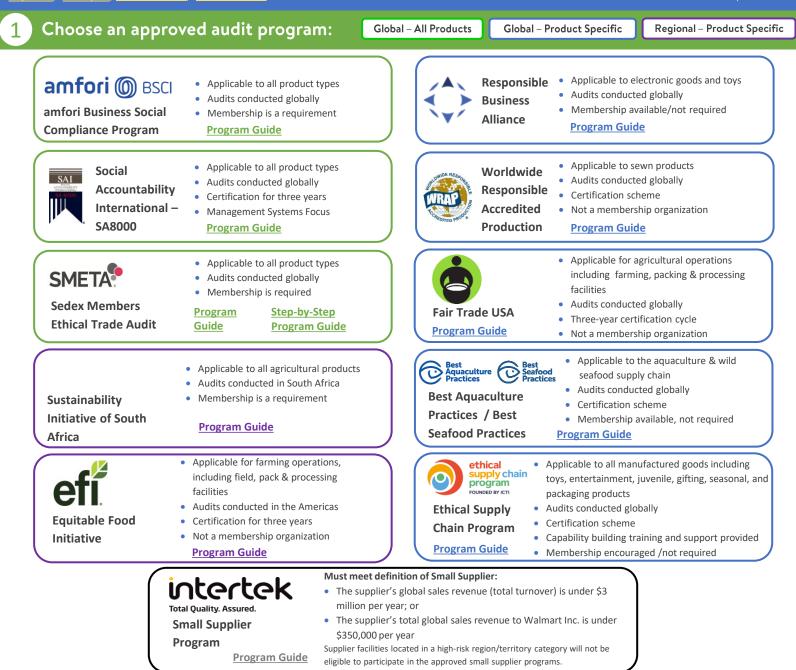
4 Steps to Complete Audit Requirement

<u>Español</u>, <u>Français</u>, <u>中国简体字</u>, <u>中國繁體字</u>



Complete a facility audit:

2

4

Currently working with an audit program?

Provide an existing report that meets Walmart's requirements:valid as defined by the Audit Program **OR** issued less than one year

prior to the submit date (for programs without expiration dates)

Select an audit program from the list above and work with the program to conduct a facility audit with an approved firm.

Not currently working with an audit program?

Nalmar

To be accepted by Walmart, the audit must be conducted:

- on a <u>semi-announced</u> (during a provided window of time) or <u>unannounced</u> basis (with no timeline or date provided) by an auditor <u>certified</u> by the Association of Professional Social Compliance Auditors (APSCA)
- on behalf of an APSCA member audit firm approved and in good standing with both the program and with ADSC
- on behalf of an APSCA member audit firm, approved and in good standing with both the program and with APSCA
 - Check whether an auditor is APSCA-certified here.

View APSCA audit firms in good standing here.

• Further, if your facility's operations involve multiple shifts, the facility should be prepared to allow access to the auditor during any shift so that worker interviews and a factory tour can be conducted while the auditor is present.

Link Walmart in the audit program platform

Each audit program has a unique platform for suppliers to grant retail partners access to audit details. Suppliers should link Walmart to each factory for which an audit is submitted. Linking Walmart allows our team to validate reports. Instructions on how to link Walmart can be found in the audit program guide links in **Step 1**.

Submit your audit report via email

Suppliers based in North, South & Central America: <u>rssfaam@walmart.com</u> Suppliers based in China & Far-East: <u>rssfacn@walmart.com</u> Suppliers based in India, Europe, Africa, Middle East and all other countries: <u>rssfain@walmart.com</u>

To be accepted, the email should include:

- Full audit report (and any additional documents specified in the program's resource guide)
- Walmart Supplier ID number (8-digit number)
- Supplier Name
- Walmart Factory ID Number
- Factory Name
- Audit Program Identification Number (ex. Sedex ID number)
- Audit Program Facility or Audit ID Number (helps Walmart cross-reference the facility or audit)

It is your responsibility to obtain the appropriate permissions necessary to share the full audit report with Walmart. For more information, review the <u>Audit & Assessment Policy & Guidance</u>