

## GUIDELINES FOR THE DETERMINATION OF ASSESSMENT MANDAYS

### Introduction

This document provides guidelines for the determination of assessment duration or the allocation of time required for the assessment of certification bodies (CBs). The following document will also describe factors to be taken into consideration when determining/ judging the amount of time required for a particular assessment. This guideline is currently applicable for the following accreditation programmes:

- a) Quality Management Systems (QMS);
- b) Environmental Management Systems (EMS);
- c) Occupational Safety and Health (OSH) Management Systems;
- d) Information Security Management Systems (ISMS);
- e) HACCP Based Food Safety Systems.

A complete cycle of assessment for each accreditation programme covers documentation review followed by a pre-assessment (optional), compliance assessment, surveillance assessment and reassessment.

Surveillance assessment is carried out twice a year. However, after the first cycle of 3 years, the frequency of surveillance is reduced to only once a year.

Assessment man-days in this guideline take into consideration the number of certificates issued for each programme by the CB as a starting point. The number of man-days as described in this document does not include the amount time required for transportation and lunch/ tea breaks.

One assessment man-day covers a full normal working day of 8 hours, while half man-day covers 3-4 hours only.

TABLE 1: Table for Assessor Man-days Determination for Integrated Assessment (Documentation Review)

No of certificates	Stage of Assessment – Documentation Review		
	One programme	Two programmes	Three programmes
Irrespective	2-3	3-4	4-5

TABLE 2: Table for Assessor Man-days Determination for Integrated Assessment (Compliance Audit)

No of certificates	Stage of Assessment – Compliance Audit (Office Review)		
	One programme	Two programmes	Three programmes
1-100	4-5	6-8	8-10
101-500	4-5	6-8	8-10
501-1000	6-7	8-10	10-12
1001-2000	6-7	8-10	10-12
2001 and above	8-9	10-12	12 and above

TABLE 3: Table for Assessor Man-days Determination for Integrated Assessment (Surveillance Audit)

No of certificates	Stage of Assessment – Surveillance Audit (Once a Year)		
	One programme	Two programmes	Three programmes
1-100	4-5	6-8	8-10
101-500	4-5	6-8	8-10
501-1000	6-7	8-10	9-11
1001-2000	6-7	8-10	9-11
2001 and above	8-9	10-12	12 and above

TABLE 4: Table for Assessor Man-days Determination for Integrated Assessment (Reassessment)

No of certificates	Stage of Assessment – Reassessment		
	One programme	Two programmes	Three programmes
Document review	1	1.5	2
1-100	4-5	6-8	8-10
101-500	4-5	6-8	8-10
501-1000	6-7	8-10	10-12
1001-2000	6-7	8-10	10-12
2001 and above	8-9	10-12	12 and above

TABLE 5: Table for Assessor Man-days Determination for Integrated Assessment (Surveillance & Compliance)

No of certificates	Stage of Assessment – Surveillance & Compliance		
	One surveillance + One Compliance	Two Surveillances + One Compliance	One Surveillance + Two Compliances
1-100	6-8	8-10	8-10
101-500	6-8	8-10	8-10
501-1000	8-10	10-12	10-12
1001-2000	8-10	10-12	10-12
2001 and above	10-12	12-14	12 and above

TABLE 6: Table for Assessor Man-days Determination for Integrated Assessment (Surveillance & Reassessment)

No of certificates	Stage of Assessment – Surveillance & Reassessment				
	One Surveillance + One Reassessment	Two Surveillances + One Reassessment	One Surveillance + Two Reassessments	**One Surveillance + One Reassessment + One Compliance	
Document Review	1	1	1.5	Refer to Table 1	
1-100	6-8	8-10	8-10	8-10	
101-500	6-8	8-10	8-10	8-10	
501-1000	8-10	10-12	10-12	10-12	
1001-2000	8-10	10-12	10-12	10-12	
2001 and above	10 and above	12 and above	12 and above	12 and above	

The above are basic guidelines for the determination of assessment man-days. Therefore, any alterations or adjustments to the above tables can be considered by STANDARDS MALAYSIA from time to time without any conditions in order to ensure continuous effectiveness of the CB to be assessed. The following factors will also be considered in the determination of assessment man-days :

- i) The number of staff / personnel / auditors of the CB (Size of the CB)
- ii) Maturity of the system
- iii) Complexity / Quantity of the CBs documentation
- iv) Complicated logistics which involves more than one building or location where work is carried out
- v) Number of scopes applied for / accredited / withdrawn / seek extension for
- vi) Records of complaints / appeals
- vii) Results of previous assessments
- viii) Results of internal audit / management review
- ix) Other reasonable factors which may impose significant changes to the system of the CB