretation, Verifier must begin with the word “Misunderstanding” in the Verification Data
7. If any part of the facility response is “Inaccurate”, i.e. only part of the response is correct, the Verifier must select “Inaccurate”
8. When completing the Verification Data, the Verifier must provide a thorough response, considering the Who, What, Why, Where, When, and How, as well as indicating if the issue is isolated or systemic
9. If “Accurate” is selected, Corrected Response must be blank; Verifier to judge if Verification Data should be included for further explanation
10. If “Inaccurate” is selected the Corrected Response must be different than the facility response



# Accredited Host final check

- In addition to the Verifier Body quality check, the Accredited Host also does a final check on Verifier completion requirements
- The AH has the technical capacity to run checks for proper verification completion, similar to the checks in the e-learning module on the Data Collection Tool for the self/joint-assessment completion
  - Checks focus on data completion and format accuracy NOT data quality, which is the responsibility of the VB/ Verifier when they run mandatory quality checks
- The Verifier should be prepared to make changes to the Verification Data after the offline Tool is uploaded to the platform
- Instructions on how to upload the offline Tool to the Accredited Host platform are available on the [SLCP Helpdesk](#) where user guides for each Accredited Host are included in the FAQ.

# Submission of verified assessment report

- The Verifier can choose to complete the verification data in the offline Tool or the online platform.
- If Verifier chooses to complete verification in offline Tool the Verifier must upload the Excel to the Accredited Host platform and review the verification for any mistakes before submitting
- The Verifier must include all information on virtual verification activity in the “Verification Details” section of the verified assessment report and attach the verification plan with details of the activity and the extent of the activity that was conducted virtually
- Once the Verifier has submitted the final verified assessment report on the AH platform, the Verifier changes the assessment status to “Verification Completed”, thereby granting access to the facility to review the verified assessment report



# Verification Quality Check (VRQ)



- Once the VB and AH checks have occurred and any issues resolved by the Verifier, the Verifier must “complete” the verification
- Completing the verification results in assessment status changing from “Verification in Progress” (VRP) to “Verification Completed” (VRC)
- Before status changes to “Verification Completed” (VRC), an automated SLCP data quality check is conducted behind the scenes in a hidden status called “Verification Quality Check” (VRQ)
- This search for data quality failures takes a few seconds
  - If the automated SLCP data quality check does not result in failures, the completion of the verification goes through and the assessment is in status “Verification Completed”
  - If the data quality check fails, the assessment status automatically changes to “Verification being Edited” (VRE) and an email is sent from info@slconvergence.org to all assigned Verifiers of the verified assessment report

The VRQ check is checking the work of the VB quality check. If the automated system identifies a valid failure, then the VB quality check is not rigorous enough!

# Verification Quality Check (VRQ) continued



If a Verifier receives notification of a failed data quality check, the Verifier should then:

- Review the email which outlines all the failures
- Make necessary changes to the verified assessment report
- Finalize the report – again – by changing the status from “Verification being Edited” to “Verification Completed”
- Strive to complete the revisions and finalize the report within 4 calendar days
- On calendar day 5, the assessment status automatically changes from “Verification being Edited” to “Verification Completed”, whether the Verifier made edits or not
  - This guarantees that the assessment process continues, and the facility can start reviewing the verified assessment report.

The VOO regularly evaluates VB performance and report quality review is an important VB performance aspect!

# Verified assessment report revisions



- If the facility and VB/ Verifier agree to change the verified assessment report after “VRC-Verification Completed”, the facility changes the status from “Verification Completed” to “Verification being Edited” providing the Verifier access to the report again through the AH
- After edits are finalized, the Verifier must change the status to “Verification Completed” so the facility can access the report again and review the changes
- This back and forth between facility and Verifier in status “Verification Completed” and “Verification being Edited” can occur as often as necessary within the 14 calendar days provided for review and editing

# IX. Quality Assurance

# How can a Verifier ensure the validity of the verified assessment report?

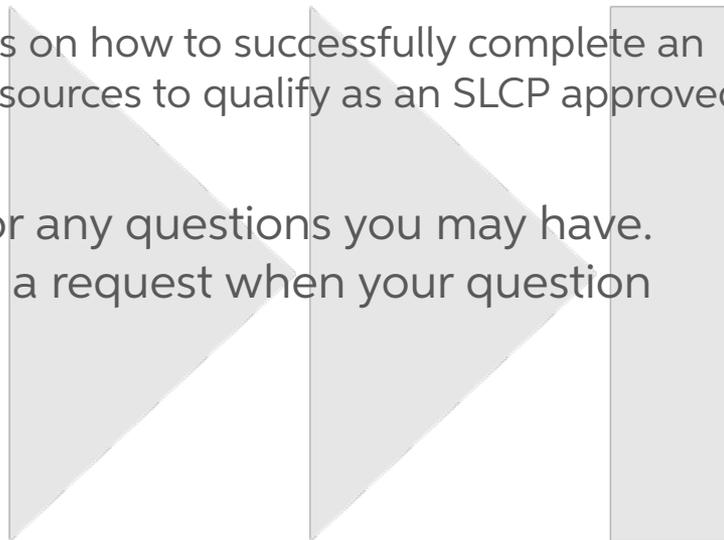
- Quality control is very important when conducting the procedures for a verification
- A poorly executed verification can lead to an invalidated report
- A verified assessment report is considered invalid when:
  - Basic quality standards are not met
  - Verifier requirements are not met, and/or
  - Significant issues with the verification process are found
- When considered invalid, the status “Invalidated” is attributed to the verified assessment report in the Gateway
  - All stakeholders are then notified (facility, Verifier, end user)

# We want your feedback!

- SLCP has developed facility, user and Verifier feedback forms
- Once the Verifier reaches status of VRF, s/he will receive an email with a user survey. It is a feedback survey and not intended for two-way communication.
- The Verifier will also receive a quarterly survey
- Feedback data is regularly reviewed and aggregated to look for potential areas for improvement.
- If you have questions which require a response, please contact the [SLCP support desk](#)

# Conclusion

- This tutorial is a precursor to the CAF 1.4 updates to Module 4: The Verification Protocol and the Verifier Guidance on the SLCP e-learning platform
- The Verification Protocol and the Verifier Guidance are freely downloadable via the SLCP [Helpdesk](#)
  - Both documents provide explicit details on how to successfully complete an SLCP verification, and are necessary resources to qualify as an SLCP approved VB/ Verifier
- The [Helpdesk](#) is also your go-to spot for any questions you may have. FAQs are available and you can submit a request when your question remains unanswered



# Annex

# Achieving SLCP verification: actions, actors, status and timelines

NO.	ACTION	SLCP STATUS	ACTORS						ESTIMATED TIMELINE <sup>1</sup>
			F	V	VB	GW	AH	VOO	
1.	Facility creates an account on <a href="#">Gateway</a>		✓	✓	✓	✓			<p style="text-align: center;"><b>Week 0</b></p> <p>All steps before Week 0 are prior to the start of the verification process. Note it takes facility on average 2 weeks to complete self/joint-assessment as Tool is complex and multiple individuals may be required to provide input/ documentation</p>
2.	Facility discusses verification cost/timeline offline with VBs ( <a href="#">List of approved VBs</a> ; VBs approved and maintaining approval in accordance with <a href="#">QA Manual</a> )  Note: verification can be semi-announced with a 10-day window and cost/timeline will likely be estimates as self/joint-assessment information is needed to determine exact person-day requirements for verification		✓		✓				
3.	Facility creates account on <a href="#">Accredited Host platform</a> using Facility ID from Gateway		✓				✓		
4.	Facility accesses Data Collection Tool through AH and initiates self/joint-assessment	ASI	✓				✓		
5.	Facility completes self/joint-assessment; recommend online completion but download into Excel from AH is available with final step of upload to AH required	ASC	✓				✓		
6.	Facility selects VB to conduct verification on Accredited Host platform	ASI or ASC	✓				✓		

# Achieving SLCP verification: actions, actors, status and timelines (continued)

NO.	ACTION	SLCP STATUS	ACTORS						ESTIMATED TIMELINE <sup>1</sup>
			F	V	VB	GW	AH	VOO	
7.	VB assigns Verifier on Gateway	VRP			✓	✓			Week 1
8.	VB/ Verifier obtain access to non-editable/ locked self/joint-assessment data on AH platform along with documents the facility uploaded	VRP		✓	✓		✓		
9.	VB/ Verifier reviews self/joint-assessment to determine correct person-day requirements	VRP		✓	✓		✓		
10.	Verifier reviews self/joint-assessment in detail to prepare for verification, which includes facility background check	VRP		✓			✓		Typically, no earlier than week 3 Typically, no later than week 7  Note self/joint-assessment must be delivered to Verifier at least 10 working days prior to scheduled virtual and/or onsite visit. Some VBs may need up to 4 weeks advanced notice to schedule verification, as Verifier schedules are booked well in advance.
11.	Verifier or VB provides pre-verification communication to facility, including document list and verification planning information according to Verification Protocol requirements (note any virtual verification activity also requires a verification plan)	VRP	✓	✓	✓				
12.	Verifier conducts virtual verification activities, if applicable (activities such as off-site documents review, virtual interviews, virtual walk-through)	VRP	✓	✓					

# Achieving SLCP verification: actions, actors, status and timelines (continued)

NO.	ACTION	SLCP	ACTORS						ESTIMATED TIMELINE <sup>1</sup>	
			F	V	VB	GW	AH	VOO		
13.	Verifier downloads Data Collection Tool from AH platform with non-editable/ locked self/joint-assessment data for back-up during onsite verification in case AH platform connectivity issues occur	VRP		✓				✓		<p><b>Typically, no earlier than week 4</b>  <b>Typically, no later than week 8</b></p> <p>Note Verifier availability may require up to 4 weeks advanced notice and verification can be semi-announced with 10-day window</p>
14.	Verifier conducts onsite verification following Verification Protocol requirements, including opening meeting, document review, interviews, facility walk through, and closing meeting	VRP	✓	✓						
15.	Verifier focuses on entering "Updated during Verification", "Inaccurate" and "Non-Compliance" data to inform Verification Summary for closing meeting; verification is completed online or in downloaded Excel offline; Verifier addresses any facility questions/ concerns during closing meeting	VRP		✓				✓		

# Achieving SLCP verification: actions, actors, status and timelines (continued)

NO.	ACTION	SLCP	ACTORS						ESTIMATED TIMELINE <sup>1</sup>	
			F	V	VB	GW	AH	VOO		
16.	Verifier or VB resolves any further facility concerns/questions about verification within a maximum of 48 hours after onsite verification is completed, then proceeds with filling in the Data Collection Tool (recommend online)	VRP		✓	✓			✓		Typically, no earlier than week 6 Typically, no later than week 10
17.	Verifier uploads offline verification to online AH platform and/or fills in verification online and follows Accredited Host automated checks/flags for proper completion	VRP		✓				✓		
18.	VB conducts quality check of Verifier's work and either Verifier or VB changes the assessment status to "Verification Completed" on AH platform	VRC		✓	✓			✓		
19.	<a href="#">Automated Data Quality checks</a> are performed on the verified assessment data submitted by the Verifier	VRQ				✓	✓	✓		
20.	If VRQ fails, the Verifier reviews the failures on AH platform and makes necessary edits and -again- changes status to "Verification Completed" on AH platform	VRE		✓				✓		

# Achieving SLCP verification: actions, actors, status and timelines (continued)

NO.	ACTION	SLCP	ACTORS						ESTIMATED TIMELINE <sup>1</sup>
			F	V	VB	GW	AH	VOO	
21.	Facility reviews the verified assessment online or offline in Excel by downloading from AH. The facility has 14 calendar days to review and request edits from the Verifier before facility's manual finalization by changing status to VRF or AH's automated finalization on calendar day 15.	VRC	✓				✓		<p>Typically, no earlier than week 8</p> <p>Typically, no later than week 12</p>
22.	Facility reaches out to VB/ Verifier directly (offline/email) with any concerns/questions about the verification data. Once edits are agreed between VB/ Verifier and facility, facility changes its status from VRC to VRE to allow Verifier access to the assessment for edits.	VRC and maybe VRE	✓	✓	✓		✓		
23.	Verifier reviews facility concerns/questions and edits the assessment as agreed. Verifier changes status to VRC so facility can review the edits and request further changes if necessary. Status change from VRC to VRE to VRC can occur as often as necessary within the 14 calendar days. On calendar day 15 the process ends and the assessment changes to VRF, unless the facility manually changes to VRF before 14 calendar days are complete.	VRE then VRC	✓	✓			✓		
24.	Facility changes assessment status to "Verification Finalized" by accepting the verification. If facility has any complaint about the Verifier following procedure or about Verifier conduct, facility opens a "Dispute". If facility takes no action, assessment status automatically changes to VRF after 14 calendar day review and edit period ends.	VRF or VRD	✓				✓		
25.	In VRF, facility can share the accepted verified assessment via the Gateway and/or the Accredited Host with other Users and other AH platforms	VRF	✓			✓	✓		

# Achieving SLCP verification: actions, actors, status and timelines (continued)

NO.	ACTION	SLCP	ACTORS						ESTIMATED TIMELINE <sup>1</sup>
			F	V	VB	GW	AH	VOO	
26.	If <a href="#">Dispute</a> opened, VOO evaluates the validity of the Dispute and accesses the verified assessment data via the Gateway; facility can only open Dispute process once	VRD	✓			✓		✓	<p>Typically, no earlier than week 11</p> <p>Typically, no later than week 15</p> <p>Note: VOO evaluates validity of Dispute within 2 working days. If substantiated, VOO attempts to resolve Dispute within 10 days and gives 4 calendar day notice prior to change to VRI</p>
27.	If Dispute substantiated, depending on the outcome: <ul style="list-style-type: none"> <li>VOO invalidates verified assessment (VOO notifies facility and 4 calendar days later changes to VRI)</li> <li>OR</li> <li>VOO returns assessment to Verifier for edits and final facility review (Verifier and facility have 5 calendar days to make edits and review)</li> </ul>	VRI or VRE and VRC	✓	✓	✓	✓	✓		
28.	If Dispute not substantiated, VOO finalizes verified assessment and changes status to VRF after 4 calendar day notice to facility; see point 25 for next steps.	VRF				✓		✓	
29.	Note that in VRF, the VOO can choose to conduct <a href="#">quality assurance procedures</a> for any verified assessment.  The 14 days noted in Action 23 are back and forth between facility and Verifier before VRF. Once in VRF, the VOO will conduct sample-based QA activity. The VOO will use the VRQ data to check on VB quality review processes, but the VOO is not involved in the 14 day back and forth between the facility and the Verifier.  Outcome of this verification oversight activity may result in invalidation of a verified assessment.	VRI				✓		✓	<p>Typically, no earlier than week 16</p> <p>Typically, no later than week 22</p> <p>Note duplicate verifications (a more intensive QA procedure) can take 8-10 weeks after VRF to complete</p>