

PBSA ACCREDITATION



DESK AUDIT REMINDERS

FOR THE APPLICATION

Before an organization submits their application for accreditation they should carefully **select the Standard(s)** to which they wish to demonstrate compliance, **create an internal accreditation team** who will be responsible for preparing the organization for accreditation, **review all fees, requirements, and timelines** of the Accreditation process, **send any questions** to accreditation@thepbsa.org, be willing to **commit the resources** (time, money and individuals) to the process. These steps will comprise the **readiness assessment of the organization** to confirm if it should proceed. If you are **not prepared at this stage** to meet timelines and present the required materials, you may wish to **reconsider your submission**. This step will require a **non-refundable deposit**. Once the application is accepted, the organization will be advised of the total fee for their audit, which will need to be paid within 30 days, and the organization has **six months to submit** their desk audit materials. It is **advisable to have these materials started** before the application is submitted.

FOR THE DESK AUDIT

All documents for the desk audit **should be readily available and named using the clause number**. Every clause should have its own supporting documentation. If submitting a multipage document, **clearly indicate, or highlight, the relevant sections**, for the auditor to review. If a policy is used for more than one clause, it must be included each time. Confidential information such as pricing or PII may be redacted from these, but sufficient detail must remain for audit purposes. **Do not submit more information than is required** to show conformity. **Conduct an internal review of all materials** to confirm that what you are submitting will clearly and effectively demonstrate conformity with each clause. If using policy templates, ensure you brand these to your organization only and **customize them to ensure they reflect your actual operational processes**. This is **not the time to "test" your materials with the auditor** and seek feedback.

FOR THE VIRTUAL AUDIT

Before the actual date of the audit, the organization will be required to provide specific populations to the auditor such as client listings, past and current worker rosters, vendor listings and other materials. The **auditor will request samples** from this data during the audit. This step will require the organization to **have ready all relevant workers** to demonstrate conformity to each clause of the Standard. The auditor will **conduct the audit virtually** including a site tour of any operating locations, meeting with different workers, and reviewing and questioning documents submitted in the desk audit. This step may take **1 or 2 days**. The organization will be **required to show how every policy or procedure submitted is followed in the daily operation of the business**. Your organization should conduct a walk through to determine who will speak to each Clause and what materials will demonstrate conformity.