



AUDIT TIME DETERMINATION AND PRICING INSTRUCTION (ISO 9001- ISO 22000)

1.0. PURPOSE

Determination of pricing and audit man/days by considering the audit types and organization structure.

2.0. SCOPE

Certification includes surveillance audit, re-certification, follow-up and private audits

3.0. RESPONSIBILITIES

Projection responsible, lead audit responsible, audit responsible and certification manager responsible from the application of this instruction.

4.0. APPLICATION

4.1. ISO 9001:2008 and ISO 22000:2005 certifications are realized at Stage 2.

Stage 1 audit;

- Purpose and details of Stage 1 audit is expressed in related clauses of "Audit and Certification Procedure"

For the companies that take place in the class of "Class 1 Very high risk", "Class 2 high risk", stage 1 audit of these companies is performed at-site of company.

For the companies included at Class 3 and Class 4, Stage 1 audits are performed at site/document inspection as a desk task according to the criteria as evaluated by system certification manager/assigned lead auditor after getting an approval from client.

- a) Complex process structure
- b) Number of sites would be audited
- c) Organization structure of company (Clearance of defined authorities and responsibilities are required for Stage 2 audit)
- d) Complexity of documentation structure
- e) Sufficiency of the documentation structure for implementation a Stage 2 audit.
- f) Environment and the location of the company.
- g) Company dimension
- h) If nonconformities are present related with the suitability to legal instructions and product conditions.

4.2. Stage 2 Audit;

Goal and details of the stage 2 audit; is expressed in related clause of "Audit and Certification Procedure"

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4.3. Time to spend for audit,

Depends on;

- a) Related management system standards conditions,
- b) Complexity, size and number of shift,
- c) Technology and legislation context,
- d) Each exteriorly sourced activities within the management system scope,
- e) Previous audit results,
- f) Number of sites and conditions related with multiple sites
- g) Products, processes or risks related with organisation activities,
- h) Presence of combined, associated and integrated audits

In audit duration determination, specific guidelines should be considered. For example; same with ISO 22003

For QMS, stage 1 audit time is bordered to keep out from consultancy scope. Stage 1 audits for QMS is planned not to exceed %30 of total audit time period. Time to spend for total audit is calculated by taking the table IAF MD 5 as a base.

Table 1 - ISO 9001:2008 Instruction to define the audit time for initial certification

Employee number	Audit time 1.Stage + 2.Stage (day)	Employee number	Audit time 1.Stage + 2.Stage (day)
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	23, ...

4.4. Starting point for determination time to spend for audit is the employee number works for the company. Following the determination of audit man/day and number of auditors by projection responsables, if is present informations affect on increment or decrement of audit man/day are requested from the company by lead auditors. While determining the number of employees at organization, audit man/day is calculated and number of employees can be reduced by considering criterias such as working hours (shift system), number of employees work part time and determining the number of employees that corresponds to employees works full-time. Spent time by any member of audit team who can not assigned as an auditor, is not assumed as an audit time. (that is technical experts, translators, interpreters, observers and individuals receive auditing training). Usage of translators or interpreters could be required an additional audit duration.

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Audit duration and its reasons in line with the clauses stated above, are recorded at interface of Filemaker software programme.

4.5. Factors that cause audit time increment or decrement are summarised below;

4.5.a Cases required an additional auditor:

- Documentation structure of organization,
- Organization structure and authority,
- Complex locations, more than one building, plant, individual departments etc.,
- Situations required for interpreter,
- Very huge dimensions of organizations with respect to number of employees
- Sector includes repressive legislations (space, nuclear power, medicine etc.)
- Inclusion very complex processes,
- Inclusion of hardware, software, process and service composition,
- For scope verification of organization, requirement a lot of project/site/temporary plant visitations.

4.5.b Situations cause a decrement in audit man/day:

- In the case of absence of design responsibility or absence of some other element of standard in the scope
- Loose risk product/process group,
- Very low dimensions of organization with respect to organization,
- Self-sufficiency level of management system,
- Make an integrated system audit,
- In the case of any briefing about organization (it could be certificated previously according to the standard etc.)
- Audit information of client's (Currently certificated within the frame of by other third party programme)
- Easy/general process activities (Works only in service sector, all of employee works at the same performance level is detected at previous audits, most of the employees has the easy and similar tasks to each other etc.)
- Presence of personnel work out of office (sale team, drivers etc.)

4.6 In the case of more than factors to decrease the audit man/day get together, the time to spend for audit can not be reduced more than %20 of total time period as an effect of these factors.

4.7 Planning and reporting activities can not take more than %20 of total time period. In other words, field audit shouldn't be less than %80 of total audit time. For ISO 22000:2005 audit, timing is arranged according to calculated audit man/day stated at PR-17 ISO 22000:2005 procedure. Only 1/3 proportion of total audit time can be reserved for Stage 1. Reporting process can not be included to calculated audit man/day.

4.8 For surveillance audits, only 1/3 proportion of and for re-certification audits 2/3 proportion of certification audit time period can be reserved. If there is an amendment with respect to previous years, audit time can be increased considering by way of these amendments. This situation is evaluated by system certification manager.

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Audits such as scope extension, follow up audit and pre-audits are calculated as 1 audit man / day. However, scope extension audits are also combined with surveillance audits. (with the condition of audit man / day is increased.)

4.9 COMBINED AUDITS:

Rules stated at EA 7/05 are valid for combined audits. While determining audit time reduction rate, FR-192 Specification Form for determination of Integration Rate and Audit Time reduction Rate. Detailed information is available at PR-09.

4.10 PRICING (PLEASE CONTACT WITH US FOR PRICING)

1. In 9001 and 22000 audits

1. Stage Audit(Audit man/day)	Euro	Will be paid in application
2. Stage Audit(Audit man/day)	Euro	Will be paid in application
Annual Certificate Fee	Euro	Will be paid at surveillance appointment
Surveillance audit (Audit man/day)	Euro	Will be paid in application
Optional preliminary audit (Audit man/day)	Euro	Before the audit date
		<u>Customer has to pay audit fee in case cancellation of appointment prior to 24 hours.</u>
Double certificate fee (Germ./Eng)	Euro	Will be paid in application
An extra certificate in different language, certificate issue date	Euro	Will be paid in application
Travel expense (Audit/day)	Euro	At the audit date
		<u>Customer has to pay audit fee in case cancellation of appointment prior to 24 hours.</u>
Extension of Certificate Scope		
Pre Assessment	Euro	Will be paid in application
Realisatio of Audit (Audit man/day)	Euro	Will be paid in application
Travel expense (Audit man/day)	Euro	At the audit date
		<u>Customer has to pay audit fee in case cancellation of appointment prior to 24 hours.</u>

2. Taxes are not included to these fees. Accomodation and travel expenses of auditors and technical experts belongs to customer organisation. QA Technic has a right to make a %20 discount or additional charge basing on the net amount for specific reasons.

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6.0. RELATED DOCUMENTS

PR-17 ISO 22000:2005 Certification procedure

PR-09 Audit and certification procedure

IAF MD 5:2009

IAF MD 9:2011

7.0 REVISION SITUATION

Revision Date	Revision No	Revised Clause Number	Explanation
15.03.2012			Generation of the instruction.

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