



World Halal Trust

**PROCEDURE ON DEFINING THE
AUDIT TIME**

**(BASED ON THE GSO 2055-2:2021 AND
OIC/SMIIC-2:2019 STANDARDS)**

SCOPE

This document was prepared by World Halal Trust Group (hereafter WHT Group or Certification Body) Head of Halal Certification and states the procedure for defining the audit time based on GSO 2055-2:2021 and OIC/SMIIC-2:2019 standards.

GENERAL

The minimum audit time is established for the audit of Management Systems which include only one HACCP study. A HACCP study corresponds to a hazard analysis for a group of products/services with similar hazards and similar production technology and, where relevant, similar storage technology.

The calculated **initial certification audit** time includes Stage 1 and Stage 2 of the initial certification audit, but does not include the preparation for the audit, travel time and time for writing the audit report.

The minimum **surveillance audit** time should be one-third of the initial certification audit time, with a minimum of a one audit day.

The minimum **renewal audit** time should be two-thirds of the initial certification audit time, with a minimum of a one audit day.

INITIAL CERTIFICATION AUDIT

The minimum time for the initial Halal certification audit is determined by using the following formula:

$$T_s = (T_D + T_H + T_{MS} + T_{FTE}),$$

Where:

T_D – is the basic on-site audit time, in days ;

T_H – is the number of audit days for additional HACCP studies;

T_{MS} – is the number of audit days for absence of relevant management system;

T_{FTE} – is the number of audit days per number of employees

SURVEILLANCE AUDIT

The minimum time for the surveillance audit is determined by using the following formula (**minimum 1 audit days**):

$$T_s = (T_D + T_H + T_{MS} + T_{FTE})/3$$

RENEWAL AUDIT

The minimum time for the renewal audit is determined by using the following formula (**minimum 1 audit days**):

$$T_s = ((T_D + T_H + T_{MS} + T_{FTE}) * 2) / 3$$

VARIABLE VALUES

Category	T _D Basic on-site audit time (in audit days)	T _H for each additional HACCP studies (in audit days)	T _{MS} Number of audit days for absence of certified relevant management system	T _{FTE} Number of audit days per number of employees	For each additional site visited (in audit days)
A Animal farming	0,75	0,25	0,25	1 to 19 = 0 20 to 49 = 0,5 50 to 79 = 1,0 80 to 199 = 1,5 200 to 499 = 2,0 500 to 899 = 2,5 900 to 1 299 = 3,0 1 300 to 1 699 = 3,5 1 700 to 2 999 = 4,0 3 000 to 5 000 = 4,5 > 5 000 = 5,0	50 % of minimum on-site audit time
B Plant farming	0,75	0,25			
C Food manufacturing	1,50	0,50			
D Animal feed production	1,50	0,50			
E Catering	1,00	0,50			
F Distribution	1,00	0,50			
G Provision of transport and storage services	1,00	0,25			
H Services	1,00	0,25			
I Production of food packaging and packaging materials	1,00	0,25			
J Equipment and manufacturing	1,00	0,25			
K Production of bio (chemicals)	1,50	0,50			