

Approved by: Managing Director



PSA

Document Title : Adding new sites to the group

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10.7 Adding new sites to the group

Approval of sites with new activities or where new sites total more than 10% of previous number

- 10.7.1 The CAB shall inform the client that CAB approval is required prior to adding to the group:
- New sites totalling more than 10% of the number of sites included in the certificate at the most recent audit.
 - Sites with new activities to the group not already covered in the group's CoC scope.
- 10.7.2 The CAB shall approve the proposed new sites, providing:
- There is objective evidence (such as an internal audit report) that the new sites comply with relevant sections of the [CoC Group Standard](#).
 - Details required for the site register have been provided.
 - The CAB is confident that the central office has the required resources to manage the increased workload.
- 10.7.3 If any of the elements in 10.7.2 are not met, the CAB shall not add the new sites to the group until the central office has satisfactorily demonstrated how it will address the requirement(s) of concern.
- 10.7.4 If the CAB requires an audit to be performed, the sample table and schedule plan currently used for the group shall be used to determine the number of new sites to be audited, unless the CAB justifies why a different sample size is appropriate.

Guidance 10.7.4

The CAB should plan to undertake extra auditing activities according to the existing audit schedule in an effort to avoid unnecessary costs to the client.

For example, by encouraging the client to request to add new sites before the surveillance audit, so that any additional audits can be done at the same time.

- 10.7.5 The CAB shall also audit the central office to address 10.7.2.c, if the CAB is not confident that the group has the required resources to manage the increased workload.

Approval of new sites totalling equal or less than 10% of the previous number

- 10.7.6 The CAB shall require the group to notify it in writing of the addition of up to or equal to 10% of the number of sites present at the most recent audit.
- 10.7.6.1 The CAB shall verify that the new sites do not add new activities to the scope of the certificate.
- If new activities are added, the CAB may conduct an audit of the new activities if deemed necessary, following requirements in 10.7.2.
- 10.7.7 The CAB may at its discretion require additional audit work to be undertaken.