



F029: BRC Global Standard for Food Safety Issue 5

Position Statement 12

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 2 days of which a minimum of 5 hours shall be spent auditing the production environment.

2. Implementation

The audit calculator shall be used as the basis for allocating audit duration for all audits booked from the 1st of January 2011 and for all audits undertaken from the 1st of March 2011.

3. 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.
- Size of the manufacturing facility - including storage facilities on site
- 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 days 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	1.5	1.5	2	4	4	7
50 - 500	2	2.5	3	5	8	11
500 - 1500	2.5	3	3.5	7	10	13
> 1501	2.5	3.5	4	7	13	16
<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 days to total audit duration	Additional time within the production environment
4 – 8 Studies	0.5	2 hours
>9 Studies	1	4 hours

3.1 Time spent within the factory

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 30-50% of the total audit duration i.e. **minimum of 5 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.

4. Information to be recorded on audit reports

The company profile section of the audit report shall include the information needed to calculate the audit duration i.e. number of employees and size of the factory. Section 2 HACCP of the audit report should provide an outline of the product types manufactured and the number of HACCP studies in place.

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.

4.1 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 BRC audit (including time in production). 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.

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 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.



Appendix 1

Other factors which may influence audit duration

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