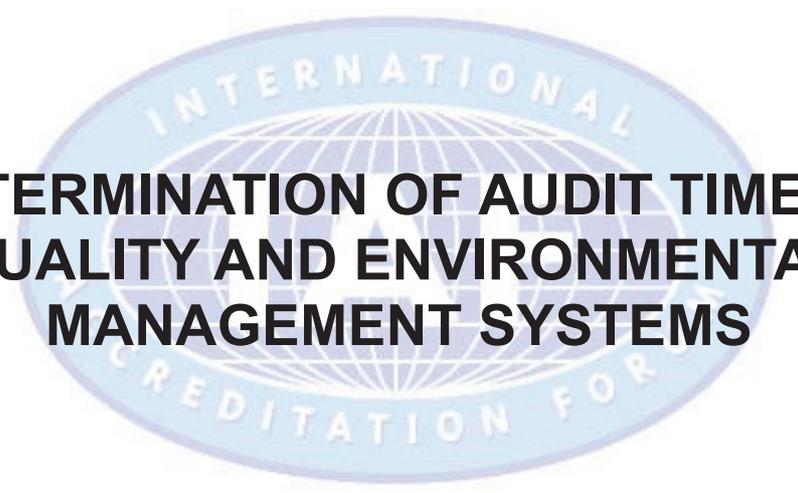




## **IAF Mandatory Document**

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# **DETERMINATION OF AUDIT TIME OF QUALITY AND ENVIRONMENTAL MANAGEMENT SYSTEMS**

**Issue 3**

**(IAF MD 5:2015)**

**Annex A – QUALITY MANAGEMENT SYSTEMS****Table QMS 1 – Quality Management Systems****Relationship between Effective Number of Personnel and Audit Time  
(Initial Audit only)**

| <b>Effective Number of Personnel</b> | <b>Audit Time Stage 1 + Stage 2 (days)</b> | <b>Effective Number of Personnel</b> | <b>Audit Time Stage 1 + Stage 2 (days)</b> |
|--------------------------------------|--|--------------------------------------|--|
| 1-5                                  | 1.5  | 626-875                              | 12   |
| 6-10                                 | 2  | 876-1175                             | 13   |
| 11-15                                | 2.5  | 1176-1550                            | 14   |
| 16-25                                | 3  | 1551-2025                            | 15   |
| 26-45                                | 4  | 2026-2675                            | 16   |
| 46-65                                | 5  | 2676-3450                            | 17   |
| 66-85                                | 6  | 3451-4350                            | 18   |
| 86-125                               | 7  | 4351-5450                            | 19   |
| 126-175                              | 8  | 5451-6800                            | 20   |
| 176-275                              | 9  | 6801-8500                            | 21   |
| 276-425                              | 10   | 8501-10700                           | 22   |
| 426-625                              | 11   | >10700                               | Follow progression above                   |

*Note 1: The numbers of personnel in Table QMS 1 should be seen as a continuum rather than a stepped change. I.e. if drawn as a graph, the line should start with the values in the lower band and end with the endpoints of each band. The starting point of the graph should be personnel of 1 attracting 1.5 days. See clause 2.2 for dealing with parts of a day.*

*Note 2: The CAB's procedure may provide for calculation of audit time for a number of personnel exceeding 10700. Such time should follow the progression in Table QMS 1 in a consistent fashion.*

*Note 3: See also clause 1.9 and 2.3.*