

BRCGS Consumer Products

CP412: Calculating Audit Duration

Document Scope

This document outlines the factors to be used in the calculation of audit duration for sites using the BRCGS Standard for Consumer Products, Issue 4 General Merchandise and Household and Personal Care.

Change log

Issue no.	Date	Description
1	September 2016	DRAFT
2	July 2017	Draft with updated calculator
3	December 2018	Update of product technology A9
4	07/08/2019	New BRCGS logo and footer changed

Introduction

The BRCGS have developed this audit duration calculator with the BRCGS Technical Advisory Committee and a working group of Certification Bodies to provide a more transparent and consistent approach to establishing audit duration

The audit calculator shall be used as the basis for allocating audit duration for all audits against Consumer Products Standard issue 4

The audit duration calculator is based on:

- Number of employees – as full time equivalent production and warehousing employees per main shift, including seasonal workers.
- Size of the manufacturing facility - including storage facilities on site
- The number product technologies included within scope – a key product technology is defined as the process activity that is critical to the main operation for a site. Product technologies are listed in the appendix 1.

The audit calculator for Consumer Products Standard Issue 4 is summarised in tables 1 and 2.

Table 1. Table of audit duration for a Foundation level site - General Merchandise or Personal Care and Household

	Audit duration based on 1 - 3 product technologies (in days)		
N° employees	Size of manufacturing facility		
	<10k sq. m	10k-25k sq. m	>25k sq. m
1 - 50	1.0	1.0	1.0
51 - 500	1.0	1.0	1.5
501 - 1500	1.0	1.5	1.5
> 1501	1.0	1.5	2.0

Table 2. Table of audit duration for a Higher-level site – General Merchandise or Personal Care and Household

	Audit duration based on 1 - 3 product technologies (in days)		
N° employees	Size of manufacturing facility		
	<10k sq. m	10k-25k sq. m	>25k sq. m
1 - 50	1.5	1.5	2.0
51 - 500	1.5	2.0	2.5
501 - 1500	2.0	2.0	2.5
> 1501	2.0	2.5	3.0

Assumption: 1 day = 8 hours 1.5 days = 12 hours 2.0 days = 16 hours 3.0 Days = 24 hours

Factors that decrease audit duration

- Where less than 50% of the total manufacturing and storage facility site size is utilised as production or storage space, the audit duration may be reduced by 30%.
- The site carries out one simple process, such as assembly only

Additional time allocation for sites with greater than 3 product technologies

Where agreed, an additional half day may be added to the audit duration for sites with 4 to 8 product technologies with time split between production environment and document review

Multiple identical sub-processes, such as several liquid filling lines, need not extend audit duration as sampling during the audit should address those identical functions. Where sub-processes are similar but differ, such as injection moulding of a baby

activity walker, plus the injection moulding of small attachable toys, additional time may be allocated.

The other factors identified in the Standard may influence the calculation but are considered to be less significant. These are listed in section 2.1.3 of the Standard as:

- the complexity of the manufacturing process
- the number of product lines
- the age of the site and its impact on material flow
- the labour intensity of processes
- audit not carried out in the first language of the auditor or the site personnel
- the number of non-conformities recorded in the previous audits
- difficulties experienced during the audit requiring further investigation
- the quality of site preparation (e.g. documentation, risk assessment, quality management systems)

These other factors shall not influence the audit duration by more than 30% from the total calculated audit duration.

Size of the site within the scope of the audit refers to the buildings including manufacturing/assembly, plus any external covered or uncovered storage areas.

It is recognised that the audit of a site against the requirements of the Standard will involve both time spent within the production environment and time spent reviewing records and procedures in another location on the site.

It is expected that wherever practicable, evidence should be gathered within the production environment through interviewing staff, observing working practices and reviewing the risk assessment, process and quality management controls and records. At a typical audit, at least 50% of the total audit duration, e.g. minimum of 8 hours of a 2.0-day audit at higher level should be spent within the production environment. For foundation level, it is expected that a greater amount of time (60% as a guideline) will be spent within the production environment. This is to reflect the different expectations of paper work audited.

Where the audit duration is increased in line with the size of the site, additional time shall be spent within the production environment.

Factors that decrease audit duration

- Where less than 50% of the total manufacturing and storage facility site size is utilised as production or storage space, the audit duration may be reduced by 30%.
- The site carries out one simple process, such as the slitting and rewinding of films

The company profile section of the audit report shall include the information needed to calculate the audit duration, e.g. number of employees and size of the factory. The detailed section of the audit report should provide an outline of the product types manufactured and the number of key processes occurring on site.

Justification shall be given where either the total audit duration or time spent within the factory varies from the calculated values according to this procedure.

Recording audit duration

On site audit duration should be stated in man hours (whole number e.g. 17 not 16.5) giving the total time at the site conducting a BRCGS audit (including time in production). Where a combination of audits has been undertaken e.g. BRCGS and ISO9001, then a calculation for the total time taken for the BRCGS audit only should be stated.

Similarly, where the audit has been undertaken by an audit team, then the time should be specified as the total man hours spent on the audit e.g. 2 auditors spending one 8-hour day on site = 16 man hours.

The total hours shall not include any calculation for writing of the final audit report away from site. This is additional time and is typically 4 – 8 man hours.

Duration of production facility audit should be stated in man hours (whole numbers e.g. 6 not 5.5) giving the total time (man hours) that has been spent in the production environment. This should be part of the site audit time and not additional to it.

Appendix 1 Auditor Categories and Product Technologies

Auditor Category	Product Technology
A1	Chemicals and Formulated Chemicals
A2	Fabricated Paper/Paper Mix
A3	Wood, Straw, Cork, Bamboo
A4	Rubber and Plastics
A5	Textiles and Textiles Mix
A6	Electrical, Electronic, Batteries
A7	Glass, Ceramics, Gemstones, Non-Metallic Minerals
A8	Metals and Metal Mix
A9	Assembly Packing Only