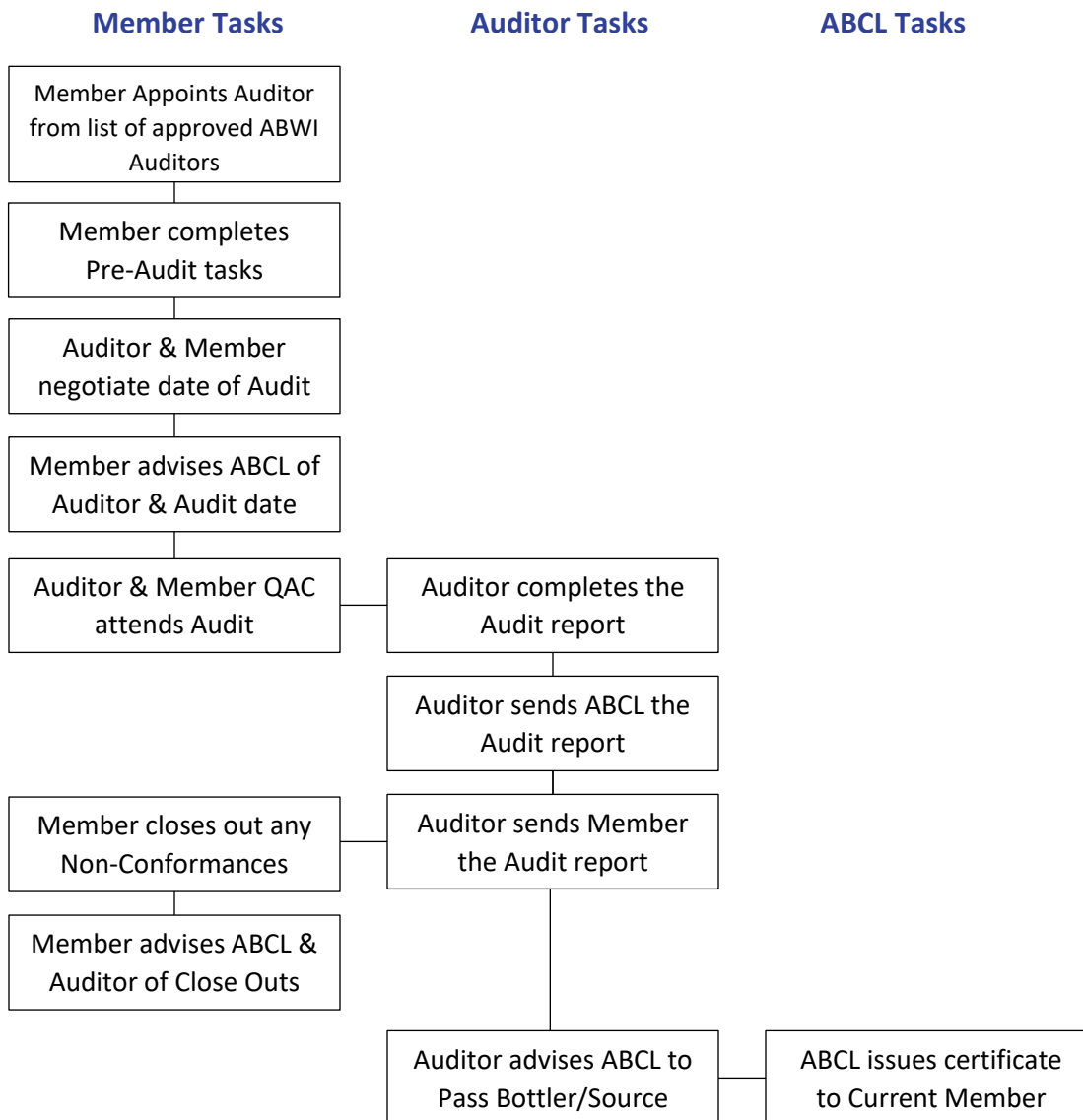




ABWI Audit Requirements

Outline of ABWI Audit Process

The following steps are required annually for completion of an ABWI audit.



Outline of ABWI Audit Requirements

- Members to comply with ABWI Code – including QAC Course attendance requirements.
- Organise an audit date with an ABWI approved auditing body.
- Notify ABCL of upcoming audit.
- Auditing body conduct audit onsite.
- Auditing body send audit report to ABCL for review.
- Site to address CARs raised.
- Site to display ABWI Certificate onsite.

ABWI Plant Inspection Program

- Compliance with the ABWI Plant Inspection Program is a requirement of membership for Bottled water manufacturer Members.
- The Program is based on the ABWI Code.
- The plant can choose any of the ABWI approved auditing bodies that they wish.
- ABCL is not involved in the cost of the audit. This is a contract between the auditing body and the plant.
- ABCL requires that auditing bodies send their audit reports to ABCL within seven business days of conducting the audit. ABCL must approve the audit reports before they can be certified.
- For complex issues the ABWI Committee may be consulted.
- The scope of the audit is the ABWI Code.
- Bottled water manufacturers are expected to have completed and passed the audit prior to the anniversary date of their initial audit.
- Where a bottled water manufacturer does not pass an audit requirement, they have 30 days to correct the critical action and have this approved by the auditor.
- If the bottled water manufacturer fails to correct the critical action raised within those 30 days, then ABCL may withdraw certification of the site. For expediency, this will be done with the auditor through a phone call to the site and followed by written notification.
- If a bottled water manufacturer does not feel a critical action that was raised is appropriate they can request an exemption by following the exemption process.
- Where a bottled water manufacturer does not meet sufficient audit recommendations, they have 60 days to rectify this and gain approval by the auditor.
- Bottled water manufacturers will become “Certified Bottlers” upon passing their annual audit.
- The use of the ABWI logo is only permitted by Certified Bottlers. For the requirements for using the ABWI logo please see the ABWI Agreement for Logo Use.

Annual Audits

- ABCL will send all Members a reminder three months prior to their anniversary date.
- Bottled water manufacturers are required to have had their audit conducted and finalised prior to their anniversary date each year and to advise ABCL of the outcome of the audit, each year, again, prior to the bottled water manufacturer’s audit anniversary date.

- Although ABCL will aim to provide the above mentioned reminder, the final responsibility for completion of the audit by the agreed anniversary date rests solely with the bottled water manufacturer.
- In exceptional circumstances a deferral may be granted by ABCL for up to three months. The decision granting the deferral rests with the Technical and Regulatory Affairs Manager at the ABCL.

Exemptions Process

- Following an Audit, Members can apply for an exemption for a non-conformance raised within 30 days after the audit was carried out.
- Exemptions must be made in writing using the ABWI Exemptions Template and sent via email to ABCL. ABCL will send an acknowledgement of the receipt to the Member.
- ABCL have 30 days to review the information provided by the Member. ABCL may request additional information which Members are required to provide within 14 days.
- In some cases, ABCL may require the exemption to be reviewed by the ABWI Committee. If this is the case, ABCL is required to notify the Member of this along with the date upon which the ABWI Committee will review the exemption.
- The ABWI Committee may consider the exemption for a further 14 days after the meeting.
- All exemptions will be provided in writing and be recorded in the ABWI exemptions register.