

FSSC Global Markets Program

Annex 2 to Part 4: Assessment time calculation

This Annex deals with the minimum on-site assessment time required to cover the Program requirements.

2.1 Assessment duration

The following assessment duration applies:

- For small sites (1-30 employees and/or 1 – 3 production lines): 1 day
- For medium sites (31 – 100 employees and/or 4 – 6 manufacturing lines): 2 days
- For large sites (> 100 employees and/or > 6 manufacturing lines): 3 days

This applies for both Foundation and Intermediate Level FSSC Global Markets assessments.

2.2 Assessor hours

A typical assessment day shall be 8 working hours and shall in any case not exceed 10 working hours.

The on-site assessment duration shall be stated in assessor working hours in the assessment report, giving the time at the production site conducting a FSSC Global Markets assessment.

2.3 Separate calculation for assessment duration

Where the FSSC Global Markets assessment is undertaken together with other assessments, then a calculation for the time-allowed to conduct the FSSC Global Markets assessment only shall be stated.

2.4 Using an interpreter

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

2.5 Off-site storage & warehousing

At least 0.5 assessment day (4 working hours) additional on-site assessment time shall be added to the FSSC Global Markets for each off-site storage or warehousing facility.

2.6 Organizations with a separate head office

- 1) For organizations where some functions pertinent to the Conformity assessment are controlled by a head office separate to the manufacturing site(s), the minimum time shall be 0.5 assessment day (4 working hours) on-site to assess the functions pertinent to the Conformity assessment at the head office.
- 2) When the responsible person from the head office attends the assessment at manufacturing site, no extra assessment time is calculated.
- 3) A maximum of 20% assessment 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.

2.7 Organizations with off-site activities

- 1) In organizations with off-site activities where one or more process steps take place at a separate site a 50% assessment time reduction is applied for the minimum calculated total on-site assessment time for the secondary site.