### Minimum Required Audit Duration (On-site Mandays)

<table>
<thead>
<tr>
<th>SIZE (manpower)</th>
<th>Construction worksite</th>
<th>Metalworking industry</th>
<th>Shipyard</th>
<th>Other Industries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audit</td>
<td>Up to 200</td>
<td>201 to 500</td>
<td>&gt;500</td>
<td>Up to 199</td>
</tr>
<tr>
<td></td>
<td>Up to 50</td>
<td>51 to 99</td>
<td>&gt;100</td>
<td>200 to 500</td>
</tr>
<tr>
<td>1st Initial Audit</td>
<td>2.0 (Note a)</td>
<td>2.0 (Note b)</td>
<td>3.0 (Note c)</td>
<td>2.0</td>
</tr>
<tr>
<td>Subsequent Audit</td>
<td>3.0</td>
<td>4.0</td>
<td>5.0</td>
<td>2.0</td>
</tr>
</tbody>
</table>

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 OHS or any target OHS 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 OHS 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 2 months upon worksite registration and work activities are low.

(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 audit duration of construction worksites registered with MOM more than 2 months ago will be based on the duration of a subsequent audit and 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 (OHS&MS).

(d) A maximum of 30% deduction is permitted and justification for the deduction has to be recorded. However, in cases where the audit duration after the maximum deduction permitted is less than 4 mandays, the audit duration shall be adjusted to 4 mandays.

(e) A maximum of 40% deduction is permitted and justification for the deduction has to be recorded. However, in cases where the audit duration after the maximum deduction permitted is less than 4 mandays, the audit duration shall be adjusted to 4 mandays.

(f) Total mandays in the above table exclude off-site report writing.

(g) 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.