

Annex II: Audit time calculation

1 Introduction

This Annex deals with the minimum audit time required to cover the Scheme requirements.

1.1 Auditor day

- 1) The duration of an audit day normally is eight (8) hours and may or may not include a lunch break depending upon local legislation.
- 2) The on-site audit duration shall be stated in auditor working hours indicating the time spent at the site conducting the FSSC 22000 audit.

1.2 Joint audits

Where the FSSC 22000 audit is undertaken with other audits, then a calculation for the time-allowed of the FSSC 22000 audit only shall be stated.

2 Additional time

The following specifies additional time allowances to be applied.

2.1 Pre-Requirement Program(s)

- 1) The Scheme requires that in addition to the audit time (which includes preparation, on-site audit and reporting) as stipulated in clause 9.1.4 and Annex B of ISO/TS 22003:2013, the CB shall add 0.5 – 1 auditor day (4-8 working hours, depending on the size of the organization as specified below) for the audit on the implementation of the relevant Pre-Requirement Program(s).
- 2) This is applicable to initial, surveillance (announced or unannounced) and recertification audits.

2.1.1 Organization size and complexity

The additional FSSC 22000 audit time-allowed shall be calculated as follows:

- 1) 0.5 auditor day (4 working hours) on-site (including food fraud prevention and food defense assessment) when the company has less than:
 - a) 250 FTE and
 - b) 3 HACCP studies.
- 2) 1.0 auditor day (8 working hours) on-site (including food fraud prevention and food defense assessment) when the organization has:
 - a) 250 FTE or more; or
 - b) 3 HACCP studies or more.

2.2 Preparation and reporting time

- 1) At least 0.25 auditor day (2 working hours) shall be added to the FSSC 22000 on-site audit time for audit preparation.
- 2) At least 0.5 auditor day (4 working hours) additional shall be added to the FSSC 22000 on-site audit time for audit reporting.

2.3 Use of an interpreter

At least 0.5 auditor day (4 working hours) additional on-site audit time shall be added to the FSSC 22000 audit time when an interpreter is required to support the audit team.

2.4 Off-site storage

At least 0.25 auditor day (2 working hours) additional on-site audit time shall be added to the FSSC 22000 audit time for each off-site storage facility.

2.5 Organizations with a separate head office

- 1) For organizations where some functions pertinent to the certification are controlled by a head office separate to the manufacturing site(s), the minimum time shall be 0.5 auditor day (4 working hours) on-site to audit the functions pertinent to the certification at the head office.
- 2) When the responsible person from the head office attends the audit at manufacturing site, no extra audit time is calculated.
- 3) A maximum of 20% audit time reduction can be allowed for each of the single manufacturing sites belonging to the group where the shared functions are controlled by the (off-site) head office. The 20% audit time reduction is applied to the minimum audit time (Ts) as shown in ISO/TS 22003:2013, Annex B.

2.6 Organizations with off-site activities

In manufacturing organizations with off-site activities where one or more process steps take place at a secondary site, a 50% audit time reduction based on Ts is applied for the minimum calculated total on-site audit time for each secondary site.

3 FSSC 22000–Quality

- 1) The audit time for the ISO 9001 part of the audit shall be calculated using IAF MD 5.
- 2) The audit duration for the integrated FSSC 22000 and ISO 9001 audit shall be based on IAF MD 11, section 2.1.5.1.

4 Transition to FSSC 22000

When transitioning from Dutch HACCP, ISO 22000 or a GFSI recognized certification to FSSC 22000 certification, the minimum FSSC 22000 certification on-site audit time shall be two-thirds of the initial certification audit time, with a minimum of 1 auditor day (8 working hours) on-site plus the FSSC 22000 additional audit time as defined above.

5 Audit time calculation

- 1) The audit time calculation shall:
 - a) be included in the report and audit time calculation sheet,
 - b) match the audit time calculation tool shown in ISO/TS 22003:2013, Annex B i.e. $(T_s = (D + H + MS + FTE))$ plus the additional FSSC 22000 audit time.
- 2) When properly documented and justified, a reduction of the Ts audit time can be made for a less complex organization having a Ts time less than 1,5 auditor days, in accordance with ISO 22003:2013, Annex B. The reduced Ts audit time can never be

less than 0,25 auditor day (2 working hours). The reduction cannot be applied on the FSSC audit time allowance as shown in section 2.1 of this Annex.

- 3) Justification of the audit duration calculation including any applied reduction (see above) or increase shall be included in the audit report.