World Halal Trust Group

PROCEDURE ON DEFINING THE AUDIT TIME

QMS-15, version 1, approved 01/04/2025

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SCOPE

This document was prepared by World Halal Trust Group (hereafter WHT Group) Top Management and states the procedure for defining the audit time based on GSO 2055-2:2021 and OIC/SMIIC-2:2019 standards as well as the relevant version of IAF MD 5 document.

1. GENERAL

1.1.   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.

1.2.   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.

1.3.   The minimum **surveillance audit** time should be one-third of the initial certification audit time, with a minimum of a one audit day for the GSO 2055-2:2021 standard and a minimum of 0.5 audit day for OIC/SMIIC-2:2019 standard.

1.4.   The minimum **renewal audit** time should be two-thirds of the initial certification audit time, with a minimum of a one audit day for the GSO 2055-2:2021 standard and a minimum of 0.5 audit day for OIC/SMIIC-2:2019 standard.

1.5.   Where there is no relevant certified Halal product/process/service or management system in place, **additional time** should be added for the audit. To be considered relevant, a management system certificate should cover the scope of food safety for the relevant product/process/service/process.

1.6.   Other factors may necessitate increasing the minimum audit time (e.g. number of product types, number of product lines, product development, number of Halal Critical Control Points (CCPs), number of operational PRPs, building area, infrastructure, in- house laboratory testing, need for a translator). For all specific factors and actions please refer to the relevant version of IAF MD 5 document.

1.7.   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.

1.8.   The duration of an Halal certification on-site audit should typically not be less than 70% of the audit time calculated following the methodology stated below. This applies to initial, surveillance and recertification audits.

1.9.   IAF MD 5 provides mandatory provisions for determining the audit duration and audit team requirements for the certification of management systems. The approach is risk-based and considers factors such as employee count, complexity, scope, shift work, and other organization-specific variables.

2. FACTORS INCREASING OR REDUCING TOTAL AUDIT TIME

Reduction or increase in the audit time may be applied by using suitable and applicable justifications (based on the relevant version of IAF MD 5). Reduction rate should not exceed 30% of determined audit time.

- Multiple shifts +**30% to the total audit time**

- Complex processes +**20% to the total audit time**

- High-risk product/service +**10–30% to the total audit time**

- Simple management system –**10–30% from the total audit time**

- Integrated management system certification –**20% from the total audit time**

3. AUDIT TIME CALCULATION FOR GSO 2055-2:2021 STANDARD

3.1. INITIAL CERTIFICATION AUDIT

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

$$Ts = T_D + T_H + T_{MS} + T_{FTE},$$

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

3.2. SURVEILLANCE AUDIT

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

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

3.3. RENEWAL AUDIT

The minimum time for the renewal audit is determined by using the following formula

(minimum 1 audit days):

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

3.4. 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			
B Plant farming	0,75	0,25			
C Food manufacturing	1,50	0,50		1 to 19 = 0	
D Animal feed production	1,50	0,50		20 to 49 = 0,5	
E Catering	1,00	0,50		50 to 79 = 1,0	
F Distribution	1,00	0,50		80 to 199 = 1,5	
G Provision of transport and storage services	1,00	0,25	0,25	200 to 499 = 2,0 / 500 to 899 = 2,5	50 % of minimum on-site audit time
H Services	1,00	0,25		900 to 1 299 = 3,0	
I Production of food packaging and packaging materials	1,00	0,25		1 300 to 1 699 = 3,5 / 1 700 to 2 999 = 4,0	
J Equipment and manufacturing	1,00	0,25		3 000 to 5 000 = 4,5 / > 5 000 = 5,0	
K Production of bio (chemicals)	1,50	0,50			

4. AUDIT TIME CALCULATION FOR OIC/SMIIC-2:2019 STANDARD

4.1. INITIAL CERTIFICATION AUDIT

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

$$Ts = T_D + T_H + (T_{PV} + T_{FTE})*CC,$$

Where:
T_D – is the basic on-site audit time, in days ;
T_H – is the number of audit days for additional HACCP/Halal CCP product group studies and applied only for products/services/processes group in food-chain. H is considered "0" when company has 1 HACCP/Halal CCP study. For each additional study, number of audit will be increased, for other type of products/services/processes it can be taken as "0".
T_{PV} – is the number of audit days for product variety;
T_{FTE} – is the number of audit days per number of employees
CC – is the factor as multiplier for process or production complexity class

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

Minimum audit time for each additional site, **Tasv**: **Tasv = Ts * 50/100**

4.2. SURVEILLANCE AUDIT

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

$$Ts = ((T_D + T_H + (T_{PV} + T_{FTE})*CC)/3$$

4.3. RENEWAL AUDIT

The minimum time for the renewal audit is determined by using the following formula

(minimum 1 audit days):

$$Ts = (((T_D + T_H + (T_{PV} + T_{FTE})*CC)*2)/3$$

4.4. VARIABLE VALUES

Category	T_D Basic on-site audit time (in audit days)	T_H* for each additional HACCP studies (in audit days)	T_{FTE} Number of audit days per number of employees	CC Complexity Class (factor, multiplier)	T_{PV}** Product Variety (in audit days)	For each additional site visited (in audit days)
AI Animal farming (milk/ meat/eggs/honey)	1,00	0,25	1 to 19 = 0,5			
AII Animal farming (fish/seafood)			20 to 49 = 1,0			
BI Plant farming (other than grains and pulses)	1,00	0,25	50 to 79 = 1,5	Low CC= 1.25	1 to 3 = 0,50	50 % of minimum on-site audit time
BII Plant farming (grains and pulses)			80 to 199 = 2,0		4 to 6 = 1,00	
CI Food manufacturing (Halal slaughtering & Processing of perishable animal products)	1,50		200 to 499 = 2,5 / 500 to 899 = 3,0 / 900 to 1 299 = 3,5 / 1 300 to 1 699 = 4,0	Medium CC=1.50 / High CC= 1.75	7 to 10 = 1,50 / 11 to 20 = 2,00	
CII Food manufacturing (Processing of perishable plant products)	1,25	0,50	1 700 to 2 999 = 4,5 / 3 000 to 5 000 = 5,0 / > 5 000 = 5,5	Very High CC= 2	> 20 = 3,00	
CIII Food manufacturing (Processing of perishable animal and plant products	1,75					

(Meat based food, mixed products)		
CIV **Food manufacturing** (Processing of ambient stable products)	1,75	
D Animal feed production	1,50	0,25
E Catering	1,00	0,50
FI Retail / Wholesale	1,50	0,50
FII Food Broking / Trading	1,25	
GI Provision of Transport and Storage Services for Perishable and ambient stable Food and Feed	1,50	0,50
GII Provision of Transport and Storage Services for Ambient Stable Food and Feed	1,00	
HI Services	1,25	0,50
HII Financial services	1,75	
I Production of food packaging and packaging materials	1,00	0,25
J Equipment manufacturing	1,00	0,25

K Production of bio (chemicals)	1,75	0,50				
LI **Other materials manufacturing** (Cosmetics)	1,75	0,50				
LII **Other materials manufacturing** (Textile and textile products)	1,25	0,25				
LIII **Other materials manufacturing** (Leather and leather products)	1,50	0,50				
LIV **Other materials manufacturing** (NEC (Not elsewhere classified))	1,00	0,25				

* H is applied only for products/services in food-chain.

** PV is used for only products not services/processes.

IF THE AUDIT IS COMBINING GSO AND SMIIC STANDARDS, THE LONGER CALCULATED AUDIT TIME SHALL BE TAKEN AS A BASIS

ANNEX 1 – VERSION HISTORY

Version, date	Responsible person	Clause	Amendments
V1, 01/04/2025	Jekaterina Azimova	-	Initial document created