



**Disc - Dutch Industrial Safety Consultants bv**  
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## Service Information Sheet

### Performing Audits

#### **Objective**

Screening business processes and the status thereof compared with established norms.

#### **Description**

Organizations work according to established norms and procedures. In order to assess to what degree the current company's status complies with suggested norms and procedures, "the audit" is a good tool. This comparison/audit can serve as an inspection preceding company certification or as a zero point determination ("gap analysis"). From a gap analysis, you determine what the weak areas ("gaps") are in complying with your norms and procedures, which serves as your starting point for making improvements.

Disc can perform internal audits based on current standards, such as: ISO 9000, ISO 14000, OHSAS 18000, VCA/VCU/VCO; and also based on your own standards and procedures.

Our consultant can also assist you as an expert guide during the certification audit performed by an accredited certification organization (CO's).

#### **Approach**

Should you choose Disc as your partner, you can be certain that we will select a consultant with care who has experience in the field and is familiar with your branch's line of work.

Additionally, not only does education level play a role, but certainly competencies, experience, and communication skills do as well.

Below are some of the services provided:

- Physically conducting internal audits or gap analyses with respect to the given standard.
- Performing all auditing related duties such as: inspections, document checks, observations, and interviews.
- Determining deviations from the standards and establishing intermediate and final reports.
- Proposing adequate administrative regulations in following the auditing results.
- Designing/developing a plan of action.
- Creating tools to be able to introduce improvements from the plan of action.
- Advise on implementing and securing the plan of action.

*If desired, the set of services can be customized after consultation with the client.*

#### **Price Indication**

We hire out our consultants to your organization based on hourly rates. For this service, these rates range anywhere between €70,- and €120,- per hour, during normal business hours.

This rate, however, does not include:

- VAT.
- Travel and lodging costs.
- Equipment costs.

*For each request, a formal quote will be provided.*

#### **Contact Information**

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Disc is VCU certified



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