

华认标准技术服务（苏州）有限公司
CCATS (SuZhou) Co., Ltd

公开文件-管理体系认证审核时间
management system certification audit time

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	华认标准技术服务（苏州）有限公司 CCATS (SuZhou) Co., Ltd	编号 No.: CCATS-WI-16
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1. 目的 purpose

为向外界明确本公司审核时间安排规定特制订本文件。This document specifies the assessment time and schedule.

2. 适用范围. Scope

适用于拟向我机构管理体系认证的各认证申请组织。This document is applicable to the application which has applied for management system assessment

3. 依据 criteria

本文件的人数划分依据：(IAF MD 5) 质量管理体系(QMS)及环境管理体系(EMS)审核时间之强制文件。The number of assessor based on (IAF MD 5) quality management system (QMS) and environment management system (EMS) assessment mandatory provisions

4. 管理体系审核人日标准 The basis for management system assessment assessor

4.1 QMS 质量管理体系有效人数与审核时间之关系(限初次审核) The basis for quality management system valid assessor and assess time(for initial assessment)

有效人数 Valid person number of application.	第一阶段+第二阶段审核时间 (天) Stage 1+Stage 2 assessment time (day)	有效人数 Valid person number of application.	第一阶段+第二阶段审核时间 (天) Stage 1+Stage 2 assessment time (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	依照上述级数 According to front level

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注 1：上表中之有效人数须视为连续统计数字而非阶段性改变。Remark1: Valid auditor number of this table shall be regarded as a continuum of statistics rather than periodic change.

注 2：初次审核第一阶段与第二阶段审核人天分配原则为 1/3 与 2/3。Remark2: the assessor number and time for the first and second assessment in initial assessment shall be 1/3 and 2/3.

注 3：监督审核人天为初次审核人天的 1/3;再认证人天为初次审核人天的 2/3。Remark3: the assessor number and time for track assessment shall be 1/3 of initial assessment. the assessor number and time for re-assessment shall be 2/3 of initial assessment.

4.2 EMS 环境管理体系与 OSHAS 职业健康安全管理体系有效人数与审核时间之关系(限初次审核) The basis for EMS and OHSAS valid assessor and assess time(for initial assessment)

有效人数 Valid person number of application	第一阶段+第二阶段审核时间(天) Stage 1+Stage 2 assessment time(day)			有效人数 Valid person number of applicatio.	第一阶段+第二阶段审核时间(天) Stage 1+Stage 2 assessment time(day)		
	高风险	中风险	低风险		高风险	中风险	低风险
1-5	3	2.5	2.5	626-875	17	13	10
6-10	3.5	3	3	876-1175	19	15	11
11-15	4.5	3.5	3	1176-1550	20	16	12
16-25	5.5	4.5	3.5	1551-2025	21	17	12
26-45	7	5.5	4	2026-2675	23	18	13
46-65	8	6	4.5	2676-3450	25	19	14
66-85	9	7	5	3451-4350	27	20	15
86-125	11	8	5.5	4351-5450	28	21	16
126-175	12	9	6	5451-6800	30	23	17
176-275	13	10	7	6801-8500	32	25	19
276-425	15	11	8	8501-10700	34	27	20
426-625	16	12	9	>10700	依照上述级数 According to front level		

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注 1: 上表有效人数须视为连续统计数字而非阶段性改变。Remark1: Valid auditor number of this table shall be regarded as a continuum of statistics rather than periodic change.

注 2: 初次审核第一阶段与第二阶段审核人天分配原则为1/3与2/3。Remark2: the assessor number and time for the first and second assessment in initial assessment shall be 1/3 and 2/3.

注 3: 监督审核人天为初次审核人天的 1/3;再认证人天为初次审核人天的 2/3。Remark3: the assessor number and time for track assessment shall be 1/3 of initial assessment. the assessor number and time for re-assessment shall be 2/3 of initial assessment.

4.3 QC080000 有效人数与审核时间之关系 The basis for QC080000 management system valid assessor and assess time

受审核方的 员工数 Certified Entity Number of Employees	初次审核 现场人日数 Initial Assessment On-site Days	再认证 现场人日数 Recertification assessments On-site Days	文件评审人日数 (初审及必要时的再认证) Initial Assessment Document Review Days. Re-certification Document reviews as necessary	年度监督审核人日 Annual Surveillance
1-75	2	1.5	0.5	1
76-150	3	2.5	0.5	2
151-600	4	3	1	3
601-1000	5	4	1	3
1001-2000	5	4.5	1	4
2001-3000	6	5	1	4
3001-4000	7	6	1	5
4001-8000	8	6.5	1	5
8001-15000	8	7	1	6
15001-20000	9	8	1	6

注: 上表中时间可根据以下影响因素做出增减, 但最多不能超过30%。Note: The increase or reduction in the times shown above table may be altered due to the factors described below, but not more than 30 %.

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4.4 食品安全管理体系最低初次审核时间之计算 FSMS Minimum initial audit time calculation

类别 category	基本现场审核时间(审核天数) Basic site audit time (audit days) JD	每一类外 HACCP 审视(审核天数) Each type of external HACCP review (audit days) ZH	缺乏已认证之相关管理体系(审核天数) Lack of certified management systems (audit days) ZMS	每批员工数(审核天数) Number of employees per batch (audit days) ZFTE	每一需访视之额外场所 Each of the additional field areas to visit
A 动物畜养 Animal husbandry	0.75	0.25	0.25	1~19=0 20~49=0.5 50~79=1.0 80~199=1.5 200~499=2.0 500~899=2.5 900~1299=3.0 1300~1699=3.5 1700~2999=4.0 3000~5000=4.5 >5000=5.0	最低现场审核时间之 50% 50% of the minimum on-site audit time
B 植物耕作 Plant cultivation	0.75	0.25			
C 食品制造 Food manufacturing	1.5	0.5			
D 动物饲料生产 Animal feed production	1.5	0.5			
E 餐饮 Catering	1	0.5			
F 经销 Distribution	1	0.5			
G 提供运输与储存服务 Provide transport and storage services	1	0.25			
H 服务 service	1	0.25			
I 食品包装与包装材料之生产 Food packaging and packaging materials production	1	0.25			

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J 设备之制造 Equipment manufacturing	1	0.25			
K(生物)化学品之生产 (Biological) chemical production	1.5	0.5			
最低审核时间 TS，以天数表示：TS=(TD+TH+TMS+TFTE)					

注：除主场所外，每一场所之审核时间依上表计算出，每个场所至少 1 审核天。如已适当文件化并有正当理由，对于较不复杂的组织，可依员工数、组织规模及/或产品量，或在各类别范围内之 TS 时间少于 1.5 审核天，则可缩减审核时间。Note: In addition to the home area, each field of the audit time calculated on the basis of each field at least 1 audit day. If it is properly documented and justified, for less complex organizations, the audit time may be reduced by the number of employees, the size of the organization and / or the quantity of the product, or the time of the TS in each category is less than 1.5 audit days.