



QSI.TL.04

Revision 21 / 02.01.2023

Audit Duration Calculation Instruction

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1. PURPOSE

The purpose of this instruction is to determine the number of man/days to be spent on audits, considering the audit types and organizational structure.

2. SCOPE

This instruction is for ISO 9001, ISO 14001, ISO 45001, ISO 50001, ISO 27001, ISO 20000-1, ISO 27701 and ISO 22000 Certification, **TS OIC/SMIIC 2:2019 and the referenced TS ISO 17021-1:2015 ISO/IEC 17065** It includes surveillance, recertification, follow-up and special audits.

3. DEFINITIONS

Permanent Field; The physical or virtual location where an organization regularly conducts business or provides its services.

EnYS Field; When no site identification is applicable (e.g. for services), the scope of certification covers the delivery of services as well as the activities of the organization at its headquarters. Where relevant, QSI may decide that it is necessary to carry out the certification audit at the point where the audited entity provides its services and to identify and inspect its head office.

Temporary Field; It is a site established by an organization to perform a specific job or provide a service for a limited period of time and which should not be a permanent site (for example, a construction site). If temporary sites constitute significant energy use and energy consumption elements of an organization, these sites are included in the EnMS audit.

Multi-Site Organization; An organization consisting of a defined central function (hereinafter referred to as head office) where a single management system is implemented, consisting of a network of sites (permanent, temporary or virtual) where certain activities are planned, controlled and these activities are carried out in whole or in part.

A multi-site organization does not have to be a unique legal entity, but all sites must have a legal or contractual link to the head office and a common EnMS. The EnMS must be established, implemented, maintained and subject to ongoing surveillance audits by the certification body and internal audits planned by the head office. Head office should have the authority to require sites to implement corrective actions when necessary.

EXAMPLE: Organizations working through dealers and agencies; manufacturing companies with networks of sales offices; manufacturing companies with similar processes or significant energy uses; multi-site service companies, companies with multiple branches that offer similar services.

Central Function; Function responsible for and centrally managing the management system

Note: The central function is the function where top management's authority and responsibility over each field is exercised.

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Virtual Field;An online environment that allows people to perform processes even if they are in different physical locations.

Note 1:An example of such a virtual site is a design and development organization with all employees working remotely via a Cloud system.

Note 2:Fields where processes must be carried out in a physical environment cannot be virtual fields. (warehousing, production, physical testing laboratories, installation or repair of physical products, etc.)

Primary Process;A process directly related to the product or service, in which any error directly affects compliance with the purposes of the applicable normative documents. Core or value producing processes.

Secondary Process;Support processes that do not directly affect compliance with the purposes of the applicable normative documents.

Additional Field;A new site or group of sites subsequently added to a documented multi-site network.

Halal Critical Control Points:Determining the halalness and tayyip conditions required for the operation of service/process/management systems, from the production of halal products to their delivery to the final consumer, and determining the conditions of these conditions for the resources that may pose a risk in terms of halalness and tayyip for the consumer/user/beneficiary/operator during the production and service/operation phases. It is a detection and monitoring system based on the principle of identifying and eliminating causes.

4. REFERENCE DOCUMENTS

4.1. Forms

4.2. Other Documents

- QSIPRO Software
- TURKAK R 40.01 Guide
- IAF ID1
- IAF MD1 – Controls for Multiple Addresses
- IAF MD19 – Audit and certification of management system managed by multi-site organization (when sampling is not possible)
- IAF MD2 – Transfer Controls
- IAF MD5 – Calculation of Day Numbers
- IAF MD11 – Integrated Controls
- IAF MD22 - Application of 17021-1 for the Certification of OH&SMS

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- ISO 27006:2020 Requirements for organizations that audit and certify information security management systems
- ISO 50003:2021 Energy management systems – Requirements for organizations providing audit and certification of energy management systems
- ISO 20006-1:2021
- ISO 22003:2015 Food safety management systems - Requirements for organizations providing audit and certification of food safety management systems
- PRO.10 System Certification Procedure
- TS OIC/SMIIC 1:2019 Standard
- TS OIC/SMIIC 4:2019 Standard
- TS OIC/SMIIC 2:20019 Standard

5. APPLICATION

In duration calculations; IAF MD 5 Guide for ISO 9001 QMS and ISO 14001 EMS Audits, ISO 27006 for ISO 27001 and ISO 27701 audits, ISO 20006-1 for ISO 20000-1, ISO 50003 for ISO 50001 EnMS Audits, IAF MD22 for ISO 45001 OHS Audits and ISO 17021-10, IAF MD 1 Guide for Multiple Site Audits, IAF MD 11 for Integrated Audits, IAF MD2 for Transfer Audits, OIC/SMIIC 2 for halal certification referenced.

The following common rules apply to all standards within the scope of this instruction;

- ✓ In ISO 9001, ISO 14001, ISO 45001 Audits, the scope code is determined according to IAF ID 1 and TÜRKAK R 40.01 guide. In ISO 50001, ISO 22000 Audits, the scope code is determined according to the TÜRKAK R 40.01 guide. It is determined according to the TS OIC/SMIIC 2:2019 standard for halal certification audits. The Scope Code for the relevant scope for the activity to be documented is determined through the QSIPRO software. If the customer has more than one code, the codes with the highest risk / complexity category according to the customer's field of activity are taken as reference. When determining the scope code, the customer's main field of activity is taken into account.

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Talep - Düzelt

Talep Bilgileri

Talebi Açan: [Empty Field]

Grubu: Sistem

Transfer mi? Evet Hayır

Denetim Türü: Gözetim 1

Akreditasyon: Türkak SB

Başvuru Tarihi: 17.09.2018

Kapsam: ALT YAPI, ÜST YAPI VE İNŞAAT TAAHHÜT İŞLERİ

NACE

FAKTÖRLER ENTEGRASYON BGG 50001 27001

22000

Nace

Türkak SB - 17.09.2018

14001:2015 (0)

28-41.2

28-42.9

9001:2015 (0)

28-41.2

28-42.9

Nace - Sil

Akreditasyon	Türkak SB
Belge	14001:2015
EA	28
Nace	41.2
Adı	İkamet veya ikamet amaçlı olmayan binaların inşaatı
Karmaşıklık	Yüksek

Sil

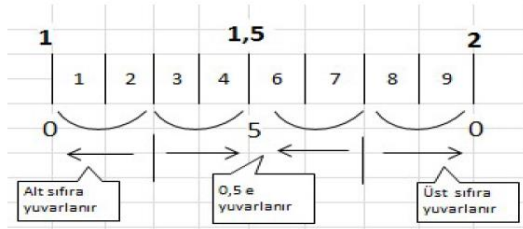
- ✓ Total Audit Time is obtained by the sum of On-Site Audit Time and Off-Site Trigger Time.

TOTAL AUDIT TIME (A)	
<p>B= Ten Site Audit Time (Min) (Analysis Time * 80%)</p> <ul style="list-style-type: none"> opening meeting Document review during audit Communication during audit Assigning the roles of guides and observers Collect and verify information Identifying audit findings Prepare audit results Conducting the closing meeting 	<p>C= Off Site Audit Period (Analysis Duration * 20%)</p> <ul style="list-style-type: none"> Planning Communication with customer DF Closures Committee review Document Printing Other works
<p>Initial Certification: Stage 1 = B*30%, Stage 2 = B*70%</p>	

- ✓ In case of additional time requirements for off-site examination, this time is in no way deducted from the on-site examination period.
- ✓ For auditors, 1 man/day consists of 8 hours. Activities such as meals and transportation between construction sites are not included in this period.
- ✓ Stage 2, surveillance and recertification audits cannot be less than 1 day.
- ✓ Time spent by any team member not assigned as an auditor (i.e., technical experts, translators, interpreters, observers, and audit trainees) does not count as audit time.
- ✓ Remote audits (web meetings, conferences, etc.) can never be scheduled for more than 50% of the ten-site audit time. If more than 30% is planned, the justification is recorded in the QSIPRO software.
- ✓ The duration of the Stage 2 examination may be changed in light of the information obtained in the Stage 1 examination.

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- ✓ For recertification audits, the client's system performance review does not form part of the total audit period.
- ✓ QSI ensures the effectiveness of the audit by considering the integrity and breadth of the audit team. (For example, instead of auditing with 2 auditors for half a day, it would be preferable to audit with 1 auditor for 1 day)
- ✓ After calculation, if the examination period is decimal, it is rounded to the nearest half (1.3 days becomes 1.5, 1.2 becomes 1. 1.25 days becomes 1.5).



Rules for halal certification,

- ✓ For halal system audit, Islamic issues expert(s) (IAP) and technical expert(s) (TU) who are in the audit team, observer(s) who are not in the audit team and candidate auditor(s) who participate to receive training or gain experience. The time spent by the auditor in the audit is not included in the auditor/day time in OIC/SMIIC 2 Annex-B. The time spent by the GCP and technical experts in the audit team is additionally added to the time in Annex-B.
- ✓ All examinations are calculated with the method and parameters used described in this document. However, values that are less than 1 day as a result of calculations or special circumstances are still considered as one (1) day and the examination is performed with at least 1 examiner/day.
- ✓ The planning unit decides, in consultation with the audit team, whether the Stage 1 audit will be carried out on-site in categories A, B, G, H, I, J and K in Annex A of OIC/SMIIC 2:2019. In categories C, D, E, F, L, M and N, Stage 1 must be carried out on site. In cases where Phase 1 is not performed on-site at the client organization, the time spent in Phase 1 cannot exceed 20% of the total audit time. In cases where it is carried out on-site, the time spent in Phase 1 cannot exceed 30% of the total examination time.
- ✓ The period between Stage 1 and Stage 2 audits is determined by taking into account the time the customer will need to resolve non-conformities and this period can be a maximum of 6 months. If the interval exceeds 6 months, Stage 1 is repeated.
- ✓ Stage 2 cannot be less than 70% of the total examination time in any case.
- ✓ Surveillance audits are minimum 1/3 of the Initial Certification Audit Period.
- ✓ The recertification audit period is at least 2/3 of the Initial Certification Audit Period.

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5.1. ISO 9001 & ISO 14001 & ISO 45001 & HALAL CERTIFICATION AUDİTS

5.1.1. Determining the Number of Active Employees

The starting point for determining the time to be spent on auditing is the number of employees in the organization. The necessary information is obtained from the applicant organization via the System Certification Application Form and is recorded in the QSIRO software by the Certification Manager.

The number of active employees calculated according to the following method is recorded in the Number of Employees section on the QSIPRO Request Screen.

Kapsam: Infrastructure, Superstructure, Construction Contractors

Hariç Tutma: 8.3

+ Ekle

Saha Adı	Gündüz	Var1	Var2	Var3	Taşeron	Part time	EnYS Kişi	Merkezden Farklı Prosesler	Denetim Planında (E/H)		
MERKEZ	10	0	0	0	0	0	10		E		
KÜTAHYA ŞANTIYE	32	0	0	0	0	0	32	Şantiye	E		

Efektif Çalışan Sayısı

Belge	Efektif Çalışan Sayısı	Efektif Çalışan Sayısı Hesap Açıklaması
9001:2015	42	
14001:2015	42	
Seçiniz		
Seçiniz		
Seçiniz		

When determining the number of active employees, IAF MD1 document is followed. The effective number of employees consists of all full-time personnel working within the scope of certification, including those working each shift. Non-permanent (seasonal, temporary, subcontracted, contracted) personnel and part-time personnel are also added to the effective number.

The number of active employees is calculated by the following formula;

$$A = B + (C / (D - 1))$$

A = Total number of active employees

B = Number of non-shift employees + Number of part-time employees (converted to full time based on 8 hours of working time) + Number of non-permanent personnel

C = Number of shift workers

D = Number of shifts

In ISO 45001 audits, all employees on the shift are included in the number.

In seasonal activities (e.g. harvesting activities, resorts and hotels, etc.) the calculation of the effective number of personnel is determined by considering the peak season.

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Determining the Effective Number of Employees for the Halal System;

It refers to the number of full-time employees (FTE) within the scope of certification (the full-time equivalent of part-time employees is taken into account). If the client organization has shifts and the operations in each shift do not change, the FTE can be calculated by adding the number of employees on the main shift (including seasonal workers) and the number of employees on administrative duties.

5.1.2. Determining Risk Class and Complexity Category

Risk Classes are according to TÜRKA R 40.05 Guide, Complexity Category is according to IAF MD 5 document.

It is determined for each NACE code and defined in the QSIPRO software.

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Türkak SB - Kapsam Düzeltme

Id	4355
Akreditasyon	Türkak SB
Belge	9001:2015
EA	01
Nace	01.1
Adı	Tek yıllık tarım ürünlerinin yetiştirilmesi (Tahıl, baklagil, tohum, Çeltik, Sebze, kavun-karpuz, kök ve yumru sebzeler, şeker kamışı, tütün, lifli bitki)
Karmaşıklık	NA
Aşama 1 Yeri	Masabaşı
R40.01 Risk Sınıf / TES Kodu	Kritik Olmayan
Direk Meslek Grubu	Ziraat Mühendisi, Ziraat Teknikeri
Gerekli İş Deneyimi	1 Yıl
Dolaylı Meslek Grubu	Gıda Mühendisi, Biyolog
Gerekli İş Deneyimi	1 Yıl
Açıklamalar	diğer meslekler 2 yıl

5.1.2.1. ISO 9001 QMS Risk Identification

For the QMS, the provisions contained in this document are based on three categories depending on the risks arising from the failure of the customer organization's product or service. These categories are considered high, medium, or low risk. High-risk activities (e.g., nuclear, medical, pharmaceutical, food, construction) normally require more audit time. Medium-risk activities (e.g., simple manufacturing) require normal audit time and effective audit, and low-risk activities require less audit time.

The risk categories in Table KYS-1 are not descriptive. They are only used when determining the risk category of the audit.

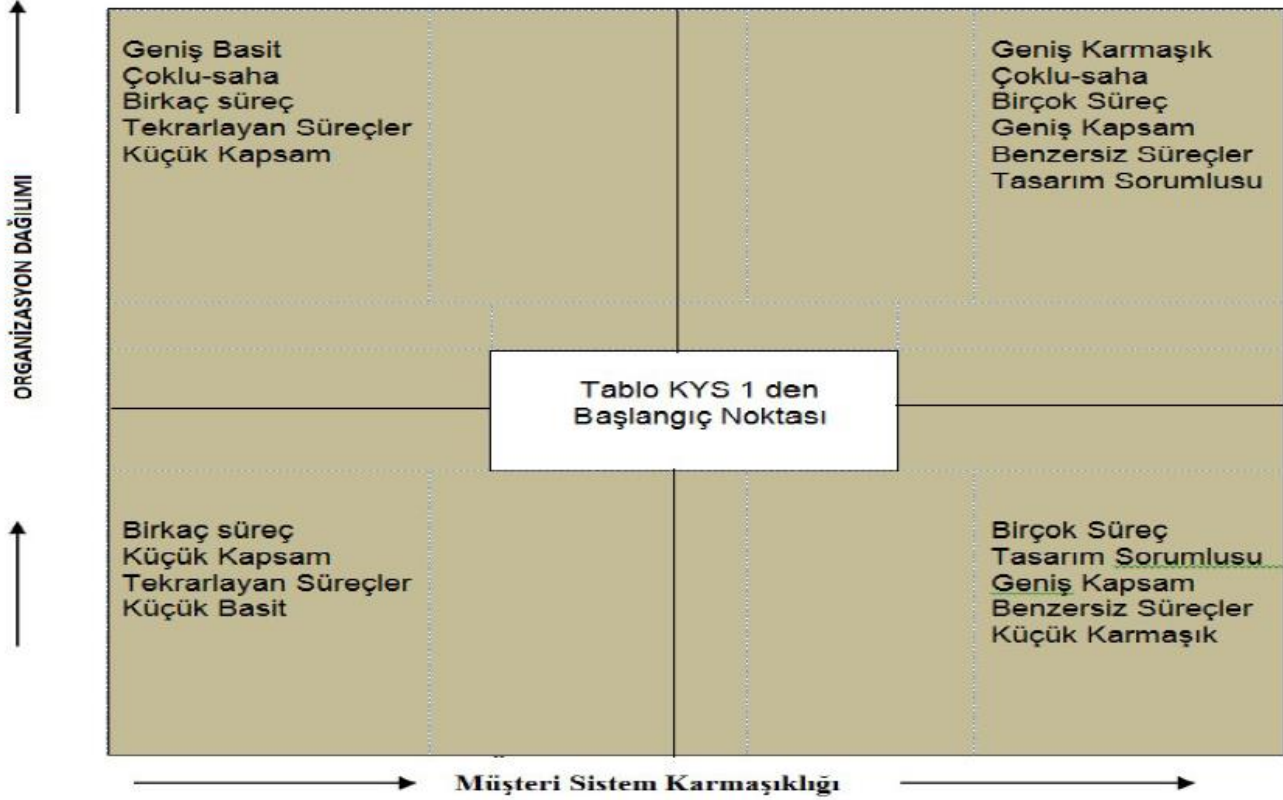
Business activities defined in the low risk class are expected to be less than the audit period calculated using the 5.1.5 Audit Duration Calculation table, in the medium risk class it is expected

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to be the same as in the table, and for activities defined in the high risk class to be longer than the calculated period.

Table QMS1 - Relationship Table Between QMS Complexity and Audit Times



High risk

In cases where the defect of the product or service causes economic destruction or life-threatening consequences.

Examples include, but are not limited to:

Food; medical drugs; aircraft/aircraft; shipbuilding; load-bearing parts and structures; complex structure activity; electrical and gas equipment; medical and health services; fishery; nuclear fuel; chemicals, chemical products and fibers.

Medium Risk

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Where a faulty product or service causes injury or illness.

Examples include, but are not limited to:

Non-load-bearing parts and structures; simple building activities; base metals and fabricated products; non-metal products; furniture; optical equipment; entertainment and personal services

Low Risk

Where the fault of the product or service does not cause injury or illness.

Examples include, but are not limited to:

Textiles and clothing; pulp, paper and paper products, publishing; office services; education; retail; hotels and restaurants.

5.1.2.2. ISO 14001 EMS Complexity Category Determination

According to IAF MD 5, regarding the environmental aspects of the organization, five main categories of complexity are taken into account, which affect the audit time.

Special :These require additional and special consideration during the audit planning phase.

High :A large number of environmental aspects of significant nature and severity (usually manufacturing or processing type establishments, most of which create significant environmental impacts);

Middle :Medium number of environmental aspects of average quality and severity (typical manufacturing establishments, some of which create significant environmental impacts);

Low :Low quality and severity, few environmental aspects (assembly type establishments with few environmental aspects creating significant environmental impact);

Annoyed :A very limited number of environmental aspects of limited quality and severity (office type organizations);

Note: Although an organization in the chemical sector should be classified in the "High Complexity" category, an organization with only mixing work, away from chemical reactions or emissions and/or commercial processes, could be classified in the "medium" or even "low complexity" category.

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In determining the time to be spent for the examination; Which of the five complexity categories above does the industrial sector in which the organization operates belong? The connection between business sectors and complexity categories is determined from the table below.

The Lead Auditor performing the Stage 1 audit may reduce or increase the audit duration depending on the complexity category.

EA according to IAF MD5 The complexity categories determined on the basis of code and defined in the QSIPRO software are given in Table ÇYS1.

Table EMS 1 – EMS Complexity Category Table Determined According to IAF MD5

EA	Business sector	complexity	Stage 1 Location
one	Fishing/farming/forestry	Middle	Field
2	Mining and quarrying	High	Field
2	Oil and gas extraction	High	Field
3	Processing of food and tobacco	Middle	Field
4	Textiles and clothing, except tanning	Middle	Field
4	Dye shops	High	Field
5	Tanning of textiles and clothing	High	Field
6	Timber production, processing and impregnation of wood and wooden products	Middle	Field
6	Wood and wood products, except for the production and processing of wooden boards/lumber, processing and impregnation of wood and wood products	Low	Office
7	Production of the pulp part, including the paper recycling process	High	Field
9	Production and printing of paper, other than pulp	Middle	Field
9	Paper products, except pulp and paper production and printing	Low	Office
10	Refining of oil	High	Field
11th	Nuclear	Special case	Field
11th	Nuclear Electricity production	Special case	Field
12	Explosive manufacturing	High	Field
13	Chemicals and pharmaceuticals (pharmaceuticals)	High	Field

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EA	Business sector	complexity	Stage 1 Location
14	Injection molding, shaping and joining of rubber and plastic, except for the production of rubber and plastic raw materials that are part of chemicals	Low	Office
15	Processing of non-metal products and products, including products such as glass, clay, lime	Middle	Field
16	Non-metallic products and processes, including ceramics and cement	High	Field
17	Primary production - metals	High	Field
17	Surface and other chemical-based treatments for metal fabricated products excluding primary production	Middle	Field
17	Primary production, hot and cold forming and metal fabrication, excluding surface and other chemical-based treatments for metal fabricated products	Low	Office
18	Surface and other chemical based treatments for general mechanical engineering	Middle	Field
18	General mechanical engineering assemblies, excluding surface applications and other chemical-based treatments	Low	Office
19	Production of bare printed circuit boards for the electronics industry	Middle	Field
19	Electrical and electronic equipment assembly, excluding bare printed circuit board production	Low	Office
22	Production of transportation vehicles – road, rail, airline, ships	Middle	Field
23	Timber production, processing and impregnation of wood and wooden products	Middle	Field
23	Wood and wood products, except for the production and processing of wooden boards/lumber, processing and impregnation of wood and wood products	Low	Office
24	Recycling, composting, waste consolidation and burial (of non-hazardous materials)	Middle	Field
25	Coal-based electricity generation	High	Field
25	Electricity production and distribution on a coal-free basis	Middle	Field
26	Natural gas production, storage and distribution	Middle	Field
27	Extraction, treatment and distribution of water, including river water management (note: treatment of commercial wastewater is in the high category)	Middle	Field
28	Construction construction and demolition	High	Field
29	Wholesale and retail fossil fuel sales	Middle	Field
29	Wholesale and retail	Low	Office
30	Hotels/restaurants	Low	Office
31	Transportation and distribution by sea, air or road	Middle	Field

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INSTRUCTIONS FOR AUDIT DURATION CALCULATION

EA	Business sector	complexity	Stage 1 Location
31	Transportation and distribution management services without an existing fleet to manage	Annoyed	Office
31	Telecommunication	Annoyed	Office
31	Storage of large quantities of hazardous substances	Special case	Field
32	Commercial real estate office, property management	Middle	Field
32	Financial Institutions	Special case	Field
34	Technical testing and laboratories	Middle	Field
35	Industrial cleaning, hygiene cleaning	Middle	Field
35	Company activities and management, headquarters and management of holding companies	Annoyed	Office
35	Commercial real estate office, property management, general business services excluding services such as industrial cleaning, hygiene cleaning, dry cleaning as part of general business services	Annoyed	Office
36	Public administration	Special case	Field
36	Local Governments	Special case	Field
37	Educational Services	Annoyed	Office
38	Healthcare / hospitals / veterinary	Middle	Field
39	Hazardous and non-hazardous waste processes, e.g. burning garbage	High	Field
39	Wastewater and sewage processes	High	Field
39	Dry cleaning as part of general business services	Middle	Field
39	Recreational services, entertainment services and personal services, excluding hotels and restaurants	Middle	Field
39	Organizations with environmentally friendly products or services	Special case	Field

The complexity level of the relevant activity may be changed in light of the findings obtained as a result of the evaluations made during the certification application or Stage 1 audit. In this case, the justification is recorded with the QSIPRO software. The new complexity category is determined again according to the Complexity Category by Effect Size Analysis change clause of this instruction and the new category is updated in the QSIPRO software.

a) Changing Complexity Category Based on Effect Size Analysis

I. Probability Assessment of Environmental Aspects

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Assessing the likelihood of environmental aspects occurring occurs as part of the organization's activities. Each Environmental dimension is determined by giving scores between 1 and 4, based on the likelihood of them occurring as part of the organization's activities (in normal and abnormal situations).

When evaluating the environmental dimensions of the activity, the following dimensions are taken into account;

- Emission
- Water Quality management
- waste management
- Noise / Vibration Management
- hazardous materials
- Storage – Fuel / Chemicals
- Chemical Storage
- Energy consumption
- emergency activity
- Employee health and safety
- Statutory and other laws
- International and other legal requirements

Table to use to determine probability

Point	Explanation	Possibility
one	This activity may not be occurring or occurring very frequently, or may be on a reduced scale.	Low
2	This activity is not performed at regular intervals	Middle
3	This activity is done at regular intervals	High
4	This activity is very general and can be encountered at any time.	Very High

II. Severity Assessment of Environmental Impacts

During the assessment of the severity of environmental impacts, environmental damages and non-compliance with the law must be considered. Environmental impact is determined by giving scores between 1 and 4, depending on the degree of severity (in normal and abnormal situations).

When evaluating the environmental impacts of the activity, the following dimensions are taken into account;

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- Finance / Business
- Soil
- Ground-water
- surface water
- air quality
- energy use
- local ecology
- Use of natural resources
- Noise / Vibration
- Waste

Table to use to determine impact

Point	Explanation	Possibility
one	Environmental damages to be neglected/ignored	Low
2	In case of neglected/ignored environmental damage and possible non-compliance with the law	Middle
3	Potential environmental or operational harms and non-compliance with laws	High
4	Serious environmental or operational harm and non-compliance with laws	Very High

III. Risk Degree Determination

The scores given to environmental aspects and impacts are summed and the final total score determines the degree of risk and the complexity category is decided for each EA and Nace Code.

Score	Complexity Category	Explanation
71+	High	Serious violation of legal regulations and causing serious environmental damage.
55-70	Middle	Non-compliance with laws and significant environmental damage
30 -54	Low	Possible and minor non-compliance with legal regulations but does not cause any significant environmental damage.
0 - 30	Annoyed	Having no relevant legal status and having very little environmental impact.

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5.1.2.3. ISO 45001 OHS Complexity Category Determination

According to IAF MD 5, three main categories of complexity are considered regarding the organization's OHS risks, which affect audit time.

High :Multiple OHS Risks of significant nature and severity (most OSH Risks create significant OSH Hazards, typically in construction, heavy industry or processing type organizations);

Middle :Moderate number of OSH Risks of average nature and severity (typical of light manufacturing establishments, some of which create significant OHS Hazards);

Low :Few OHS risks of low nature and severity (office-based organizations);

The Lead Auditor performing the Stage 1 audit may reduce or increase the audit duration depending on the complexity category.

EA according to IAF MD5The complexity categories determined on the basis of code and defined in the QSIPRO software are given in Table OHS1.

Table OHS 1 – OHS Complexity Category Table Determined According to IAF MD5

EA	Business sector	complexity	Stage 1 Location
one	fishing (sea, shore dredging and diving)	High	Field
one	fishing (high fishing at sea)	Middle	Field
one	aquaculture (growing, raising, and harvesting plants and animals in all types of aquatic environments)	Middle	Field
one	farming/forestry (may be high depending on activities)	Middle	Field
2	mining and quarrying	High	Field
2	oil and gas extraction	High	Field
3	food, beverage and tobacco processing	Middle	Field
4	Textiles and clothing, except tanning	Middle	Field
4	Dye shops	High	Field
5	textile and clothing tanning	High	Field
6	Timber production, processing and impregnation of wood and wooden products	Middle	Field
7	Part of paper manufacturing, including paper recycling processing	High	Field

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EA	Business sector	complexity	Stage 1 Location
9	paper manufacturing and paper products other than pulp	Middle	Field
10	Manufacture of coke and refined petroleum products	High	Field
11th	nuclear	High	Field
12	Explosive manufacturing	High	Field
13	chemicals (including pesticides, battery and accumulator production) and pharmaceutical products	High	Field
14	Injection molding, shaping and joining of rubber and plastic, except for the production of rubber and plastic raw materials that are part of chemicals	Middle	Field
15	Processing of non-metal products and products, including products such as glass, clay, lime	Middle	Field
15	fiberglass manufacturing	High	Field
16	non-metallic processing and ceramics, concrete, cement, lime, plaster, etc.	High	Field
17	primary metal production	High	Field
17	Surface and other chemical-based treatments for metal fabricated products excluding primary production	Middle	Field
17	Hot and cold forming and metal fabrication	High	Field
18	General mechanical engineering assemblies, excluding surface applications and other chemical-based treatments	Middle	Field
18	weapons manufacturing	High	Field
19	Production of bare printed circuit boards for the electronics industry	Middle	Field
19	Electrical and electronic equipment assembly, excluding bare printed circuit board production	Middle	Field
22	Production of transportation vehicles – road, rail, airline, ships	High	Field
23	Timber production, processing and impregnation of wood and wooden products	Middle	Field
24	Recycling, composting, waste consolidation and burial (of non-hazardous materials)	Middle	Field
24	recycling of hazardous waste	High	Field
24	hazardous and non-hazardous waste processing; Incineration vs.	High	Field
25	electricity generation and distribution	High	Field
26	gas production, storage and distribution	High	Field

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EA	Business sector	complexity	Stage 1 Location
27	Extraction, treatment and distribution of water, including river water management (note: treatment of commercial wastewater is in the high category)	Middle	Field
28	Construction construction and demolition	High	Field
29	wholesale and retail sales of fossil fuels (may be high depending on quantity of fuel)	Middle	Field
29	Wholesale and retail	Low	Field
30	hotels, entertainment services and personal services excluding restaurants	Middle	Field
30	restaurants and camps	Low	Field
31	passenger transportation (by land and sea)	Middle	Field
31	passenger transportation (air)	High	Field
31	Transportation and distribution management services without an existing fleet to manage	Low	Field
31	telecommunications and post office services	Low	Field
31	storage of large quantities of hazardous materials	High	Field
32	Commercial real estate office, property management	Low	Field
32	Financial Institutions	Low	Field
34	Technical testing and laboratories	Middle	Field
35	industrial cleaning, hygiene cleaning, dry cleaning normally part of general business services	Middle	Field
35	Company activities and management, headquarters and management of holding companies	Low	Field
35	Commercial real estate office, property management, general business services excluding services such as industrial cleaning, hygiene cleaning, dry cleaning as part of general business services	Low	Field
36	Public administration	Low	Field
36	Local Governments	Low	Field
36	defense activities / crisis management	High	Field
37	educational services (may be high or low depending on the purpose of educational activities)	Middle	Field
38	Healthcare / hospitals / veterinary	High	Field
39	Transportation and distribution of dangerous goods (by land, air and water)	High	Field

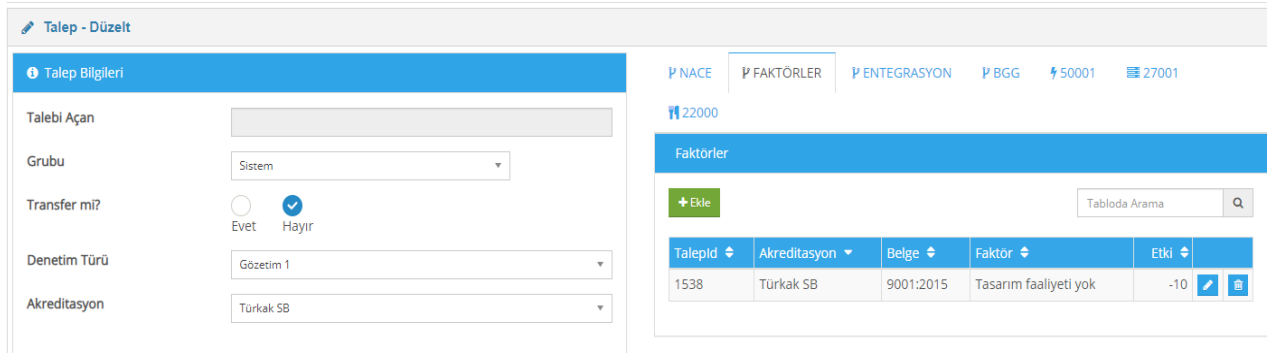
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EA	Business sector	complexity	Stage 1 Location
39	Transportation and distribution of non-dangerous goods (by land, air and water)	Middle	Field
39	Wastewater and sewage processes	Middle	Field

5.1.3. Determining Factors Affecting Examination Duration

Factors that should increase or decrease the examination time are recorded on the QSIPRO Factors screen.



The screenshot shows the 'Talep - Düzelt' form with the following fields:

- Talebi Açan: [Empty]
- Grubu: Sistem
- Transfer mi?: Evet (selected), Hayır
- Denetim Türü: Gözetim 1
- Akreditasyon: Türkak SB

The 'Faktörler' table shows the following data:

TalepId	Akreditasyon	Belge	Faktör	Etki
1538	Türkak SB	9001:2015	Tasarım faaliyeti yok	-10

a) Factors Affecting Increased Examination Duration

For QMS&EMS&OHS

- Complex processes, relatively large number of unique activities (+10%)
- Complex logistics involving multiple buildings or addresses where business is conducted (+10%)
- Audit conducted in multiple foreign languages requiring translators, documentation in multiple languages (+10%)
- Huge space for staff numbers, (+10%)
- Industries with high levels of legal liability/risk. Where failure of the product or service would cause economic disaster or endanger life (e.g. (+20%)
- Activities that require visiting temporary sites to verify the activities of permanent sites subject to management system certification. (+10%)
- Outsourced Processes (+10%) (QMS&EMS)
- Situations that require Night Shift Audit, (+10%)
- Documentation structure of the organization, Organizational structure and competence, Underdeveloped management system (+10%)

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INSTRUCTIONS FOR AUDIT DURATION CALCULATION

- The audit to be carried out; If it covers remote audit techniques, IAF MD 4 is accepted as a guide. This situation is considered as a factor increasing the audit period. (Determined on a project-by-project basis)

Supplement for EMS

- Higher sensitivity to environmental impacts (sea or such as settlement on the edge of a river, settlement in a densely populated area), (+10%)
- Opinions of relevant parties (such as community sensitivity, rules specific to that region set by the local government), (+10%)
- Additional/unusual environmental aspects, environmental permits and licenses for the industry. (+10%)
- Risks of environmental accidents and incidents, accidents, potential emergencies caused by the organization
Effects of situations that are or are likely to occur as a result of previous environmental problems (+20%)

Supplement for OHS

- Opinions of relevant parties (such as community sensitivity, rules specific to that region set by the local government), (+10%)
- Additional/unusual OSH hazards, permits and licenses for the industry (+10%)
- The rate of accidents and occupational diseases is above the average for the business sector, (+10%)
- If there are members of the public at the site of the organization. (e.g. hospitals, schools, airports, seaports, train stations, public transport), (+10%)
- The organization is facing legal proceedings regarding OHS. (depending on the severity and impact of the risk in question), (+10%)
- Temporary presence of many (sub)contractors and their employees, (+10%)
- Presence of hazardous substances in quantities that may expose facilities to the risk of major industrial accidents, in accordance with applicable national regulations and/or risk assessment documents, (+20%)
- Organization that includes sites in this scope in countries other than the main regional country (if the legislation and language are not well known) (+10%)
- Sectors with high levels of legal liability (aerospace, nuclear power, refining and chemical industry, fishing boats, mining, food, pharmaceuticals...) (+20%)
- Non-direct factors (e.g. relationships with local authorities or corporate headquarters) (+10%)

If the product or service realization process is carried out as a shift system, the audit of each shift varies depending on the processes carried out in each shift. If a different process is carried out in night shifts outside the audit plan than in day shifts, this is stated in the Application Form. In light of this information in the application form, the audit period and plan can be increased to include night shifts, if necessary. The reason for not inspecting each shift is recorded.

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In ISO 45001 audits, if the customer provides services at the facilities of another organization, it must be verified that the customer's OHS covers these external activities (despite the OHS obligations of the other organization). In determining the time to be spent on auditing, the periodic auditing of any organizational area where these employees work is taken into account. Whether all sites are inspected will depend on various factors such as OSH risks associated with the activities carried out, contractual agreements, the internal audit system, accident statistics and certificates issued by another accredited certification body. The justification for this decision, which will result in an increase in time, is recorded in the Application Evaluation Form.

If the examination period is increased, the reason for the increase is recorded in the Application Evaluation Form.

b) Factors Affecting Reducing Examination Duration

For QMS&EMS&OHS

- Case where there is no design responsibility or some of the other elements of the standard are not included in the scope (QMS only) (-20%)
- Maturity level of the management system, (Management System has been in existence for more than 3 years) (-10%)
- Working in a small area in terms of the number of staff (such as an office only), (-20%)
- Certificate obtained from another organization or recognition by 3rd parties (-10%)
- Simple Process (only in the service sector, previous audits showed that all shifts were doing the same job with the same performance, the majority of employees had simple and similar tasks, etc.) (-20%)
- Having personnel working off-site. For example. salespeople, drivers, service personnel, etc.) and it is possible to largely audit the compliance of their activities with the system by reviewing records (QMS & EMS only) (-10%)
- Being previously certified by QSI for another standard (-10%)
- High Level of Automation (QMS&EMS Only) (-20%)
- Product/process group with low sensitivity (Only EMS) (-10%)
- Customer preparation for OSH certification (e.g. subjected to periodic audits by the National Authority for a mandatory official OSH programme) Only (OHS), (-10%)
- Activities considered low risk (QMS&EMS) (-20%)
 - Processes that involve similar and repetitive activities (e.g. Service only)
 - Identical activities of low complexity performed across shifts with appropriate evidence of equal performance across all shifts
 - Where the majority of staff perform similar simple tasks. Repetitive operations/processes within scope (when employees perform repetitive activities).

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When a high percentage of staff perform certain activities/positions that are considered similar, they are taken into account in increasing/decreasing the audit duration as they expose staff to similar OHS risks (e.g. cleaners, security, sales, call centres, etc.).

Worker groups that perform repetitive work that may reduce attention and increase the relevant OHS risk (e.g. assembly, assembly, packaging, classification, etc.) are taken into account when increasing/decreasing the audit time.

In case of a large number of unskilled personnel, a reduction in effective personnel may be made for other certification schemes (QMS, EMS). In principle, this reduction does not apply to OSH, as the employment of unskilled personnel can be a source of OSH risks. In exceptional cases, if a reduction is made, the justification for this is recorded in the QSIPRO software.

In addition to the reasons for increasing and decreasing the ISO 45001 Duration specified above, the OHS audit period can be increased or decreased according to the score in the form, in the light of the information received in the System Certification Application Form.

No.	Potential Hazard and Other Factors	Very Rare (-2)	Now and again (0)	Normal (one)	Busy (2)
one	Hazardous Substance Use Level (Explosive, Flammable, Flammable, Toxic, Radioactive...)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Hazardous Material Transport / Storage Level (Explosive, Flammable, Flammable, Toxic, Radioactive...)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	On-site Vehicle-Pedestrian Interaction Level (Including Forklifts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Electrical Hazard Level (Many electrical panels, high voltage, electrical work)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Radiation Exposure Level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Working Level in Confined Areas (Underground, Closed Tank, Excavation...)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Working Level at Height (Including Scaffolding etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Working Level in Noisy Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Working Level in Hot Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Level of Work Requiring Special Permission in Terms of OHS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11th	Usage Level of Moving Equipment and Machines (Drilling, Pressing, Moving ladder)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Construction Machinery (Bucket, Dozer, ...) Usage Level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Possibility of Exposure to Physical Violence (Law Enforcement, Private Security.....)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Frequency Level of Manual Handling Works	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Working Level in Infectious Environment Affecting Health (Hospital, laboratory, working with chemicals, ...)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Score					

Under no circumstances will the examination time be reduced by more than 30%.

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5.1.4. Determining the Integration Rate for Integrated Audits

In integrated audits, the areas to be inspected are selected according to MD 1 without calculating the duration according to MD 5. Integrated audits are carried out according to MD 11.

The formula to be used when calculating the integrated audit day duration:

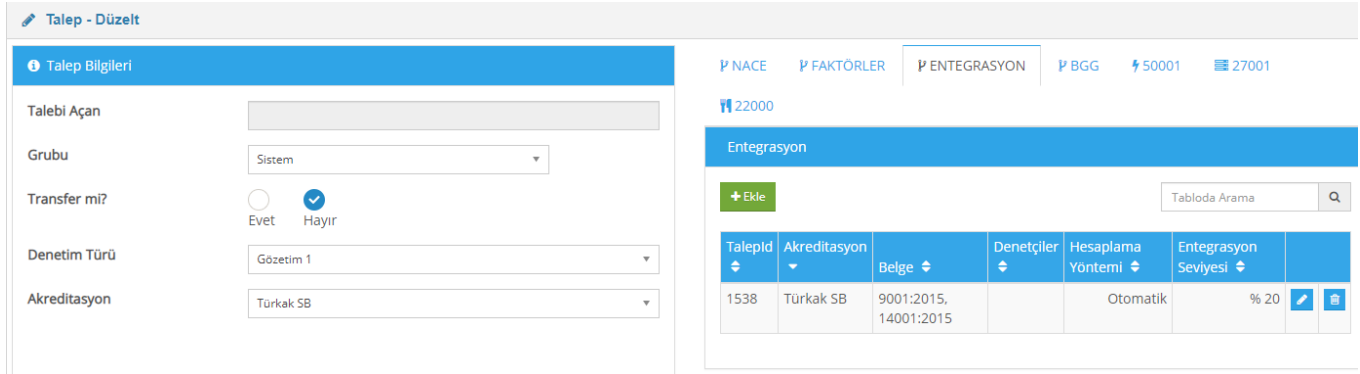
$$T = A + B + C \dots$$

T = Startintegrated examination time

A B C... = Audit times calculated according to MD5 for standards to be audited integrately (maximum discounted time up to 30% per standard).

As stated in the MD 11 document, if the management systems documentation to be audited has 100% integration and the audit team that will take part in the audits is assigned to 100% of the relevant standards, a maximum of 20% extra discount can be made on the calculated T- initial integrated audit period.

Integration status is entered on the QSIPRO Integration screen.



a) Calculation of the integration level of documentation of the management systems to be integrated;

Information about the integration level is received with the Application Form and evaluated according to the table below;

Integration Topics	% Point
Organization, responsibilities and work instructions have been prepared in an integrated manner	15%
Management Review meetings are held in an integrated manner	15%

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Internal audits are integrated (internal auditors must be carried out by auditors qualified in both standards)	15%
Policies and targets have been prepared in an integrated manner	15%
System processes are integrated	15%
Integrated management responsibility and support	10%
An integrated approach to improvement mechanisms	15%

b) Calculation of the capabilities of the audit team that will take part in the audit in relevant standards

The % competence of the audit team to be assigned in integrated audit is calculated according to the formula below.

$$\frac{100 \times ((X1-1) + (X2-1) + (X3-1) + (Xn-1))}{Z \times (Y-1)}$$

X1, 2, 3...n= Standard to which each auditor is certified number (considering integrated audit standards)

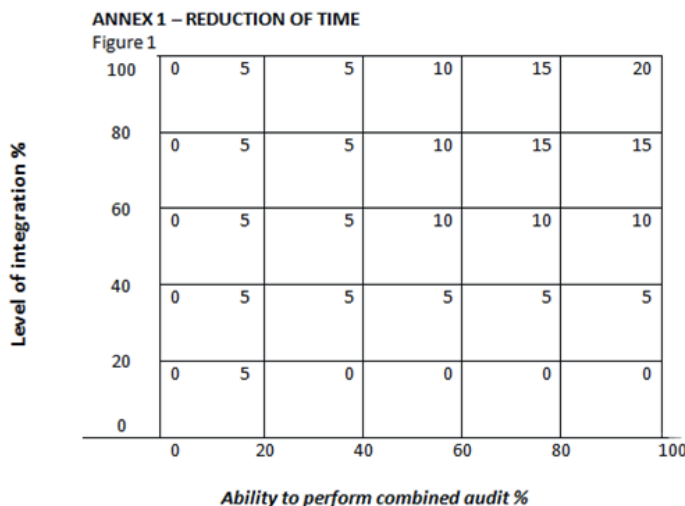
Y = Number of standards to be audited integrated

Z = Number of auditors to be assigned in integrated audit

c) Integrated audit time reduction % calculation

In the chart below, the y-axis represents the integration % of the management system, and the x-axis represents the % skill of the audit team. The intersection point of the results after the calculations shows the % reduction to be made over the total integrated audit period.

ANNEX 1 Reduction in Audit Time



Example-

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For ISO 9001 and ISO14001 audit, QMS – 2 man/day and EMS – 4 man/day were calculated according to MD 5.

After the evaluation according to the instructions, a 30% discount was decided for both standards.

$$\begin{aligned} \text{QMS} &= 2 - (2 \times 30\%) = 1.4 \text{ man/day} \\ \text{EMS} &= 4 - (4 \times 30\%) = 2.8 \text{ man/day} \end{aligned}$$

The organization's integration of both standards (integration level) was determined as 60%. 2 auditors will be used in the integrated audit (if 1 auditor is approved in both standards and the other is approved in only one)

$$\begin{aligned} 100 \times \frac{(2-1) + (1-1)}{2 \times (2-1)} &= 50\% \end{aligned}$$

According to the table above, the overlap point of x and y columns is 10, in which case an integration discount of maximum 10% can be made. As a result of 10% discount

$$\begin{aligned} \text{QMS} &= 1.4 - (1.4 \times 10\%) = 1.25 \text{ man/day} \\ \text{EMS} &= 2.8 - (2.8 \times 10\%) = 2.55 \text{ man/day} \end{aligned}$$

5.1.5. Examination Time Determination Table

Once the parameters specified in this instruction are entered into the QSIPRO software, the QSIPRO software recommends the examination times and the location where the examination will be performed. These periods may be increased depending on the decision of the application reviewer and the appointed Chief Assessor.

Effective Number of Employees	ISO 9001 QMS	ISO 14001 EMS Complexity Category				ISO 45001 OHS Complexity Category		
		High	Middle	Low	Annoyed	High	Middle	Low
1-5	1.5	3	2.5	2.5	2.5	3	2.5	2.5
6-10	2	3.5	3	3	3	3.5	3	3
11-15	2.5	4.5	3.5	3	3	4.5	3.5	3
16-25	3	5.5	4.5	3.5	3	5.5	4.5	3.5
26-45	4	7	5.5	4	3	7	5.5	4
46-65	5	8	6	4.5	3.5	8	6	4.5
66-85	6	9	7	5	3.5	9	7	5
86-125	7	11th	8	5.5	4	11th	8	5.5
126-175	8	12	9	6	4.5	12	9	6

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Effective Number of Employees	ISO 9001 QMS	ISO 14001 EMS Complexity Category				ISO 45001 OHS Complexity Category		
		High	Middle	Low	Annoyed	High	Middle	Low
176-275	9	13	10	7	5	13	10	7
276-425	10	15	11th	8	5.5	15	11th	8
426-625	11th	16	12	9	6	16	12	9
626-875	12	17	13	10	6.5	17	13	10
876-1175	13	19	15	11th	7	19	15	11th
1176-1550	14	20	16	12	7.5	20	16	12
1551-2025	15	21	17	12	8	21	17	12
2026-2675	16	23	18	13	8.5	23	18	13
2676-3450	17	25	19	14	9	25	19	14
3451-4350	18	27	20	15	10	27	20	15
4351-5450	19	28	21	16	11th	28	21	16
5451-6800	20	30	23	17	12	30	23	17
6801-8500	21	32	25	19	13	32	25	19
8501-10700	22	34	27	20	14	34	27	20

- ✓ **Surveillance audits** Stage 1 + Stage 2 without discounts is 1/3 of the total examination time (on site + off site). Increases and decreases are calculated based on this period before each surveillance.
- ✓ **Recertification audits** Stage 1 + Stage 2 without discounts is 2/3 of the total examination time (on site + off site). Increases and decreases are calculated over this period before each recertification.
- ✓ **Scope Expansion, Follow-up and Preliminary Audits** It is calculated as 1 man/day. However, scope expansion audits can be carried out integrated with surveillance audit (provided that the man/day time is increased).
- ✓ The total audit time in the audit program is the sum of the audit times at each site and head office. The total audit time is obtained by calculating the audit times separately for each field and head office and taking the grand total. The duration can be adjusted based on sampling information based on actual processes and information collected during initial certification or prior to audit or recertification.

5.2. ISO 27001 AUDITS

In ISO 27001 applications, the audit period is calculated by taking into account the number of employees under the organizational control of the organization, temporary sites, the complexity of the ISMS and the effort required to audit the ISMS, as well as the following issues.

- a) Complexity of ISMS (criticality of information, risk status of ISMS, etc.)
- b) Types of work performed within the scope of ISMS

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- c) The size and diversity of technology used in implementing the various components of the ISMS (number of different IT platforms, number of dedicated networks, etc.)
- d) Extent of outsourcing and third party agreements used within the scope of ISMS
- e) Dimension of information system development
- f) Number of sites and number of disaster recovery sites
- g) Quantity and extent of ISMS-related changes (for surveillance and recertification)

In ISMS audits, discounts/increases can be made based on the calculated audit period. Initial audit times are given in the Audit Duration Determination Table and the deviation from these times should not exceed 30%. Possible discount/increase reasons are given below.

5.2.1. Determining Factors Affecting Examination Duration

5.2.1.1. Determining the Impact of Business and IT Complexity Level

In ISO 27001 Duration calculation, the total Business and IT Complexity Level Score is determined in the light of the information received in the System Certification Application Form. The determined score is recorded in the QSIRO Factors field as the Business IT Complexity Level Impact Score.

1- Business and Organization (Non-IT) Related Factors			
<i>Realize your activitiesHigh level of legislative implementation in the developmentIs it necessary? (example of; such as telecommunications, health, energy sector)</i>	<i>No high level of regulatory enforcement</i>	<i>There is no high level of regulatory enforcement, but the clients we work with have high levels of legislation</i>	<i>There is a High Level of Regulatory Requirements.</i>
	<input type="checkbox"/> (-5%)	<input type="checkbox"/> (0%)	<input type="checkbox"/> (5%)
<i>Do you have activities that require visiting temporary sites to confirm your certification scope?</i>	<i>Our activities are carried out at our company addresses.</i>	<i>Our activities are carried out at our company address and in a small number of temporary sites.</i>	<i>Our activities are carried out at a number of temporary sites. (more than 4)</i>
	<input type="checkbox"/> (-5%)	<input type="checkbox"/> (0%)	<input type="checkbox"/> (5%)
<i>Interpreter Requirement During Audit</i>	<i>There is no need for a translator during the audit.</i>	<i>Some of our employees need a translator during their supervision.</i>	<i>Translators are required for the audit of many of our employees and documents.</i>
	<input type="checkbox"/> (0%)	<input type="checkbox"/> (0%)	<input type="checkbox"/> (5%)
<i>Do you have more than one main activity?I?</i>	<i>A single Activity is performed.</i>	<i>We have 2 main activities.</i>	<i>We have more than 2 main activities.</i>
	<input type="checkbox"/> (-5%)	<input type="checkbox"/> (0%)	<input type="checkbox"/> (5%)
<i>An important part of the staffIs sameIs do it tired?</i>	<i>The majority of employees do the same job</i>	<i>There is no significant number of personnel doing the same job</i>	<i>Employees have different duties</i>
	<input type="checkbox"/> (-5%)	<input type="checkbox"/> (0%)	<input type="checkbox"/> (5%)
<i>Management System Establishment Level</i>	<i>ISMS has been operated for more than 3 years.</i>	<i>The ISMS system is operated for 1-3 years.</i>	<i>ISMS has been operating for less than 1 year.</i>
	<input type="checkbox"/> (-5%)	<input type="checkbox"/> (0%)	<input type="checkbox"/> (5%)
<i>Number of Additional Locations Where Services Are Offered (Number of Branches)</i>	<i>It operates in a single location.</i>	<i>It operates in 2-3 different locations.</i>	<i>It operates in more than 3 fields.</i>
	<input type="checkbox"/> (-5%)	<input type="checkbox"/> (0%)	<input type="checkbox"/> (5%)
<i>Do you have any other certificates from QSI Certification?</i>	<i>Yes (more than 1 certificate)</i>	<i>Yes (1 Certificate)</i>	<i>No</i>

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	<input type="checkbox"/> (-5%)	<input type="checkbox"/> (-5%)	<input type="checkbox"/> (0%)
2- Factors Related to IT Environment			
How would you describe your IT infrastructure complexity?	<i>Standard structures and a small number of IT platforms, servers, operating systems, databases and networks are used.</i>	<i>Several different structures of IT platforms, servers, operating systems, databases and networks are used.</i>	<i>Many different structures of IT platforms, servers, operating systems, databases and networks are used.</i>
	<input type="checkbox"/> (0%)	<input type="checkbox"/> (0%)	<input type="checkbox"/> (5%)
What is your dependency rate on outsourcing and suppliers, including cloud services?	<i>No activities are outsourced.</i>	<i>A few outsourced processes are used in non-essential activities.</i>	<i>Outsourced processes are largely used in important activities.</i>
	<input type="checkbox"/> (-5%)	<input type="checkbox"/> (0%)	<input type="checkbox"/> (5%)
Information System development	<i>No or very limited in-house systems/application development available</i>	<i>Several in-house or outsourced system/application developments available for some important business purposes</i>	<i>Extensive in-house or outsourced system/major application development available</i>
	<input type="checkbox"/> (-5%)	<input type="checkbox"/> (0%)	<input type="checkbox"/> (5%)
<i>Usage status and number of Disaster Recovery (DR) sites</i>	<i>Low availability requirements There are no alternative Disaster Recovery (DR) sites.</i>	<i>Medium or High availability There are no Alternative Disaster Recovery (DR) sites or there is only one.</i>	<i>High availability requirements. For example 24/7 service, several alternative recovery sites, several data centers</i>
TOTAL SCORE			

5.2.1.2. Identifying Other Factors

A maximum of 15% discount can be made due to the presence of substances excluded in ANNEX-A.

Under no circumstances will the examination time be reduced by more than 30%.

5.2.2. Examination Time Determination Table

In ISMS, the number of employees refers to personnel working under organizational control. Part-time employees working under organizational control contribute proportionally to the number of working hours and staff working under organizational control compared to full-time employees. In order to determine the number of employees in ISMS, the number of part-time and full-time personnel must be recorded in the Application Form. At this point, the number of part-time employees, if any, is converted to an equivalent number of full-time employees. Additionally, the number of hours worked compared to a full-time employee should also be a determining factor for this transformation. The converted number is added

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with the number of full-time staff and the number of employees is obtained.

The duration of the examination is determined according to the table below.

Number of Employees Under Organizational	First Examination Period (Audit Day)	Surveillance Audit Duration (Audit Day)	Document again. Examination Duration (Audit Day)
1-10	5	1.67	3.33
11-15	6	2	4
16-25	7	2.33	4.67
26-45	8.5	2.83	5.67
46-65	10	3.33	6.67
66-85	11th	3.67	7.33
86-125	12	4.00	8.00
126-175	13	4.33	8.67
176-275	14	4.67	9.33
276-425	15	5.00	10.00
426-625	16.5	5.50	11.00
626-875	17.5	5.83	11.67
876-1,175	18.5	6.17	12.33
1.176-1.550	19.5	6.50	13.00
1.551-2.025	21	7.00	14.00
2.026-2.675	22	7.33	14.67
2.676-3.450	23	7.67	15.33
3.451-4.350	24	8.00	16.00
4.351-5.450	25	8.33	16.67
5.451-6.800	26	8.67	17.33
6.801-8.500	27	9.00	18.00
8.501-10.700	28	9.33	18.67
>10,700	Above sequence is		

The total audit time in the audit program is the sum of the audit times at each site and head office. The total audit time is obtained by calculating the audit times separately for each field and head office and taking the grand total. The duration can be adjusted based on sampling information based on actual processes and information collected during initial certification or prior to audit or recertification.

5.3. ISO 50001 AUDITS

5.3.1. Determining the Number of Active Employees

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When determining the number of EnMS active personnel, personnel that clearly affect the EnMS are taken into account, including the following. Information regarding this personnel is received from the customer via the Application Form and is verified during the Stage 1 audit and updated if necessary.

- a) Senior management,
- b) Management representative(s),
- c) Energy management team,
- d) Person(s) responsible for major changes affecting energy performance,
- e) Person(s) who assume responsibility for the effectiveness of EnYS,
- f) Person(s) responsible for developing, implementing or maintaining energy performance improvement activities, including targets, objectives and action plans,
- g) Person(s) responsible for significant energy uses.

Note – Individuals responsible for significant energy uses may not be considered EnMS active personnel depending on the impact of their actions on energy performance. It is important to understand the roles and impacts of these individuals before incorporating them into EnMS effective staff.

5.3.2. Determining a Complexity Category

Complexity is based on three considerations:

- a) Annual energy consumption,
- b) Number of energy sources,
- c) Number of significant energy uses.

Complexity is a value calculated based on a weighted coefficient that takes all these considerations into account. Two pieces of information are required to calculate complexity for each evaluation:

- a) Weight value or multiplier,
- b) Complexity factor, which is a value based on a range.

The equation for calculating complexity (C) is given below:

$$C=(FEC \times WEC) + (FES \times WES) + (FSEU \times WSEU)$$

Here;

- FEC* Annual energy consumption complexity factor given in Table A.1,
- FES* Complexity factor for the number of energy sources given in Table A.1,
- FS*Key energy uses complexity factor given in EU Table A.1,
- WEC* The weight coefficient of the annual energy consumption factor given in Table A.1,
- WES* The weight coefficient of the number of energy sources factor given in Table A.1,
- W.S.*It is the weighting coefficient of the significant energy uses factor given in EU Table A.1.

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The weight values and relevant ranges for the complexity factors required to calculate complexity for each evaluation are given in Table A.1.

Table A.1 –Energy complexity criteria for determining audit duration

Reviews	Weight coefficient	December	Complexity coefficient
Annual energy use (TJ)	25%	≤ 20 TJ (terajul)	1.0
		20 TJ ≤ 200 TJ	1,2
		2,000 TJ ≤ 2,000 TJ	1.4
		> 2000 TJ	1.6
energy resources number	25%	1 to 2 energy sources	1.0
		3 energy sources	1,2
		≥ 4 energy sources	1.4
significant energy number of uses (SPECs)	50%	1-3 SPECIFICATIONS	1.0
		4-6 SPECIFICATIONS	1,2
		7 to 10 SPECs	1.3
		11 to 15 SPECs	1.4
		≥ 16 SPECIES	1.6

After the complexity value is calculated using the above equation, it is used to determine the EnYS complexity level according to Table A.2.

Table A.2 –EnMS complexity level

Complexity value	EnMS complexity level
> 1.35	High
1.15 to 1.35	Middle
< 1.15	Low

5.3.3. Determining the Integration Rate for Integrated Audits

If the organization has another documented management system integrated with EnMS, the audit period may be reduced according to article 5.1.4 of this instruction. However, time reduction due to integration can never exceed 20%.

5.3.4. Examination Duration Determination Table

Minimum audit duration is determined based on a combination of complexity and number of EnMS active personnel.

	Complexity Category		
	Low	Middle	High

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Number of EnYS Active Personnel	First	Surveillance	Again	First	Surveillance	Again	First	Surveillance	Again
1-8	2.5	one	1.5	4	one	2.5	5	1.5	3
9-15	4	one	2.5	6	2	4	7	2.5	5
16-25	5	2	3.5	7	2.5	5	9	3	6
26-65	6.5	2.5	5	8	3	6	10	3.5	7
66-85	8	2.5	6	9.5	3.5	6.5	11.5	3.5	8.5
86-175	8.5	2.5	6	11th	3.5	7	12	3.5	8.5
176-275	9	3	6	11.5	4	8	12.5	4	9.5
276-425	10	3.5	7	13	4	8.5	15	5	11th
≥ 426	Increases in this chart in numbers exceeding 425 are monitored throughout the audit period.								

The total audit time in the audit program is the sum of the audit times at each site and head office. The total audit time is obtained by calculating the audit times separately for each field and head office and taking the grand total. The duration can be adjusted based on sampling information based on actual processes and information collected during initial certification or prior to audit or recertification.

5.4. ISO 20000-1 AUDITS

5.4.1. Calculating the audit total time for the first audit:

QSI takes the client's number of active personnel as the basis when determining the audit total time for the first certification audit. QSI uses Schedule 1 to determine audit total time. Chart 1 is based on 8-hour days. If the daily working hours are more or less than 8 hours, the numbers can be adjusted accordingly. The number of active personnel of the customer is calculated as full-time equivalent (FTE). Active customer personnel account is based on those within the scope of HYS. Explains the rationale for the relationship between audit total time and client personnel supporting the QSI HMS and services. If the number of personnel supporting HYS and services exceeds 1175, QSI's procedures ensure that audit total time is calculated by consistently following the sequence in Schedule 1 and extrapolating the number of days greater than those specified in the last row of Schedule 1. QSI bases its plans for the first audit after the regulations on a minimum total audit time of 2.5 days, regardless of the number of client personnel. Audit duration cannot be less than 80% of the total audit time. If additional time is required for planning or report writing, this should not reduce the audit duration.

Table 1 — Relationship between the number of active personnel and total audit time before regulations (first audit)

Number of active personnel of the customer	Examination Time A1 + A2 (day)	Examination Time Surveillance (day)	Examination Time YB (day)
1-15	3.5	1.17	2.33
16-25	4.5	1.5	3

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26-45	5.5	1.83	3.67
46-65	6	2	4
66-85	7	2.33	4.67
86-125	8	2.67	5.33
126-175	9	3	6
176-275	10	3.33	6.67
276-425	11th	3.67	7.33
426-625	12	4	8
626-875	13	4.33	8.7
876-1175	15	5	10

For ISO/IEC 20000-1 certification activities, the auditor/day duration in CAB audits is calculated by taking into account the times given in the ISO/IEC 20000-6 standard.

5.4.2. Examination Time Arrangements:

All characteristics of the customer's HYS and services should be taken into account, and adjustments should be made according to factors that support longer or shorter use of the total initial audit time. Regardless of regulatory factors, QSI must ensure that a total audit time is allocated that allows for a complete and effective audit of the client's HMS. The QSI must be able to justify and document a reduction or increase in the total time allocated for the audit.

Tables 2 and 3 show how relevant factors can affect the total audit time in Table 1. A shift refers to handovers or interfaces between multiple locations and/or between teams engaged in consecutive work periods.

The maximum reduction should be 30% of the total audit time in Table 1.

Table 2 — Factors that reduce the total audit time

Potential mitigation factors
Low rate of change in HYS and services
The effective performance of the HYS has been previously proven (e.g. certified by another accredited certification body).
Prior information of the institution (e.g. the institution has previously been certified for another standard by the same certification body).
A single, simple service.
The same activities are performed on all shifts, with appropriate evidence of equivalent performance on all shifts, e.g. service desk.
A significant proportion of service management personnel perform the same basic function.

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Single working location with a small number of personnel.
 Low dependency on other parties engaged in the provision of services, such as suppliers, internal groups in the supplier role, or customers.

Table 3 — Factors that increase the total audit time

Potency enhancing factors
Complex logistics involving multi-jurisdictional, multi-location work in the same or different time zones.
Complexity created by language differences in various venues (e.g. need for translator(s) or impossibility of auditors to work independently due to staff speaking different languages).
The HMS scope is too large or complex (e.g. high number of services, personnel or locations, specialized services that are difficult to understand and maintain).
The multitude of legal and regulatory requirements affecting the Customer's HMS (e.g. intellectual property rights, privacy, food, pharmaceutical, aerospace requirements and nuclear requirements).
Performing different activities in different shifts.
Temporary locations within the scope of HYS for a specific audit.
Execution of complex business processes within the scope of HYS
High dependency on other parties engaged in the provision of services, such as suppliers, internal groups acting as suppliers, or customers.

5.4.3. Arrangements for other management system standard certifications:

Customer, e.g. QSI can reduce initial audit total time if certified under another important management system standard such as ISO 9001 and/or ISO/IEC 27001. Reduction of the total audit time due to certification according to other relevant management system standards should only be allowed under the following conditions:

- a) the other management system standard in question is important to the HMS to be audited
- b) If the current document is up to date and has been audited by an accredited certification body at least once in the last 12 months;
- c) if the scope of the certification(s) is the same or broader than the scope defined for ISO/IEC 20000-1 certification.

The reduction in total time allocated for the audit should depend on the extent to which the client's management system is integrated with other management systems.

Regardless of the regulatory factors, the certification body must ensure that sufficient audit time is allocated to allow a complete and effective audit of the client's HMS.

5.4.4. Determining the total time allocated for surveillance and recertification audits:

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The time required for surveillance and recertification audits is calculated based on the following factors:

- a) The duration of the audit should not be less than 80% of the total audit time.
- b) surveillance must be at least one-third of the total time of the initial audit, annually, regardless of whether it occurs as a single audit or multiple audits;
- c) recertification audits should take up at least two-thirds of the total time of the initial audit;
- d) the total audit time allocated for surveillance after regulation must be at least 1 day;
- e) The total audit time allocated for recertification after regulation must be at least 2 days.

5.5. ISO 27701 AUDITS

5.5.1. Determining the Audit Time:

The requirements of ISO/IEC 27006 apply. Additionally, the following requirements and guidelines apply.

In addition to ISO/IEC 27006, QSI determines the additional audit time to be spent on ISO/IEC 27701 certification audits (including initial certification, surveillance and recertification).

Audit time required for PIMS-specific aspects is minimum;

- 30% of the audit period (if the audit client is a PII controller);
- 20% of the audit period (if the audit client is a PII processor); or
- 50% of the audit period (if the audit client is both a PII controller and processor);

Calculated for the same ISO/IEC 27001 certification scope based on ISO/IEC 27006 Annex B.

The additional audit time for the first PIMS audit (stage 1 and stage 2) will be at least 2.5 days for PII processors, 3 days for PII controllers, or at least 3.5 days for both, if the calculated values from the previous sentence are correct.

If the organization is already ISMS (ISO/IEC 27001) certified and a PIMS initial audit is carried out separately from ISMS audits (i.e. ISMS surveillance audit or ISMS recertification audit), at least 0.5 audit days will be added.

QSI cannot certify a business that has ISO/IEC 27001 certification by another CAB as a result of the ISO/IEC 27701 audit alone. QSI conducts the ISO/IEC 27701 audit together with the ISO/IEC 27001 audit.

5.6. ISO 22000 AUDITS

5.6.1. The time to be spent for the examination,

- Relevant FSMS requirements,

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- the size of the organizations,
- Technological and legal content,
- Process structure and size,
- Outsourced activity within the scope of GGYS,
- Previous audit results,
- Area and multiple area number evaluations,
- Audit type and scope,
- settlement features,
- It depends on the complexity of the organizational structure.

5.6.2. First Stage Audits:

For GGYS, the 1st stage audit period is limited so that the audit does not fall within the scope of consultancy. 1st stage audits for FSMS; It is planned not to exceed 30% of the total audit time.

5.6.3. Second Stage / Certification Audits:

These audits are certification audits. After deducting the audit time spent for the first stage from the total calculated number of auditor days, the remaining number of auditor days is the time to be spent for the second stage of the audit. The times to be spent for the first phase and second phase of the audit will be determined during the initial proposal preparation phase.

The issue that should be taken into consideration when determining the audit period for ISO 22000 is the HACCP study. A HACCP study means hazard analysis for a product bill or service where there are similar hazards, similar production technology and, where relevant, similar storage technology. Another point to determine the time to be spent on the audit is the existence of a documented management system certificate in the organization. The documented management system certification must cover food safety for the relevant products/service. Additionally, accredited certification is mandatory. (If the relevant documented management system is not available, additional time must be added for the audit).

Another point to determine the time to be spent on auditing is the number of employees in the organization. The number of employees is the number of full-time employees. Following the determination of the number of audit days and the number of auditors by the planning officers according to the number of employees in the organization, the Chief Auditors determine if there are factors that would require changing the number of days for the audit to be carried out, from the information about the organization. The number of employees and scope should be checked and written clearly. If the number of employees and scope are not the same as in the application, the necessary information should be given to the operations manager and the plan should be prepared accordingly.

The time spent for the audit is based on the table below.

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MIN. FOR ISO 22000 AUDIT TIME

Category (a)	Basison-site examination time _{TD}	Number of audit days for each additional HACCP study _{TH}	Number of audit days for lack of relevant documented management system _{TMS}	Number of audit days per number of employees _{TFTE}	Each additional section visited for
A.	0.75	0.25	0.25	1 to 19 = 0 20 to 49 = 0.5 50 to 79 = 1.0 80 to 199 = 1.5 200 to 499 = 2.0 500 to 899 = 2.5 900 to 1299 = 3.0 1300 to 1699 = 3.5 1700 to 2999 = 4.0 3000 to 5000 = 4.5 >5000 = 5.0	50% of examination time in minimum branch
B.	0.75	0.25			
C.	1.50	0.50			
D.	1.50	0.50			
TO	1.00	0.50			
F.	1.00	0.50			
g.	1.00	0.25			
H.	1.00	0.25			
I.	1.00	0.25			
J.	1.00	0.25			
K.	1.50	0.50			

Min for one place. audit period T_s ; $T_s = (TD + TH + TMS + TFTE)$

Main examination period in TD branch, days;

Number of audit days for TH additional HACCP studies;

Number of audit days for the deficiency of the TMS relevant management system; TFTE Number of audit days per number of employees

When calculating the number of audit days for companies operating in different scopes, the category with the longest D basic on-site audit duration is taken into account. HACCP studies in other scopes are added to the number of (D) days.

Min. for each additional space. Audit period T_m $T_m: T_s \times 50/100$

In case of shift work;

If activities are carried out within the scope of the same haccp work in all shifts; TFTE = administrative office staff + number of shift workers to be supervised.

If activities are carried out within the scope of different haccp work in other shifts;

TFTE = administrative office staff + number of shift employees to be supervised + number of employees in shift/s requiring different haccp work.

In the certification audit, critical shifts are inspected, surveillance audits

It is planned to include at least 1 other shift audit, not to exceed 50%.

In the above calculation, if 50% of the basic on-site audit time is less than 1 man/day, the minimum audit day for each additional area / branch is calculated as 1 audit day. When properly documented and justified, reductions can be made in less complex organizations measured by the number of employees, size of the organization and/or product volume, or organizations in categories with TS durations of less than 1.5 audit days.

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Time spent in report preparation and opening and closing meetings is not counted as audit time.

ISO 22003 (B)-ANNEX A GROUPS, CATEGORY AND SUB-CATEGORY CODES

Group	Category	Subcategory	Risk class	
breeding	A.	A.I.	Raising animals for meat/milk/egg/honey	High
		AII	Fish and seafood farming	High
	B.	ON	Plant cultivation (other than cereals and legumes)	Low
		E	Cereal and legume cultivation	Low
Food and feed processing	C.	C.I.	Processing of perishable animal products	High
		CII	Processing of perishable herbal products	Middle
		CII	Processing of non-perishable animal and plant products (mixed products)	High
		CIV	Durable product processing	Middle
	D	DI	feed production	Middle
		DII	Pet food production	Middle
food service	TO	food service	Middle	
Retail,shipping and storage	F	F.I.	Retail/wholesale	Low
		FII	Food brokerage/trading	Low
	g	GI	Provision of transportation and storage services for perishable food and feed	Middle
		GII	Supply of transportation and storage services for durable food and feed	Low
auxiliary services	H	Services	Middle	
	I	Food packaging and packaging material production	Low	
	J.	Hardware manufacturing	Low	
biochemicals	K	Production of (bio)chemicals	High	

Factors that may require additional or less examination time are summarized below.

- Complex settlements, multiple buildings, facilities, separate sections, etc.
- Situations requiring an interpreter,

5.6.4. Reason for reducing examination time;

When properly documented and carried out, a reduction in the minimum time can be made for categories where the number of employees, size and/or product volume of the organization or initial minimum audit time is below 1.5 man/day (for less complex organisations).

Situations that may require reducing auditor time;

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There will be no reduction in audit duration for certification audits conducted for the ISO 22000 standard. Planning and report writing activities are not included in the total audit time allocated for the ISO 22000 certification audit (stage 1 and stage 2).

Surveillance audits can be carried out at 1/3 of the initial certification audit period (not less than 0.5 man/day for categories A and B, and 1 man/day for other categories).

Re-certification audits can be carried out in 2/3 of the initial certification audit period (not less than 0.5 man/day for categories A and B, and 1 man/day for other categories).

5.7 HALAL CERTIFICATION AUDITS

5.7.1 Determination of Audit Periods

Determines the audit period needed to plan and carry out a complete and effective audit of each customer organization's Halal production/service/management system, taking into account APPENDIX A and APPENDIX B of the OIC/SMIIC 2:2019 Standard. In addition, it also takes into account the following items:

- ✓ Requirements of OIC/SMIIC 1 Halal Food Standard and/or other relevant OIC/SMIIC or TS standards or QSI Certification checklists,
- ✓ the size and complexity of the organization to be audited,
- ✓ technological context and legal regulations,
- ✓ Outsourcing any activity within the scope of manufacturing or process or food safety or Halal management systems to external providers,
- ✓ results of previous examinations,
- ✓ the number of facilities and the presence of multi-site facilities operating at more than one address.

5.7.2 Classification of halal product/service/process and/or management system categories

When classifying halal product/service/process and/or management system categories, Table A.1 in Annex A of OIC/SMIIC 2:2019 is taken into account.

5.7.3. Minimum Examination Duration Calculation Technique

When determining the minimum audit period required for initial certification and calculating the number of auditors/days for customer organizations operating in the categories above, the formula given in Table-1 below and Table B.1 and other information in Annex B of OIC/SMIIC 2:2019 are

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used. (The minimum audit duration does not include the time spent preparing and/or writing the audit report. This time can be up to 10% of the total audit duration and is added to the total audit duration calculated from Table B.1 during planning.).

Table A.1 — Halal product/service/process and/or management system categories

cluster	Category		Sub-category		Examples of activities included
Farming	A.	Farming (animal husbandry)	A.I.	Animal farm for meat/milk/egg/honey production	Livestock farming activities carried out for meat production, milk production (excluding fish and seafood) or honey production; Raising, keeping, catching or hunting (catch trapping), Related farming packaging and storage
			AII	Fishing and seafood farming	Fishing and seafood farming for meat production Raising, catching and fishing (trapping) Related farm packaging and storage
	B.	Farming (plant)	ONE	Plant farming (other than grains and legumes)	Planting and harvesting of plants (other than grains and legumes): horticultural products (fruits, vegetables, spices, mushrooms, etc.) and food hydrophytes, Related agricultural packaging and storage
			BII	Grain and legume farming	Grain and legume agriculture Related agricultural packaging and storage
Food and feed processing	C.	food production	C.I.	Halal slaughter & processing of perishable animal products	Manufacture of fish and seafood, meat, eggs, dairy and fish products, including cutting and packaging.
			CII	Processing of perishable herbal products	Production of fruit and plant products, including fresh juices, vegetables, cereals, nuts, legumes
			CIII	processing of perishable animal and plant products (meat-based foods, mixed foods)	Production of mixed animal and plant products including pizza, lasagna sandwiches, ravioli, ready meals.
			CIV	Processing of products with long shelf life at ambient temperature	Halal food products produced from any source stored and sold at ambient temperature, including canned foods, biscuits, nuts, snack products, oil, drinking water, pasta, flour, sugar, food salt.
	D	animal feed production	DI	feed production	Production of feed for animals from a single or mixed food source
			DII	pet food production	Production of feed from a single or corresponding food source for animals that do not produce food
Convenience food	TO	Convenience food		Preparation, storage and, where appropriate, delivery of Halal food for consumption on-site, at the site of preparation or at a satellite unit.	
Retail, transportation and storage	F	Distribution	F.I.	Retail/Wholesale	Providing processed/prepared food products to a customer (retail stores, shops and wholesalers)
			FII	Food Broker/Trader	Purchasing and selling of food products on behalf of oneself or as an intermediary on behalf of others Related packaging

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	g	Providing Transportation and Storage Services	GI	Transportation and Storage Services for perishable food and feed and food and feed with a long shelf life at ambient temperature	Storage facilities and distribution vehicles for perishable food and feed and food and feed with a long shelf life at ambient temperature Related packagingc
			GII	Ensuring transportation and storage of food and feed with a long shelf life at ambient temperature	Storage facilities and distribution vehicles for the storage and transportation of food and feed with a long shelf life at ambient temperature
auxiliary services	H	Services	WHAT		Providing services related to the safe production of food, including water supply, pest control, cleaning services, and waste disposal.
			HII	financial services	Banking, insurance, investment funds, leasing, exchange, etc.
			HIII	Muslim-friendly tourism and travel-related services	Beaches, Hotels, Tourism and travel services (e.g. reservations, etc.)
	I	Food Packaging and Packaging Material Production		Food packaging material production	
	J.	Equipment production		Production and development of food processing equipment and vending machines	
Biochemical	K	Production of (Bio)Chemicals		Production of food and feed additives, vitamins, minerals, biocultures, flavors, enzymes and processing aids, pesticides, pharmaceuticals, fertilizers, cleaning agents.	
Others	L.	Production of other materials	LI	Cosmetic	-----
			LII	Textiles and textile products	-----
			LIII	Leather and leather products	-----
			LIV	Not Classified Elsewhere (BYS)	-----

^aThe sets are intended to be used for the accreditation scope of accreditation bodies and for accreditation bodies that testify to certification bodies.

^b“Farm/agricultural packaging means packaging the product without any modification or processing.

^c“Relevant packaging” is packaging made without making any changes or processing on the product and without changing the main packaging.

Table 1 – Examination Duration Calculation Formula

Minimum audit time for a single site	
Ts = TD + TH + (TPV + TFTE)*CC	TD: Basic examination time to be spent in the field in days (auditor/day)
	TH: Each additional HACCP is the number of audit days (auditor/day) for the number of studies (if any) and is used only for products/services/processes in the food-chain. Instead, the HHKN study number can also be used, this includes products/services/processes in the food chain, as well as cosmetics, cleaning chemicals, textiles, leather, etc. It will be valid for product groups and Halal management systems. For each "additional study", it may be necessary to increase the number of examinations by the periods defined in Table B.1. For other products/services/processes, this value can be taken as "0".
	TPV: It is the number of audit days (inspector/day) related to product variety.
	TFTE: It is the number of audit days (auditors/day) based on the number of employees.
	CC: It is the multiplier factor for the process and production complexity class.

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tsAfter calculating , if the result is a fractional/decimal number;
a) the number of days is adapted to the nearest half day (e.g. 5.3 audit days become 5.5 audit days. 5.2 audit days become 5 audit days).
b) the number of days is adapted to the nearest full day (e.g. 5.7 auditors/day becomes 6 auditors/day).

Audit time for each additional site (Tasv)	Tasv = Ts * 50/100 (That is, for each additional field, a new calculation is made according to the above method and 50/100 of the result is taken and added to the Total Audit time.)
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Table B.1 – (Parameters to be used for the minimum initial certification audit period)

Category (according to OIC/SMIIC 2 Table A.1)	B. Basic site audit duration (examination in days)	H* Number of additional audit days for each additional HACCP/HKKN study (in examination days)	FTE Number of employees within the scope of certification (in examination days)	C.C. Complexity class (factor, multiplier)	PV** Product variety (in examination days)	description Each additional site visited (in survey days)	
A.	A.I.	1.00	0.25	1 – 19 = 0.5 20 – 49 = 1.0 50 – 79 = 1.5 80 – 199 = 2.0 200 – 499 = 2.5 500 – 899 = 3.0 900 – 1299 = 3.5 1300 – 1699 = 4.0 Between 1700 – 2999 = 4.5 3000 – 5000 = 5.0 > 5000 = 5.5	Low CC=1.25	1 – 3 = 0.50 4 to 6 = 1.00 7 to 10 = 1.50 11 – 20 = 2.00 > 20 = 3.00	
	A.II	1.00	0.25				
B.	ONE	1.00	0.25		Middle CC=1.50		50% of minimum site evaluation/audit time
	B.II	1.00	0.25				
C.	C.I.	1.50	0.50		High CC=1.75		
	C.II	1.25	0.50				
	C.III	1.75	0.50				
	C.IV	1.75	0.50				
D	1.50	0.25	Very High CC = 2				
TO	1.00	0.50					
F	F.I.	1.50	0.50				
	F.II	1.25	0.50				
g	GI	1.50	0.50				
	G.II	1.00	0.50				
H	H1	1.25	0.50				
	H.II	1.75	0.50				
I	1.00	0.25					

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J.	1.00	0.25				
K	1.75	0.50				
L	LI	1.75	0.50			
	LII	1.25	0.25			
	LIII	1.50	0.50			
	LIV	1.00	0.25			

*H Only Used for products/services in the food chain.
 ** PV is not used for services/processes, only for products.

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Table B.2 – Examples of the Link between Business Sector and Complexity Classes

Complexity Class	Period	Sector
Very High	existence of a large number of detailed sub-processes with important characteristics (usually production or processing establishments with a high non-halal risk. Products and services that have a very high non-halal potential due to the wide variety of processes or sub-processes or the large amount of raw materials or inputs involved covers sectors.)	Chemicals, pharmaceutical products, processed meat products, genetically modified products, food additives, biocultures, cosmetic products, processing aids, micro-organisms n.e.c.
High	the existence of a large number of processes with important characteristics (usually production or processing establishments with a high level of non-halal risk. It includes product and service sectors that involve a large number of processes and have a high potential for halal risk).	slaughterhouse and poultry farming, cheese products, biscuit types, oil, beverages, hotels, restaurants, nutritional supplements, cleaning agents, packaging materials, textile products, Islamic finance.
Middle	existence of an average number of operations with important characteristics (usually manufacturing or service establishments; includes products and services with an average potential for non-halal risk).	dairy products, fish products, egg products, beekeeping, spices, garden products, preserved fruits, preserved plants, canned goods, pasta, sugar, animal feed, fish feed, water supply, development of products, process and equipment, veterinary services, process equipment, vending machines, leather goods.
Low	existence of a small number of processes with less important features (usually organizations with very few important features. Covers products and services with a low potential for non-halal risk).	fish, egg production, milk production, fishing, hunting, trapping, fruits, vegetables, grain, fresh fruit and fresh juices, drinking water, flour, salt, retail outlets, shops, wholesalers, transportation and storage.

5.7.4. Special circumstances that may affect examination times

- ✓ Number of product types, number of product lines, product development, Halal critical control points (HKKN) or Hazard Analysis and Critical Control Points (HACCP), number of functional Prerequisite Programs (ÖGP-PRP), building area, infrastructure, in-house laboratory tests, need for translators, etc. In such cases, examination times may be longer than the minimum examination times.
- ✓ Audit duration for each type of audit includes the total time spent at the client's location (physical or virtual) and planning, document review, collaboration/communication with the client's personnel, and report writing.
- ✓ The duration of the field audit of halal certification cannot be less than 70 percent of the calculated audit period. The examination period may be reduced or extended by using appropriate and valid justifications. The discount rate cannot exceed 30% of the total examination period.
- ✓ In Halal Food audits, audit time can be reduced by considering the following factors:
 - The customer organization has previously certified ISO 22000 or FSSC 22000 Food Safety Management Systems, ISO 22716 (Good Manufacturing Practices), BRC (the British Retail Consortium) Certification or GFSI (Global Food Safety Initiative).) or IFS Food (International Featured Standards Food) or FSMA (FDA Food Safety Modernization Act – US Food and Drug Administration Food Safety Modernization Act) etc. be certified in the fields,

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- The customer organization must have a Halal certificate according to a previously reliable and traceable Halal certification program,
- A large number of personnel working in a small work area (joint or multiple production, etc.),
- Existence of non-complex products/services/processes,
- The customer organization should be experienced in HKKN and/or HACCP plans/studies and its system should be matured,
- The palpable presence of high Halal awareness and sensitivity throughout the staff of the customer organization,
- The customer organization's legal regulations regarding Halal production/service/processes are simple or easily applicable,
- Halal production/service/processes of the customer organization involve very low hygiene and Halal risks (e.g. production of spring water, salt etc.) etc. existence of similar issues.

- ✓ If the activity of the customer organization falls within more than one scope, the one with the highest minimum number of auditors/day is taken into account.
- ✓ In cases where there is no relevant certified halal product/process/service or management system, the audit period may be extended. In order for the system in question to be considered relevant, it must include food safety coverage for the relevant product/service/process.
- ✓ In Halal Food audits, the audit time can be increased by considering the following factors:
 - Complex settlements, multiple buildings, Branches, separate departments etc.,
 - Situations requiring an interpreter,
 - Number of product types,
 - Number of production lines,
 - Product development,
 - Number of critical control points,
 - Number of operational prerequisite programs,
 - In-house laboratory analyses,

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6. REVISION TRACKING PAGE

Rev. No.	Rev. Date	Revision Description
one	18.01.2011	A section regarding the audit periods of Companies Operating at More Than One Address has been added.
2	01.03.2011	Audit periods have been updated (Stage 1 to be a maximum of 30%). Writing the discount reasons during audit periods in the TNET 'Justify' Box
3	06.05.2011	Adjusted decimal places on audit days (but in no case did the stage 1 audit exceed 30% of the total audit)
4	27.09.2011	Adjusted decimal places on audit days (but in no case did the stage 1 audit exceed 30% of the total audit)
5	07.11.2011	Declaration based on the discount not exceeding 30% for each standard in integrated audits
6	08.04.2013	According to the MD 11-2013 document, integrated audit day duration calculations have been updated. According to MD 5- 2013, possible reductions in the number of personnel are stated.
7	01.08.2013	Translated into English
8	26.09.2014	Nonconformities and observations detected during TÜRKAK unplanned and witness audits Updated in line with
9	12.12.2014	General revision
10	08.07.2015	Company Name changed
11th	10.08.2015	After the TÜRKAK audit, ISO 14001 audit periods were updated according to MD 5-2015.
12	29.08.2015	Added complexity category table and application related to processes in shifts
13	20.10.2015	General Revision was made
14	07.02.2018	27001 standard added. It has been added to the instruction that Stage 2, Surveillance and Recertification audits will not take less than 1 day.
15	26.11.2018	General Revision was made. ISO 45001 and ISO 50001 Standards Added. QSIPRO screen usages have been added.
16	01.04.2019	System regarding ISO 27001 has been updated
17	22.07.2019	According to IAF MD 22:2018, ISO 45001 complexity categories and reasons for time increase and decrease have been added.
18	10.01.2020	Risk Classes will be determined according to TÜRKAK R 40.05 Guide, EMS and OHS Complexity categories are written in the instruction on the basis of EA code according to IAF MD5. The ISO 27001 Business and IT Complexity Level Impact Determination method has been changed. QSIPRO displays and boost reduction factors have been updated.
19	13.06.2022	ISO 20000-1, ISO 27701, ISO 22000 Standards added
20	12.20.2022	Man days were organized according to ISO 50001:2020 Revision. ISO 27701 and ISO 20000-1 Man Days were organized according to Türkak Guides.
21	02.01.2023	Sections Regarding Determination of Halal Certification System Audit Period have been added

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