



F029: BRC Global Standard for Food Safety Issue 6

Position Statement 14

Calculating Audit Duration

1. Background

The BRC have developed this audit duration calculator with the BRC Technical Advisory Committee and a working group of Certification Bodies in order to provide a more transparent and consistent approach to establishing audit duration. In accordance with the calculator and current practice the typical audit duration shall be 16 hours (two 8 hour days) of which a minimum of 8 hours shall be spent auditing the production environment.

2. Calculation of audit duration

The audit duration calculator is based on:

- Number of employees – as full time equivalent employees per main shift including seasonal workers. This should be based on the maximum number expected in a shift.
- Size of the manufacturing facility (in square metres) - including storage facilities on site. The converter from square feet to metres is 10.76, eg 86,000 sq ft equals 8,000 sq metres
- The number of HACCP studies included within scope – A HACCP study corresponds to a family of products with similar hazards and similar production technology for the purpose of the calculator

The other factors identified in the Standard (see appendix 1) may influence the calculation but are considered to be less significant. These other factors shall not influence the audit duration by more than 30% from the total calculated audit duration.

Table of audit duration

N° employees	Audit duration in hours based on 1-3 HACCP studies			Corresponding minimum time within production environment in hours		
	Size of manufacturing facility			<10 K sq. m	10K-25K sq.m	>25K sq.m
	<10 K sq.m	10K-25K sq.m	>25K sq.m			
1 - 50	12	12	16	6	6	8
50 - 500	16	20	24	8	11	14
500 - 1500	20	24	28	10	13	16
> 1501	20	28	32	10	16	19
<div style="display: inline-block; width: 100px; height: 15px; background-color: yellow;"></div> typical site						



Time allocation for additional HACCP Studies

Additional HACCP studies	Additional hours to total audit duration	Additional time within the production environment
4 – 8 Studies	4	2 hours
>9 Studies	8	4 hours

2.1 Time spent within the production environment

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 within an office.

It is expected that wherever practicable, evidence should be gathered within the production environment through interviewing staff, observing working practices and reviewing process controls and records. At a typical audit of 2 days duration on site 50% of the total audit duration i.e. **minimum of 8 hours should be spent within the production environment.**

Where the audit duration is increased in line with the size of the site it is expected that the majority (75%) of the additional time allocated will be spent within the production environment.

The production environment includes external site inspections as well as visits to ancillary service such as maintenance departments, laboratories, NPD and despatch departments for example.

Duration of production facility audit should be stated in man hours (whole number 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.

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

3 Total time calculation

Audit time shall be calculated in man hours. A typical audit day shall be 8 hours (not including lunch breaks) and shall in any case not exceed 10 hours.

On site audit duration should be stated in man hours (whole number e.g. 17 not 16.5) giving the time at the site conducting a BRC audit (including time in production).

Allowance should be made to deduct time where audit teams are used and both auditors are present e.g. at the opening and closing meetings.

Those personnel not 'auditing independently' should not be included within the total time calculation e.g.:

- Witness auditor
- Trainee auditor
- Technical expert

Where a combination of audits has been undertaken e.g. BRC and ISO22000, then a calculation for the total time taken for the BRC audit only should be stated. BRC expect that additional time is



allocated over and above the minimum time for BRC audits whenever a combination audit is undertaken.

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.

Appendix 1

Factors which may influence the duration of the audit are:

- numbers of locations, with separate offices, manufacturing or storage sites
- complexity of the manufacturing process
- number of product lines
- size and age of site and impact on material flow
- labour-intensity of processes
- communication difficulties, e.g. language
- the number of non-conformities recorded in the previous audit
- difficulties experienced during the audit requiring further investigation
- the quality of company preparation, e.g. documentation, HACCP, QMS
- initial audit