

## BUREAU OF INDIAN STANDARDS

Application/Licence Number : QMS Rajesh

Date : 29-10-2024

Time Scale calculation review : QMS		
S.NO.	Description	Number/Man days
1	Number of part time personnel converted to full time(8 h).	0
2	Number of personnel in simple functions .	101
3	Number of personnel partly concerned with certification scope	11
4	Effective number of personnel as per clause 6.3.1 & 6.3.2 ((3) + 25% of (2))	37
5	Number of personnel in first shift.	48
6	Number of personnel in other shifts.	0
7	Number of personnel in other shifts for mutually exclusive activities.	0
8	<b>Total Number of effective personnel (1)+(4)+(5)+(6)+(7)</b>	<b>85</b>
9	Category of risk	Low complexity
10	Total time for audit(I + II Stage) as per table 6	6
11	Duration for stage I audit(clause 6.4.1)	1
12	Duration for stage II audit(80% of (10), minimum)	5
13	Duration for stage II audit after reduction/increase for complexity(tables 4 & 5)	3.5

Complexity factors for reducing time	
S.NO.	Description
1	Similar function is carried out by large number of personnel
2	Very small site( Example – office complex only)
3	Repetitive process like same service delivered by many people

Complexity factors for increasing time	
S.NO.	Description

**Final II stage audit time proposed :** 3.5 man days

**For Surveillance :** 1.5 man days

**For Recertification :** 3 man days

**Reason for complexity assessment :** Others(Please see remarks).

**Remarks :** Single site

**Signature :**

**Auditor :** ALOK SINGH

**Note :** In case of activities other than first shift, audit plan shall also include audit of these activities separately.

**MSCO**

Discussed with you & Audits  
& revised time scale calculation  
done.

Audit proposed for Shri M. D. Chhatwast-TL  
Mrs Seema Sinha-AIT

