



Interim Policy regarding LEAF Marque Audits, Audit-Related Travel and Coronavirus

This policy was adopted by the LEAF Marque Board on 12th March 2020

LEAF recognise that the COVID-19 (coronavirus) situation is evolving rapidly and while we are not currently aware of any major impact on the scheduling and execution of LEAF Marque audits, this may soon change.

This interim policy, adopted by the LEAF Marque Board, clarifies the circumstances that will be permitted in consideration of the current COVID-19 situation. This policy is applicable to all LEAF members and LEAF Marque Certification Bodies (CBs).

LEAF Marque allows the extension of LEAF Marque certificates if unforeseen circumstances result in the CB being unable to provide the audit as required or due to factors outside the control of the business. In this situation, approval must be sought from LEAF Marque for certification extension.

LEAF Marque recognises that COVID-19 may cause limitations on regular auditing because the member or auditor determines the risk of on-site auditing and/or associated travel are too high to conduct a LEAF Marque audit, because organisations are shut down, or because auditors are under quarantine themselves. Therefore COVID-19 will be considered as a 'force majeure' situation.

This policy is in line with clause 3.2 of the [LEAF Marque System Rules](#) (v4).

Members should keep CBs informed of any instance in which COVID-19 could impact audit scheduling, or any scenario identified as presenting a risk to the business and/or auditor should also be communicated promptly.

To seek an extension, CBs should notify the LEAF Marque secretariat (Lucy.Redmore@leafuk.org) of the above issue. Please note that additional evidence (including evidence of travel restrictions) may be requested before approval is granted.

LEAF also asks that CBs monitor the situation closely and keep LEAF Marque secretariat informed regarding the impact the situation may have on the timely delivery of LEAF Marque audits.

We thank all stakeholders for their continued support of LEAF Marque and careful consideration of health and safety risks.

Further updates to this policy will be considered in light of evolving circumstances and communicated accordingly.

General queries should be directed to enquires@leafuk.org.
