

Annex 2 to Appendix 1

Minimum Required Audit Duration (On-site Mandays) (Note d)

		Construction worksite			Metalworking industry			Shipyard			Oil refinery or petrochemical plant / Semiconductor wafer fabrication plant / Chemical manufacturing plant / Pharmaceutical plant / Bulk storage terminal	Other Industries
Audit	SIZE (manpower)	Up to 200	201 to 500	>500	Up to 50	51 to 99	≥100	Up to 199	200 to 500	>500	See IAF MD 22 (Note c) for Occupational Health and Safety Management Systems (OH&SMS) in the high complexity category, <u>with a minimum of 4 man-days</u>	See IAF MD 22 (Note c) for Occupational Health and Safety Management Systems (OH&SMS).
	1 st Initial Audit		2 (Note a)			2 (Note b)	2 (Note b)	3 (Note b)	2	3		
Subsequent Audit		3	4	5	1	2	2					

Factors that will increase the audit time include the following:

- i. Complicated logistics involving more than one building or location where work is carried out;
- ii. Staff speaking in more than one language [requiring interpreter(s) or preventing individual auditors from working independently];
- iii. Very large site for the number of personnel;
- iv. System covers highly complex processes or relatively high number of unique activities;
- v. Activities that require visiting temporary sites to confirm the activities of the permanent site(s);
- vi. Views of interested parties;

- vii. Accident rate higher than average for the business sector;
- viii. The organisation is facing legal proceedings related to OH&S or any target OH&S enforcement programme(s) from the authorities (depending on the severity of the matters involved);
- ix. The presence of many (sub)contractors causing an increase in complexity or OH&S risks (e.g. periodical shutdowns or turnaround of refineries, chemical plants, steel manufacturing plants and other large industrial complexes, which require a temporary large increase of staff of (sub)contractors to perform the planned activities of inspection, maintenance, and repair of plant units and equipment);
- x. Where dangerous substances are present in quantities exposing the plant to the risk of major industrial accidents.

- Notes:**
- (a) First initial audit for a worksite is to be completed within 6 months upon commencement of work activities at the worksite. The audit duration of construction worksites started operation more than 6 months ago will be based on the duration of a subsequent audit
 - (b) Initial audit refers to the audit by an Auditing Organisation of the workplace for the first time, after the 1st initial audit or a subsequent audit has been conducted by another Auditing Organisation. The duration of an initial audit for metalworking industries will be based on the duration of the 1st initial audit.
 - (c) IAF MD 22 - Application of ISO/IEC 17021-1 for the Certification of Occupational Health and Safety Management Systems (OH&SMS). For SHMS subsequent audits, Auditing Organisations shall consider the audit as an initial audit in IAF MD 22.
 - (d) Total mandays in the above table exclude off-site report writing. All auditors in the audit team shall be present on-site for at least one day in order to have adequate time for site appreciation and assessment, unless the total on-site audit duration is 1 manday.