Fair Farms Audit Guide – Log of changes to create V.3

Section	Change	New Section	Reason
Introduction			
Introduction	Entire document to remove "Certification Body" and replace with "Auditing Body"		Auditing Bodies correct terminology for function performed
Introduction	Following the words" Australian horticulture industry" insert "whilst extending the scope into other industries such as the agricultural, nursery industry, viticulture industry (wine industry) and the labour hire (on-hire) industry which provides a large portion of the workforce into the aforementioned sectors"	**Introduction**	Increase in scope of industries for Certification
Introduction	Following the words "worker exploitation" insert modern slavery risks"		Modern slavery included to reflect legislative / reporting requirement
Introduction	Following the words "Fair Farms Technical" remove "Steering"		Consistency in terminology
Audit Initiation			
3.6	Remove the word "auditor" and replace with "Auditing Body"		Correction in terminology
Auditor Pre-Audit Actions			
4.1	Insert new clause 4.1 : "The Auditing Body is required to request access to the PBU file through the Auditor Portal"	**4.1**	Updated to reflect new practice
4.2	Renumbered from 4.1		Alignment
Opening Meeting Checklist			
8.3	Following the word "and" insert "Controlled"		Consistency with changes to Rules and with Fair Farms Privacy Policy

Worker Interviews Sample Selection				
11.1	Following the words "approximately 15 minutes" insert "per individual interview"			Details expected length of individual worker interviews
Interview Protocol				
12.4	Replace "Program Owner" with "Scheme Owner"			Consistency in terminology
Wages Sampling				
17.2.1	Following the word "peak" insert "periods"			Clarification of terminology
Finding Alert				
23.3	Delete "admin@fairfarms.com.au" and insert fairfarms@fairfarms.com.au			Reflect current email address
Glossary of Terms				
Glossary of Terms	"Agency Labour" also bears the meaning of On-Hire worker / LHP Employee			Clarification of terminology
Glossary of Terms	"Audit Manager" may also be known as the Technical / Compliance Manager or Audit Program Manager"			Clarification of terminology
Appendix				
Appendix 1	Update of flowchart			Updated and correct process to be included