

Audit time calculation tool

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Basic audit time calculation

FSSC requires that in addition to the on-site audit time and preparation and reporting time as stipulated in ISO/TS 22003:2007 and ISO/TS 22003:2013, clause 9.1.4 and Annex B, the CB shall depending on the size of the organisation add a half to one day, for the audit and reporting of the establishment of implementation of the PRPs as stipulated in FSSC Part II, Appendix II A1, section 6.

This separate additional time is as well required for an initial, surveillance and renewal audit. Details of the motivation of the duration of the audit shall be incorporated in the audit report or audit time calculation sheet.

The additional FSSC audit time shall be calculated as follows:

- Half a day (0,25 on-site plus 0,25 reporting) when the company has less than 250 employees and less than 5 production lines and less than 3 HACCP studies; to,
- One day (0,75 on-site plus 0,25 reporting) if one of the conditions described in the first bullet are not met, i.e. 250 employees or more, more than 5 production lines or more than 3 HACCP studies

Audit time calculation

The way of calculating the audit time must clearly be shown in the report or audit time calculation sheet and must match the audit time calculation tool shown in ISO 22003, Annex B ($T_s = (D + H + MS + FTE)$ plus the additional FSSC audit time.

Organisations with multiple locations

FSSC offers exceptions for three categories of organizations that have multiple locations and want to apply for certification. The three exception categories are:

1. Organizations where some functions pertinent to the certification are controlled by a head office separate to the manufacturing location(s).
2. Organizations with different operations at one site.
3. Organizations with a 'split' process (where one or more process steps take place at a separate location).

For more information please see the guidance note on certification of multiple locations.

Audit time calculation

1. Organizations where some functions pertinent to the certification are controlled by a head office separate to the manufacturing location(s)

The minimum time shall be half a day on-site to audit the functions pertinent to the certification at the head office. If the lead auditor decides that it is acceptable for the responsible person from the head office to attend the audit at manufacturing site, no extra audit time is calculated.

2. Organizations with different operations at one site

No extra audit time is calculated

3. Organizations with a 'split' process (where one or more process steps take place at a separate location)

- The minimum audit time shall be half a day on-site at the second location when the location has less than 250 employees and less than 3 production lines and lone HACCP study; to,
- Or a minimum of one audit day on-site, at the second location if one of the conditions described in the first bullet are not met, i.e. 250 employees or more, more than 3 production lines or more than one HACCP study

Upgrade from ISO 22000 to FSSC 22000

When transferring an ISO 22000 certification to FSSC certification, a full stage 1 and 2 audit will not be required to upgrade the ISO 22000 part of the FSMS to FSSC 22000. The certification audit is a Stage 1 and 2 audit combined with a scheduled ISO 22000-surveillance audit or re-certification audit.

Because the upgrade audit is in fact a certification audit the available audit time must match the re-certification audit time to allow enough audit time to access all the aspects of an upgrade/certification audit.

For more information please see the guidance note on <<transfer from ISO 22000 to FSSC 22000>> link.

Extended surveillance audit

The FSSC certification audit is combined with a scheduled ISO 22000 surveillance audit.

Audit time calculation

The minimum certification time should be two-thirds of the initial certification audit time, with a minimum of 0,5 audit days on-site plus the required FSSC additional audit time shown in paragraph 1 of this guidance document.

Extended re-certification audit.

The FSSC certification audit is combined with a scheduled ISO 22000 re-certification audit.

Audit time calculation

The minimum certification time should be two-thirds of the initial certification audit time, with a minimum of 0,5 audit days on-site plus the required FSSC additional audit time shown in paragraph 1 of this guidance document.