



Heads Up

Issue: 11

Date: 2003/04/29

To: ANSI-RAB NAP Accredited Registrars and Accreditation Auditors

From: Randy Dougherty, Director Registrar Accreditation

Re: QS-9000 Audit Day Calculations and Rounding

QS-9000, Appendix H, Table A shows the **minimum** number of on-site auditor days. As you read this in QS-9000, you will note the emphasis on the word "minimum." You will also see audit days all in half-day increments, which is reasonable and practical.

However, we have the reality of odd numbers when one starts applying percentages for reductions, and the question is what to do with these. Having audit days in less than half-day increments is not practical. While normal practice would be to round to the nearest half-day, with the emphasis on **minimum**, for QS-9000, any rounding would be up to the higher nearest half-day.

This issue of "Heads Up" gives examples that I hope can be applied with some consistency by CRBs and our accreditation auditors in determining audit days.

As a rule, when calculating audit days for surveillance audits, any rounding to the nearest half-day should be applied to the total annual surveillance audit days, and should be rounded up the nearest half-day.

Example 1:

A client has 66 employees. Per Appendix H, Table A, this requires 6 days for an initial audit and 1.5 days for each six-month surveillance audit or 3 days for each annual surveillance audit. However, the client is ISO 9002, so the 20% reduction results in a calculated 4.8 days for the initial audit, and 1.2 days for each six-month surveillance audit or 2.4 days for each 12-month surveillance audit. What should be the audit days assuming it is to be rounded to the next nearest half-day? The initial audit would be 5 days, but the surveillance audits should total 2.5 days annually. This could be one 2.5-day annual surveillance audit, or if done each six months then one audit would be for 1 day and the other would be 1.5 day. It would not be acceptable to round the two six month audits to 1 day each for a total of 2 days per year.

Example 2

A client has 2,500 employees. Per Appendix H, Table A, this requires 18 days for an initial audit and 4.5 days for each six-month surveillance audit or 9 days for each annual surveillance audit.

However, the client is ISO 9002, so the 20% reduction results in a calculated 14.4 days for the initial audit, and 3.6 days for each six-month surveillance audit or 7.2 days for each 12-month surveillance audit. What should be the audit days assuming it is to be rounded to the next nearest half-day? The initial audit would be 14.5 days, but the surveillance audits should total 7.5 days annually. This would be one 7.5-day annual surveillance audit, or if done each six months then one audit would be 3.5 days and the other would be 4 days.