

Annex 1 (Normative) Calculation of Minimum Audit Duration	Annex 1 (Provision) Procedures for Determining Minimum Audit Duration	Summary of Major Revisions
Objective: This document specifies the basis for the calculation in determining the audit duration necessary for the certification audit based on the JFS-C Certification Program document. CBs shall calculate the audit duration in accordance with this document.	Objective: This document specifies the basis for the procedure of calculation in determining the minimum audit duration and the formula for calculating necessary for the certification audit based on the JFS-C Certification Program document. Certification Body shall calculate the audit duration in accordance with this document.	<ul style="list-style-type: none"> The words "concept of the procedure" and "calculation formula" were used to clarify the purpose of this procedure. Revised "in accordance with the requirements of the referenced documents and this procedure".
Reference: ISO/TS 22003	Reference: ISO 22003-1, ISO/IEC 17021-1, IAF MD11	<ul style="list-style-type: none"> ISO 17021-1 is a confirmatory addition, not a new requirement.
1. General	1. General	
	1.1 Duration for JFS-C standard audit The certification body shall ensure the minimum number of on-site audits specified in this procedure manual. In this procedure, "on-site" refers to the location of the site (the address shown on the certificate) and is not limited to the manufacturing facility.	<ul style="list-style-type: none"> Organized the concept (assumptions) of the number of man-hours for review in the program document. In addition, the definition of "on-site" was organized.
In calculating the audit duration necessary for each site, as required in ISO/TS 22003, clause 9.1.4, the CB shall consider the minimum on-site audit time for initial certification given in Table1. The minimum audit time includes stage 1 and stage 2 of the initial certification audit (refer to ISO/TS 22003, clause 9.2.3) but does not include the time for preparation of the audit nor the audit report. In case a CB conducts an audit against JFS-C standard as well as an audit against ISO 9001 or ISO 22000 as a single audit, the CB is permitted to adjust an audit duration in order to avoid duplication of audit.	1.2 Procedure for determining the Audit Duration The certification bodies shall refer to "ISO 22003-1:2022 9.1.4" and consider "1.3 Considerations in determining the Audit Duration" when creating procedures for determining audit duration.	<ul style="list-style-type: none"> When determining the audit duration, the standard documents to be referred to and the references to be considered have been changed. "The minimum audit time includes stage 1 and stage 2 of the initial certification audit (refer to ISO/TS 22003, clause 9.2.3) but does not include the time for preparation of the audit nor the audit report. In case a CB conducts an audit against JFS-C standard as well as an audit against ISO 9001 or ISO 22000 as a single audit, the CB is permitted to adjust an audit duration in order to avoid duplication of audit." was deleted.
	1.3 Considerations in determining the Audit Duration	
The minimum audit duration is based on an audit of Food Safety Management System with a single HACCP study. A HACCP study corresponds to hazard analyses of products and/or a group of services and of similar production technologies and, if applicable, storage technologies.	1) The minimum audit duration is based on an audit of Food Safety Management System with a single HACCP study. A HACCP study corresponds to hazard analyses of products and/or a group of services and of similar production technologies and, if applicable, storage technologies. HACCP studies shall follow the definition of ISO 22003-1:2022 3.2.	No change has been made.
The minimum time for on-site audit of the realization of the organization's products and/or services shall be fifty (50) percent of the total minimum audit duration (applied to all types of audits).	2) The audit duration to audit the organization's HACCP and GMP requirements must be at least 50% of the total minimum onsite audit duration. (Applies to all audit types.)	Aligned with the revision of ISO22003-1. ISO-TS22003:2013, "The maximum audit duration for on-site audits shall be 50% of the total minimum audit duration" was changed to ISO-2203-1:2022, B.3.2, "At least 50% of the total audit duration shall be spent on operational food safety planning and on the implementation of PRPs and control measures. A minimum of 50% of the total audit duration shall be spent on operational food safety planning and on the implementation of PRPs and control measures (ISO-2203-1:2022, B.3.2). (A minimum 50% of the total audit duration shall be spent on auditing the operational food safety planning and the implementation of PRPs and control measures. . NOTE 1 Operational food safety planning does not include activities related to FSMS development, training, internal audit, management review and The new wording was changed to "Operational food safety planning does not include activities related to FSMS development, training, internal audit, management review and improvement)". Since JFS-C does not adopt the concept of PRP, it was changed as shown on the left to align with ISO 22003-1. With this revision, JFS-C will organize that 50% of the man-hours for the manufacturing line audit will be spent for HACCP and GMP audits, since the TD (basic audit man-hours) will be the man-hours for on-site audits (on-site audit man-hours).
The number of auditors per audit day shall be determined taking into consideration the effectiveness of the audit, resources of the organization being audited and those of the CB.	3) The number of auditors per audit day shall be determined taking into consideration the effectiveness of the audit, resources of the organization being audited and those of the certification body.	Partial correction of notation
	4) The audit duration does not include time spent on audit planning, audit preparation, travel to the site, activities in response to nonconformities, preparation of the audit report, and activities of non-audit personnel (technical experts, translators, interpreters, observers, auditors in training, and report writings).	The change is to clarify the requirements, not to change them.
NOTE 2) The product and service realization process does not include FSMS development, training, management, audit, review and improvement.		Deleted as it is a requirement for product certification
Other factors may necessitate increasing the audit duration (e.g., number of product types, number of product lines, product development, number of critical control points, conditions under control of Good Manufacturing Practices (GMP), building area, infrastructure, in-house laboratory testing, need for a translator).		Deleted as it does not specify mandatory considerations
If additional meetings such as review meetings, coordination and audit team briefings are necessary, an increase in audit duration may be required.		Deleted as it does not specify mandatory considerations
	5) If the scheme is integrated with other relevant management systems (Note 1) or food safety systems (FSS) such as other FSMS standards, FSS standards, GFSI-approved standards, etc., except for audit duration required by JFSM, the audit duration shall be calculated separately for each scheme, and the audit duration of the scheme with the most man-hours shall be followed.	Organized the contents in accordance with the revision of ISO22003-1
NOTE 1) Product and/or service realization processes do not include activities related to the Food Safety Management System development, training, management, audit, review and improvement.		No change has been made.
The number of workers involved in any aspect of food safety shall be expressed as the number of equivalent full time workers (FTW). When an organization deploys workers in shifts and the products and/or processes are similar, the FTW number is calculated based on workers on the main shift (including seasonal workers) plus office workers.		2.1.1 Go to the definition of TFTE
The multi-site certification specified in ISO/TS 22003, clause 9.1.5 is not applicable in this Scheme.	6) ISO 22003-1, Section 9.1.5 (multi-site sampling) and Annex B, B.3.3 (multi-site certification) are not applicable to the document.	The certification of multi-site organizations was changed to certification of multi-site sampling.
If the scope of one specific client organization covers two or more sectors, the audit duration calculation shall be based on the recommended highest basic audit duration. Additional time is required for each HACCP study (i.e., a minimum of 0.5 audit man-day for each HACCP study).	7) If the scope of one specific client organization covers two or more sectors, the audit duration calculation shall be based on the recommended highest basic audit duration. Additional time is required for each HACCP study (i.e., the additional audit duration for each HACCP studies shall be 0.5 auditor days).	Supplemental Notational Corrections
	2. Audit Duration 2.1 Minimum Audit Duration	
2.1 The minimum total audit duration (Ts) for a single site shall be calculated and expressed in the number of man days according to the following equation	The certification body shall calculate the minimum audit duration in accordance with Annex B of ISO 22003-1, using the calculation method specified below.	Calculation method changed to conform to ISO 22003-1
$T_s = (T_D + T_H + T_{MS} + T_{FTW}) + T_{GMP}$	$D_s = (T_D + T_H + T_{FTE}) + T_{GMP}$	Calculation method changed to conform to ISO 22003-1
	D_s is the total minimum audit duration.	Added to conform to ISO22003-1
T_H is the additional audit duration for HACCP studies (added if there are two or more HACCP studies). Add 0.5 man-day to the audit duration for each additional HACCP study.	T_H is the additional audit duration for HACCP studies (added if there are two or more HACCP studies). Add 0.5 auditor days to the audit duration for each additional HACCP study.	Additional corrections to notation
T_{MS} is the number of audit days for absence of the relevant management system;		Description deleted to conform to ISO22003-1

TFTW is the audit duration per number of workers;	TFTE is the audit duration based on the number of full-time employees. The number of employees included in any aspect of food safety must be shown as a full-time ("FTE") It must be shown as an equivalent number of employees. If the organization has workers on shift and the product and/or process is similar, the FTE equivalent is calculated based on the number of employees involved in the main shift (including seasonal workers) plus administrative staff. If the scope of the certification audit includes headquarter functions, the headquarter functions are not included in the TFTE headcount as employees.	Calculation method changed to conform to ISO 22003-1																																			
TGMP is the audit duration for GMPs	TGMP is the audit duration for GMPs. TGMP shall be 0.5 auditor days or more.	·Changed the description from "3. Calculation of the minimum surveillance and recertification audit duration" ·Additional corrections to notation																																			
The minimum audit duration shall be 2 man-days.	The minimum audit duration shall be 2 auditor days.	Additional corrections to notation																																			
2. Calculation of minimum audit duration for initial certification	2.1.1 Initial Certification Audit The minimum audit duration for an initial certification audit for a single site for an initial certification audit is calculated by the formula below and expressed in auditor days. $(TD+TH+TFTE) +TGMP$	Calculation method changed to conform to ISO 22003-1																																			
Table 1 shows the minimum audit duration for certification in man-days in case of existing relevant management system.	Table 1 shows the minimum audit duration for initial certification in auditor days in case of existing relevant management system.	Additional corrections to notation																																			
Table 1 : Parameters for calculating audit durations	Table 1 : Parameters for calculating audit durations	Calculation method changed to conform to ISO 22003-1																																			
<table border="1"> <thead> <tr> <th>T₀</th> <th>T₁ (#assessors)</th> <th>T_{FW}</th> <th>T_{QMP}</th> <th>T_{MS}</th> </tr> </thead> <tbody> <tr> <td rowspan="10">1.50</td> <td rowspan="10">(Number of HACCP studies - 1) x 0.5</td> <td>1 to 19 = 0</td> <td rowspan="10">0.5</td> <td>relevant management system=0</td> </tr> <tr> <td>20 to 49 = 0.5</td> <td rowspan="10">no relevant management system=0.25</td> </tr> <tr> <td>50 to 79 = 1.0</td> </tr> <tr> <td>80 to 199 = 1.5</td> </tr> <tr> <td>200 to 499 = 2.0</td> </tr> <tr> <td>500 to 899 = 2.5</td> </tr> <tr> <td>900 to 1299 = 3.0</td> </tr> <tr> <td>1300 to 1699 = 3.5</td> </tr> <tr> <td>1700 to 2999 = 4.0</td> </tr> <tr> <td>3000 to 5000 = 4.5</td> </tr> <tr> <td>> 5000 = 5.0</td> </tr> </tbody> </table>	T ₀	T ₁ (#assessors)	T _{FW}	T _{QMP}	T _{MS}	1.50	(Number of HACCP studies - 1) x 0.5	1 to 19 = 0	0.5	relevant management system=0	20 to 49 = 0.5	no relevant management system=0.25	50 to 79 = 1.0	80 to 199 = 1.5	200 to 499 = 2.0	500 to 899 = 2.5	900 to 1299 = 3.0	1300 to 1699 = 3.5	1700 to 2999 = 4.0	3000 to 5000 = 4.5	> 5000 = 5.0	<table border="1"> <thead> <tr> <th>TD</th> <th>TH</th> <th>TFTE</th> <th>TGMP</th> </tr> </thead> <tbody> <tr> <td rowspan="8">2.0</td> <td rowspan="8">(Number of HACCP studies - 1) x 0.5</td> <td>1 - 5 = 0</td> <td rowspan="8">0.5</td> </tr> <tr> <td>6 - 49 = 0.5</td> </tr> <tr> <td>50 - 99 = 1.0</td> </tr> <tr> <td>100 - 199 = 1.5</td> </tr> <tr> <td>200 - 499 = 2.0</td> </tr> <tr> <td>500 - 999 = 2.5</td> </tr> <tr> <td>>1000 = 3.0</td> </tr> </tbody> </table>	TD	TH	TFTE	TGMP	2.0	(Number of HACCP studies - 1) x 0.5	1 - 5 = 0	0.5	6 - 49 = 0.5	50 - 99 = 1.0	100 - 199 = 1.5	200 - 499 = 2.0	500 - 999 = 2.5	>1000 = 3.0	Change table
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		Note 1: TH will be added by 0.5 man-day per additional HACCP study if there are two or more HACCP studies. Note 2: 0.25 man-day as TMS will be added if there is no relevant management system.		Note: TH will be added by 0.5 auditor days per additional HACCP study if there are two or more HACCP studies.	·Additional corrections to notation ·Deleted Note 2 to conform to ISO22003-1																																
3. Calculation of the minimum surveillance and recertification audit duration The minimum surveillance audit duration shall be at least one-third of subtotal consisting of TD , TH, TMS and TFTW plus TGMP, with a minimum of two audit man-days.	2.1.2 Surveillance Audit The minimum audit duration for surveillance shall be at least that calculated one-third of the total audit duration $((TD+TH+TFTE) +TGMP)$ as the initial certification audit minus TGMP, and then plus the deducted TGMP at the end. The minimum audit duration shall be at least 2 auditor days. 0.5 auditor days shall be secured for TGMP. $(TD+TH+TFTE) /3 +TGMP$	Calculation method changed to conform to ISO 22003-1																																			
The minimum surveillance audit duration shall be at least one-third of subtotal consisting of TD , TH, TMS and TFTW plus TGMP, with a minimum of two audit man-days. The minimum recertification audit duration shall be at least two-thirds of subtotal consisting of TD , TH, TMS and TFTW plus TGMP, with a minimum of two audit man-days. TGMP shall be 0.5 man-day or more.	2.1.3 Recertification Audit The minimum audit duration for re-certification shall be at least that calculated two-thirds of the total audit duration $((TD+TH+TFTE) +TGMP)$ as the initial certification audit minus TGMP, and then plus the deducted TGMP at the end. The minimum audit duration shall be at least 2 auditor days. 0.5 auditor days shall be secured for TGMP. $(TD+TH+TFTE) *2/3+TGMP$	Calculation method changed to conform to ISO 22003-1																																			
TGMP shall be 0.5 man-day or more.		·Changed the description to "2.1 Minimum Audit Duration"																																			
2.2 When part of the processing is conducted in a site other than the main site, 50% of the TS man-days with TGMPdeducted shall be added for the audit of the subsite.	2.2 When part of the processing is conducted in a site other than the main site When part of the processing is conducted in a site other than the main site, additional 50% of the total minimum duration (Ds) minus TGMP will be added to the total duration to review that subordinate site.	Calculation method changed to conform to ISO 22003-1																																			
	2.3 When the head office function is listed on the certificate When head office functions are included in the certificate, at least 0.25 auditor days shall be added to the minimum audit duration specified in 2.1 to audit the head office functions.	The concept of man-hours for examination of head office functions is newly defined.																																			
4. Deviation from the minimum audit duration	2.4 Deviation from the minimum audit duration *Example of calculation of minimum audit duration (reference) For example, in the case of a food manufacturing plant with HACCP number 2, 99 employees, the minimum audit duration are calculated as follows. In the following examples, two decimal places are shown to clarify the difference in duration.	supplementary note added																																			
	<table border="1"> <thead> <tr> <th>Classification</th> <th>Number of Employees</th> <th>Number of HACCP</th> <th>TD</th> <th>TH</th> <th>TFTE</th> <th>TGMP</th> <th>Minimum Audit Duration</th> </tr> </thead> <tbody> <tr> <td>Initial</td> <td>99</td> <td>2</td> <td>2.0</td> <td>0.5</td> <td>1.0</td> <td>X1</td> <td>4.00</td> </tr> <tr> <td>Surveillance</td> <td>99</td> <td>2</td> <td>2.0</td> <td>0.5</td> <td>1.0</td> <td>X1/3</td> <td>1.66</td> </tr> <tr> <td>Recertification</td> <td>99</td> <td>2</td> <td>2.0</td> <td>0.5</td> <td>1.0</td> <td>X2/3</td> <td>2.83</td> </tr> </tbody> </table>	Classification	Number of Employees	Number of HACCP	TD	TH	TFTE	TGMP	Minimum Audit Duration	Initial	99	2	2.0	0.5	1.0	X1	4.00	Surveillance	99	2	2.0	0.5	1.0	X1/3	1.66	Recertification	99	2	2.0	0.5	1.0	X2/3	2.83	supplementary note added			
Classification	Number of Employees	Number of HACCP	TD	TH	TFTE	TGMP	Minimum Audit Duration																														
Initial	99	2	2.0	0.5	1.0	X1	4.00																														
Surveillance	99	2	2.0	0.5	1.0	X1/3	1.66																														
Recertification	99	2	2.0	0.5	1.0	X2/3	2.83																														