

JAS-ANZ Procedure 02

Part 1, Issue 3



**Requirements for bodies providing audit and certification of
Occupational Health and Safety Management Systems**

18 August 2011

Authority to Issue

A handwritten signature in black ink, appearing to read 'James Galloway', written over a light grey rectangular background.

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Chief Executive
with Authority of the Governing Board

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0 Introduction

0.1 Background

- 0.1.1 Certification of Occupational Health and Safety (OHS) management systems is a third-party conformity assessment activity as defined in ISO/IEC 17000:2004, 5.5. Occupational Health and Safety Certification Bodies (CBs) are the third-party bodies performing this activity.
- 0.1.2 Part 1 of this Procedure documents the requirements for CBs seeking accreditation to audit and certify Occupational Health and Safety (OHS) management systems.
- 0.1.3 JAS-ANZ will continue to review this Part from time to time; for example in response to industry needs as reflected in future amendments to OHS management systems or legislative requirements, or as a result of experience gained in the accreditation of CBs for the certification of OHS management systems.

0.2 Object and field of application

- 0.2.1 ISO/IEC 17021 is an International Standard that sets out the requirements for bodies providing audit and certification of management systems.
- 0.2.2 Part 1 of this Procedure, including the attached Annex, sets down the requirements for the provision of audit and certification of OHS management systems. This Part is aligned with the requirements of ISO/IEC 17021 and has been produced by the JAS-ANZ OHS Technical Committee based on a review of Procedure 2, Issue 2.
- 0.2.3 Bodies seeking accreditation for OHS management systems certification shall satisfy the requirements of ISO/IEC 17021 and Part 1 of this Procedure. The Annex to this Part is normative.
- 0.2.4 Accreditation to ISO/IEC 17021 and Part 1 of this Procedure attests to the necessary competence and reliability of a CB to provide audits and certification of OHS management systems.
- 0.2.5 This Part does not diminish any of the requirements of ISO/IEC 17021. The clause numbers in this Part are prefixed with the letter 'J' to indicate mandatory criteria developed by the JAS-ANZ OHS Technical Committee for the audits and certification of OHS management systems.
- 0.2.6 The term 'should' is used in this document to indicate recognised means of meeting the requirements of the standard. A CB can meet these requirements in an equivalent way provided this can be demonstrated to the satisfaction of JAS-ANZ. The term 'shall' is used in this document to indicate those provisions which, reflecting the requirements of the relevant standard, are mandatory.**

0.3 Transition Policy

0.3.1 Accreditation

- 0.3.1.1 After publication of Part 1 of this Procedure, all new applicant CBs will be required to demonstrate compliance with ISO/IEC 17021 and JAS-ANZ Procedure 02, Part 1, Issue 3 and ISO/IEC 17021: 2011 before accreditation is granted.
- 0.3.1.2 Existing applicants and accredited Occupational Health and Safety CBs due to be assessed before 30 June 2012, shall demonstrate compliance with JAS-ANZ Procedure 02, Issue 2 or JAS-ANZ Procedure 02, Part 1, Issue 3, but the assessment criteria shall include JAS-ANZ Procedure 02, Part 1, Issue 3 and any findings against the additional requirements of Part 1, Issue 3 shall be raised as 'pending' nonconformities.
- 0.3.1.3 From 1 July 2012, applicant and accredited occupational health and safety certification bodies shall comply with JAS-ANZ Procedure 02, Part 1, Issue 3 and any open 'pending' nonconformities shall be re-graded as per ISO/IEC 17021 and actioned as per JAS-ANZ Procedure 05.
- 0.3.1.4 Accredited Occupational Health and Safety CBs should also be aware of JAS-ANZ Policy 1/11 which requires accredited CBs to demonstrate complete transition from ISO/IEC 17021:2006 to ISO/IEC 17021:2011 by no later than 30 November 2012.**
- 0.3.1.5 The validity of Annex A of this procedure will be reviewed with CB input when the procedure is revised to align with ISO/IEC 17021:2011.

1 Scope

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2 References

- 2.1 IAF MD1:2007 - IAF Mandatory Document for the Certification of Multiple Sites Based on Sampling.
- 2.2 IAF MD2:2007 - IAF Mandatory Document for the Transfer of Accredited Certification of Management Systems.
- 2.3 IAF MD4:2008 – Use of Computer Assisted Auditing Techniques ("CAAT") for Accredited Certification of Management Systems
- 2.4 ISO/IEC 17000:2004 – Conformity Assessment - Vocabulary and general principles
- 2.5 ISO/IEC 17021:2006 – Conformity assessment – Requirements for bodies providing audit and certification of management systems
- 2.6 ISO/IEC 17021:2011 - Conformity assessment – Requirements for bodies providing audit and certification of management systems
- 2.7 ISO/IEC 19011:2002 – Guidelines for quality and/or environmental management systems auditing
Note: ISO 19011, Clause 1 Scope, 1st paragraph shall be read to mean:
This International Standard provides guidance on the principles of auditing, managing audit programmes, conducting quality management systems audits, environmental management systems audits and occupational health and safety management systems audits, as well as guidance on the competence of quality, environmental and occupational health and safety management systems auditors.
- 2.8 ISO/IEC Guide 51:1999 - Safety aspects – Guidelines for their inclusion in standards
- 2.9 JAS-ANZ Policy 1/11 – Arrangements for transition from ISO/IEC 17021:2006 to ISO/IEC 17021:2011

3 Terms and definitions

J.3.4 The following definitions also apply to this document:

<u>Combustible liquid (high flash point)</u>	Is a combustible liquid as defined by law or regulation but can be generally described as any liquid, other than a flammable liquid, that has a flash point, and has a fire point that is less than its boiling point.
<u>Dangerous goods</u>	Are dangerous substances as defined by law or regulation, but can be generally described as substances or articles that, because of their physical, chemical (physicochemical) or acute toxicity properties, present an immediate hazard to people, property, or the environment. Types of substances classified as dangerous goods include explosives, flammable liquids and gases, corrosives, chemically reactive or acutely (highly) toxic substances.
<u>GHS</u>	Globally Harmonised System of Classification and Labelling of Chemicals as published by the United Nations and amended from time to time.
<u>Hazardous substance</u>	Is a hazardous substance as defined by law or regulation, but can be generally described as a substance that can have an adverse effect on health including poisons and substances that can cause skin or eye irritation or burns, or substances that may cause cancer.
<u>Multi-site organisation</u>	Is an organization having an identified central office – but not necessarily the headquarters of the organization, at which certain activities are planned, controlled or managed and a network of local offices or branches (sites) at which such activities are fully or partially carried out.
<u>OHS</u>	Occupational Health and Safety – as defined in the context of the standard being used.
<u>OHS hazard</u>	The definition of this term varies slightly from standard to standard. The user should apply the definition as defined in the selected standard or the definition in the relevant legislation. The reader can also find further guidance and relevant definitions in ISO/IEC Guide 51.
<u>Sector</u>	Refers to a group of organisations having a common range of primary activities with similar OHS hazards.
<u>Site</u>	Is a permanent or semi-permanent location at which the activities under the control of an organisation are carried out.
<u>Temporary site</u>	A location where an organisation performs specific activities for a finite period of time eg, a major construction site, contract cleaning site or a location subject to minor roadside repairs.

4 Principles

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5 General requirements

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6 Structural requirements

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7 Resource requirements

7.2 Personnel involved in the certification activities

- J.7.2.4.1 CBs shall maintain records to demonstrate that an OHS Team Leader performs the on-site evaluation of OHS auditors against the requirements of ISO 19011, clause 7, but substituting the quality and environmental specific knowledge and skills defined in 7.3.3 and 7.3.4, with the occupational health and safety specific knowledge and skills defined in J.7.2.4.2 of this procedure.
- J.7.2.4.2 OHS management systems auditors shall have knowledge and skills in the following areas.
- a) **OHS management methods and techniques:** to enable the auditor to examine occupational health and safety management systems and to provide appropriate audit findings and conclusions. Knowledge and skills in this area shall cover:
 - (i) OHS terminology,
 - (ii) OHS principles and their application,
 - (iii) OHS management systems and tools including, but not limited to hazard identification and risk assessment, selection and implementation of appropriate risk controls, developing proactive measures and reactive performance measures, understanding techniques to encourage employee participation and evaluation of work related accidents and incidents, and
 - (iv) The ability to trace evidence of failure in the organisation's OHS management system back to the appropriate element of the system.
 - b) **OHS management knowledge and skills:** to enable the auditor to comprehend the fundamental relationships between activities and the associated OHS hazards and potential risks.

Knowledge and skills in this area shall cover the ability to establish context and identify, assess, control and evaluate OHS hazards and risks that are likely to be encountered during an audit and the various methodologies used to monitor effective application of these controls.
- J.7.2.5.1 In reading ISO 19011:
- a) References to clause 7.3.3 and 7.3.4 shall be read to include a reference to J.7.2.4.2 of this procedure.

8 Information requirements

8.6.3 Notice of changes by a client

- J.8.6.3.1 The legally enforceable agreement shall require the organization to inform the CB without delay of any significant events. This includes but is not limited to fatal incidents, serious injuries, occupational disease or legal action by a regulatory authority.
- J.8.6.3.2 The legally enforceable agreement shall also require the organization to fully inform the CB, at the time of surveillance or recertification, of any OHS related findings by third-parties.

9 Process requirements

9.1 General requirements

- J.9.1.3.1 OHS management systems audit teams shall be able to collectively demonstrate sufficient knowledge and skills in the technical aspects of the operations of the sector to enable the audit team to comprehend the interaction of activities within the auditee's scope of operations. In addition to the competencies defined at J.7.2.4.2, these competencies shall include:
- a) Sector specific terminology,
 - b) Sector specific OHS and related legal and regulatory requirements,
 - c) Sector specific OHS and related codes of practice, guidelines and standards,
 - d) Critical characteristics of operational processes, products and services,
 - e) A general knowledge of sector-typical occupational health and safety hazards and risks, and typical sector specific technologies used to prevent occupational Health and Safety Hazards, injuries and illnesses, and
 - f) The ability to assess the effective application of OHS control plans at remote and temporary sites.
- J.9.1.4.1 The *Client Profile*, Annex A, Table 1, shall be used to document the effective number of personnel and typical OHS hazards for determining the appropriate audit duration.
- J.9.1.9.1 In collecting and verifying information in accordance with ISO 19011, clause 6.5.4, it is recognised that there will always be an element of uncertainty and that those acting on the audit conclusions should be made aware of this uncertainty. CBs shall demonstrate that auditors conduct audits to a sufficient depth to gain a reasonable understanding of the level of systemic conformance to the specified requirements.
- J.9.1.10.1 The CB may adopt reporting procedures that suit its needs, but as a minimum, these procedures shall ensure that audit reports contain, where applicable:
- a) sufficient comments to demonstrate the means of determining conformity or nonconformity with the specified requirements for each of the sites within the scope of the audit;
 - b) positive as well as negative comments relating to the effectiveness of the organisation's OHS management system with clear statements of conformity or nonconformity;
 - c) any useful comparison with the results of previous assessments of the organisation; and
 - d) an explanation of any differences from the information presented to the organisation at the closing meeting.
- J.9.1.15.1 The CB is free to define different grades of deficiency and areas for improvement (eg. major and minor nonconformities, observations etc), but any deficiency that meets the definition described in ISO/IEC 17021, Clause 9.1.15.b) shall be treated as follows:
- 'The time allowed to implement corrective action shall be consistent with the severity of the nonconformity, but typically not more than three months. Where a nonconformity poses an immediate threat to OHS, the CB shall require an appropriate and immediate response (eg. Suspension of the audit until the risk is removed or significantly reduced). In such cases the time allowed shall be promptly and independently reviewed by the CB.'***
- J.9.1.15.2 The CB shall develop procedures that detail action it will take if a member of the audit team, in their professional judgement, discovers a breach of an Act of Parliament, or a contravention of a regulatory requirement. These procedures shall include a requirement that any breach or contravention is recognised as nonconformity as soon as practicable and urgently communicated to the organisation.

9.2 Initial audit and certification

9.2.1 Application

J.9.2.1.1 The information provided to support the application shall identify all site(s) to be included in the scope of certification including those sites that satisfy the multi-site requirements referred to in Annex A, Clause 7, of this procedure.

J.9.2.1.2 Applications for transfer of certification shall be treated in accordance with IAF MD2, but limited to CBs accredited by JAS-ANZ for the certification of occupational health and safety management systems.

9.2.2 Application review

J.9.2.2.1.1 As part of the application review process, the CB shall include a review of:

- a) the Client Profile and proposed audit duration as referred to in J.9.1.4.1.
- b) the proposed sampling of multiple sites as referred to in Annex A, Clause 7.

9.2.3 Initial certification audit

9.2.3.1 Stage 1 audit

J.9.2.3.1.1.1 In all cases at least part of the Stage 1 audit shall be carried out at the organization's premises.

J.9.2.3.1.1.2 During the Stage 1 audit, the CB shall:

- a) consider additional hazards that may arise at the boundaries to the organisation;
- b) review the *Client Profile* to evaluate the adequacy of the OHS hazards identified for the scope of the organization's activities; and
- c) Identify any issues that will require special attention during the Stage 2 audit.
- d) Develop a plan for the on-site evaluation of temporary sites including where applicable -
 - 1) a representative sample of high complexity temporary sites; and
 - 2) a representative sample of medium complexity temporary sites; and
 - 3) if only low complexity temporary sites exist, then a representative sample of low complexity temporary sites.

J.9.2.3.1.1.3 When the Stage 1 audit, including document review, is not conducted by a single person the CB shall be able to demonstrate how the activities of the various team members are coordinated.

J.9.2.3.1.4 Multi-site

The Stage 1 audit of a Multi-site organisation shall confirm whether the organisation is eligible for Multi-site sampling as detailed in Annex A, Clause 7, of this procedure.

9.2.3.2 Stage 2 audit

J.9.2.3.2.1 The audit team should normally spend the majority of the Stage 2 audit time verifying the effective implementation of the management system in the locations where the organization's activities takes place including on-site audits of temporary sites as described in J.9.2.3.1.1.2 d).

J.9.2.5 Information for granting initial certification

J.9.2.5.1 The certification decision process shall clearly demonstrate consideration of any exclusion identified in response to J.9.2.1.1 and ensure that the proposed scope of certification is not misleading.

9.3 Surveillance activities

9.3.1 General

9.3.2 Surveillance audit

J.9.3.2.1 All mandatory elements of the surveillance programme shall be completed within each 12 month period and shall, as relevant to the occupational health and safety standard, include:

- a) the objectives and targets;
- b) hazard identification and assessment of controls;
- c) legal and other requirements;
- d) the management system at temporary sites as described in J.9.2.3.1.1.2 d); and
- e) the proposed sampling of multiple sites as referred to in Annex A, Clause 7.

9.3.3 Maintaining certification

9.4 Recertification

9.4.2 Recertification audit

J.9.4.2.1.1 The audit team should normally spend the majority of the recertification audit time verifying the effective implementation of the management system in the locations where the organization's activities takes place including on-site audits of temporary sites as described in J.9.2.3.1.1.2 d).

10 Management system requirements for Certification Bodies

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Audit duration

Annex A

0 INTRODUCTION

- 0.1 This Annex is based on the environmental management systems (EMS) audit duration requirements contained in the IAF Mandatory Document for Duration of QMS and EMS Audits, Issue 1, (IAF MD5:2009). This Annex provides mandatory provisions and guidance for CBs to develop their own documented procedures for determining the amount of time required for the auditing of organizations of differing sizes and complexity over a broad spectrum of activities. It is intended that this will lead to consistency of audit duration between CBs, as well as between similar organizations of the same CB.
- 0.2 CBs shall identify the audit duration for the initial Stage 1 and Stage 2 audits, surveillance audits, and re-certification audit for each applicant and certified organization.
- 0.3 This Annex does not stipulate absolute minimum/maximum times but provides a framework that shall be utilized within a CB's documented procedures to determine the appropriate audit duration, taking into account the specifics of the organization to be audited.

2 DEFINITIONS

2.1 *Audit Duration*

The audit duration for all types of audits includes on-site time at an organization's premises and the time spent off-site carrying out planning, document review, interacting with organization personnel and report writing.

It is expected that the audit duration involved in such planning and report writing combined should not typically reduce the total on-site audit duration to less than 80% of the total audit duration. This applies to initial, surveillance and recertification audits.

Where additional time is required for planning and/or report writing, this will not be justification for reducing on-site audit duration for any audit.

2.2 *Effective Number of Personnel (full time)*

The *effective number of personnel* is one of the inputs for calculating the audit duration for low, medium and high complexity OHS audits.

The number of part time personnel may be reduced by up to 50% when calculating the effective number of full time personnel.

Where a significant number of personnel carry out nearly identical activities, for example taxi drivers, then the effective number of personnel for this group, being the sum total for this group across the entire organisation, can be calculated as being the square root of the number of personnel in this specific group rounded up.

For example $\text{SQRT of } 127 = 11.269$, rounded up equals 12.

The working details and justification for each reduction in audit duration shall be clearly documented and retained on file. To facilitate surveillance planning, these working details shall include a breakdown for each site of number of personnel in the group and the type of activity.

Where appropriate, the CB should consider the timing of an audit to best demonstrate the full scope of the organization's activities.

3 METHODOLOGY FOR DETERMINING AUDIT DURATION

- 3.1 The *Client Profile* is to be used to determine the level of OHS complexity (low, medium or high) for each applicant organisation. The audit duration can then be determined from Table 1 based on the OHS complexity and effective number of personnel. This audit duration can be further modified for some audit standards as detailed in Tables 2 and 3.
- 3.2 The CB shall have procedures that provide for the allocation of adequate time for auditing of relevant processes of the organization. Experience has shown that apart from the number of

personnel, the time required to carry out an effective audit depends upon other factors. These factors are explored in more depth in Clause 7 and Table 1, the *Client Profile*.

- 3.3 This mandatory document lists the provisions which shall be considered when establishing the amount of time needed to perform an audit. These and other factors need to be examined during the CB's contract review process for their potential impact on the audit duration.

4 INITIAL AUDIT DURATION (STAGE 1 PLUS STAGE 2)

- 4.1 The combined audit time allocated to planning, preparation and report writing should not reduce the total on-site audit duration to less than 80 % of the time shown in Tables 2 and 3. Where additional time is required for planning and/or report writing, this will not be justification for reducing on-site audit duration.
- 4.2 Table 1 provide a starting point for estimating the duration of an initial audit (Stage 1 and Stage 2).
- 4.3 Where a CB has applied a reduction to the times established in Tables 2 and 3, it shall record the justification and make it available to JAS-ANZ for review on request.
- 4.4 Remote auditing techniques shall only be used in accordance with IAF MD4.

NOTE: The duration of a Stage 2 audit should not normally be less than 1 auditor/day.

5 SURVEILLANCE

- 5.1 During the initial three year certification cycle, surveillance audit duration for a given organization should be proportional to the time spent on initial certification audit (Stage 1 and Stage 2). The total amount of time spent annually on surveillance should not normally be less than one third of the time spent on the initial certification audit. An update of organization's data related to certification shall be available for the planning of each surveillance audit.
- 5.2 The *Client Profile* shall be reviewed at each audit to confirm the OHS complexity and the effective number of personnel, and to take into account changes in the organization, system maturity, etc. The evidence of review including any adjustments to audit duration shall be recorded.

6 RECERTIFICATION

- 6.1 The duration of the recertification audit shall be calculated on the basis of the updated information on the organization and should normally be approximately two thirds of the time that would be required for an initial certification audit.

7 MULTI-SITE AUDIT DURATION

- 7.1 The CB is free to provide certification of multiple site organizations based on sampling in accordance with IAF MD1 and this procedure, except that all *high OHS complexity sites* (as determined by Table 1) shall be included in the certification, surveillance and re-certification audit sample.

Table 1, Client Profile

Table 1 shall be used to determine the organization's OHS complexity (low, medium or high), but can also be used to determine the OHS complexity of a site or temporary site.

Potential hazards and other factors	Range indicators for determining scores	Score
Dangerous Goods	Score = 0, 5 or 10 5 There are some dangerous goods (but not licensable quantities). 10 There are licensable quantities of dangerous goods.	
Vehicle/pedestrian interaction (including fork-lifts)	Score = 0, 5 or 10 5 there is vehicle traffic that has the potential to interact with employees or other persons but this interaction is very limited due to the low numbers of vehicles involved and limited potential pedestrian impact. 10 there are a number of forklifts or other vehicle movements around employee work areas, and/or pedestrians are able to enter vehicle work zones.	
Powered plant (including building plant rooms)	Score = 0, 5 or 10 5 powered plant is used occasionally. 10 powered plant is used regularly or daily.	
Other plant (including scaffolding) or mechanical hazards	Score = 0, 5 or 10 5 other plant is used occasionally. 10 other plant is used regularly or daily.	
Manual handling (includes Occupational Overuse Syndrome)	Score = 0, 5 or 15 5 There is manual handling but it is limited to a small number of tasks. 15 There are many manual handling tasks.	
Hazardous substances (includes asbestos)	Score = 0, 5 or 15 5 There is handling, storage, transport or use of hazardous substances. 15 There is handling, storage, transport or use of hazardous substances on a daily basis by a number of persons.	
Atmospheric contaminants other than hazardous substances (excludes confined spaces)	Score = 0, 2 or 5 2 There has been or could be the need to test atmospheric contaminants to confirm they are below hazardous levels. 5 There are known airborne contaminants in the atmosphere requiring breathing apparatus to be worn on a regular basis (may be in limited parts of the worksite).	
Use of ionising or non-ionising radiation	Score = 0, 5 or 10 5 There are low radiation sources. 10 There are high radiation sources.	

Potential hazards and other factors	Range indicators for determining scores	Score
Confined Space (as per AS/NZS 2865)	Score = 0,10 or 20 10 There is a confined space requiring entry. 20 There are a variety of confined spaces requiring entry and/or a number of teams operating in confined spaces.	
Slips, trips and falls	Score = 5 or 20 5 There are slip, trip or fall hazards. 20 There are a range of activities that expose people to slip, trip and fall hazards.	
Noise	Score = 0, 5 or 15 5 There are nuisance noise levels that do not exceed the maximum legislated noise level. 15 There are noise levels that exceed the maximum legislated noise level.	
Thermal environment	Score = 0 or 5 5 There is exposure to extreme thermal discomfort.	
Below ground work environment	Score = 0,10 or 30 10 There is occasional below ground work. 30 There is regular or daily below ground work.	
Storage and/or use of explosives	Score = 0, 5 or 10 5 There are explosives on site. 10 There are explosives being used.	
Electrical hazards	Score = 0, 2, 5 or 10 2 Use of electrical equipment. 5 Occasional need for personnel to work on electrical equipment. 10 Regular or daily need for personnel to work on electrical equipment.	
Pressurised environment	Score = 0 or 5 5 There is work in a pressurised environment.	
Threats of bullying, violence or occupational assault	Score = 0, 2,10 or 12 2 Exposure to internal bullying or violence. 10 Exposure to external bullying or violence. 12 Both conditions apply	
Total score for determining OHS Complexity	Low OHS complexity Score = 0 to 80 Medium OHS complexity Score = 81 to 115 High OHS complexity Score ≥116	
Effective Number of Personnel (Based on Annex A, clause 2.2)		

The audit duration shall be determined from Table 2 or 3 as applicable using the OHS Complexity from Table 1 above and Effective Number of Personnel as determined based on Annex A, clause 2.2.

Table 2, Audit durations for voluntary standards

Voluntary standards include international, national and other voluntary standards.

Effective Number of Personnel	Audit Duration Stage 1 and Stage 2 (days) Low, Medium and High OHS complexity (Table 1)			Effective Number of Personnel	Audit Duration Stage 1 and Stage 2 (days) Low, Medium and High OHS complexity (Table 1)		
	Low	Med	High		Low	Med	High
1-5	2.5	2.5	3	626-875	6	8.5	11
6-10	2.5	2.5	3.5	876-1175	7	10	12.5
11-15	2.5	2.5	3.5	1176-1550	8	10.5	13
16-25	2.5	3.5	4	1551-2025	8	11	13.5
26-45	3	4	5	2026-2675	8.5	11.5	15
46-65	3.5	4.5	6	2676-3450	9	12.5	16
66-85	3.5	5	7	3451-4350	10	13	17.5
86-125	4	6	8	4351-5450	10.4	13.5	18
126-175	4.5	7	9	5451-6800	11	15	19.5
176-275	5	7	10	6801-8500	12.5	16	21
276-425	5	7	10	8501-10700	13	17.5	22
426-625	6	8	10.5	>10700	Follow progression above		

Table 3, Audit durations for regulatory standards

Regulatory standards are OHS Management Systems standards prescribed for regulatory purposes including the National Self Insurer OHS Audit Tool (NAT).

Effective Number of Personnel	Audit Duration Stage 1 and Stage 2 (days) Low, Medium and High OHS complexity (Table 1)			Effective Number of Personnel	Audit Duration Stage 1 and Stage 2 (days) Low, Medium and High OHS complexity (Table 1)		
	Low	Med	High		Low	Med	High
1-5	2.5	2.5	3	626-875	10	13	17
6-10	3	3	3.5	876-1175	11	15	19
11-15	3	3.5	4.5	1176-1550	12	16	20
16-25	3.5	4.5	5.5	1551-2025	12	17	21
26-45	4	5.5	7	2026-2675	13	18	23
46-65	4.5	6	8	2676-3450	14	19	25
66-85	5	7	9	3451-4350	15	20	27
86-125	5.5	8	11	4351-5450	16	21	28
126-175	6	9	12	5451-6800	17	23	30
176-275	7	10	13	6801-8500	19	25	32
276-425	8	11	15	8501-10700	20	27	34
426-625	9	12	16	>10700	Follow progression above		