



Oxebridge Q007

Quality Management System Certification Audit Minimum Audit Duration

Ver. 1.1

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Revision History

Ver.	To be used for audits after:	Nature of Changes
1.0	15 March 2020	<ul style="list-style-type: none"> • Original release.
1.1	15 April 2020	<ul style="list-style-type: none"> • Updated to allow for limited Q001 Level 1 certification. Sections affected: 4.1 • Separated tables in section 4.1 to distinguish Level 1, Traditional and Deep Dive audit requirements • Added section 4.5 on Remote Auditing Methods.

1.0 Purpose

This document defines the minimum audit day duration for accredited certification body (“CB”) audits of Oxebridge Q001 quality management systems.

2.0 References

Oxebridge Q001 – Quality Management System Requirements

Oxebridge Q002 – Quality Management System Certification Audit Minimum Evidence Requirements

Oxebridge Q003 – Quality Management System Certification Audit Requirements

Oxebridge Q004 – Quality Management System Certification Audit Scoring

Oxebridge Q005 – Quality Management System Certification Audit Terms and Definitions

Oxebridge Q006 – Quality Management System Certification Body Accreditation Requirements

Oxebridge Q008 – Quality Management System Certification Audit Report

3.0 Terms and Definitions Specific to this Document

Reference Q005; no additional terms for this document.

4.0 Audit Duration Calculation

4.1 Single Site Organizations

Accredited CBs shall calculate the audit duration of client organizations with one site based on the Tables 1 through 3 below. The number of required audit days is based on a total count of employees within the scope of the QMS, to include both full- and part-time employees.

“Level 1” audits mean a Q001 audit where the organization has pre-selected the choice to only achieve Q001 Level 1 Quality System Certification; this decision must be determined prior to the audit, and cannot be altered later.

“Traditional” audits mean a Q001 Level 2 through 4 audit where the organization has **not** opted for the Deep Dive bonus option.

The “Deep Dive” audits are to be used when the organization **has** opted for the bonus.

TABLE 1 – AUDIT DURATION FOR LEVEL 1 AUDITS

Employees		QMS Doc Review	Incident Investigation	Statistical Data Review	Customer Feedback Review	Practical Audit	Total Days
Min	Max						
1	75	0.5	0.25	0.25	0.25	1	2.25
76	200	0.5	0.25	0.25	0.25	2	3.25
201	500	0.5	0.25	0.25	0.25	3	4.25
501	2000	0.5	0.5	0.25	0.5	4	5.75
2001	5000	0.5	0.5	0.25	0.5	5	6.75
5001	...	0.5	0.5	0.25	0.5	TBD	TBD

TABLE 2 – AUDIT DURATION FOR TRADITIONAL LEVEL 2-4 AUDITS

Employees		QMS Doc Review	Incident Investigation	Statistical Data Review	Customer Feedback Review	Practical Audit	Total Days
Min	Max						
1	75	1	0.25	0.25	0.25	2	3.75
76	200	1	0.25	0.25	0.25	3	4.75
201	500	1	0.25	0.25	0.25	4	5.75
501	2000	1	0.5	0.25	0.5	5	7.25
2001	5000	1	0.5	0.25	0.5	7	9.25
5001	...	1	0.5	0.25	0.5	TBD	TBD

TABLE 3 – AUDIT DURATION FOR DEEP DIVE AUDITS

Employees		QMS Doc Review	Incident Investigation	Statistical Data Review	Customer Feedback Review	Practical Audit	Total Days
Min	Max						
1	75	1	0.25	0.25	0.25	3	4.75
76	200	1	0.25	0.25	0.25	5	6.75
201	500	1	0.25	0.25	0.25	8	9.75
501	2000	1	0.5	0.25	0.5	10	12.25
2001	5000	1	0.5	0.25	0.5	15	17.25
5001	...	1	0.5	0.25	0.5	TBD	TBD

For entries marked TBD in the Tables above, the CB shall contact Oxebridge to develop a suitable number of audit days based on the actual employee count.

4.2 Multi-Site Organizations

For sites with more than one site, the number of audit days shall be split between the locations in a manner determined by the CB during audit planning. This division should consider the nature of each site, which QMS processes are conducted the sites, the distance between sites and thus the amount of time needed to audit them properly.

The CB can decide how multi-site travel and expenses will impact on the associated costs, and whether it will charge the organization for travel time.

4.3 Audit Duration Adjustments

The CB may identify factors or conditions which require adjustments to the minimum audit duration. This may include factors such as:

- Number of customers served by the client organization
- Number of QMS processes utilized by the client organization
- Number of employees in a given process
- General complexity of the organization's products and/or services
- Complexity of the organization's quality process objectives data

The CB may add audit days to the minimum required duration as it deems necessary, without Oxebridge approval. If additional audit days are to be added after the signing of the Audit Services Contract, the CB shall obtain organization agreement in writing, either through a contract modification, revised contract or similar legally binding instrument.

For any planned reductions in audit days, the CB shall coordinate with Oxebridge on such reductions, justify them, and obtain Oxebridge approval before utilizing the adjusted duration. The CB shall submit requests for reductions during each audit, whether it is an initial audit or a recertification audit.

4.4 On-Site Activities

When performing on-site activities, the CB shall perform the necessary work for the required minimum audit days. Days shall not be cut short for travel, lack of work or any other reason.

Audit time may not be used for travel; travel time must be calculated separately, and the CB may elect to charge the client for these days or not.

On-site audit days will be verified by Oxebridge with the client organization prior to final certification announcement. Oxebridge may require the CB to provide evidence of travel to prove this.

4.5 Remote Auditing Methods

When the CB and client agree to perform audit activities via Remote Auditing Methods (RAM), these shall be done in compliance with the required minimum audit duration. Audit duration may **not** be shortened due to the use of RAM.