



BV SOLUTIONS  
**COV-SAFE**  
**HYGIENE**  
**ASSESSMENT**





In today's age, when nearly the entire population of the world are affected by contagious illness or disease directly linked unhygienic personnel behaviour or lack of sanitation, there is an increasing need to improve cleanliness and hygiene in private, public, and occupational environment.

Bureau Veritas has developed a protocol which takes into consideration areas contributing to lack of hygiene and illness and support the client in mitigating risk, ensuring compliance, prompt procurement and infrastructure planning and employing sanitisation measures.

### Purpose

To reassure clients and employees entering the site / premises about the good practices in place to prevent contamination during the unlocking phase.

### Scope eligibility

Any business premises / site with large number of people movement. Ex. Rail and Metro, Airports, Hotels, QSR chains, Banks, Schools, Call Centres, Shopping Malls, Retail Chains, Manufacturing, Service providers ex. Housekeeping Services, Manpower Providers, ATM Refilling, etc.



Metals & Minerals



Manufacturing of industrial goods



Consumer goods & retails



Transport, aerospace, rail



Banking & insurance



Health



Public authorities



### MONITORING MEASUREMENT & ANALYSIS

- Internal Assessment
- External Audits
- Incident evaluation



### PERSONAL HYGIENE

- Personnel Hygiene
- Fit to Work Protocol
- PPE
- Social Distancing
- Guest Protocol



### COMPLIANCE MANAGEMENT

- Regulatory Compliances (National / Local)
- Sector, Product, Client specific compliance
- Waste Management

### RISK MANAGEMENT



- Disease Prevention and Response
- FMEA and Risk Assessment
- Incident Management
- Procurement

# PREVENTION EXCELLENCE ASSESSMENT PILLARS

### LEADERSHIP



- Infrastructure
- Capacity Building programmes
- Human resources
- Internal / External Communication



### FACILITY HYGIENE

- Workplace Cleaning Routine
- Check points
- High Risk Area classification
- Transportation

# ASSESSMENT PROCESS



## SELF ASSESSMENT

A site may perform self-assessment effectively and efficiently to achieve Certification by:

- Understanding and satisfying the requirements of the assessment criteria,
- Monitoring the changes in its environment,
- Defining and deploying proper strategies,
- Managing all required process and relevant resources,
- Demonstrating confidence in its people, leading to increased motivation, commitment and involvement
- **This assessment tool uses three maturity levels.** Site should review its performance against specified criteria to identify current maturity levels and determine its strength and weaknesses.



## ON SITE AUDIT

Based on the conditions defined in assessment tool the percentage of maturity will be calculated. Based on the calculations of the percentage (Qualifying score), Assessment Score will be confirmed

Based on the assessment, the results will be published in the form of radar chart .

The site may use this tool for their internal assessment to identify the maturity levels within the organisation.



## CERTIFICATION

The Assessment Score certificate will be issued to the organisation management once all the criteria is complied to the scoring requirements. Assessment score in all of the criteria will only entitle the site to get the certificate.



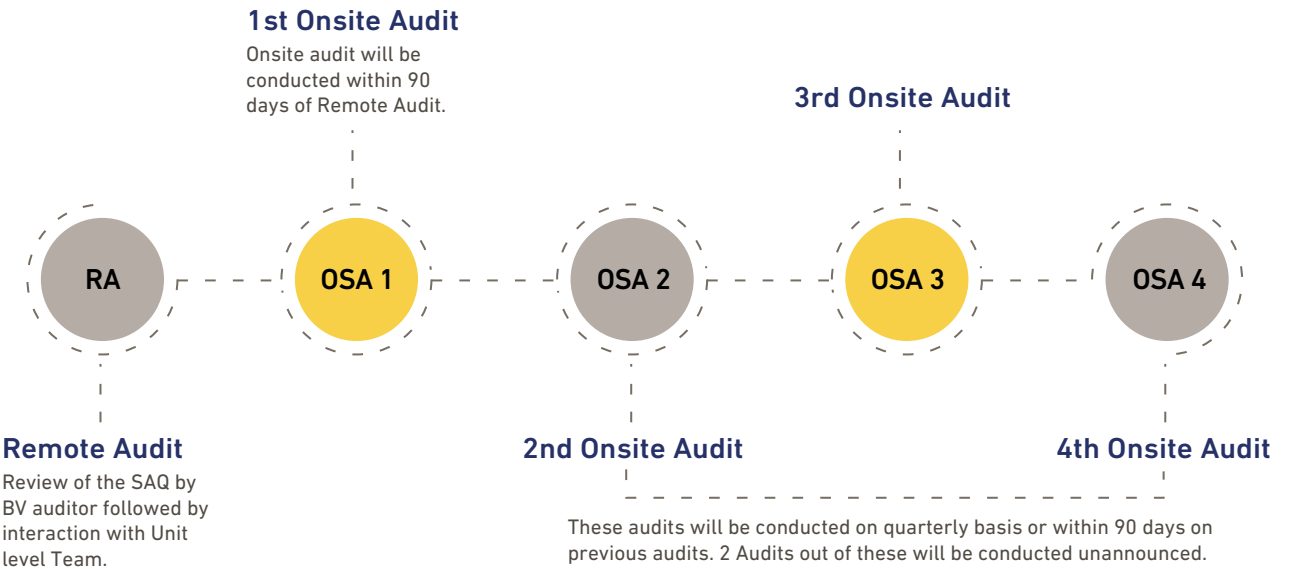
**The validity of the certificate is 6 months with an Quarterly surveillance.**

## SURVEILLANCE

The surveillance audits are planned to review the sustainance and progress in the Assessment Certification.



## ASSESSMENT TIMELINE

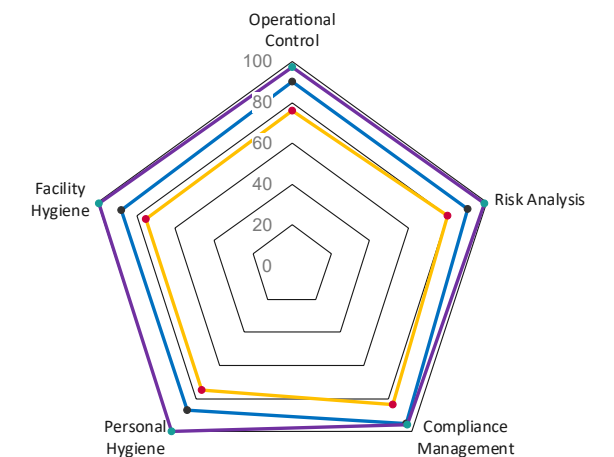


## RATING CRITERIA

Observation	Score
Documented and Implemented (Conformity) : D&I	3
Implemented but not Documented (Conformity) : IND	2
Documented not Implemented (Minor Non-conformance) : DNI	1
Neither Documented nor Implemented (Critical Non-conformance) : NDI	0
Not Applicable : NA	NA

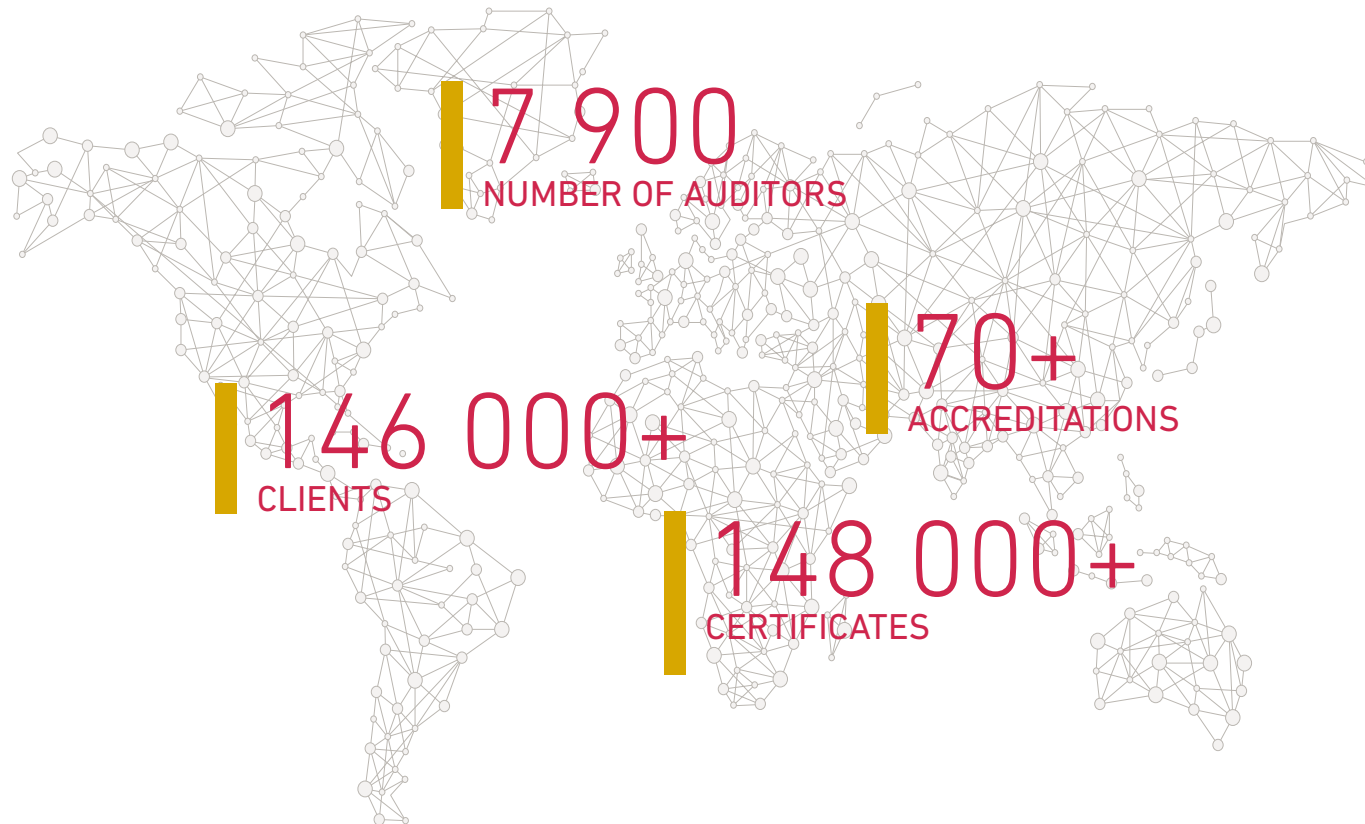
Rating Score	Grade
74% & Below	No Grade
75% - 85%	Gold
86% - 95%	Diamond
96% - 100%	Platinum

- The assessment will be based on the checklist.
- Each checklist point will be having max score of 3 and minimum score of 0.
- The scoring criteria and grading is detailed below.



# AN INTERNATIONAL NETWORK DELIVERING A COMPREHENSIVE RANGE OF CERTIFICATION SERVICES

Bureau Veritas Certification offers a comprehensive range of Global or Sector-specific Standards Certifications, Customized Audits and Training Services in the Quality, Health & Safety, Environment, Supply Chain and Corporate Responsibility fields to small, medium and large companies in 80 countries.




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For more information, contact Bureau Veritas at:  
[bv.dhaka@in.bureauveritas.com](mailto:bv.dhaka@in.bureauveritas.com)

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