



# Heads Up

Issue: Issue 18

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To: ANSI-RAB NAP Accredited Registrars and Accreditation Auditors

From: Randy Dougherty, Director of Registrar Accreditation

Re: Auditor Time and Re-assessment Audits

The issues of auditor time determination and reassessment audits have been the subjects of at least four issues of Heads Up. Several registrars have requested another Heads Up about these issues. It is in response to these requests that this issue is written.

1. The starting point for calculation of auditor time is the total number of employees for all shifts for the facility.
2. In all cases where adjustments are made to the auditor time in the auditor time charts in IAF guidance, the registrar is expected to have in the file for that client a written justification.
  - a. For EMS, ANSI-RAB applies this as a variation from the nominal auditor time in Table 1.
3. Reassessment audits are required for all clients. The 2002 revision of IAF guidance essentially eliminated what was known as "continuous surveillance without re-assessment."
4. The reassessment audit is normally expected to be 2/3 of the auditor time (per the auditor time charts) every third year. For any variation from this "2/3 every third year" for any client, the registrar is expected to have written justification in the file for that client.
5. As the sector standards are based on ISO standards and IAF guidance, the requirement for reassessment audits also applies to QS-9000 clients, AS9100 clients, TL9000 clients, and RC14001 clients.
6. The expectation, for a written justification for a variation for auditor time, applies regardless of the status of client, including quotations to applicants and for the initial, surveillance, and reassessment audits of registered clients.

The ANSI-RAB NAP is applying this to all of its client registrars, without exception. The ANSI-RAB NAP recognizes that the IAF guidance is just that – guidance – and allows registrars to vary from the guidance. However, for all variations from the guidance, the ANSI-RAB NAP expects a written justification in the file for that client. The ANSI-RAB NAP also actively investigates any complaint, and if the complaint is valid is ensuring appropriate correction and corrective action.