



ACCREDITATION COMMISSION FOR CONFORMITY ASSESSMENT BODIES

CAB Accreditation Guidance Document

Document Title: Calculations of Assessment Durations (Man-day)for Accreditation Assessment

Document Number: ACCAB-GD-6.0

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Revision Number	Revision Date	Paragraph Number	Description of Revision	Revision Author

GD-6.1	Purpose:
GD-6.1.1	This guidance document assist the application review personnel in roughly assessing the time required for the assessment of CABs of differing sizes and complexity over a broad spectrum of activities to ensure consistency of assessment duration between similar CABs.
GD-6.2	Scope:
GD-6.2.1	This guidance note is published for the informative use for application review personnel, ACCAB assessors & technical experts, the applicants and accredited CABs who follow the ACCAB accreditation.
GD-6.2.2	This guidance note is applicable to the Management System Accreditation Bodies, Product&Processes Accreditation Bodies, Personnel Accreditation Bodies, Inspection Bodies, Testing & Calibration Laboratories and Medical Laboratories, Proficiency Testing Services Provider and Reference Material Producers.
GD-6.3	Details:
GD-6.3.1	General
GD-6.3.1.1	This guidance documents identifies assessment duration including application review, assessment planning, documentation review, assessment conducting & reporting and the time spent on performing the necessary correspondence with the CAB.
GD-6.3.1.2	This guidance document ensures that any variation in assessment duration does not lead to a compromise on the effectiveness of assessment.
GD-6.3.1.3	This guidance document ensures that for assessment duration is determined based on the effective number of personnel or the quantum of work performed by the CAB. The justification for adjustment in assessment duration is recorded. The said justification is available to the peer body for review during per body assessments and on request from the peer body.
GD-6.3.1.4	This guidance document ensures that assessment duration does not include the time of “assessor-in-training” and assessor travel.
GD-6.3.1.5	In all cases, man-day calculation for the purpose of making quotations for CAB and allocation of assessors and assessment days will be done at ACCAB head office.
GD-6.3.1.6	A man-day corresponds to 8 hour work day. Man-day duration is not reduced by planning a work day longer than 8 hours.
GD-6.3.2	Factors for Adjustment of Assessment Duration:

GD-6.3.2.1	Increase in Assessment duration:
	1. Complicated logistic involving more than one building or location where work is carried out.
	2. Staff speaking in more than one language or translator required.
	3. Very large site in terms of geography / work space.
	4. High degree of regulation e.g.food,drugs,aerospace,nuclear power etc.
	5. High complex processes.
	6. High number of unique activities.
	7. Activities that require visiting temporary sites to confirm the activities of the permanent sites whose management system is subjected to accreditation.
GD-6.3.2.2	Decrease in Assessment duration:
	1. CAB is accredited by another accreditation body for the similar standard/scope.
	2. Very small site for number of personnel or workload.
	3. Maturity of management system.
	4. Prior knowledge of the management system e.g. already accredited to another standard.
	5. Simple processes and or services.
	6. Combined Accreditation Assessment for various standards in case of certification management bodies system.
GD-6.3.3	Initial Accreditation Assessment Duration:
GD-6.3.3.1	ACCAB ensures that:
	1. Assessment duration involved in planning and preparation and report writing combined does not reduce the total on-site assessment duration to less than 70% of the time shown in tables below.
	2. Where additional time is required for planning and/or report writing does not cause justification for reducing on-site assessment duration.
	3. Where accreditation assessment duration include remote assessment techniques such as interactive web-based collaboration, web meetings, teleconferences and/or electronic verification of the CAB's processes, these activities are identified in the assessment plan, and the time spent on these activities is considered as contributing to the total "on-site assessment duration". If the an assessment is planned for which the remote assessment activities represent more than 30% of the planned on-site assessment duration, the justification is given in the assessment plan and the records of this justification is maintained. It is unlikely that the remote assessment activities represent more than 50% of the total on-site assessment or time.
	4. On-site assessment or time refers to the on-site assessment or time allocated for individual sites. Electronic assessments of remote sites are considered to be remote

	assessments, even if the electronic assessment is physically carried out on the CAB's premises.
	5. Regardless of the remote assessment techniques used, the CAB shall be physically visited at least annually.
	6. That duration of On-site assessment is not less than 1 assessor man-day.
GD-6.3.4	Surveillance Assessment:
GD-6.3.4.1	ACCAB ensures that:
	1. During the initial three year accreditation cycle, surveillance assessment duration for a given CAB is proportional to the time spent on initial accreditation assessment, with the total amount of time spent annually on surveillance being about 1/3 of the time spent on the initial accreditation Assessment not less than 1 assessor man-day.
	2. An update of CAB data related to accreditation is available for the planning of each surveillance assessment. The planned surveillance assessment duration is reviewed from time-to-time, at least at every surveillance assessment and always at the time of reaccreditation, to take into account changes in the CAB, system maturity, etc. The evidence of review including any adjustment to assessment duration is recorded.
GD-6.3.5	Re-Accreditation Assessment:
GD-6.3.5.1	ACCAB ensures that:
	1. The duration of the reaccreditation assessment is calculated on the basis of the updated information of the CAB and is normally approximately 2/3 of the time that would be required for an initial accreditation Assessment of the CAB. However normally it should be conducted as an initial assessment (i.e. not 2/3 of the original initial Accreditation Assessment duration). The assessment duration shall take account the outcome of the review of the system performance such as surveillance assessments.
GD-6.3.6	Individualized Second And Subsequent Accreditation Cycles:
GD-6.3.6.1	ACCAB ensures that:
	For the second and subsequent accreditation cycles, the individualized surveillance and reaccreditation program may be designed or duration required for the first reaccreditation cycle may be followed.
GD-6.3.7	Temporary Sites:
GD-6.3.7.1	ACCAB ensures that:

	1. In situations where the accreditation applicant CAB provides their service(s) at temporary sites, such are incorporated into the assessment programs.
	2. Temporary sites could range from major activity management sites to minor service sites. The need to visit such sites and the extent of sampling is based on an evaluation of the risk of the failure of the system to control the services output.
	3. The sample onsite selected represent the range of the CAB's competency needs and service variations having given consideration to sizes, types and complexities of activities.
	4. Typically on-site assessment of temporary sites is performed. However, the following methods could be considered as alternatives to replace some on-site assessments. <ul style="list-style-type: none"> • Interviews or progress meetings with the CAB and/or its customer in person or by teleconference; • Document review of temporary site activities; • Remote access to electronic site(s) that contains records or other information that is relevant to the assessment of the management system and the temporary site(s); • Use of video and teleconference and other technology that enable effective assessment to be conducted remotely.
	5. In each case, the method of assessment is fully documented and justified in terms of its effectiveness.
GD-6.3.8	Multi Sites:
GD-6.3.8.1	In multi-site situations, herein after called a "Corporate" Assessment scheme, wherein multiple sites are assessed to be provided a single accreditation certificate, the following additional guidance apply for "Corporate" Certificate of Accreditation.
GD-6.3.8.2	Where a CAB has a number of similar sites governed by a single Management System, a certificate may be issued to the CAB to cover all such sites provided that:
GD-6.3.8.3	The CAB is operating under the same management system for documentation and for system changes, which is centrally administered and assessed and subject to central management review, encompassing review of complaints and evaluations of actions.

GD-6.3.8.4	<p>The CAB is assessed and evaluated in accordance with the internal Assessment procedure(s), and representative number of sites have been sampled, taking into account the requirements below:</p> <ol style="list-style-type: none"> 1. Results of internal (site and central) assessment 2. Results of management review 3. The size of the sites 4. Flexibility of Management System 5. Flexibility of the sites and operations 6. Normal working practices 7. Complexities in activities undertaken 8. Significance of the activities
GD-6.3.8.5	The sample should be partly selective and should result in a range of different sites being selected, without excluding the random element of site selection.
GD-6.3.8.6	The surveillance program should be designed in the light of the above requirements and should ,within a reasonable time, cover all the sites of the CAB, and
GD-6.3.8.7	In case of non-conformity being observed either at the head office, or at a single site, of a CAB with an accreditation certificate covering multiple sites, the corrective actions procedure should apply to all sites covered by the certificates.
GD-6.3.8.8	If any site has non conformity open, accreditation of the entire cluster is held back till effectiveness of corrective action is verified; It shall not be admissible if the CAB seeks to exclude the problematic site from the scope of accreditation.
GD-6.3.8.9	Temporary sites or mobile sites, are covered under the management system of the CAB which has management control over them irrespective of where the sites are located, and may be subject to assessment on a sample basis as part of the accreditation process to provide evidence of the operation and effectiveness of the system.
GD-6.3.8.10	Where it is not practicable to assess a location, the coverage of the accreditation should take into account the CAB's headquarters activities as well as delivery of its services. Where relevant, in special cases, ACCAB may decide that the accreditation assessment will be carried out only where the CAB delivers services; in such cases the interfaces with its head quarters should be assessed.
GD-6.3.8.11	Irrespective of the time allocate for document review, a thorough review is to be ensured which should mainly be done during the on siteassessment. Team leaders are to send feedback to ACCAB head office on the adequacy of time for every assessment. This will be taken into account whilst allocation man days for the future assessments.

GD-6.3.9 Man-Days tables for Initial Accreditation Assessments:														
GD-6.3.9.1 Management System Certification Bodies:														
GD-6.3.9.1.1	Number Of Personnel Including Auditors Per Accreditation Standard	On Site Assessment Including Documentation Review, On Preliminary Preparation, On Site Assessment Concerning Quality Management And Reporting		Witness Assessment Man-Days										
GD-6.3.9.1.2	1-10	<table border="1"> <tr> <td>Application Review & Preliminary Preparation</td> <td>1/2</td> </tr> <tr> <td>Documentation Review</td> <td>1</td> </tr> <tr> <td>On site Assessment</td> <td>1</td> </tr> <tr> <td>Reporting</td> <td>1/2</td> </tr> <tr> <td>Total</td> <td>3±1</td> </tr> </table>	Application Review & Preliminary Preparation	1/2	Documentation Review	1	On site Assessment	1	Reporting	1/2	Total	3±1		In accordance with the amount of time spent in onsite audit by the CAB.
Application Review & Preliminary Preparation	1/2													
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On site Assessment	1													
Reporting	1/2													
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GD-6.3.9.1.3	11-20	<table border="1"> <tr> <td>Application Review & Preliminary Preparation</td> <td>1/2</td> </tr> <tr> <td>Documentation Review</td> <td>1</td> </tr> <tr> <td>On site Assessment</td> <td>2</td> </tr> <tr> <td>Reporting</td> <td>1/2</td> </tr> <tr> <td>Total</td> <td>4±1</td> </tr> </table>	Application Review & Preliminary Preparation	1/2	Documentation Review	1	On site Assessment	2	Reporting	1/2	Total	4±1		In accordance with the amount of time spent in onsite audit by the CAB.
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Application Review & Preliminary Preparation	1/2													
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On site Assessment	3													
Reporting	1/2													
Total	5±1													

GD-6.3.9.2 Product and Personnel Certification Bodies:				
GD-6.3.9.2.1	Number Of Personnel Including Auditors Per Accreditation Standard	On Site Assessment Including Documentation Review, On Preliminary Preparation, On Site Assessment Concerning Quality Management And Reporting		Witness Assessment Man-Days
GD-6.3.9.2.2	1-10	Application Review & Preliminary Preparation	1/2	Minimum Half Day Per Technical Activity.
		Documentation Review	1	
		On site Assessment	1	
		Reporting	1/2	
		Total	3±1	
GD-6.3.9.2.3	11-20	Application Review & Preliminary Preparation	1/2	Minimum Half Day Per Technical Activity.
		Documentation Review	1	
		On site Assessment	2	
		Reporting	1/2	
		Total	4±1	
GD-6.3.9.2.4	>21	Application Review & Preliminary Preparation	1/2	Minimum Half Day Per Technical Activity.
		Documentation Review	1	
		On site Assessment	3	
		Reporting	1/2	
		Total	5±1	

GD-6.3.9.3 Inspection Bodies:														
GD-6.3.9.3.1	Number Of Technical Personnel	On Site Assessment Including Documentation Review, On Preliminary Preparation, On Site Assessment Concerning Quality Management And Reporting		Witness Assessment Man-Days										
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GD-6.3.9.4 Testing, Calibration & Medical Laboratories:														
GD-6.3.9.4.1	Number Of Technical Personnel	On Site Assessment Including Documentation Review, On Preliminary Preparation, On Site Assessment Concerning Quality Management And Reporting		Witness Assessment Man-Days										
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