AHPI GCHMS PART-II CHECKLIST (Rev 00-July 04, 2020)
UAF REQUIREMENTS FOR BODIES PROVIDING AUDIT & CERTIFICATION OF GREEN AND CLEAN HOSPITALITY MANAGEMENT SYSTEM (GCHMS-PART II)

Legend: C – Complies, O – Observation, T – To Address at office Assessment, N – Nonconformity, N/A – Not Applicable, F – Further information required

Clause of 17021-10:2018 reference	GCHMS Part- II and OHSMS Requirements	Comments by CB Manual and Procedures reference	Findings/Remarks by UAF Assessor
5	**Competence requirements for GCHMS PII & OH&S management system auditors**		
5.1	An audit team shall be composed of auditors (and technical experts, as necessary) having the collective competence to undertake the audit. Each GCHMS management system auditor shall have knowledge of the synergy within a GCHMS management system and how its processes interact to meet its intended outcomes of providing a safe, clean, environmentally sustainable and healthy workplace and the prevention of injury, infection, and ill-health		
NOTE	It is not necessary for each member of the audit team to have the same competence; however, the collective competence of the audit team needs to be sufficient to achieve the audit objectives.		
5.2	**Terminology, principles, processes, and concepts of GCHMS PII & OH&S**		
	Each GCHMS management system auditor shall have and maintain up-to-date knowledge of		

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	terminology, principles, processes, and concepts of OH&S and both GCHMS and OH&S management. Terminology, principles, processes, and concepts of OH&S and GCHMS and OH&S management include, but are not limited to:		
	intended outcome(s) of the GCHMS and OH&S management system;		
	hazards and OH&S risks		
	minimizing or reducing risks;		
	hierarchy of control;		
	procurement (including outsourcing and contractors);		
	Pandemic (e.g., COVID 19) and it's preventive measures		
	Workplace resource consumption		
	Indoor and outdoor environment management		
	Waste management		
	Shared control over work performed		

Clause of 17021-10:2018 reference	GCHMS Part- II and OHSMS Requirements	Comments by CB Manual and Procedures reference	Findings/Remarks by UAF Assessor
5.3	**Context of the organization**		
	In order to determine that an organization has appropriately identified the scope, including boundaries and appliCertification Bodyility of its GCHMS and OH&S management system, within the organization's context and its work related activities, personnel on a team involved in GCHMS and OH&S management system auditing shall have knowledge of		
	potential issues relevant to the context of an organization, in order to determine whether the organization has identified external and internal issues that can affect the organization's ability to achieve the intended outcome(s) of its GCHMS and OH&S management system;		
	potential other interested parties in addition to workers, in order to determine if an organization has identified the relevant needs and expectations of workers and other interested parties		

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5.4	**Leadership, consultation and participation of workers**		
	Personnel on a team involved in GCHMS and OH&S management system auditing shall have knowledge of the role and impact of leadership and culture on an organization. This knowledge shall be applied to evaluate whether the top management of an organization is demonstrating its commitment to the OH&S management system and achieving its intended outcome(s).		
	Personnel on a team involved in OH&S management system auditing shall have knowledge of methodologies for consultation and participation, including obstacles and barriers, in order to determine whether an organization has effective processes for consultation and participation of workers and, when they exist, workers' representatives.		
5.5	**Legal requirements and other requirements**		

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	Personnel on a team involved in GCHMS and OH&S management system auditing shall have knowledge of legal requirements and other requirements in the field of health and safety at work, including those relevant to the OH&S technical area, in order to evaluate whether an organization has a process to determine, apply and periodically review its legal requirements and other requirements, including those related to:		
	consultation and participation of workers and workers' representatives, where they exist;		
	Consultation with the government on the latest guideline, directives on workplace infection and pandemic control		
	the privacy of personal medical information		
	Establishment of health and safety committees.		
5.6	**OH&S risks, OH&S opportunities and other risks and other opportunities**	;	
5.6.1	**Risks and opportunities**		

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	Personnel on a team involved in GCHMS and OH&S management system auditing shall have knowledge of risks and opportunities, including those relevant to the OH&S technical area, in order to evaluate whether an organization has applied appropriate methods for identifying hazards and determining OH&S risks, OH&S opportunities and other risks and other opportunities in an organizational context and within the scope of the GCHMS and OH&S management system.		
NOTE	Examples of relevant methods and criteria for determining risks and opportunities can include qualitative and quantitative analysis such as task analysis, hazard and operability studies (HAZOPS) and failure mode and effects analysis (FMEA).		
5.6.2	**Hazard identification**		
	Personnel on a team involved in GCHMS and OH&S management system auditing shall have knowledge of hazards, including those relevant to the OH&S technical area, in order to evaluate whether an organization has applied appropriate methods for identifying hazards in an organizational context and within the scope of the GCHMS and OH&S management system.		

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	Knowledge of hazards shall include, but not be limited to, those in the following categories:		
	physical;		
	chemical;		
	Biological including infection and pandemic disease		
	physiological;		
	mechanical;		
	based on movement and energy.		
	Knowledge of hazards and their sources shall include, but not be limited to:		
	internal or external sources or situations;		
	potential emergency situations;		
	multi-employer workplaces		
	workplace and facility		
	product and service design, research, development, testing, production, assembly, construction, service delivery, maintenance and disposal		
	procurement, contractors and outsourcing;		
	new technologies and their application;		
	planned or unintended changes;		
	work organization, human and social factors.		

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5.6.3	**Assessment of OH&S risks**		
	Personnel on a team involved in GCHMS and OH&S management system auditing shall have knowledge of the methodologies and criteria for the identification of hazards and the assessment of OH&S risks, including those relevant to the OH&S technical area, in order to evaluate whether an organization has applied methodologies and criteria in an appropriate, proactive and systematic way in an organizational context and within the scope of the GCHMS and OH&S management system.		
5.6.4	**OH&S opportunities**		
	Personnel on a team involved in GCHMS and OH&S management system auditing shall have knowledge of the type of processes that can lead to improvement of OH&S performance.		
	Knowledge of processes shall include but not be limited to:		
	adapting work to workers		
	changing the work organization		
	changing the workplace layout.		
	Changing the workplace environment		
5.7	**Emergency preparedness and response**		

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	Personnel on a team involved in GCHMS and OH&S management system auditing shall have knowledge of potential emergency situations and their usual responses, including those relevant to the OH&S technical area in an organizational context, in order to evaluate whether an organization has appropriately:		
	identified its potential emergency situations, including the sudden spread of pandemic disease in the workplace:		
	planned and tested its emergency responses, including with respect to external responders		
	evaluated its effectiveness in testing its planned emergency responses and responses given to actual emergencies, if appliCertification Bodyle		
5.8	**Performance evaluation**		
	Personnel on a team involved in GCHMS and OH&S management system auditing shall have knowledge of performance evaluation in order to evaluate whether an organization has applied appropriate OH&S performance evaluation methods, including proactive and reactive, qualitative and quantitative indicators, and to determine whether it is achieving the intended outcome(s) of its OH&S management system.		

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5.9	**Eliminating hazards and reducing OH&S risks**		
	Personnel on a team involved in GCHMS and OH&S management system auditing shall have knowledge of the control measures or control methods used to eliminate hazards and reduce OH&S risks, including those relevant to the OH&S technical area, in order to evaluate whether an organization has applied. Knowledge should include infection control and pandemic disease control measures		
	the concept of the hierarchy of control, including adapting work to workers and its appropriate application;		
	the appropriate and effective control measures, including the identification of any potential adverse effects, that have been selected by the organization, including those applied to the external providers.		
5.10	**Incident investigation**		

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	Personnel on a team involved in GCHMS and OH&S management system auditing shall have knowledge of incident investigation methods, including those relevant to the OH&S technical area, in order to evaluate whether an organization has conducted the investigation effectively in an organizational context and within the scope of the GCHMS and OH&S management system. This includes:		
	the relevant methods and practices for incident investigations, such as root cause analysis, fault tree analysis;		
	the identification of actions to eliminate the cause(s)		
6	**Competence requirements for personnel reviewing audit reports and making certification decisions**		
6.1	**Terminology, principles, processes and concepts of OH&S**		
	Personnel reviewing audit reports and making certification decisions shall have and shall maintain upto-date knowledge of terminology, principles, processes and concepts of OH&S and GCHMS and OH&S management		

Clause of 17021-10:2018 reference	GCHMS Part- II and OHSMS Requirements	Comments by CB Manual and Procedures reference	Findings/Remarks by UAF Assessor
	Terminology, principles and concepts of OH&S and GCHMS and OH&S management include, but are not limited to:		
	intended outcome(s) of the GCHMS and OH&S management system;		
	hazards and OH&S risks;		
	hierarchy of control;		
	procurement (including outsourcing and contractors		
	Infection and pandemic disease control		
	shared control over work performed.		
6.2	**Context of the organization**		
	Personnel reviewing audit reports and making certification decisions shall have sufficient knowledge of the following in order to determine if the audit team has appropriately confirmed the scope, including boundaries and appliCertification Bodyility of its GCHMS and OH&S management system, within the organization's context and its work related activities:		
	potential issues relevant to the context of the organization;		
	Potential other interested parties including government		

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6.3	**Leadership, consultation and participation of workers**		
	Personnel reviewing audit reports and making certification decisions shall have knowledge of the role and impact of leadership, culture, consultation and participation of workers and, when they exist, workers' representatives.		
6.4	**Legal requirements and other requirements**		
	Personnel reviewing audit reports and making certification decisions shall be aware of legal requirements and other requirements in the field of health and safety at work.		
6.5	**OH&S risks, OH&S opportunities and other risks and other opportunities**		
6.5.1	**Hazard identification**		
	Personnel reviewing audit reports and making certification decisions shall have knowledge of hazards and methods for identifying them, including those relevant to the OH&S technical area. Personnel reviewing audit reports and making certification decisions shall have knowledge of the following categories of hazards, including but not limited to, those in the following categories:		
	physical;		
	chemical;		

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	Biological including infection and pandemic disease		
	physiological;		
	mechanical;		
	Electrical		
	based on movement and energy.		
6.5.2	**Assessment of OH&S risks**		
	Personnel reviewing audit reports and making certification decisions shall have knowledge of the type of methodologies and criteria for the assessment of OH&S risks, including those relevant to the OH&S technical area.		
6.5.3	**OH&S opportunities**		
	Personnel reviewing audit reports and making certification decisions shall be aware of concepts of OH&S opportunities.		
6.6	**Performance evaluation**		

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	Personnel reviewing audit reports and making certification decisions shall have knowledge of OH&S performance evaluation methods.		
6.7	**Eliminating hazards and reducing OH&S risks**		
	Personnel reviewing audit reports and making certification decisions shall have knowledge of the concept of the hierarchy of control including infection and pandemic disease control		
6.8	**Incident investigation**		
	Personnel reviewing audit reports and making certification decisions shall have knowledge of incident investigation methods.		
7	**Competence requirements for other certification personnel**		
7.1	**Terminology, principles, processes and concepts of OH&S**		

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	As appropriate for their function, personnel conducting the application review to determine the audit team competence required, to select the audit team members, and to determine the audit time, shall have and shall maintain up-to-date knowledge of OH&S terminology, principles, processes and concepts. Terminology, principles, processes and concepts of OH&S and GCHMS and OH&S management include, but are not limited to:		
	intended outcome(s) of the GCHMS and OH&S management system;		
	hazards and OH&S risks including risk of infection and pandemic disease		
	minimizing or reducing risks;		
	hierarchy of control including infection and pandemic disease control		
	Procurement (including outsourcing and contractors)		
	Waste reduction and disposal		
	shared control over work performed		
7.2	**Context of the organization**		

Clause of 17021-10:2018 reference	GCHMS Part- II and OHSMS Requirements	Comments by CB Manual and Procedures reference	Findings/Remarks by UAF Assessor
	As appropriate for their function, personnel conducting the application review to determine the audit team competence required, to select the audit team members, and to determine the audit time, shall have		
	knowledge of site-related factors, and risks and complexity related to the site and the organization's activities, to determine the audit time and to select a competent audit team;		
	knowledge to determine that the proposed scope of certification is appropriate within the organization's context and its work related activities		

	Additional Requirements to ISO/IEC 17021-1:2015		
5.0	**GENERAL REQUIREMENTS**		
5.1.2	Certification Body shall have a legally enforceable agreement for the provision of certification activities to its Client, including the following: ▪ Maintenance of the GCHMS Part II shall be the responsibility of the Client. ▪ Certification to GCHMS Part II shall not confirm that the workplace has no chances of development of contiguous diseases like COVID19. ▪ The Client shall immediately inform relevant authorities in case of any indication of the development of the disease. ▪ The Client shall hereby release and agree to indemnify and hold harmless UAF, AHPI and Certification body, its directors, General Managers, Managers, employees, Assessors, Auditors, and agents from any losses, damages, claims, liability, causes of actions or demands, and all costs and expenses incidental to that (including costs of defense, settlement, and reasonable attorney's fees) made at any time by any party arising out of, resulting from, or in any way relating to the certification services provided by Certification body.		

7.2.5	Certification body has a process to achieve and demonstrate effective auditing, including the use of auditors and audit team leaders possessing generic auditing skills and knowledge, as well as skills and knowledge appropriate for auditing in specific technical areas including those defined in GCHMS?		
7.2.5	The CAB shall identify training needs and shall offer or provide access to specific training to ensure its auditors, technical experts, and other personnel involved in certification activities are competent for the functions they perform. The training, as required for auditing GCHMS shall be identified and provided.		
7.2.9	The CAB shall ensure the satisfactory performance of all personnel involved in the audit and other certification activities. There shall be a documented process for monitoring competence and performance of all persons involved, based on the frequency of their usage and the level of risk linked to their activities. In particular, the CAB shall review and record the competence of its personnel in the light of their performance in order to identify training needs. The performance monitoring shall specifically include technical areas covered in GCHMS		
8.2.2	The certification document(s) shall also identify the following:		

g)	A clear statement that the certification does not guarantee prevention of any infection and pandemic disease		
h)	A statement that the certification is based on the audit of a limited sample of records, activities, and processes of the facility.		
8.3.4	The CAB shall through legally enforceable arrangements require that the certified Client:		
b)	does not make or permit any misleading statement regarding its certification including the fact that certification does not guarantee prevention of infection and pandemic disease		
8.4.3	The CAB shall inform the Client, in advance, of the information it intends to place in the public domain. All other information, except for information that is made publicly accessible by the Client, shall be considered confidential. Extreme care shall be taken to ensure confidentiality of medical and personal data of employees.		
9.1.4.2	In determining the audit time, the CAB shall consider, among other things, the following aspects:		
g)	Any requirements on the site that needs to be complied as a part of the government directive, regulation.		
9.4.2	**Conducting the opening meeting**		
	The audit team shall also interview the following personnel:		

ii)	Managers and employees who are responsible for infection control and pandemic disease control		
iv)	Managers and employees responsible for waste disposal		