

Important Update to Ethical Toy Program Audit Review Procedure

Effective: 1st March, 2017

ETP-P-12 V02 (E)

New procedures and deadlines to accelerate the audit review and decision-making processes at ICTI Ethical Toy Program

Ethical Toy Program is streamlining its audit review and decision procedures to make these faster and more efficient for all stakeholders. These updated procedures will result in an accelerated decision-making process regarding seal approval, whilst maintaining the high standard of audit reports.

These changes are delivered in response to feedback from global toy buyers and toy factories who have requested faster decision-making processes at Ethical Toy Program.

The new audit review and decision procedures will be effective from the **1st of March 2017** (Wednesday). Details of the updated procedures and deadlines are included in the table below.

Decision Procedure	Affected Parties	Change Effective on 1 March 2017
Submitting audit reports to Ethical Toy Program on Connect platform	Third-party audit firms	Reduced from within 10 working days of last day of audit to within 7 working days
Submitting CAP to the audit firm via email	All factories undergoing on-site audits	Reduced from within 10 working days of last day of audit to within 5 working days
Timeframe for factories to demonstrate transparency (<i>by admitting inconsistencies in writing, proving complete and accurate relevant documentation</i>)	Factories in which inconsistencies have been found by auditors and who did not show transparency on-site	Reduced from within 30 working days of last day of audit to within 20 working days



In order to comply with the above procedure factories and third-party audit firms must adhere to the new deadlines for submitting a corrective action plan (CAP) and uploading audit report submission onto our Connect platform. The time frame allocated to factories to address record inconsistencies, where found, will also be reduced to speed up the decision-making process.

These updates will reduce the timeframe for the audit review process, while ensuring fair and transparent assessments for all. Factories will receive their audit result and certification in a faster and more efficient manner than before.

If you have any inquiries regarding these changes, please contact us at info@ethicaltoyprogram.org.