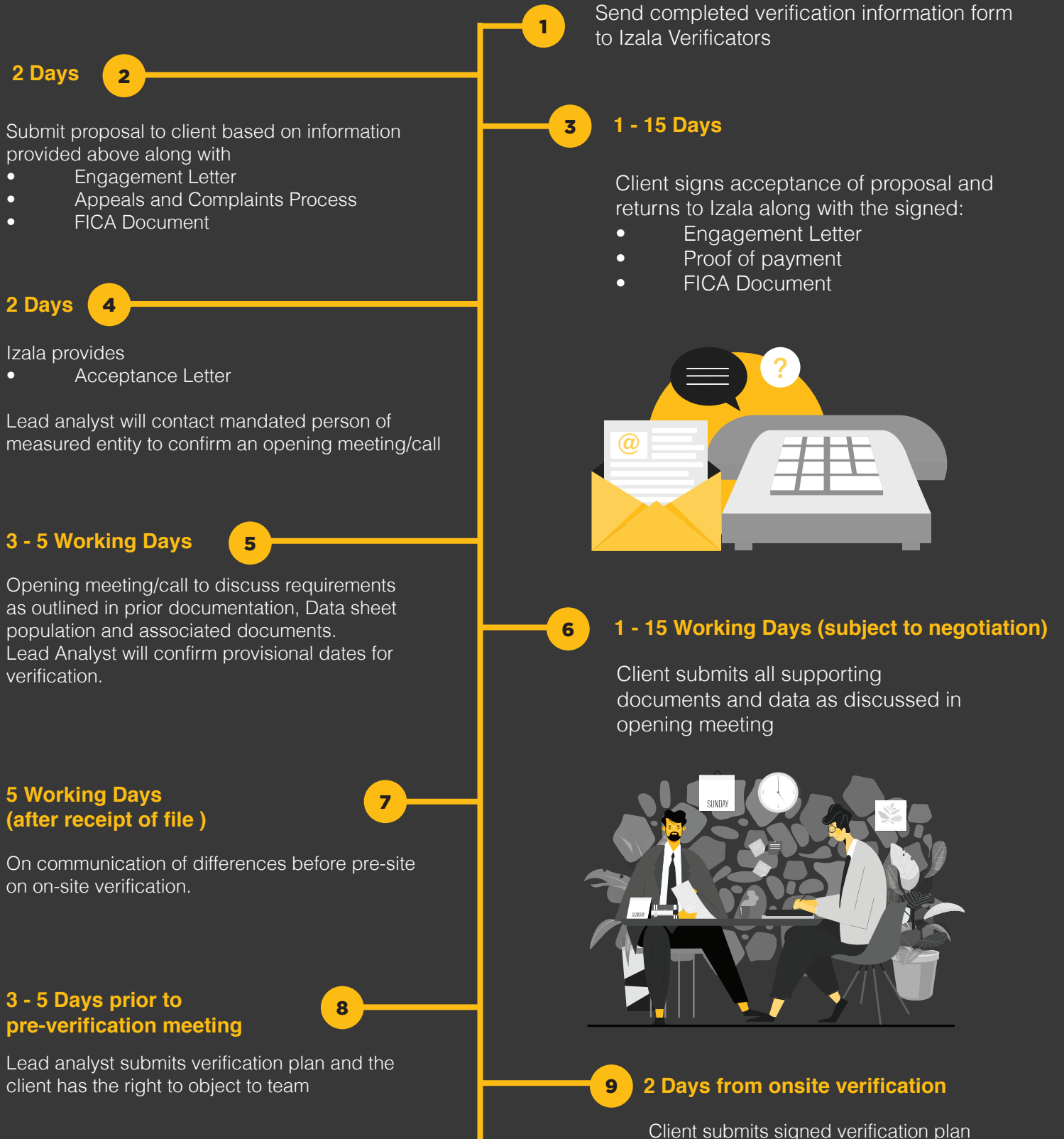


# VERIFICATION PROCESS

## ACTIVITY - IZALA VERIFIATORS

## ACTIVITY - CLIENTS

START



## ACTIVITY - IZALA VERIFICATORS

**3 to 5 days before onsite verification Izala to reconfirm pre-site and on-site as agreed in opening meeting**

10

Analyst conducts a pre site meeting and receives all long term outstanding information.

**3 - 5 Days before onsite verification**

11

Analyst sends through samples for interviews and other elements

## ACTIVITY - CLIENTS

Client to submit all long-term outstanding information

This is the deadline for all long term outstanding information



## On-site verification conducted

**3 Days after onsite verification**

13

Analyst completes client file and report, and submits to Verification Manager for review

**5 Days after the onsite**

14

Verification Manager reviews file and issues Queries.

**8 Days after on-site**

15

Verification Analyst clears all review queries

## Final sign off

**2 Days after sign off**

16

Closure meeting is arranged to handover original copy and discuss scorecard result

**2 Days after sign off**

17

Final Scorecard report, data capture and management representation letter to be sent to client

**1 Day after onsite verification**

12

Information as per point 11 to be submitted. This relates to samples NB: No long-term outstanding information will be accepted



**2 - 3 Days after sign off**

18

Signed documents to be returned from client

**24 Hours sign Disclaimer**

19

Izala reserves the right to issue B-BBEE certificate based on final score

CERTIFICATE



FINISH