

## **Input of Audit Days to OASIS – ‘Onsite Audit Days’ and ‘Total Audit Days’**

This guidance provides instructions of the entry of audit day data into OASIS when uploading or modifying audit reports.

The correct entry of the number of audit days within OASIS is important for two reasons:

- i) The audit day data is used to review auditor utilization by the IAQG
- ii) The audit day data will be used to validate that at least the required minimum number of audit days has been applied to each audit correctly

### **Audit Days for 9100, 9110 and 9120 based on ISO 9001:2008**

When uploading an audit report to OASIS there are two different fields containing audit days; ‘Onsite Audit Days’ and ‘Total Audit Days’.

The number of audit days to be input in to OASIS in the ‘Total Audit Days’ field is the total number of audit days completed on-site at the client organisation for all eligible audit team members for all sites visited during an audit (initial audit i.e. stage 1 and stage 2, surveillance or recertification stage 1 and / or stage 2). The total number of audit days does not include any time for audit preparation or audit reporting or any off site activity with exception of activities performed under the scope of Computer Aided Auditing Techniques (CAAT). Audit days associated with CAAT shall be included in the total audit days. Any audit time for the follow up and verification of non-conformities raised during the audit is not included in the total audit days. Audit time associated with the use of technical experts, interpreters, auditors under training and observers is not included in the total audit days duration.

The number of audit days to be input in to OASIS in the ‘Onsite Audit Days’ field is the total number of audit days completed on-site at a specific client site for all eligible audit team members at the specific site visited during an audit (initial audit i.e. stage 1 and stage 2, surveillance or recertification stage 1 and / or stage 2). The number of on-site audit days does not include any time for audit preparation or audit reporting or any off site activity with exception of activities performed under the scope of Computer Aided Auditing Techniques (CAAT). Audit days associated with CAAT shall be included. Any audit time for the follow up and verification of non-conformities raised during the audit is not included in the on-site audit time. Audit time associated with the use of technical experts, interpreters, auditors under training and observers is not included in the on-site audit duration.

### **Examples:**

If an audit team consists of two auditors and they are on-site for three full days at one single client site. The team also spend 0.25 days each preparing and 1 day each in off-site reporting. The lead auditor returns for 1 day of nonconformity close out activity at a later date. The Total Audit Days and Onsite Audit Days to be entered into OASIS would each be 6 days.

If an audit team consists of two auditors and one auditor is on-site for three full days and the other auditor is on-site for one day at a single client site but also conducts

one day of remote auditing using CAAT techniques that is identified in the audit plan. The Total Audit Days and the Onsite Audit Days to be entered into OASIS would be each be 5 days. In the future OASIS may require identification of time spent auditing under CAAT input separately.

An audit team of three auditors visits three different sites. At site 1 two auditors spend 2 days on site and so the audit time to be entered into OASIS for site 1 as the Onsite Audit Days would be 4 days. At site 2 one auditor spends 3 days on site and so the Onsite Audit Days for site 2 is 3 days. At site 3 one auditor spends 2 days and one auditor 1 day on site and so the Onsite Audit Days for site 3 is 3 days. The Total Audit Days to be entered into OASIS for all three sites is 10 days.

### **Entering the data to OASIS:**

For a single site the total on-site audit days performed by all team members for a particular audit are added together and the total number is entered against the single site Onsite Audit Days and the Total Audit Days. The audit duration dates are the date of the first day of the on-site audit and the last day of the on-site audit.

For an organisation of more than one site the Onsite Audit Days for each site is the sum of the on-site audit time for each of the audit team members that audited that site. The Total Audit Days is the sum of all of the individual site audit durations i.e. the sum of the 'Onsite Audit Days' for each of the sites audited.

Where an audit is an integrated or combined audit of more than one AQMS standard, the audit days must be uploaded for each standard separately. The audit days for each of the standards require to be identified and the on-site audit durations for each standard uploaded separately. The sum of the Total Audit Days for each standard entered is the same as the total on-site audit duration of the combined audits. The same audit duration does not apply to both standards as this would indicate that the total audit time was double that actually deployed.