

IRIS Certification[®] rev. 03
COVID-19 - Communication

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1. INTRODUCTION

The aim of this document is to inform IRIS rev.03 certified organizations, organizations starting the IRIS Certification[®] process and other stakeholders that the IRIS Management Centre (IMC), in response of the outbreak of the recent coronavirus, is monitoring the situation closely and has developed and approved rules and procedures to overcome this extraordinary situation.

Due to this current situation, IRIS approved certification bodies may temporarily be unable to perform specific certification-related activities. Therefore, IMC is in close contact with the certification bodies, who themselves are the main contact point for all the affected companies. The IRIS audits are postponed for the concerned countries (see appendix) until a stable situation is back.

All the defined rules and procedures aim to ensure the continuity of the IRIS Certification[®] for the affected organizations and to ensure the quality of the audit process through on-site audits and finally maintain the confidence of your organization and your customer on the IRIS Certificate.

Our priority are the health and safety of the involved parties, as well as the responsibility towards them and the confidence on the IRIS Certificate.

This document represents the current status and may evolve according to the development of the disease. The IRIS Portal (www.iris-rail.org) is still the main source for any information related to this topic including updates.

2. VALIDITY OF THE IRIS REV. 03 CERTIFICATE

The precondition for the expiration date of the IRIS certificate is suspended.

(IRIS Certification™ rules:2017, clause 4.1.2 Certificate cycle: *The expiration date of the certificate is maximum three (3) years minus one (1) day from the last day of the certification audit (reference date), under the precondition that all subsequent surveillance audits during this time are successful in meeting the requirements*).

The current audit validity is extended for **3 months** (90 calendar days) for the concerned organizations. The extension is based on the reference date of the organization and is visible in the IRIS Portal.

IMC is ensuring that these organizations are still visible in the IRIS Portal for the public as IRIS certified organization.

For the application status, please refer to the appendix: List of countries.

3. CRITERIA FOR THE DEFINITION OF ACTIONS

Following criteria are the basis for the defined specific rules and procedures:

- The **reference date** of each organization is the trigger for the different actions
- IRIS audits are to be performed **on-site** according to the IRIS Certification™ rules:2017
- The different actions are managed **country by country** based on the evolution of this extraordinary situation
- **Certification bodies** are responsible for the application of the rules and the support to their customers
- **IMC Official Re-Start date (IORS)**: is introduced as a date to restart activities according to rules defined in this document. This date is defined by the IMC **country by country** based on:
 1. The official acknowledged worldwide situation (World Health Organization) applied to the respective countries
 2. The full return to normal conditions (full operation on-site) of the whole country, without any restriction, e.g. travel bans, border closure, visa validation, ...

Only when IMC defines the IORS for a country, the CBs can re-start the planning of the postponed audits.

All audit types are to be performed **after 45 calendar days from the defined IORS**, based on an official communication through the IRIS Portal (see appendix).

As described in the figure below, the IORS considers the availability of the data from the organization, which can only be provided after full operation recovery of the organization, to demonstrate the current performance. It also considers the proper preparation of the on-site audit.

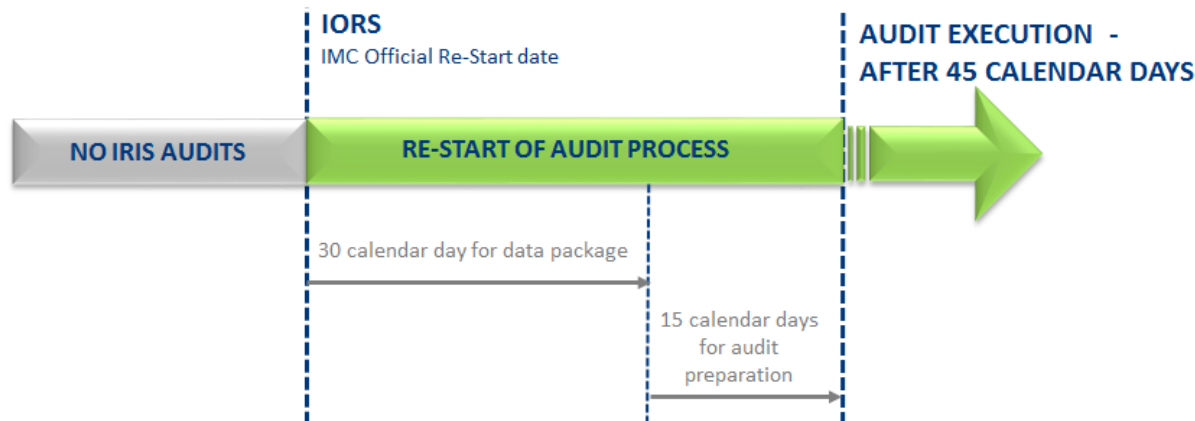


Figure 1: IMC Official Re-Start date - application

4. MANAGEMENT OF IRIS AUDITS

For countries still **working under normal conditions**, audits can still be performed under the responsibilities of certification bodies and the organizations. The audits are to be compliant with the IRIS Certification™ rules:2017.

Countries where the outbreak of the coronavirus is confirmed and the local **restrictions are in place** (no business continuity for all employees), the **IRIS audits are postponed** until a stable situation is back.

These two conditions apply to all type of audits (Certification / Surveillance / Re-certification audits) and for the assessment of the related remote locations and site extensions.

Type of Audit		To be performed earliest
Certification audit	Readiness Review performed	45 calendar days from IORS
	Readiness Review NOT performed	30 calendar days from IORS then normal process acc. IRIS Certification™ rules:2017
Surveillance audit		45 calendar days from IORS
Recertification audit		45 calendar days from IORS

Table 1: Management of IRIS audits based on audit type

5. MANAGEMENT OF OTHER TYPES OF AUDITS

For other types of audits, e.g. transfer of CB, change of location, ... the application rules are described above in clause 4 “Management of IRIS audits”.

All other rules of the IRIS Certification™ rules:2017, clause 6 “Other audits”, are maintained.

6. NONCONFORMITY MANAGEMENT

If the auditor has identified nonconformities before the organizations’ activity stop, compliance with all the requirements for the nonconformity management process as defined in the IRIS Certification™ rules:2017, clause 13 “Nonconformity management” shall be ensured.

For the review of the effectiveness of the corrective actions the following rules apply:

Non-compliance	Rules
Re-Audit	To be performed 45 calendar days from IORS
Documental review of effectiveness <i>(Appropriate methods to review the effectiveness of the corrective actions)</i>	Approval from the Lead Auditor maximum 30 calendar days from IORS

Table 2: Nonconformity Management based on type of non-compliance

7. QUALITY PERFORMANCE LEVEL

Audits postponed due to Covid-19 and performed after 1st May 2020 are not officially eligible for the Silver Quality Performance Level.

8. CONTACTS

The main contact for all organizations is the respective certification body.

For future updates please visit www.iris-rail.org

The IMC continues to closely monitor the situation and will decide on further adjustments if needed.

Brussels, 23rd March 2020

For IRIS Certification®:



Bernard Kaufmann

IRIS Certification® General Manager

APPENDIX: LIST OF COUNTRIES - STATUS: 23/03/2020

The below list provides an overview on the Covid-19 situation and its impact on existing IRIS Certification®. The list of countries may not be exhaustive and will be updated according to needs. The current audit validity is extended for **3 months** (90 calendar days) for the concerned organizations based on the month of their reference date.

Updates are communicated through the IRIS Portal (www.iris-rail.org).

Nr.	Countries	Month of Reference date	IO RS	Remark
1	ASIA			
1.1	China	February / March / April	Not defined	
1.2	India	March / April / May	Not defined	
1.3	Indonesia	February / March / April	Not defined	
1.4	Iran	February / March / April	Not defined	
1.5	Japan	February / March / April	Not defined	
1.6	Malaysia	February / March / April	Not defined	
1.7	Philippines	February / March / April	Not defined	
1.8	Singapore	February / March / April	Not defined	
1.9	South Korea	February / March / April	Not defined	
1.10	Taiwan	February / March / April	Not defined	
1.11	Thailand	February / March / April	Not defined	
1.11	UAE-Bahreïn Israel	March / April / May	Not defined	
2	EUROPE			
2.1	Austria	March / April / May	Not defined	
2.2	Belgium	March / April / May	Not defined	
2.3	Bosnia-Herzegovina	March / April / May		Tbc
2.4	Bulgaria	March / April / May		Tbc
2.5	Czech Republic	March / April / May	Not defined	
2.6	Danemark	March / April / May	Not defined	
2.7	France	March / April / May	Not defined	
2.8	Germany	March / April / May	Not defined	
2.9	Hungary	March / April / May	Not defined	
2.10	Italy	March / April / May	Not defined	
2.11	Luxemburg	March / April / May		Tbc
2.12	Macedonia	March / April / May		Tbc
2.13	Malta	March / April / May		Tbc
2.14	The Netherland	March / April / May		Tbc
2.15	Poland	March / April / May	Not defined	
2.16	Portugal	March / April / May	Not defined	
2.17	Romania	March / April / May		Tbc
2.18	Russian Federation & CIS	March / April / May	-	In operation
2.19	Serbia	March / April / May		Tbc
2.20	Slovakia	March / April / May		Tbc
2.21	Slovenia	March / April / May		Tbc

Nr.	Countries	Month of Reference date	IOBS	Remark
2.22	Spain	March / April / May	Not defined	
2.23	Sweden	March / April / May		Tbc
2.24	Switzerland	March / April / May	Not defined	
2.25	Turkey	March / April / May	-	In operation
2.26	United Kingdom	March / April / May	Not defined	
3	AMERICAS			
3.1	Brazil	March / April / May	-	In operation
3.2	Canada	March / April / May	-	In operation
3.3	Mexico	March / April / May	-	In operation
3.4	United States	March / April / May	-	In operation *
4	AFRICA			
4.1	Morocco	March / April / May	-	In operation
4.2	Ivory Coast	March / April / May	-	In operation
4.3	South Africa	March / April / May	-	In operation
5	OCEANIA			
5.1	Australia	March / April / May	-	In operation

* situation may differ by states, e.g.: California, New York are in quarantine