



Heads Up

Issue: 13

Date: 2003/05/07

To: ANSI-RAB NAP Accredited Registrars and Accreditation Auditors

From: Randy Dougherty, Director Registrar Accreditation

Re: Auditor Time

This issue of Heads Up is related to issue 06 of 2003/01/30.

At its meeting in February 2003, the IAF Technical Committee affirmed that the starting point for the calculation of auditor time for a facility is the total number employees, including all shifts.

The wording in the unconfirmed minutes of the meeting is:

Mr. Dougherty introduced the paper setting out the arguments for sticking to the principle that the total number of employees should be the starting point for implementing the Guidance in the Annex [Annex 2 of IAF Guidance on the Application of ISO/IEC Guide 62], even when there were shifts. Mr. Nash made the argument for starting with the number of people present at the time of the audit. Those who had participated in the original Task Force recognized that they were unable to agree on what the original intent of the Guidance had been at the time that it was concluded. Discussion showed that no simple formula would decide the issue. Factors of particular importance were that shifts sometimes performed identical work, but usually did not, and that it was sometimes necessary to audit all shifts and sometimes not.

It was agreed that Mr. Dougherty and Mr. Sutherland would work together to propose wording that would overcome the ambiguity in Annex 2. The proposal was to use the total number of employees as the "starting point" and to determine what measures can be used, and to what extent, to reduce the time in response to the fact that the work is performed in shifts. The result would be put to members as a proposal for inclusion in a revision of the Guidance on Guide 62.

The ANSI-RAB NAP QMS Council discussed this issue on 2003/04/23, and decided that the ANSI-RAB NAP will continue to apply the guidance in the way that has now been affirmed by the IAF TC, which is that the starting point for calculation of auditor time is the total number of employees, including all shifts, for a given facility, and if the audit time for a quote or audit plans varies from the audit times in IAF Guidance on the Application of ISO/IEC Guide 62:1996, Issue 2, then it is expected that there will be written justification for the variance.