

ConSASS Audit Man-Days Requirement (CT-17 July 2020)

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

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

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.