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 RESPONSIBLES

Projection responsible, lead auditors, auditors and certification manager responsible from the applicaton of this instruction.

4.0. DEFINITIONS

4.1 Management Systems Certification scheme

Conformity assessment system related to management systems to which the same specified requirements, specific rules and processes apply.

4.2 Client Organisation

Entity or defined part of an entity operating a management system.

4.3 Permanent site

Location (physical or virtual) where a client organization performs work or provides a service on a continuing basis.

4.4 Virtual Site

Virtual location where a client organization performs work or provides a service using an on-line environment allowing persons irrespective of physical locations to execute processes.

Note 1: A virtual site cannot be considered where the processes must be executed in a physical environment, e.g., warehousing, manufacturing, physical testing laboratories, installation or repairs to physical products.

Note 2: A virtual site (e.g. company intranet) is considered a single site for the calculation of audit time.

4.5 Temporary site

Location (physical or virtual) where a client organization performs specific work or provides a service for a finite period of time and which is not intended to become a permanent site.

4.6 Audit time

Time needed to plan and accomplish a complete and effective audit of the client organization's management system (ISO IEC 17021-1).

4.7 Duration of management system certification audits

Part of audit time spent conducting audit activities from the opening meeting to the closing meeting, inclusive.

4.8 Audit Day

The duration of an audit day is normally 8 hours and may or may not include a lunch break depending upon local legislation.

4.9 Effective Number of Personnel

The effective number of personnel consists of all personnel involved within the scope of certification including those working on each shift. When included within the scope of certification, it shall also include non-permanent (e.g. contractors) and part time personnel.

4.10 Risk Category (QMS only)

For QMS, the provisions in this document are based on three categories, dependant on the risks posed by failure of the product or service of the client organization. These categories can be considered as high, medium or low risk. High risk activities (e.g. nuclear, medical, pharmaceutical, food, construction) normally require more audit time. Medium risk activities (e.g., simple manufacturing) are likely to require the average time to carry out an effective audit and low risk activities less time.

4.11 Complexity Category (EMS only)

For environmental management systems, the provisions specified in this document are based on five primary complexity categories of the nature, number and gravity of the environmental aspects of an organization that fundamentally affect the audit time.

5.0. APPLICATIONS

5.1 APPLICATION OF CERTIFICATION

5.1.1 Denetim Süresi

The audit time for all types of audits includes the total time on-site at a client's location (physical or virtual) and time spent off-site carrying out planning, document review, interacting with client personnel and report writing.

Total time reserved for planning and report writing activities should not keep the time higher than %20 of total audit time. The duration of a management system certification audit should typically not be less than 80% of the audit time. If there will be any additional time need for planning and / or reporting, this situation will not be considered as decrement factor for the time spent at site in any audit. This applies to initial, surveillance and recertification audits.

Travel (en-route or between sites) and any breaks (if there is not any legislation requires that breaks need to be included to audit time) are not included in the on-site duration of management system certification audits.

In determination of audit time, specific guides are also considered. For exp; ISO/TS 22003 or ISO/IEC 27006.

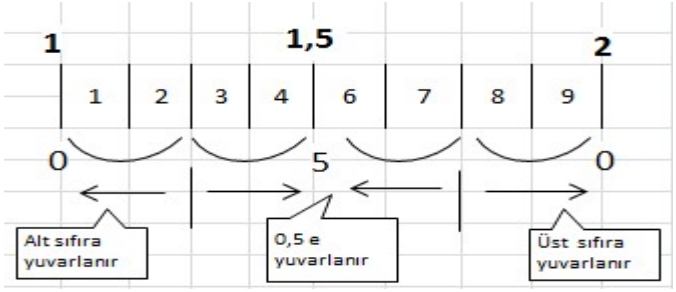
5.1.2 Audit Day (s)

Time to spend for total audit is calculated by taking the table IAF MD 5 as a base. These tables present the **average** audit time of management systems certification audits calculated in audit days. National adjustments on the number of days may be needed to comply with local legislation for travel, lunch breaks and working hours.

Audit day is normally 8 hours but local requirements are also considered.(Meals and transit time between sites etc.. are not added to audit duration.)

The number of audit days allocated shall not be reduced at the planning stages by programming longer hours per working day. Consideration can be made to allow efficient auditing of shift activities which may require additional hours in a working day.

If after the calculation the result is a decimal number, the number of days should be adjusted to the nearest half day (e.g.: 5.3 audit days becomes 5.5 audit days, 5.2 audit days becomes 5 audit days).



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, interpretors, observers and individiuals receive auditing training). Usage of translators or interpretors could be required an additional audit duration

To help ensure the effectiveness of the audit, the QA Technic should also consider the composition and size of the audit team (e.g. ½ day with 2 auditors may not be as effective as a one day audit with 1 auditor or 1 audit day with one lead auditor and one technical expert is more effective than 1 auditor day without the technical expert).

Standards require specific guide, man/day calculation of standards, is detailly defined in its own procedures.

- For ISO 22000 audit: It is explained in the procedure called as requirements to provide PR-20 TS EN ISO/IEC 22000 Audit and Certification Procedure
- For ISO 27001 audit: It is explained in the procedure called as requirements to provide PR-25 TS EN ISO/IEC 27001 Audit and Certification Procedure
- For ISO 50001 audit: It is explained in the procedure called as requirements to provide PR-31 TS EN ISO/IEC 50001 Audit and Certification Procedure

5.1.3 Calculation of the Effective Number of Personnel

The effective number of personnel as defined above is used as a basis for the calculation of audit time of management systems. Required information is received from applicant company via FR 17. Following the determination of audit man day and number of auditors depending on number of employees by planning officers using QMS-1 table and EMS-1 table; if an increment and decrement factors (clause 5.3) available, have an impact on man day for the audit will be conducted, these are detected. (For ISO 50001 see PR-31)

Considerations for determining the effective number of employees include;

- Number of full time personnel
- Number of part-time personnel and employees partially in scope: Clause 5.1.3.2

- Number of personnel working on shifts: Clause 5.1.3.1
- Administrative and all categories of office staff Clause 5.1.3.3
- Employment of large numbers of unskilled personnel Clause 5.1.3.4

5.1.3.1 Shift work employees

If the product or service realization process is being realized based on shifts then auditing process of ashift will be depending on kind of processes realized during each and every shift. It also depends on representation of the level of control that client has on processes realized during the shift.Calculation method is recorded at File-maker programme.

If the identical processes occur during ecah and every shift	At least 1 shift is audited	Total employee number of one shift is considered
If the different processes occur for every shift	Each and every shift is audited.	Total employee number of each and every shift is calculated seperately.

5.1.3.2 Existence of Part time Personnel / Employees partially included in Scope

Dependent upon the hours worked, part time personnel numbers and employees partially in scope may be reduced or increased and converted to an equivalent number of full time personnel. (e.g. 30 part time personnel working 4 hours/day equates to 15 full time personnel.)

5.1.3.3 Repetitive process within scope

When a high percentage of personnel perform certain activities/positions that are considered repetitive (e.g. cleaners, security, transport, sales, call centers, etc) a reduction to the number of personnel which is coherent and consistently applied on a company to company basis within the scope of certification is permitted. The methods incorporated for the reduction shall be documented to include any consideration of the risk of the activities/positions.

In order to consider repetitive personnel application while calculating effective number of personnel, at least 5 employee or more shall be executing the same task within process.The calculation method represented below is applied when repetitive personnel is involved:

RISK /COMPLEXITY LEVEL	EFFECTIVE PERSONNEL NUMBER
HIGH	%25 of total number of repetitive personnel is considered as effective personnel number
MEDIUM	%20 of total number of repetitive personnel is considered as effective personnel number
LOW	%15 of total number of repetitive personnel is considered as effective personnel number
LIMITED	%10 of total number of repetitive personnel is considered as effective personnel number

5.1.3.4 Temporary unskilled personnel

Unskilled Personnel: The personnel not possesing relevant knowledge or skill , with low educational level,ready to offer service for low salary.

This issue normally only applies in countries with a low level of technology where temporary unskilled personnel may be employed in considerable numbers to replace automated processes. (%40 of total number of personnel or more). Under these circumstances a reduction in effective personnel may be made, but the consideration of processes is more important than employee numbers. This reduction is unusual and the justification for doing so shall be recorded through filemaker software and made available to the AB at assessment.

20% total temprorary unskilled personnel is considered if total number of unskilled personnel is greater than %40 of total personnel number and risk level of realized processes are to be low and medium.

5.1.3.5 QMS Risk Categories

Risk categories found in Table QMS-2, are not definitive. These are only used while the determination of audit risk category.

Business activities defined in low risk class, it is expected the audit time to be less than the time calculated usingTable QMS 1; if the activities are classified as medium risk, it is expected the audit time to be same with time calculated using Table QMS 1; if the activities are classified as high risk, it is expected the audit time to be higher than the value calculated using Table QMS.

High Risk

Where failure of the product or service causes economic catastrophe or puts life at risk. Examples include but are not limited to:

Food; pharmaceuticals; aircraft; shipbuilding; load bearing components and structures; complex construction activity; electrical and gas equipment; medical and health services; fishing; nuclear fuel; chemicals, chemical products and fibres.

Medium Risk

Where failure of the product or service could cause injury or illness. Examples include but are not limited to:

Non load bearing components and structures; simple construction activities; basic metals and fabricated products; non-metallic products; furniture; optical equipment; leisure and personal services

Low Risk

Where failure of the product or service is unlikely to cause injury or illness. Examples include but are not limited to:

Textiles and clothing; pulp, paper and paper products; publishing; office services; education; retailing, hotels and restaurants.

5.1.3.6 Complexity Categories of EMS

The provisions specified in IAF MD 5: 2015 guideline document, are based on five primary complexity categories of the nature and gravity of the environmental aspects of an organization that fundamentally affect the audit time. These are:

High - Environmental aspects with significant nature and gravity (typically manufacturing or processing type organizations with significant impacts in several of the environmental aspects);

Medium – Environmental aspects with medium nature and gravity (typically manufacturing organizations with significant impacts in some of the environmental aspects);

Low – Environmental aspects with low nature and gravity (typically organizations of an assembly type environment with few significant aspects);

Limited – Environmental aspects with limited nature and gravity (typically organizations of an office type environment);

Özel – Bu tarz denetimler denetim planlama aşamasında, birbirinden bağımsız ve her bir firmaya özgü şartlar göz
Special – These kind of audits require additional calculations and unique consideration for each and independent company at the audit planning stage.

'Table EMS 1' covers the above four top complexity categories: high, medium, low and limited. Table EMS 3 provides the link between the five complexity categories above and the industry sectors that would typically fall into that category.

Table EMS 1 does not cover the "special complexity" category and the audit time of management systems audits shall be developed and justified on an individual basis in these cases.

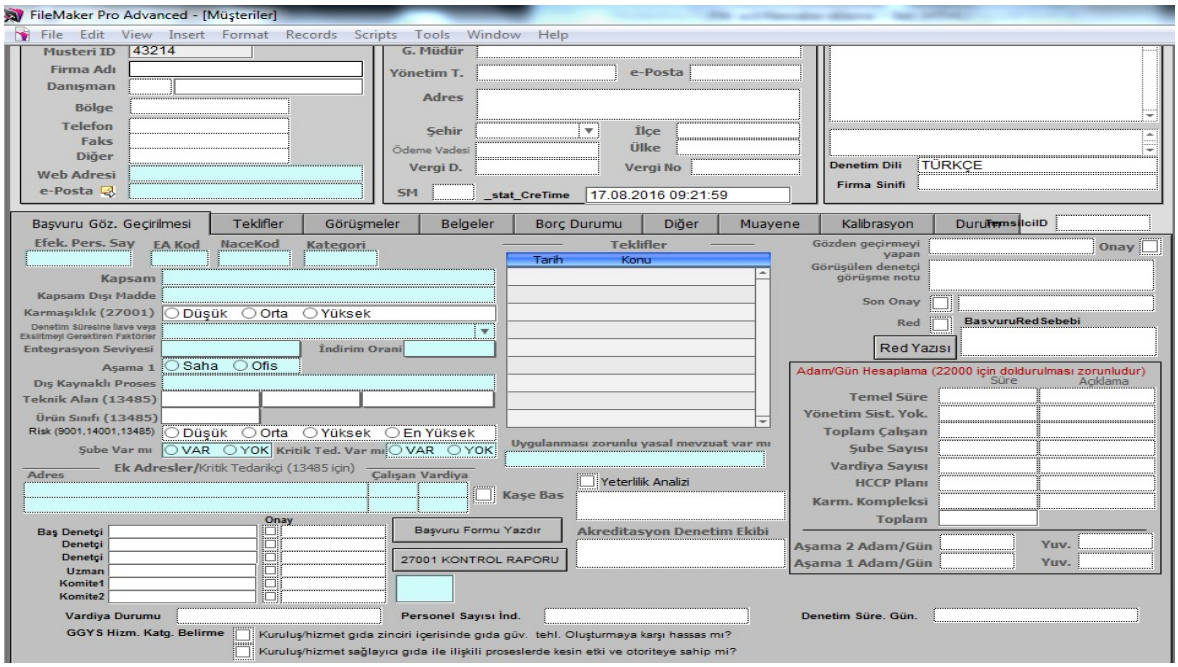
However, the organisations take place in specific sector, do not always fall to same complexity category.

For instance; even many organisations in chemistry sector are classified as ''high complexity'', in case the exclusion of activities such as chemical reaction or emission and / or commercial operation, those organisations can be classified as ''medium'' or even ''low complexity''. All cases where the QA Technic reduce the complexity category of organisations take place in specific sectors, are recorded through filemaker software programme together with its reasons and explanations.

Increment and decrement in audit time may be applied by lead auditor conducts Stage 1 audit, according to complexity category considering risk group.

5.1.4 Audit time record

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



5.2 METHODOLOGY FOR DETERMINING AUDIT TIME OF MANAGEMENT SYSTEMS

The methodology used as a basis for the calculation of audit time of management systems for an initial audit (Stage 1 + Stage 2) involves the understanding of tables and figures in Table QMS -1 and Table EMS -1 for QMS and EMS audits respectively. Determination of 9001 audit time, is based upon the effective number of personnel and the level of risk, but does not provide minimum or maximum audit time. In addition to effective number of personnel, (EMS) is based also on the environmental complexity of the organization and does not provide minimum or maximum audit time.

Other factors such as decrement and increment factors are also considered.

5.2.1 INITIAL MANAGEMENT SYSTEMS CERTIFICATION AUDITS (STAGE 1 PLUS STAGE 2)

5.2.1.1. ISO 9001, ISO 14001, ISO 22000 and ISO 27001 certifications are realized at Stage 2.

Stage 1 audit;

- Purpose and details of Stage1 audit is expressed in related clauses of “Audit and Certification Procedure”
- QA Technic announce the obtained audit time and its justification, to customer via FR-76 Certfication Contract.

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.

Stage 1 audit for ISO 9001 of companies included in the High Risk group and companies with critical EA codes specified in TÜRKAK R 40.05 is carried out on site.
ISO 9001 Critical EA codes: EA - 2-3-5-9-11-12-13-14-15-20-21-22-24-26-28-33-37-38

For the companies whose risk levels are medium and low, Stage 1 audits are performed as site/document audit as a desk task according to the criterias are evaluated by system certification manager/assigned lead auditor after getting an approval from client.

Parameters determine the location of 1. Stage audit in companies carry medium and low risk;

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 Stage2 audit)
d) Complexity of documentation structure
e) Suffciency 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 suitablity to legal instructions and product conditions.

Stage 1 audit for ISO 14001 is carried out for firms in the High and Medium Risk group and firms with critical EA codes specified in TÜRKAK R 40.05.
ISO 14001 Critical EA codes: EA - 1-2-3-4-5-7 (limited to NACE 17.1) - 9-10-11-12-13-20-21-24-25-26-28-29 (NACE 45.1-45.4 limited) -35-36-38-39 (limited to NACE 37, 38.1, 38.2, 39)

In ISO 27001, ISO 22000 and ISO 50001 audits, all stage 1 audits are performed on site.

5.2.2.2 Stage 2 Audit;

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

Stage 2 audit duration is planned as at least (1) audit day.

If QA Technic plans an audit for which the remote auditing activities represent more than 30% of the planned on-site duration of management systems audits, QA Technic shall justify the audit plan and maintain the records of this justification which shall be available to an Accreditation Body for review. Certification audits may include remote auditing techniques such as interactive web-based collaboration; web meetings, teleconferences and/or electronic verification of the client's processes. These activities shall be identified in the audit plan, and the time spent on these activities may be considered as contributing to the total duration of management systems audits. Without considering remote audit techniques, customer organisation will be visited at least once in a year physically at site of organisation where it is located.

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, joint and integrated audits
ı) Competency of organisation to meet environmental legislation and other conditions (Only EMS)
i) Depends on structure and importance of Environmental dimensions. (Only EMS)

5.2.2 SURVEILLANCE AUDITS

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 previos years, audit time can be increased considering by way of these amendments. This situation is evaluated by system certification manager. For recertification audits, client's review for its own system performance does not form a part of total audit duration.

Audit is realised once in a year.

QA Technic sends an information update form to customer prior to audit in order to determine current customer information related to management systems as a part of each surveillance audit. According to this; in case of requirement, audit duration is updated and records the reasons of update to filemaker software.

During this duration is obtained, even there is a justified reduction in an initial certifiation audit duration, while the audit duration is obtained at surveillance and re-certification audits, planning will be performed basing on the period stated at audit duration schedule with respect to types.

Surveillance audit time is planned as minimum one (1) audit day.

5.2.3 RE-CERTIFICATION AUDITS

The audit time for the recertification audit should be calculated on the basis of the updated information of the client and is normally calculated approximately 2/3 of the audit time that would be required for an initial certification audit (Stage 1 + Stage 2). If there is an amendment at audited company comparing to previous years, audit time may be increased considering nature of those amendments. This situation is assessed by System Certification Manager. Review of system performance, do not itself consititute audit time for re-certification audits.

During the determination of this duration; even there is a justified decrement in initial certification audit, surveillance and re-certification audits, planning will be performed basing on time stated on audit application Schedule depending on types.

Re-certification audit time is planned as minimum one (1) audit day.

Audit time of management systems shall take account the outcome of the review of system performance (ISO/IEC 17021-1). The review of system performance does not itself form part of the audit time for recertification audits.

5.2.4 INDIVIDUALIZED SECOND AND SUBSEQUENT CERTIFICATION CYCLES

It is calculated as well as it is stated in Clause 5.2.2 and clause 5.2.3.

5.2.5 PRIVATE AUDITS

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 seurveillance audits. (with the condition of audit man / day is increased.)

5.6.2 COMBINED AUDITS:

Rules stated at IAF MD 11 are valid for combined audits. For integrated audits, prior application of MD-5 guide for each selected site, MD-1 guide shall be applied for selection of sample sites.

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.

5.2.7 MULTI SITE AUDITS:

It is important that whether sampling method is allowed for multi sites. In cases which the sampling is not allowed, clauses mentioned above, are valid.

In cases which the sampling is allowed; prior to application of MD-5 Guideline Document to selected site, sites which sampling will be subjected at multi site audits, are going to be selected using MD-1 guideline document.

If the all business is operated in only one site (MD1 – clause 5.3.4), total duration shall not never be lower than the duration calculated for size and complexity of activity.

Detailed information is available at PR-09 Audit and Certification Procedure.

5.2.9 TEMPORARY SITES:

5.2.9.1 In situations where the certification applicant or certified client provides their product(s) or service(s) at temporary sites, such sites shall be incorporated into the audit programs.

5.2.9.2 Temporary sites could range from major project management sites to minor service/installation sites.

In case existence of this kind of sites; project/s going to be audited, are selected considering following parameters.

- In case existence of more than one temporary sites where the same process is operated, the site carries the highest risk, shall be audited. As for the sites whose risk levels are close to eachother; the site which is closest to headquarter, is audited to prevent the time loss.

- In case the existence of temporary site which have different processes; In certification audits, it is audited by choosing a sample from the each site which have different processes; as for the following audits, it is planned by dividing the sites through the certification cycle period. (the former clause is also considered).

5.2.9.3 Typically on-site audits of temporary sites would be performed. However, the following methods could be considered as alternatives to replace some on-site audits:

i) Interviews or progress meetings with the client and/or its customer in person or by teleconference.

ii) Document review of temporary site activities.

iii) Remote access to electronic site(s) that contains records or other information that is relevant to the assessment of the management system and the temporary site(s).

iv). Use of video and teleconference and other technology that enable effective auditing to be conducted remotely.

5.2.9.4 Transportation distance between the permanent and temporary sites, is not included within audit duration.

5.2.9.5 0,5 man/day will be added for each audited site, to audit duration. However, in case the absence of permanent production / service delivery site of company and in case those processes are operated at temporary sites; the site is going to be audited, is treated as permanent site.

5.2.10 CONTROL OF EXTERNALLY PROVIDED FUNCTIONS OR PROCESSES (OUTSOURCING)

5.2.10.1 If an organization outsources part of its functions or processes, it is the responsibility of the QA Technic to obtain evidence that the organization has effectively determined the type and extent of controls to be applied in order to ensure that the externally provided functions or processes do not adversely affect the effectiveness of the MS, including the organization's ability to consistently deliver conforming products and services to its customers or to control its environmental aspects and commitments to compliance with legal requirements.

5.2.10.2 The CB will audit and evaluate the effectiveness of the client's management system in managing any supplied activity and the risk this poses to the delivery of objectives, customer and conformity requirements. This may include gathering feedback on the level of effectiveness from suppliers. However auditing the supplier's management system is not required, considering that it is included in the scope of the organization's management system only the control of the supplied activity, and not the performance of the activity itself. From this understanding of risk any additional audit time shall be determined.

5.2.10.3 Along with the audit of supplier is found as unnecessary, assessment of current records require an additional audit duration. However, in case the supplier subcontracts the major part of customer's activity, audit for subcontracting company shall be requested together with subcontractor contract. In case existence of this kind of situation, employee number of subcontractor company and headquarter is summed up and planning is performed according to this calculation.

5.3 FACTORS INCREASE OR DECREASE AUDIT DURATION

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

5.3.1 Cases required an additional auditor:

NO	Additional Factors for Increasing Audit Duration	Prctg.
1	Complicated logistics involving more than one building or location where work is carried out, e.g. a separate design centre	%10
2	Documental stucture of the company,	%5
3	Staff speaking in more than one language (requiring interpreter(s) or preventing individual auditors from working independently).	%10
4	Very large site for the number of personnel (e.g. a forest)	%20
5	High degree of regulation (e.g. food, drugs, aerospace, nuclear power,etc.).	%10
6	System covers highly complex processes or relatively high number of unique activities.	%10
7	Processes involving hardware, software and variet of their services.	%10

8	Organizational structure and its competency (e.g. immature management system)	%10
9	Activities that require visiting temporary sites to confirm the activities of the permanent site(s) whose management system is subject to certification.	%20
10	If an audit would be planned for which the remote auditing activities are utilised, requirements defined in IAF MD4 are applied. This is considered as one of additional factors to the total audit time.	*
11	Outsourced functions or processes.	%10
12	Activities considered to be of high risk (Only QMS) (Clause 5.1.3.5)	%10

5.3.2 Situations that may require reducing auditor time:

NO	Factors for Decreasing Audit Duration	Prctg
1	Client is not "design responsible" or other standard elements are not covered in the scope.	%30
2	Very small site for number of personnel (e.g. office complex only).	%20
3	Maturity of management system	%20
4	Prior knowledge of the client management system (e.g. already certified to another standard.	%30
5	Client preparedness for certification (e.g. already certified or recognized by another 3rd party scheme) if audit is conducted in accordance with IAF MD 11 this justification is invalid as reduction will be calculated from the level of integration.	%30
6	High level of automation	%20
7	Where staff include a number of people who work “off location” e.g.salespersons, drivers, service personnel, etc. and it is possible to substantially audit compliance of their activities with the system through review of records.	%20
8	Product/process group with less sensivity in terms of EMS.	%20
9	Activities considered to be of low risk (Table QMS 2 and Table EMS 1). - Processes involving similar and repetitive activities (e.g: only service) - Low complexity processes that are considered as similar or identical performed by high percentage of personnel during all shifts along with its justification to do so. - when a high percentage of personnel perform certain activities/positions that are considered repetitive. Repetitive operation/processes within company’s scope.	%30

5.3.3 Increase in audit time of management systems for EMS only:

NO	Additional Factors for Increasing Audit Duration	Prctg
1	Higher sensitivity of receiving environment compared to typical location for the industry sector.	%10
2	Views of interested parties.	%10
3	Indirect aspects necessitating increase in audit time	%10
4	Additional or unusual environmental aspects or regulated conditions for the sector.	%10
5	Risks of environmental accidents and impacts arising, or likely to arise,as consequences of incidents, accidents and potential emergency situations, previous environmental problems that the organization has contributed to.	%20

5.3.4 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 %30 of total time period as an effect of these factors. Substractive factors and subtractive ratio is recorded under filemaker programme.

Subtractive factors may be used once only for each calculation for each client organization.

Duration reduction factors; may not be used for the situations which enables the execution of more than one operation is at the location described in IAF MD-1 guideline document and enables the site sampling IAF MD-1. In this case, it shall be verified whether the all applicable requirements related to limited processes and management system standards realised in those sites, are applied.

Additional factors that need to be considered during calculation of integrated audit duration have been detailed at IAF MD-11: 2013.

5.4 PRICING (PLEASE CONTACT WITH US FOR PRICING)

1. 9001,14001 and 22000 audits
    - 1 audit man/day certification audit fee minimum 1600 TL
    - 1 audit man/day suveillance audit fee minimum 900 TL
    - Each audit man/day more than 1 audit man/day audit fee 200 TL/day for certification agreement.

For example: Audit fee for 3 audit man / day :

1600 TL for 1 audit man / day, For the rest of 2 audit man /day :2 x 200 TL = 400 TL. Total : 2000 TL minimum fee will be charged.

2. If additional certification requested for another standard fee is evaluated as %75 of first certification fee.

For example: ISO 9001…….1 audit man /day…….. 1600 TL, ISO 14001 … 1 audit man / day 1600 x 0, 75 = 900 TL . Pricing will be as TOTAL ISO 9001+ ISO 14001 = 2800 TL

3. For more than 1 audit man/day, each number of auditor of audit man/day 200 TL would be charged for each standard.
4. In ISO 27001 audits; 3000 TL fixed fee + 250 TL audit fee for each audit man day. 1000 € is accepted as the fee minimumally charged.
5. In ISO 50001 audits; 3500 TL fixed fee + 300 TL audit fee for each audit man day 1000 € is accepted as the fee minimumally charged.
6. Audit fee for scope extension, follow up and pre-audits is going to be same as the audit fee of Stage 1 charged for management system clients.
7. 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.

5.5 TABLES

Table QMS 1 - ISO 9001 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, …

Figure QMS 1 – Relationship between Complexity and Audit Time

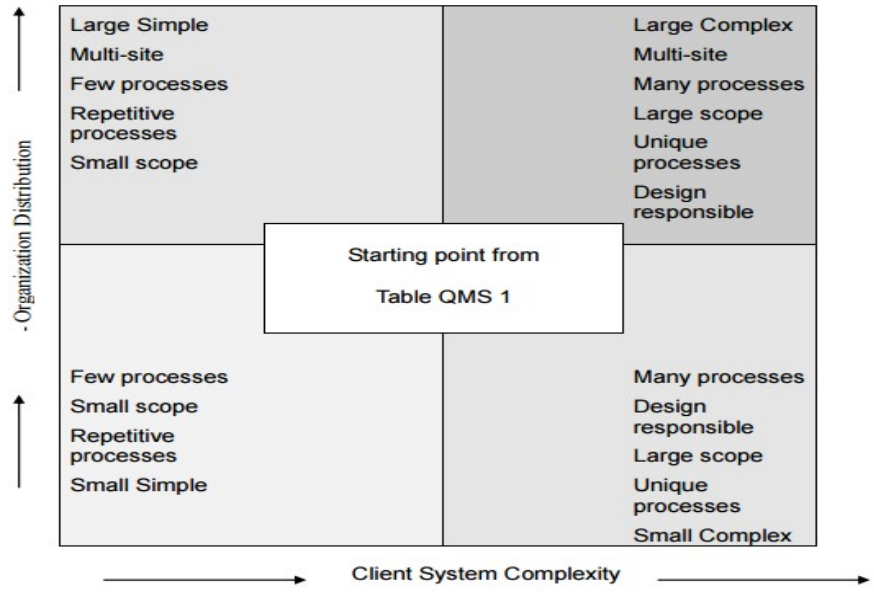


Table EMS 1 - Relationship between Effective Number of Personnel, Complexity and Audit Time (Initial Audit only- Stage 1 + Stage 2)

Effective Number of Personnel	Audit Time Stage 1 + Stage 2 (days)				Effective Number of Personnel	Audit Time Stage 1 + Stage 2 (days)			
	High	Med	Low	Lim		High	Med	Low	Lim
1-5	3	2.5	2.5	2.5	626-875	17	13	10	6.5
6-10	3.5	3	3	3	876-1175	19	15	11	7
11-15	4.5	3.5	3	3	1176-1550	20	16	12	7.5
16-25	5.5	4.5	3.5	3	1551-2025	21	17	12	8
26-45	7	5.5	4	3	2026-2675	23	18	13	8.5
46-65	8	6	4.5	3.5	2676-3450	25	19	14	9
66-85	9	7	5	3.5	3451-4350	27	20	15	10
86-125	11	8	5.5	4	4351-5450	28	21	16	11
126-175	12	9	6	4.5	5451-6800	30	23	17	12
176-275	13	10	7	5	6801-8500	32	25	19	13
276-425	15	11	8	5.5	8501-10700	34	27	20	14
426-625	16	12	9	6	>10700	Follow progression above.			

Starting point for determination time to spend for audit is the emplyoee number works for the company. Following the determination of audit man/day and number of auditors by projection responsibles, 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 emplyoees at organization, audit man/day is calculated and number of emplyoees can be reduced by considering criterias such as working hours(shift system),number of emplyoess work part time and determining the number of emplyoees that corresponds to emplyoees works full-time.

Table EMS 2 1Examples of Linkage between Business Sectors and Complexity Categories of Environmental Aspects

Complexity Category	Business Sector	EA CODE
HIGH	mining and quarrying	2
HIGH	oil and gas extraction	2
HIGH	tanning of textiles and clothing	5
HIGH	pulping part of paper manufacturing, including paper recycling processing	7
HIGH	oil refining	10
HIGH	chemicals and pharmaceuticals	13
HIGH	primary productions – metals	17

HIGH	non-metallics processing and products covering ceramics and cement	16
HIGH	coal-based electricity generation	25
HIGH	civil construction and demolition	28
HIGH	hazardous and non-hazardous waste processing	39
HIGH	incineration	39

Complexity Category	**Business Sector**	**EA CODE**
MEDIUM	fishing/farming/forestry	1
MEDIUM	textiles and clothing except for tanning	4
MEDIUM	manufacturing of boards, treatment/impregnation of wood and	6 and 23
MEDIUM	wooden products	9
MEDIUM	paper production and printing, excluding pulping	15
MEDIUM	non-metallics processing and products covering glass, clay, lime,	17
MEDIUM	surface and other chemically-based treatment for general	18
MEDIUM	mechanical engineering	19
MEDIUM	production of bare printed circuit boards for electronics industry	22
MEDIUM	manufacturing of transport equipment – road, rail, air, ships	25
MEDIUM	non-coal-based electricity generation and distribution	26
MEDIUM	gas production, storage and distribution (note: extraction is graded high)	27
MEDIUM	fossil fuel wholesale and retail	29
MEDIUM	food and tobacco processing	3
MEDIUM	transport and distribution by sea, air, land	31
MEDIUM	commercial estate agency, estate management, industrial	32
MEDIUM	cleaning, hygiene cleaning, dry cleaning normally part of general	35
MEDIUM	business services	39
MEDIUM	recycling, composting, landfill (of non-hazardous waste)	24
MEDIUM	technical testing and laboratories	34
MEDIUM	healthcare/hospitals/veterinary	38
MEDIUM	leisure services and personal services, excluding hotels/restaurants	39

Complexity Category	Business Sector	EA CODE
LOW	hotels/restaurants	30
LOW	wood and wooden products, excluding manufacturing of boards, treatment and impregnation of wood	6 and 23
LOW	paper products, excluding printing, pulping, and paper making	9
LOW	rubber and plastic injection moulding, forming and assembly, excluding manufacturing of rubber and plastic raw materials that are part of chemicals	14
LOW	hot and cold forming and metal fabrication, excluding surface treatment and other chemical-based treatments and primary production	17
LOW	general mechanical engineering assembly, excluding surface treatment and other chemical-based treatments	18
LOW	wholesale and retail	29
LOW	electrical and electronic equipment assembly, excluding manufacturing of bare printed circuit boards	19

Complexity Category	Business Sector	EA CODE
LIMITED	corporate activities and management, HQ and management of holding companies	35
LIMITED	transport and distribution management services with no actual fleet to manage	31
LIMITED	telecommunications	31
LIMITED	general business services, except commercial estate agency, estate management, industrial cleaning, hygiene cleaning, dry cleaning	35
LIMITED	education services	37

Complexity Category	Business Sector	EA CODE
SPECIAL CASES	nuclear	11
SPECIAL CASES	nuclear electricity generation	11
SPECIAL CASES	storage of large quantities of hazardous material	31
SPECIAL CASES	public administration	36

SPECIAL CASES	local authorities	36
SPECIAL CASES	organizations with environmental sensitive products or services	39
SPECIAL CASES	financial institutions	32

Note 1: Audit duration is shown for high, medium, low and limited complexity audits.
Note 2: The numbers of personnel in Table EMS 1 should be seen as a continuum rather than a stepped change.
Note 3: The CAB's procedure may provide for audit duration for a number of personnel exceeding 10700. Such audit duration should follow the progression in Table EMS 1in a consistent

6.0 RELATED DOCUMENTS

- PR-09 AUDIT AND CERTIFICATION PROCEDURE
- PR-20 ISO 22000:2005 AUDIT AND CERTIFICATION PROCEDURE
- PR-21 TS EN ISO 14001 AUDIT AND CERTIFICATION PROCEDURE
- PR-25 TS ISO/IEC 27001:2013 AUDIT AND CERTIFICATION PROCEDURE
- PR-31 ISO 50001:2018 AUDIT AND CERTIFICATION PROCEDURE
- TS EN ISO/IEC 17021-1:2015 and related guides
- ISO 27006
- ISO 50003
- IAF MD 1 / IAF MD 5 / IAF MD 11
- R.40.05

7.0 REVISION SITUATION

Revision Date	Revision No	Revised Clause Number	Explanation
15.12.2006	01	-	Printing format is amended.Revision situation table is added.Instruction name is changed.
18.06.2007	02	4.8 – 4.9	Planning principles are added to ISO 22000.Stage 1 and Stage 2 is added.
18.09.2007	03		Amendment of logo and commercial name is reflected.
07.05.2008	04	4.8 – 4.9	Audit man/day of ISO 14001 is added.Charge payment section is included for address,scope and title amendment.
10.05.2008	05	4.9	Audit man/day of ISO 14001 is added. Charge payment section is included for

			address,scope and title amendment Quality and Food is added to title.FR 20 is excluded from related documents.
05/05/2009	06	4.7	Audit man/day table is revised.
16.11.2009	07	Tümü	Definitions related with 13485 is added to the related stations.Item definitions are edited.
14.09.2010	08	4.9	Reduction factors are deleted and an extra time method related with audits for supplier/subcontractor is added.Standard number takes place in Instruction title is edited.
06.10.2010	09	4.9	For the audit requirement of supplier/subcontractor, CE-TL-033 Medical devices MDD ve ISO 13485 Purchasing and Supplier Audit Instructions are referred.
02.05.2011	10	4.12	Pricing is revised.
14.07.2011	11	4.1, 4.7, 4.12, 6.0	Specifications about FSSC has been defined. Name of the instruction has been revised.
03.04.2012	12	Başlık, 2.0, 4.1, 4.2, 4.3, 4.4, 4.6, 4.7, 4.8, 4.9, 4.10, 4.12, 5	ISO 27001 is added to title of document, scope is expanded. Audit and certification procedure is referenced. Factors affect the audit duration is revised, reduction rate is revised. PR 25 is referenced. Duration and fee related with ISO 27001 audits and other audit types, are defined. Method for 13485 audit duration is revised. IAF MD 9 is added to related documents.
30.05.2012	13	4.6	An information is added related with filemaker programme.
03.07.2012	14	4.4, 4.9, 5.0	An interface which audit duration is record, is updated. Calculation of 13485 Audit duration is revised, R 40.09 is added to related documents.
12.11.2012	15	4.11	Title is revised as integrated audit. An information related with time determination in integrated audits, is added.
18.09.2013	16	4.1. - 4.4- 4.5.b- 4.7- 4.11- 5.0	It has been updated according to the revised guidelines.
09.05.2014	17	4.7-5.0 4.6	ISO 27001:2013 standard has been referenced. Maximum reduction ratio has been defined as %30
21.10.2014	18	4.12	Pricing has been revised.
18.08.2015	19	4.3	Stage 1 audit duration has been defined exactly.

01.06.2016	20	4.4	Information about the shift has been added. Clear information on the existence of translators was identified Information about FSSC has been deleted. The title has been updated. Standard revisions deleted
08.06.2016	21	4.9	Time reduction criteria was added in 13485 audits.
08.08.2016	22	Tamamı	IAF MD 5: 2015 has been aligned with its contents and its contents have been revised. Requirements have been added for ISO 14001. Tables are over.
31.10.2016	22		Reference is made to IAF MD 9: 2015. In 13485 audits, time reduction and increase factors were added. The maximum time that could be reduced was defined in 13485 inspections.
06.06.2017	23	6.0	Relevant document names have been updated according to their revisions.
20.11.2017	24	5.1.3.7 5.2.1.1 5.2.11	Risk classification defined It has been identified that Stage 1 inspection will always be carried out on site Reduction factors were defined in medical devices. Information about multiple branches was added.
30.09.2019	25	5.1.2 , 5.1.3.1, 5.1.3.3, 5.1.3.4, 5.2.1.1, 5.3, 5.5	Detailed information about the determination of the inspection period has been added.
07.10.2019	26	4.9, 5.1.1, 5.1.2, 5.1.3, 5.2.1.1, 5.2.7, 5.4, 6.0	Added information about ISO 50001
06.04.2020	27	Tamamı	All references and definitions related to 13485 have been deleted. Title updated