

**COMPARISON TABLE – IAF MD22:2018 vs IAF-MD5:2015 (and vs EA 3/13 M:2016)
CHANGES INTRODUCED BY THE NEW IAF MD22:2018
(25 January 2018)**

Legenda

No changes	Light changes <i>(improved sentence: grammar, punctuation, English)</i>	Medium changes <i>(different/additional explanation)</i>	Major changes <i>(changed requirement)</i>	green: added yellow: deleted
------------	--	---	---	---------------------------------

IAF-MD22:2018 ADDITIONAL REQUIREMENTS	IAF MD5:2015 ORIGINAL REQUIREMENTS	EA 3/13 M:2016 ADDITIONAL REQUIREMENTS
B.1 DEFINITIONS	B.1 DEFINITIONS	B.1 DEFINITIONS
<p><u>B.1.9 Effective Number of Personnel</u></p> <p>The effective number of personnel consists of all personnel (permanent, temporary, and part-time) involved within the scope of certification including those working on each shift.</p> <p>When included within the scope of certification, it shall also include contractors/subcontractors personnel performing work or work-related activities that are under the control or influence of the organization, that can impact on the organization's OH&SMS performance.</p>	<p><u>1.9 Effective Number of Personnel</u></p> <p>The effective number of personnel consists of all personnel involved within the scope of certification including those working on each shift. When included within the scope of certification, it shall also include non-permanent (e.g. contractors) and part time personnel. Refer to 2.3 for calculation of effective number of personnel.</p> <p>Participation in establishing, implementing or maintaining a management system</p> <ul style="list-style-type: none"> — EXAMPLE 1 Preparing or producing manuals or procedures. — EXAMPLE 2 Giving specific advice, instructions or solutions towards the development and implementation of a management system. • Note 1 to entry: Arranging training and participating as a trainer is not considered consultancy, provided that, where the course relates to management systems or auditing, it is confined to the provision of generic information; i.e. the trainer should not provide client-specific solutions. • Note 2 to entry: The provision of generic information, but not client specific solutions for the improvement of processes or systems, is not considered to be consultancy. Such information may include: <ul style="list-style-type: none"> — explaining the meaning and intention of certification criteria; — identifying improvement opportunities; — explaining associated theories, methodologies, techniques or tools; — sharing non-confidential information on related best practices; — other management aspects that are not covered by the management system being audited. 	<p><u>B.1.9 Effective Number of Personnel</u></p> <p>The effective number of personnel consists of all employees (permanent, temporary, and part time) involved within the scope of certification including those working on each shift.</p> <p>When included within the scope of certification, it shall also include contractors / subcontractors personnel within the organisation's control or influence that can impact on the organization's OH&SMS performance.</p>
<u>B.1.12 Complexity category based on OH&S risk</u>	-	<u>B.1.12 Complexity category based on OH&S risk</u>

**COMPARISON TABLE – IAF MD22:2018 vs IAF-MD5:2015 (and vs EA 3/13 M:2016)
CHANGES INTRODUCED BY THE NEW IAF MD22:2018
(25 January 2018)**

IAF-MD22:2018 ADDITIONAL REQUIREMENTS	IAF MD5:2015 ORIGINAL REQUIREMENTS	EA 3/13 M:2016 ADDITIONAL REQUIREMENTS
For OH&SMS, the provisions specified in this document are based on three primary complexity categories based on the nature, number and severity of the OH&S risks of an organization that fundamentally affect the audit time (See Table OH&SMS 2).		For OH&SMS, the provisions specified in this document are based on three primary complexity categories based on the nature, number and severity of the OH&S risks of an organization that fundamentally affect the audit time (See Table OH&SMS 2).
B.2.2 AUDIT DAYS	B.2.2 AUDIT DAYS	B.2.2 AUDIT DAYS
<p><u>B.2.2.1</u></p> <p>Table OH&SMS 1 presents the average audit time of OH&SMS certification audits calculated in audit days on the basis of 8 hours per day. National adjustments on the number of days may be needed to comply with local legislation for travel, lunch breaks and working hours to achieve the same total number of days of auditing of Table OH&SMS 1.</p>	<p><u>2.2.1</u></p> <p>Tables QMS 1 and EMS 1 present the average audit time of management systems certification audits calculated in audit days. National adjustments on the number of days may be needed to comply with local legislation for travel, lunch breaks and working hours, to achieve the same total number of days of auditing from Tables QMS 1 and EMS 1.</p>	<p><u>B.2.2.1</u></p> <p>Table OH&SMS 1 presents the average audit time of OH&SMS certification audits calculated in audit days on the basis of 8 hours per day. National adjustments on the number of days may be needed to comply with local legislation for travel, lunch breaks and working hours to achieve the same total number of days of auditing of Table OH&SMS 1.</p>
B.2.3 Calculation of the Effective Number of Personnel	2.3 Calculation of the Effective Number of Personnel	B.2.3 Calculation of the Effective Number of Personnel
<p><u>B.2.3.1</u></p> <p>The effective number of personnel as defined above is used as a basis for the calculation of audit time for OH&SMS. Considerations for determining effective number of employees include part time personnel, those working on shifts, administrative and all categories of office staff, and repetitive processes (see B.2.3.4).</p> <p>"In case of seasonal operations (e.g. harvesting activities, holiday villages and hotels, etc.) the calculation of the effective number of personnel shall be based on the personnel typically present in peak season operations."</p> <p>Reductions due to employment of large numbers of unskilled personnel shall not be made without consideration of the associated risk (see B.2.3.6).</p>	<p><u>2.3.1</u></p> <p>The effective number of personnel as defined above is used as a basis for the the calculation of audit time of management systems. Considerations for determining the effective number of employees include part-time personnel and employees partially in scope, those working on shifts, administrative and all categories of office staff, repetitive processes and the employment of large numbers of unskilled personnel in some countries.</p>	<p><u>B.2.3.1</u></p> <p>The effective number of personnel as defined above is used as a basis for the calculation of audit time for OH&SMS. Considerations for determining effective number of employees include part time personnel, those working on shifts, administrative and all categories of office staff, and repetitive processes (see B.2.3.4).</p> <p>Reductions due to employment of large numbers of unskilled personnel shall not be made without consideration of the associated risk (see B.2.3.6).</p>
<p><u>B.2.3.4 Similar or repetitive process within scope</u></p> <p>When a high percentage of personnel perform certain activities/positions that are considered similar or identical because expose personnel to similar OH&S risks (e.g. cleaners, security,</p>	<p><u>2.3.4 Repetitive process within scope</u></p> <p>When a high percentage of personnel perform certain activities/positions that are considered repetitive (e.g. cleaners, security, transport, sales, call centers, etc) a reduction to the number of personnel which is coherent and</p>	<p><u>B.2.3.4 Repetitive process within scope</u></p> <p>When a high percentage of personnel perform certain activities/positions that are considered repetitive (e.g. cleaners, security, transport, sales, call centres, etc.) a reduction to the</p>

**COMPARISON TABLE – IAF MD22:2018 vs IAF-MD5:2015 (and vs EA 3/13 M:2016)
CHANGES INTRODUCED BY THE NEW IAF MD22:2018
(25 January 2018)**

IAF-MD22:2018 ADDITIONAL REQUIREMENTS	IAF MD5:2015 ORIGINAL REQUIREMENTS	EA 3/13 M:2016 ADDITIONAL REQUIREMENTS
<p>sales, call centres, etc.) a reduction in the number of personnel which is coherent and consistently applied on a company to company basis within the scope of certification may be permitted.</p> <p>For groups of workers performing repetitive jobs which can reduce the attention, and raise the associated level of OH&S risk (e.g. mounting, assembling, packaging, sorting, etc.), the methods incorporated for possible reductions shall be documented to include the assessment of the OH&S risk of any activities/positions of workers.</p>	<p>consistently applied on a company to company basis within the scope of certification is permitted. The methods incorporated for the reduction shall be documented to include any consideration of the risk of the activities/positions.</p>	<p>number of personnel which is coherent and consistently applied on a company to company basis within the scope of certification is normally permitted for QMS and EMS.</p> <p>For OH&SMS, since repetitive jobs can reduce the attention of workers, and raise the associated level of OH&S risk, the methods incorporated for such reduction shall be documented to include the assessment of the OH&S risk of any activities/positions of workers.</p>
<p><u>B.2.3.5 Shift work employees</u></p> <p>The CAB shall determine the timing of the audit which will best assess the effective implementation of the OH&SMS for the full scope of the client activities, including the need to audit outside normal working hours and various shift patterns. This shall be agreed with the client.</p> <p>The CAB should ensure that any variation in audit time does not compromise the effectiveness of audits (see also clause B 3.7).</p>	<p><u>2.3.5 Shift work employees</u></p> <p>The CAB shall determine the duration and timing of the audit which will best assess the effective implementation of the management system for the full scope of the client activities, including the need to audit outside normal working hours and various shift patterns. This shall be agreed with the client.</p>	<p><u>B.2.3.5 Shift work employees</u></p> <p>The CAB shall determine the timing of the audit which will best assess the effective implementation of the OH&SMS for the full scope of the client activities, including the need to audit outside normal working hours and various shift patterns. This shall be agreed with the client.</p> <p>The CAB should ensure that any variation in audit time does not compromise the effectiveness of audits (see also clause B 3.7).</p>
<p><u>B.2.3.6 Temporary unskilled personnel</u></p> <p>This issue normally only applies in countries with a low level of technology where temporary unskilled personnel may be employed in considerable numbers to replace automated processes. Under these circumstances a reduction in effective personnel may be made for other certification schemes (QMS, EMS).</p> <p>This reduction is in principle to be regarded as not applicable to OH&SMS, since the employment of temporary unskilled personnel can be a source of OH&S risks. If, in exceptional cases, reduction is made the justification for doing so shall be recorded and made available to the AB at assessment.</p>	<p><u>2.3.6 Temporary unskilled personnel</u></p> <p>This issue normally only applies in countries with a low level of technology where temporary unskilled personnel may be employed in considerable numbers to replace automated processes. Under these circumstances a reduction in effective personnel may be made, but the consideration of processes is more important than employee numbers. This reduction is unusual and the justification for doing so shall be recorded and made available to the AB at assessment.</p>	<p><u>B.2.3.6 Temporary unskilled personnel</u></p> <p>This issue normally only applies in countries with a low level of technology where temporary unskilled personnel may be employed in considerable numbers to replace automated processes. Under these circumstances a reduction in effective personnel may be made for other certification schemes (QMS, EMS).</p> <p>This reduction is in principle to be regarded as not applicable to OH&SMS, since the employment of temporary unskilled personnel can be a source of OH&S risks. If, in exceptional cases, reduction is made the justification for doing so shall be recorded and made available to the AB at assessment.</p>
<p>B.3 METHODOLOGY FOR DETERMINING AUDIT TIME OF OH&SMS</p>		<p>B.3 METHODOLOGY FOR DETERMINING AUDIT TIME OF OH&SMS</p>
<p><u>B.3.1</u></p>	<p><u>3.1</u></p>	<p><u>B.3.1</u></p>

**COMPARISON TABLE – IAF MD22:2018 vs IAF-MD5:2015 (and vs EA 3/13 M:2016)
CHANGES INTRODUCED BY THE NEW IAF MD22:2018
(25 January 2018)**

IAF-MD22:2018 ADDITIONAL REQUIREMENTS	IAF MD5:2015 ORIGINAL REQUIREMENTS	EA 3/13 M:2016 ADDITIONAL REQUIREMENTS
<p>The methodology used as a basis for the calculation of audit time of OH&SMS for an initial audit (Stage 1 + Stage 2) involves the understanding of tables of the Annex C of Appendix B.</p> <p>Annex C is based upon the effective number of personnel (see Clause B.2.3 for guidance on the calculation of the effective number of personnel) and the category of OH&S risk associated with the business sector of the organization, and does not provide minimum or maximum audit time.</p> <p>Table OH&SMS 2 shows linkage between business sectors and OH&S complexity categories based on OH&S risks.</p> <ul style="list-style-type: none"> Note: Normal practice is that time spent for Stage 2 exceeds time spent for Stage 1. 	<p>The methodology used as a basis for the calculation of audit time of management systems for an initial audit (Stage 1 + Stage 2) involves the understanding of tables and figures in Annex A and Annex B for QMS and EMS audits respectively. Annex A (QMS) is based upon the effective number of personnel (see Clause 2.3 for guidance on the calculation of the effective number of personnel) and the level of risk, but does not provide minimum or maximum audit time. In addition to effective number of personnel, Appendix B (EMS) is based also on the environmental complexity of the organization and does not provide minimum or maximum audit time.</p> <p>Note: Normal practice is that time spent for Stage 2 exceeds time spent for Stage 1.</p>	<p>The methodology used as a basis for the calculation of audit time of OH&SMS for an initial audit (Stage 1 + Stage 2) involves the understanding of tables of the Annex C of Appendix B.</p> <p>Annex C is based upon the effective number of personnel (see Clause B.2.3 for guidance on the calculation of the effective number of personnel) and the category of OH&S risk associated to the business sector of the organization, and does not provide minimum or maximum audit time.</p> <p>Table OH&SMS 2 shows linkage between business sectors and OH&S complexity categories based on OH&S risks.</p> <ul style="list-style-type: none"> Note: Normal practice is that time spent for Stage 2 exceeds time spent for Stage 1.
<p><u>B.3.3</u></p> <p>Using a suitable multiplier, the same table and figure may be used as the base for calculating audit time for surveillance audits (Clause B.5) and recertification audits (clause B.6).</p>	<p><u>3.2</u></p> <p>Using a suitable multiplier, the same tables and figures may be used as the base for calculating audit time for surveillance audits (Clause 5) and recertification audits (Clause 6).</p>	<p><u>B.3.3</u></p> <p>Using a suitable multiplier, the same table and figure may be used as the base for calculating audit time for surveillance audits (Clause B.5) and recertification audits (clause B.6).</p>
<p><u>B.3.3</u></p> <p>The CAB shall have processes that provide for the allocation of adequate time for auditing of relevant processes of the client.</p> <p>Experience has shown that apart from the number of personnel, the time required to carry out an effective audit depends upon other factors for OH&SMS. These factors are explored in more depth in clause B.8.</p>	<p><u>3.3</u></p> <p>The CAB shall have processes that provide for the allocation of adequate time for auditing of relevant processes of the client.</p> <p>Experience has shown that apart from the number of personnel, the time required to carry out an effective audit depends upon other factors for both QMS and EMS. These factors are explored in more depth in Clause 8.</p>	<p><u>B.3.3</u></p> <p>The CAB shall have processes that provide for the allocation of adequate time for auditing of relevant processes of the client.</p> <p>Experience has shown that apart from the number of personnel, the time required to carry out an effective audit depends upon other factors for OH&SMS. These factors are explored in more depth in clause B.8.</p>
<p><u>B.3.4</u></p> <p>This mandatory document lists the provisions which should be considered when establishing the amount of time needed to perform an audit. This and other factors need to be examined during the CAB's application review process, and after Stage 1 and throughout the certification cycle and at recertification for their potential impact on the determination of the audit time regardless of the type of audit.</p> <p>Therefore the relevant tables OH&SMS 1 and OH&SMS 2 which</p>	<p><u>3.4</u></p> <p>This mandatory document lists the provisions which should be considered when establishing the amount of time needed to perform an audit. These and other factors need to be examined during the CAB's application review process and after Stage 1 and throughout the certification cycle and at recertification for their potential impact on the determination of audit time regardless of the type of audit.</p> <p>Therefore the relevant tables, figures and diagrams for both QMS and EMS</p>	<p><u>B.3.4</u></p> <p>This mandatory document lists the provisions which should be considered when establishing the amount of time needed to perform an audit. This and other factors need to be examined during the CAB's application review process, and after Stage 1 and throughout the certification cycle and at recertification for their potential impact on the determination on the audit time regardless of the type of audit.</p>

**COMPARISON TABLE – IAF MD22:2018 vs IAF-MD5:2015 (and vs EA 3/13 M:2016)
CHANGES INTRODUCED BY THE NEW IAF MD22:2018
(25 January 2018)**

IAF-MD22:2018 ADDITIONAL REQUIREMENTS	IAF MD5:2015 ORIGINAL REQUIREMENTS	EA 3/13 M:2016 ADDITIONAL REQUIREMENTS
<p>demonstrates the relationship between effective number of personnel and OH&S risk categories cannot be used in isolation. These tables provide the framework for further audit planning and for making adjustments to audit time for all types of audits.</p>	<p>which demonstrate the relationship between effective number of personnel and complexity, cannot be used in isolation. These tables and figures provide the framework for audit planning and therefore required adjustments for the determination of audit time for all types of audits.</p>	<p>Therefore the relevant tables OH&SMS 1 and OH&SMS 2 which demonstrates the relationship between effective number of personnel and OH&S risk categories cannot be used in isolation. These tables provide the framework for further audit planning and for making adjustments to audit time for all types of audits.</p>
<p><u>B.3.6</u></p> <p>For an OH&SMS audit it is appropriate to base audit time on the effective number of personnel of the organization and the nature, number and severity of the OH&S risks of the typical organization in that industry sector.</p> <p>Tables OH&SM 1 and OH&SM 2 provide a framework for the process that should be used for planning. The audit time of management systems should then be adjusted based on any significant factors that uniquely apply to the organization to be audited.</p>	<p><u>3.6</u></p> <p>For an EMS audit it is appropriate to base audit time on the effective number of personnel of the organization and the nature, number and gravity of the environmental aspects of the typical organization in that industry sector.</p> <p>Tables EMS 1 and EMS 2 provide the framework for the process that should be used for audit planning. The audit time of management systems should then be adjusted based on any significant factors that uniquely apply to the organization to be audited.</p>	<p><u>B.3.6</u></p> <p>For an OH&SMS audit it is appropriate to base audit time on the effective number of personnel of the organization and the nature, number and severity of the OH&S risks of the typical organization in that industry sector.</p> <p>Tables OH&SM 1 and OH&SM 2 provide a framework for the process that should be used for planning. The audit time of management systems should then be adjusted based on any significant factors that uniquely apply to the organization to be audited.</p>
<p><u>B.3.7</u></p> <p>The starting point for determining audit time of OH&SMSs shall be identified based on the effective number of personnel, then adjusted for the significant factors applying to the client to be audited, and attributing to each factor an additive or subtractive weighting to modify the base figure. In every situation the basis for the establishment of audit time of OH&SMSs, including adjustments made, shall be recorded.</p> <p>The CAB should ensure that any variation in audit time does not compromise the effectiveness of audits.</p> <p>Where product or service realization processes operate on a shift basis, the extent of auditing of each shift by the CAB depends on the processes done on each shift, taking into consideration the associated OH&S risks, and the level of control of each shift that is demonstrated by the client.</p> <p>To audit effective implementation, at least one of the shifts inside and one outside of regular office hours shall be audited during the first cycle of certification. During surveillance audits of the subsequent cycles, the CB may decide not to audit the second shift based on the recognised maturity of the organization's</p>	<p><u>3.7</u></p> <p>The starting point for determining audit time of management systems shall be identified based on the effective number of personnel, then adjusted for the significant factors applying to the client to be audited, and attributing to each factor an additive or subtractive weighting to modify the base figure. In every situation the basis for the establishment of audit time of management systems including adjustments made shall be recorded.</p> <p>The CAB should ensure that any variation in audit time does not lead to a compromise on the effectiveness of audits.</p> <p>Where product or service realization processes operate on a shift basis, the extent of auditing of each shift by the CAB depends on the processes done on each shift, and the level of control of each shift that is demonstrated by the client.</p> <p>To audit effective implementation, at least one of the shifts shall be audited.</p> <p>The justification for not auditing the other shifts (e.g. those outside of regular office hours) shall be documented.</p>	<p><u>B.3.7</u></p> <p>The starting point for determining audit time of OH&SMSs shall be identified based on the effective number of personnel, then adjusted for the significant factors applying to the client to be audited, and attributing to each factor an additive or subtractive weighting to modify the base figure. In every situation the basis for the establishment of audit time of OH&SMSs, including adjustments made, shall be recorded.</p> <p>The CAB should ensure that any variation in audit time does not compromise the effectiveness of audits.</p> <p>Where product or service realization processes operate on a shift basis, the extent of auditing of each shift by the CAB depends on the processes done on each shift, taking into consideration the associated OH&S risks, and the level of control of each shift that is demonstrated by the client.</p> <p>To audit effective implementation, at least one of the shifts inside and one outside of regular office hours shall be audited during the first cycle of certification. During surveillance audits of the subsequent cycles, the CB may decide not to audit the second shift based on the recognised maturity of the organization's</p>

**COMPARISON TABLE – IAF MD22:2018 vs IAF-MD5:2015 (and vs EA 3/13 M:2016)
CHANGES INTRODUCED BY THE NEW IAF MD22:2018
(25 January 2018)**

IAF-MD22:2018 ADDITIONAL REQUIREMENTS	IAF MD5:2015 ORIGINAL REQUIREMENTS	EA 3/13 M:2016 ADDITIONAL REQUIREMENTS
<p>OH&SMS. Adjustments for delaying the starting time of audit are recommended whenever possible, in order to cover both shifts within the 8 hours audit time.</p> <p>The justification for not auditing the other shifts shall be documented taking in account the risk for not doing so.</p>		<p>OH&SMS. Adjustments for delaying the starting time of audit are recommended whenever possible, in order to cover both shifts within the 8 hours audit time.</p> <p>The justification for not auditing the other shifts shall be documented taking in account the risk for not doing so.</p>
<p><u>B.3.8</u></p> <p>The audit time of OH&SMSs determined using the tables of this Appendix shall not include the time of “auditors-in-training”, observers or the time of technical experts.</p>	<p><u>3.8</u></p> <p>The audit time of management systems determined using the tables or figures in Annexes A and B shall not include the time of “auditors-in-training”, observers or the time of technical experts.</p>	<p><u>B.3.8</u></p> <p>The audit time of OH&SMSs determined using the tables of this Appendix shall not include the time of “auditors-in-training”, observers or the time of technical experts.</p>
<p><u>B.3.9</u></p> <p>The reduction audit time of OH&SMSs shall not exceed 30% of the times established from Table OH&SMS 1.</p>	<p><u>3.9</u></p> <p>The reduction of audit time of management systems shall not exceed 30% of the times established from Tables QMS 1 or EMS 1.</p> <p>Note: Clause 3.9 may not apply to the situations described in IAF MD1 for the individual sites in multi-site operations where sampling of sites is permitted. In this situation a limited number of processes may be present in such sites and the implementation of all relevant requirements of the management system standards(s) can be verified.</p>	<p><u>B.3.9</u></p> <p>The reduction audit time of OH&SMSs shall not exceed 30% of the times established from Table OH&SMS 1.</p>
B.4 INITIAL OH&SMS CERTIFICATION AUDITS (STAGE 1 PLUS STAGE 2)		B.4 INITIAL OH&SMS CERTIFICATION AUDITS (STAGE 1 PLUS STAGE 2)
<p><u>B.4.2</u></p> <p>Table OH&SMS 1 provides a starting point for estimating the time of an initial audit (Stage 1 + Stage 2) for OH&SMS.</p>	<p><u>4.2</u></p> <p>Table QMS 1 and Table EMS 1 provide a starting point for estimating the audit time of an initial audit (Stage 1 + Stage 2) for QMS and EMS respectively.</p>	<p><u>B.4.2</u></p> <p>Table OH&SMS 1 provides a starting point for estimating the time of an initial audit (Stage 1 + Stage 2) for OH&SMS.</p>
<p><u>B.4.5.</u></p> <p>Certification audits may include remote auditing techniques such as interactive web-based collaboration; web meetings, teleconferences and/or electronic verification of the client’s processes.</p> <p>These remote activities, which shall be limited to review documents/records and to interview staff and workers, shall be identified in the audit plan.</p>	<p><u>4.5</u></p> <p>Certification audits may include remote auditing techniques such as interactive web-based collaboration; web meetings, teleconferences and/or electronic verification of the client’s processes (see IAF MD4).</p> <p>These activities shall be identified in the audit plan, and the time spent on these activities may be considered as contributing to the total duration of management systems audits. If the CAB plans an audit for which the remote</p>	<p><u>B.4.5.</u></p> <p>Certification audits may include remote auditing techniques such as interactive web-based collaboration; web meetings, teleconferences and/or electronic verification of the client’s processes.</p> <p>These remote activities, which shall be limited to review documents/records and to interview staff and workers, shall be identified in the audit plan.</p>

**COMPARISON TABLE – IAF MD22:2018 vs IAF-MD5:2015 (and vs EA 3/13 M:2016)
CHANGES INTRODUCED BY THE NEW IAF MD22:2018
(25 January 2018)**

IAF-MD22:2018 ADDITIONAL REQUIREMENTS	IAF MD5:2015 ORIGINAL REQUIREMENTS	EA 3/13 M:2016 ADDITIONAL REQUIREMENTS
<p>The time spent on these activities may be considered as contributing to the total duration of management systems audits. If the CAB plans an audit for which the remote auditing activities represent more than 30% of the planned on- site duration of management systems audits, the CAB shall justify the audit plan and maintain the records of this justification, which shall be available to an Accreditation Body for review.</p> <p>Activities and OH&S risk controls cannot be remotely witnessed this way” (see IAF MD4).</p> <ul style="list-style-type: none"> Note 1: Duration of management system audits refers to the duration of management system audits allocated for individual sites. Electronic audits of virtual or remote sites are considered to be remote audits, even if the electronic audit is physically carried out on the client organization’s location (physical or virtual). Note 2: Regardless of the remote auditing techniques used, the client organization shall be physically visited at least annually where such a physical location exists. <p>Note 3: It is unlikely that a Stage 2 audit will take less than one (1) audit day.</p>	<p>auditing activities represent more than 30% of the planned on-site duration of management systems audits, the CAB shall justify the audit plan and maintain the records of this justification which shall be available to an Accreditation Body for review (see MD4).</p> <ul style="list-style-type: none"> Note 1: Duration of management system audits refers to the duration of management system audits allocated for individual sites. Electronic audits of virtual or remote sites are considered to be remote audits, even if the electronic audit is physically carried out on the client organization’s location (physical or virtual). Note 2: Regardless of the remote auditing techniques used, the client organization shall be physically visited at least annually where such a physical location exists. <p>Note 3: It is unlikely that a Stage 2 audit will take less than one (1) audit day.</p>	<p>The time spent on these activities may be considered as contributing to the total duration of management systems audits. If the CAB plans an audit for which the remote auditing activities represent more than 30% of the planned on- site duration of management systems audits, the CAB shall justify the audit plan and maintain the records of this justification, which shall be available to an Accreditation Body for review.</p> <p>Activities and OH&S risk controls cannot be remotely witnessed this way”.</p> <ul style="list-style-type: none"> Note 1: Duration of management system audits refers to the duration of management system audits allocated for individual sites. Electronic audits of virtual or remote sites are considered to be remote audits, even if the electronic audit is physically carried out on the client organization’s location (physical or virtual). Note 2: Regardless of the remote auditing techniques used, the client organization shall be physically visited at least annually where such a physical location exists. Note 3: It is unlikely that a Stage 2 audit will take less than one (1) audit day.
B.5 SURVEILLANCE	5 SURVEILLANCE	B.5 SURVEILLANCE
<p>During the initial three year certification cycle, audit time for surveillance audits for a given organization should be proportional to the audit time spent on the initial certification audit (Stage 1 + Stage 2), with the total amount of time spent annually on surveillance being about 1/3 of the audit time spent on the initial certification audit.</p> <p>The CAB shall obtain an update of client data related to its management system as part of each surveillance audit.</p> <p>The planned audit time of a surveillance audit shall be reviewed at least at every surveillance and recertification audit to take into account changes in the organization, system maturity, etc.</p> <p>The evidence of review including any adjustments to the audit time of management systems audits shall be recorded.</p> <p>Note: It is unlikely that a surveillance audit will take less than one (1)</p>	<p>During the initial three year certification cycle, audit time for surveillance audits for a given organization should be proportional to the audit time spent on the initial certification audit (Stage 1 + Stage 2), with the total amount of time spent annually on surveillance being about 1/3 of the audit time spent on the initial certification audit.</p> <p>The CAB shall obtain an update of client data related to its management system as part of each surveillance audit.</p> <p>The planned audit time of a surveillance audit shall be reviewed at least at every surveillance and recertification audit to take into account changes in the organization, system maturity, etc.</p> <p>The evidence of review including any adjustments to the audit time of management systems audits shall be recorded.</p> <p>Note: It is unlikely that a surveillance audit will take less than one (1) audit</p>	<p>During the initial three year certification cycle, audit time for surveillance audits for a given organization should be proportional to the audit time spent on the initial certification audit (Stage 1 + Stage 2), with the total amount of time spent annually on surveillance being about 1/3 of the audit time spent on the initial certification audit.</p> <p>The CAB shall obtain an update of client data related to its management system as part of each surveillance audit.</p> <p>The planned audit time of a surveillance audit shall be reviewed at least at every surveillance and recertification audit to take into account changes in the organization, system maturity, etc.</p> <p>The evidence of review including any adjustments to the audit time of management systems audits shall be recorded.</p>

**COMPARISON TABLE – IAF MD22:2018 vs IAF-MD5:2015 (and vs EA 3/13 M:2016)
CHANGES INTRODUCED BY THE NEW IAF MD22:2018
(25 January 2018)**

IAF-MD22:2018 ADDITIONAL REQUIREMENTS	IAF MD5:2015 ORIGINAL REQUIREMENTS	EA 3/13 M:2016 ADDITIONAL REQUIREMENTS
audit day.	day.	<ul style="list-style-type: none"> Note: It is unlikely that a surveillance audit will take less than one (1) audit day.
B.6 RECERTIFICATION		B.6 RECERTIFICATION
<p>The audit time for the recertification audit should be calculated on the basis of the updated information of the client and is normally approximately 2/3 of the audit time that would be required for an initial certification audit (Stage 1 + Stage 2) of the organization if such an initial audit were to be carried out at the time of recertification (i.e. not 2/3 of the original time spent on the initial audit).</p> <p>The audit time of management systems shall take account of the outcome of the review of system performance (ISO/IEC 17021-1:2015).</p> <p>The review of system performance does not itself form part of the audit time for recertification audits.</p> <p>Note: It is unlikely that a recertification audit will take less than one (1) audit day.</p>	<p>The audit time for the recertification audit should be calculated on the basis of the updated information of the client and is normally approximately 2/3 of the audit time that would be required for an initial certification audit (Stage 1 + Stage 2) of the organization if such an initial audit were to be carried out at the time of recertification (i.e. not 2/3 of the original time spent on the initial audit).</p> <p>The audit time of management systems shall take account the outcome of the review of system performance (ISO/IEC 17021-1).</p> <p>The review of system performance does not itself form part of the audit time for recertification audits.</p> <p>Note: It is unlikely that a recertification audit will be less than one (1) audit day.</p>	<p>The audit time for the recertification audit should be calculated on the basis of the updated information of the client and is normally approximately 2/3 of the audit time that would be required for an initial certification audit (Stage 1 + Stage 2) of the organization if such an initial audit were to be carried out at the time of recertification (i.e. not 2/3 of the original time spent on the initial audit).</p> <p>The audit time of management systems shall take account of the outcome of the review of system performance (ISO/IEC 17021-1:2015).</p> <p>The review of system performance does not itself form part of the audit time for recertification audits.</p> <ul style="list-style-type: none"> Note: It is unlikely that a recertification audit will take less than one (1) audit day.
B.7 INDIVIDUALIZED SECOND AND SUBSEQUENT CERTIFICATION CYCLES	B.7 INDIVIDUALIZED SECOND AND SUBSEQUENT CERTIFICATION CYCLES	B.7 INDIVIDUALIZED SECOND AND SUBSEQUENT CERTIFICATION CYCLES
Not applicable for OH&SMS	For the second and subsequent certification cycles, the CAB may choose to design an individualized surveillance and recertification program (see IAF MD3 for Advanced Surveillance and Recertification Procedures – ASRP) with approval by the Accreditation Body. If an ASRP approach is not chosen the audit time of management systems should be calculated as indicated in Clauses 5 and 6.	Not applicable for OH&SMS
B.8 FACTORS FOR ADJUSTMENTS OF AUDIT TIME OF OH&SMS	B.8 FACTORS FOR ADJUSTMENTS OF AUDIT TIME OF OH&SMS	B.8 FACTORS FOR ADJUSTMENTS OF AUDIT TIME OF OH&SMS
<p>B.8.1 The additional factors that shall to be considered include but are not limited to:</p> <p>I) Increase in audit time of OH&SMS:</p>	<p>The additional factors that need to be considered include but are not limited to:</p> <p>i) ii) Increase in audit time of management systems:</p>	<p>The additional factors that need to be considered include but are not limited to:</p> <p>I) Increase in audit time of OH&SMS:</p>

COMPARISON TABLE – IAF MD22:2018 vs IAF-MD5:2015 (and vs EA 3/13 M:2016)
CHANGES INTRODUCED BY THE NEW IAF MD22:2018
(25 January 2018)

IAF-MD22:2018 ADDITIONAL REQUIREMENTS	IAF MD5:2015 ORIGINAL REQUIREMENTS	EA 3/13 M:2016 ADDITIONAL REQUIREMENTS
<ul style="list-style-type: none"> a. Complicated logistics involving more than one building or location where work is carried out. e.g., a separate Design Centre must be audited, b. Staff speaking in more than one language (requiring interpreter(s) or preventing individual auditors from working independently), c. Very large site for the number of personnel (e.g., a forest); d. High degree of regulation (e.g. aerospace, nuclear power, refinery and chemical industry, fishing vessels, mining, food, drugs, etc.), e. System covers highly complex processes or relatively high number of unique activities, f. Activities that require visiting temporary sites to confirm the activities of the permanent site(s) whose management system is subject to certification, g. Views of interested parties, h. Accident and occupational diseases rate higher than average for the business sector, i. If the members of the public are present on the organization’s site (e.g. hospitals, schools, airports, ports, train stations, public transport), j. The organization is facing legal proceedings related to OH&S (depending on the severity and impact of risk involved), k. The temporary large presence of many (sub)contractors companies and their employees causing an increase in complexity or OH&S risks (e.g. periodical shutdowns or turnaround of refineries, chemical plants, steel manufacturing plants and other large industrial complexes, l. Where dangerous substances are present in quantities exposing the plant to the risk of major industrial accidents, in accordance with the applicable national regulations, and/or risk assessment documentation m. organization with sites included in the scope in other countries than the mother site country (if legislation 	<ul style="list-style-type: none"> a. Complicated logistics involving more than one building or location where work is carried out. e.g., a separate Design Centre must be audited. b. Staff speaking in more than one language (requiring interpreter(s) or preventing individual auditors from working independently). c. Very large site for the number of personnel (e.g., a forest). d. High degree of regulation (e.g. food, drugs, aerospace, nuclear power, etc.). e. System covers highly complex processes or relatively high number of unique activities. f. Activities that require visiting temporary sites to confirm the activities of the permanent site(s) whose management system is subject to certification. <p>ii) increase in audit time of management systems for QMS only:</p> <ul style="list-style-type: none"> a. Activities considered to be of high risk (see Annex A, Table QMS 2). <p>iii) increase in audit time of management systems for EMS only:</p> <ul style="list-style-type: none"> a. Higher sensitivity of receiving environment compared to typical location for the industry sector. b. Views of interested parties. c. Indirect aspects necessitating increase in audit time. d. Additional or unusual environmental aspects or regulated conditions for the sector. <p>Risks of environmental accidents and impacts arising, or likely to arise, as consequences of incidents, accidents and potential emergency situations, previous environmental problems that the organization has contributed to.</p>	<ul style="list-style-type: none"> a. Complicated logistics involving more than one building or location where work is carried out. e.g., a separate Design Centre must be audited, b. Staff speaking in more than one language (requiring interpreter(s) or preventing individual auditors from working independently), c. Very large site for the number of personnel (e.g., a forest); d. High degree of regulation (e.g. aerospace, nuclear power, refinery and chemical industry, fishing vessels, mining, food, drugs, etc.), e. System covers highly complex processes or relatively high number of unique activities, f. Activities that require visiting temporary sites to confirm the activities of the permanent site(s) whose management system is subject to certification, g. Views of interested parties, h. Accident rate higher than average for the business sector, i. If the members of the public are present on the organization’s site (e.g. hospitals, schools, airports, ports, train stations, public transport), j. The organization is facing legal proceedings related to OH&S (depending on the severity and impact of risk involved), k. The presence of many (sub)contractors causing an increase in complexity or OH&S risks (e.g. periodical shutdowns or turnaround of refineries, chemical plants, steel manufacturing plants and other large industrial complexes, which require a temporary large increase of staff of (sub)contractors to perform the planned activities of inspection, maintenance, and repair of plant units and equipment),— l. Where dangerous substances are present in quantities exceeding the thresholds in the Seveso III Directive (2012/18/EU), exposing the plant to the risk of major industrial accidents which fall under the complex requirements of the Seveso III Directive, m. organization with sites included in the scope in other

**COMPARISON TABLE – IAF MD22:2018 vs IAF-MD5:2015 (and vs EA 3/13 M:2016)
CHANGES INTRODUCED BY THE NEW IAF MD22:2018
(25 January 2018)**

IAF-MD22:2018 ADDITIONAL REQUIREMENTS	IAF MD5:2015 ORIGINAL REQUIREMENTS	EA 3/13 M:2016 ADDITIONAL REQUIREMENTS
and language are not well known)		countries than the mother site country (if legislation and language are not well known)
<p>II) Decrease in audit time of OH&SMS:</p> <p>a. maturity of the management system (applicable to recertification, extension, etc.);</p> <p>b. prior knowledge of the client organisation's management system (e.g. already certified in another voluntary OH&SMS scheme by the same CAB),</p> <p>c. client preparedness for OH&S certification (e.g. already subject to periodical audits by the National Authority for a mandatory governmental OH&SMS scheme,</p> <p>d. d. very small site for number of personnel (e.g. office complex only).</p> <p>All attributes of the client's system, processes, and products/services should be considered and a fair adjustment made for those factors that could justify more or less auditor time for an effective audit. Additive factors may be off-set by subtractive factors.</p> <p>Any decision taken in relation to the requirements of this clause shall be recorded.</p> <ul style="list-style-type: none"> - Note 1: Subtractive factors may be used once only for each calculation for each client organization - Note 2: Additional factors to consider when calculating the audit time of integrated management systems are addressed in IAF MD 11. 	<p>iv) Decrease in audit time of management systems:</p> <p>a. Client is not "design responsible" or other standard elements are not covered in the scope (QMS only).</p> <p>b. Very small site for number of personnel (e.g. office complex only).</p> <p>c. Maturity of management system.</p> <p>d. Prior knowledge of the client management system (e.g., already certified to another standard by the same CAB).</p> <p>e. Client preparedness for certification (e.g., already certified or recognized by another 3rd party scheme). Note: if audit is conducted in accordance with IAF MD 11 this justification is invalid as reduction will be calculated from the level of integration.</p> <p>f. High level of automation.</p> <p>g. Where staff include a number of people who work "off location" e.g. salespersons, drivers, service personnel, etc. and it is possible to substantially audit compliance of their activities with the system through review of records.</p> <p>h. Activities considered to be of low risk (see Annex A, Table QMS 2 for examples and Table EMS 1). Low complexity activities, e.g.:</p> <ul style="list-style-type: none"> - Processes involving similar and repetitive activities (e.g., Service only). - Identical activities of low complexity performed on all shifts with appropriate evidence of equivalent performance on all shifts. - Where a significant proportion of staff carry out a similar simple function. Repetitive process within scope (when employees perform repetitive activities). <p>All attributes of the client's system, processes, and products/services should</p>	<p>II) Decrease in audit time of OH&SMS:</p> <p>e. maturity of the management system (applicable to recertification, extension, etc.);</p> <p>f. prior knowledge of the client organisation's management system (e.g. already certified in another voluntary OH&SMS scheme by the same CAB),</p> <p>g. client preparedness for OH&S certification (e.g. already subject to periodical audits by the National Authority for a mandatory SMS scheme, as per Seveso III Directive,</p> <p>h. d. very small site for number of personnel (e.g. office complex only).</p> <p>All attributes of the client's system, processes, and products/services should be considered and a fair adjustment made for those factors that could justify more or less auditor time for an effective audit. Additive factors may be off-set by subtractive factors.</p> <p>The CAB shall maintain records available for AB at assessment, to show that any decision to decrease the audit time has been previously evaluated in term of risk of compromising the completeness and performance of the audit of the organization's OH&SMS.</p> <ul style="list-style-type: none"> - Note 1: Subtractive factors may be used once only for each calculation for each client organization - Note 2: Additional factors to consider when calculating the audit time of integrated management systems are addressed in IAF MD 11.

**COMPARISON TABLE – IAF MD22:2018 vs IAF-MD5:2015 (and vs EA 3/13 M:2016)
CHANGES INTRODUCED BY THE NEW IAF MD22:2018
(25 January 2018)**

IAF-MD22:2018 ADDITIONAL REQUIREMENTS	IAF MD5:2015 ORIGINAL REQUIREMENTS	EA 3/13 M:2016 ADDITIONAL REQUIREMENTS
	<p>be considered and a fair adjustment made for those factors that could justify more or less audit time for an effective audit. Additive factors may be off-set by subtractive factors.</p> <p>- Note 1: Subtractive factors may be used once only for each calculation for each client organization.</p> <p>Note 2: Additional factors to consider when calculating the audit time of integrated management systems are addressed in IAF MD 11.</p>	
B.9 TEMPORARY SITES	9 TEMPORARY SITES	B.9 TEMPORARY SITES
<p><u>B.9.2</u></p> <p>Temporary sites could range from major project management sites to minor service/ installation sites.</p> <p>The need to visit such sites and the extent of sampling shall be based on an evaluation of the risks of the failure of the OH&SMS to control OH&S risks associated with the client's operations.</p> <p>The sample of sites selected should represent the range of the client's scope of certification, sizes and types of activities and processes performed, type of hazard involved and associated OH&S risks, and the various stages of projects in progress.</p>	<p><u>9.2</u></p> <p>Temporary sites could range from major project management sites to minor service/installation sites.</p> <p>The need to visit such sites and the extent of sampling should be based on an evaluation of the risks of the failure of the QMS to control product or service output or the EMS to control environmental aspects and impacts associated with the client's operations.</p> <p>The sample of sites selected should represent the range of the client's scope of certification, competency needs and service variations having given consideration to sizes and types of activities, and the various stages of projects in progress and associated environmental aspects and impacts.</p>	<p><u>B.9.2</u></p> <p>Temporary sites could range from major project management sites to minor service/ installation sites.</p> <p>The need to visit such sites and the extent of sampling shall be based on an evaluation of the risks of the failure of the OH&SMS to control OH&S risks associated with the client's operations.</p> <p>The sample of sites selected should represent the range of the client's scope of certification competency needs and service variations having given consideration to sizes and types of activities, and the various stages of projects in progress and associated OH&S risks.</p>
<p><u>B.9.3</u></p> <p>Typically on-site audits of temporary sites would be performed.</p> <p>However, the following methods could be considered as alternatives to replace only those parts of on-site audits not related to witness the operational control and other OH&SMS activities:</p> <ol style="list-style-type: none"> I. interviews or progress meetings with the client and/or its customer in person or teleconference, II. document review of temporary site activities, III. remote access to electronic site(s) that contains records or other information that is relevant to the assessment of the 	<p><u>9.3</u></p> <p>Typically on-site audits of temporary sites would be performed.</p> <p>However, the following methods could be considered as alternatives to replace some on-site audits:</p> <ol style="list-style-type: none"> I. Interviews or progress meetings with the client and/or its customer in person or by teleconference. II. Document review of temporary site activities. III. Remote access to electronic site(s) that contains records or other information that is relevant to the assessment of the management system and the temporary site(s). 	<p><u>B.9.3</u></p> <p>Typically on-site audits of temporary sites would be performed.</p> <p>However, the following methods could be considered as alternatives to replace only those parts of on-site audits not related to witness the operational control and other OH&SMS activities:</p> <ol style="list-style-type: none"> IV. interviews or progress meetings with the client and/or its customer in person or teleconference, V. document review of temporary site activities, VI. remote access to electronic site(s) that contains records or other information that is relevant to the assessment of the

**COMPARISON TABLE – IAF MD22:2018 vs IAF-MD5:2015 (and vs EA 3/13 M:2016)
CHANGES INTRODUCED BY THE NEW IAF MD22:2018
(25 January 2018)**

IAF-MD22:2018 ADDITIONAL REQUIREMENTS	IAF MD5:2015 ORIGINAL REQUIREMENTS	EA 3/13 M:2016 ADDITIONAL REQUIREMENTS
OH&SMS and the temporary site(s), use of video and teleconference and other technology that enable effective auditing to be conducted remotely.	IV. Use of video and teleconference and other technology that enable effective auditing to be conducted remotely.	OH&SMS and the temporary site(s), VII. use of video and teleconference and other technology that enable effective auditing to be conducted remotely.
B.10 AUDIT TIME OF A MULTI-SITE OH&SMS	10 AUDIT TIME OF A MULTI-SITE OH&SMS	B.10 AUDIT TIME OF A MULTI-SITE OH&SMS
<u>B.10.1</u> In the case of an OH&SMS system operated over multiple sites the CAB shall establish if site sampling is permitted or not, based on the evaluation of the level of OH&S risks associated to the activities and processes carried out in each site included in the scope of certification. Records of such evaluation and rationale of decision taken shall be made available to the AB at assessment.	<u>10.1</u> In the case of a management system operated over multiple sites it is necessary to establish if sampling is permitted or not.	<u>B.10.1</u> In the case of an OH&SMS system operated over multiple sites the CAB shall establish if sampling is permitted or not, based on the evaluation of the level of OH&S risks associated to the activities and processes carried out in each site included in the scope of certification. Records of such evaluation and rationale of decision taken shall be made available to the AB at assessment.
<u>B.10.2</u> The requirements for OH&SMS multiple site certification, both when sampling is permitted and when sampling is not permitted, are covered in more detail by the different scenarios provided in the new "Mandatory IAF document for auditing and certification of a system of management managed by a multi-site organization", in which all references to IAF MD5 requirements shall be understood as amended by this Appendix B. Until its coming into force, the respective requirements of IAF MD1 and MD19 continue to apply. The proportion of the total time spent on each site shall take into account situations where certain management system processes are not relevant to the site.	<u>10.2</u> For certification of multiple sites where sampling is not permitted, detailed requirements will be covered in more detail in a new IAF MD when it is available. The starting point for calculating audit time of the management system is the total involved on all of the sites, consistent with Table QMS 1 and Table QMS 2 for quality management systems and Table EMS 1 and Table EMS 2 for environmental management systems. The proportion of the total time spent on each site shall take into account situations where certain management system processes are not relevant to the site.	<u>B.10.2</u> For certification of multiple sites where sampling is not permitted, detailed requirements will be covered in more detail in a new IAF MD "Certification of a Management System operated by a Multi-Site Organization (which does not meet the IAF MD 1 eligibility criteria for sampling)" when it is available. The starting point for calculating audit time of the OH&SMS is the total involved on all of the sites, consistent with Table OH&SMS 1 and Table OH&SMS 2. The proportion of the total time spent on each site shall take into account situations where certain management system processes are not relevant to the site.
<u>B.10.3</u> Combined with clause B.10.2	<u>10.3</u> For certification of multiple sites where sampling is permitted, detailed requirements are covered in more detail in IAF MD1. The starting point for calculating audit time of the management system is the total involved on each of the sampled sites. MD1 shall be used to select sites to be sampled prior to applying MD5 to each selected site. The total time should never be	<u>B.10.3</u> For certification of multiple sites where sampling is permitted, detailed requirements are covered more fully in IAF MD1. The starting point for calculating audit time of the OH&SMS is the total involved on each of the sampled sites. MD1 shall be used to select sites to be sampled prior to applying MD5 to each selected site. The

**COMPARISON TABLE – IAF MD22:2018 vs IAF-MD5:2015 (and vs EA 3/13 M:2016)
CHANGES INTRODUCED BY THE NEW IAF MD22:2018
(25 January 2018)**

IAF-MD22:2018 ADDITIONAL REQUIREMENTS	IAF MD5:2015 ORIGINAL REQUIREMENTS	EA 3/13 M:2016 ADDITIONAL REQUIREMENTS
	less than that which would have been calculated for the size and complexity of the operation if all the work had been undertaken at a single site (MD1 – clause 5.3.4).	total time should never be less than that which would have been calculated for the size and complexity of the operation if all the work had been undertaken at a single site (MD1 – clause 5.3.4).
B.11 CONTROL OF EXTERNALLY PROVIDED FUNCTIONS OR PROCESSES (OUTSOURCING)	B.11 CONTROL OF EXTERNALLY PROVIDED FUNCTIONS OR PROCESSES (OUTSOURCING)	B.11 CONTROL OF EXTERNALLY PROVIDED FUNCTIONS OR PROCESSES (OUTSOURCING)
<p><u>B.11.1</u></p> <p>If an organization outsources part of its functions or processes, it is the responsibility of the CAB to obtain evidence that the organization has effectively determined the type and extent of controls to be applied in order to ensure that the externally provided functions or processes do not adversely affect the effectiveness of the OH&SMS, including the organization's ability to control its OH&S risks and commitments to compliance with legal requirements.</p>	<p><u>11.1</u></p> <p>If an organization outsources part of its functions or processes, it is the responsibility of the CAB to obtain evidence that the organization has effectively determined the type and extent of controls to be applied in order to ensure that the externally provided functions or processes do not adversely affect the effectiveness of the MS, including the organization's ability to consistently deliver conforming products and services to its customers or to control its environmental aspects and commitments to compliance with legal requirements.</p>	<p><u>B.11.1</u></p> <p>If an organization outsources part of its functions or processes, it is the responsibility of the CAB to obtain evidence that the organization has effectively determined the type and extent of controls to be applied in order to ensure that the externally provided functions or processes do not adversely affect the effectiveness of the OH&SMS, including the organization's ability to control its OH&S risks and commitments to compliance with legal requirements.</p>
<p><u>B.11.2</u></p> <p>The CB will audit and evaluate the effectiveness of the organization's OH&SMS in managing any supplied activity and the risk this poses to OH&S performance of its own activities and processes and conformity requirements.</p> <p>This may include gathering feedback on the level of effectiveness from suppliers, based:</p> <ul style="list-style-type: none"> • on the criteria applied by the organization for the evaluation, selection, monitoring of performance and re-evaluation of these external providers based on their ability to provide functions or processes in accordance with specified requirements, in compliance with the legal requirements, and <p>on the risk that the external providers can adversely affect the organization's ability to control its own OH&S risks.</p>	<p><u>11.2</u></p> <p>The CB will audit and evaluate the effectiveness of the client's management system in managing any supplied activity and the risk this poses to the delivery of objectives, customer and conformity requirements.</p> <p>This may include gathering feedback on the level of effectiveness from suppliers.</p> <p>However auditing the supplier's management system is not required, considering that it is included in the scope of the organization's management system only the control of the supplied activity, and not the performance of the activity itself.</p> <p>From this understanding of risk any additional audit time shall be determined.</p>	<p><u>B.11.2</u></p> <p>The CB will audit and evaluate the effectiveness of the organization's OH&SMS in managing any supplied activity and the risk this poses to OH&S performance of its own activities and processes and conformity requirements.</p> <p>This may include gathering feedback on the level of effectiveness from suppliers, based:</p> <ul style="list-style-type: none"> • on the criteria applied by the organization for the evaluation, selection, monitoring of performance and re-evaluation of these external providers based on their ability to provide functions or processes in accordance with specified requirements, in compliance with the legal requirements, and • on the risk that the external providers can adversely affect the organization's ability to control its own OH&S risks.
<p><u>B.11.3</u></p> <p>Even if auditing the complete provider's management system is not required, the CAB shall consider those processes or</p>	<p style="text-align: center;">-</p>	<p><u>B.11.3</u></p> <p>Even if auditing the complete provider's management system is not required, the CAB shall consider those processes or</p>

**COMPARISON TABLE – IAF MD22:2018 vs IAF-MD5:2015 (and vs EA 3/13 M:2016)
CHANGES INTRODUCED BY THE NEW IAF MD22:2018
(25 January 2018)**

IAF-MD22:2018 ADDITIONAL REQUIREMENTS	IAF MD5:2015 ORIGINAL REQUIREMENTS	EA 3/13 M:2016 ADDITIONAL REQUIREMENTS
functions included within the scope of the organization's OH&SMS, which have been outsourced to external providers to plan and accomplish an effective audit.		functions included within the scope of the organization's OH&SMS, which have been outsourced to external providers to plan and accomplish an effective audit.
<p>B.11.4.</p> <p>The CAB should be able to establish this during the preparation of the certification programme and further verify it during the initial audit, and before every surveillance and recertification audit.</p>	-	<p>B.11.4.</p> <p>The CAB should be able to establish this during the preparation of the certification programme and further verify it during the initial audit, and before every surveillance and recertification audit.</p>
<p><u>Tabel OH&SMS 1 – Occupational Health and Safety Management Systems</u></p>	<p><u>Tabel EMS 1 – Environmental Management Systems</u></p>	<p><u>Tabel OH&SMS 1 – Occupational Health and Safety Management Systems</u></p>
<ul style="list-style-type: none"> • Relationship between Effective Number of Personnel, Complexity Category of OH&S Risk and Audit Time • (high, medium, low) 	<ul style="list-style-type: none"> • Relationship between Effective Number of Personnel, Complexity and Audit Time • (high, medium, low, limited, special cases) 	<ul style="list-style-type: none"> • Relationship between Effective Number of Personnel, Complexity Category of OH&S Risk and Audit Time • Categorie di complessità di rischio OH&S : alto, medio, basso • (high, medium, low)
<p><u>Tabel OH&SMS 2 – Examples of linkage between business sectors and complexity categories of OH&S risks</u></p>	<p><u>Tabel EMS 2 – Examples of linkage between business sectors and complexity categories of environmental aspects</u></p>	<p><u>Tabel OH&SMS 2 – Examples of linkage between business sectors and complexity categories of OH&S risks</u></p>
<p><u>Complexity categories of OH&S risks</u></p> <p>The provisions specified in this document are based on three primary complexity categories of OH&S risks based on the nature and severity of the OH&S risks of an organization that fundamentally affect the auditor time. These are:</p> <ul style="list-style-type: none"> • High – OH&S risks with significant nature and severity (typically the construction industry, heavy manufacturing or processing type organizations); • Medium – OH&S risks with medium nature and severity (typically light manufacturing organizations with some significant risks); • Low – OH&S risks with low nature and severity (typically office based organizations); <p>Table OH&SMS 1 covers the above three complexity categories of OH&S risks.</p>	<p><u>Complexity Categories of Environmental Aspects</u></p> <p>The provisions specified in this document are based on five primary complexity categories of the nature and gravity of the environmental aspects of an organization that fundamentally affect the audit time. These are:</p> <ul style="list-style-type: none"> • High – environmental aspects with significant nature and gravity (typically manufacturing or processing type organizations with significant impacts in several of the environmental aspects); • Medium – environmental aspects with medium nature and gravity (typically manufacturing organizations with significant impacts in some of the environmental aspects); • Low – environmental aspects with low nature and gravity (typically organizations of an assembly type environment with few significant aspects); • Limited – environmental aspects with limited nature and gravity (typically organizations of an office type environment); • Special – these require additional and unique consideration at the 	<p><u>Complexity categories of OH&S risks</u></p> <p>The provisions specified in this document are based on three primary complexity categories of OH&S risks based on the nature and severity of the OH&S risks of an organization that fundamentally affect the auditor time. These are:</p> <ul style="list-style-type: none"> • High – OH&S risks with significant nature and severity (typically the construction industry, heavy manufacturing or processing type organizations); • Medium – OH&S risks with medium nature and severity (typically light manufacturing organizations with some significant risks); • Low – OH&S risks with low nature and severity (typically office based organizations); <p>Table OH&SMS 1 covers the above three complexity categories of OH&S risks.</p>

**COMPARISON TABLE – IAF MD22:2018 vs IAF-MD5:2015 (and vs EA 3/13 M:2016)
CHANGES INTRODUCED BY THE NEW IAF MD22:2018
(25 January 2018)**

IAF-MD22:2018 ADDITIONAL REQUIREMENTS	IAF MD5:2015 ORIGINAL REQUIREMENTS	EA 3/13 M:2016 ADDITIONAL REQUIREMENTS
<p>Table OH&SMS 2 provides the link between the three complexity categories of OH&S risks above and the industry sectors that would typically fall into that category.</p> <p>The CAB should recognize that not all organizations in a specific sector will always fall in the same OH&S risk category.</p> <p>The CAB should allow flexibility in its contract review procedure to ensure that the specific activities of the organization are considered in determining the complexity categories of OH&S risks.</p> <p>For example, even though many businesses in the shipbuilding should be classified as “high risk”, an organization which would have only small boats of carbon fibre with lower complexity activities could be classified as “medium”.</p> <p>The CAB shall document all cases where they have lowered the complexity category of OH&S risks of an organization in a specific business sector.</p>	<p>audit planning stage.</p> <p>Table EMS 1 covers the above four top complexity categories: high, medium, low and limited. Table EMS 2 provides the link between the five complexity categories above and the industry sectors that would typically fall into that category.</p> <p>The CAB should recognise that not all organizations in a specific sector will always fall in the same complexity category.</p> <p>The CAB should allow flexibility in its application review procedure to ensure that the specific activities of the organization are considered in determining the complexity category.</p> <p>For example, even though many businesses in the chemical sector should be classified as “high complexity”, an organization which would have only a mixing free from chemical reaction or emission and/or trading operation could be classified as “medium” or even “low complexity”.</p> <p>The CAB shall document all cases where they have lowered the complexity category for an organization in a specific sector.</p> <p>Table EMS 1 does not cover the “special complexity” category and the audit time of management systems audits shall be developed and justified on an individual basis in these cases.</p>	<p>Table OH&SMS 2 provides the link between the three complexity categories of OH&S risks above and the industry sectors that would typically fall into that category.</p> <p>The CAB should recognize that not all organizations in a specific sector will always fall in the same OH&S risk category.</p> <p>The CAB should allow flexibility in its contract review procedure to ensure that the specific activities of the organization are considered in determining the complexity categories of OH&S risks.</p> <p>For example, even though many businesses in the shipbuilding should be classified as “high risk”, an organization which would have only small boats of carbon fibre with lower complexity activities could be classified as “medium”.</p> <p>The CAB shall document all cases where they have lowered the complexity category of OH&S risks of an organization in a specific business sector.</p>

**COMPARISON TABLE – IAF MD22:2018 vs IAF-MD5:2015 (and vs EA 3/13 M:2016)
CHANGES INTRODUCED BY THE NEW IAF MD22:2018
(25 January 2018)**

Table OH&SMS 1 – Occupational Health and Safety Management Systems

Relationship between Effective Number of Personnel, Complexity Category of OH&S Risk and Audit Time (Initial Audit only – Stage 1 + Stage 2)
(same for OH&SMS and EMS)

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

**COMPARISON TABLE – IAF MD22:2018 vs IAF-MD5:2015 (and vs EA 3/13 M:2016)
CHANGES INTRODUCED BY THE NEW IAF MD22:2018
(25 January 2018)**

TABLE OH&SMS 2 - Examples of linkage between business sectors and OH&S risks categories

(changes to EA-3/13M in red)

Complexity category of OH&S risk	Business sector
High	<ul style="list-style-type: none"> • fishing (offshore, coastal dredging and diving) • <u>mining and quarrying</u> • <u>manufacture of coke and refined petroleum products</u> • oil and gas extraction • tanning of textiles and clothing • pulping part of paper manufacturing including paper recycling processing • oil refining • chemicals (included pesticides, fabrication of batteries and accumulators), and pharmaceuticals • manufacturing of fibreglass • gas production, storage and distribution • electricity generation and distribution • nuclear • storage of large quantities of hazardous material • non-metallic processing and products covering ceramics, <u>and concrete,</u> cement, <u>lime, plaster, etc.</u> • primary productions of metals • hot and cold forming and metal fabrication • manufacturing and assembly of metal structures • shipyards (depending on the activities could be medium) • aerospace industry • automotive industry • manufacturing of weapons and explosives • recycling of hazardous waste • hazardous and non-hazardous waste processing e.g. Incineration etc. • effluent and sewerage processing • industrial and civil construction and demolition (including building completion with electrical, hydraulic and air conditioning installation activities) • slaughter houses • transport and distribution of dangerous goods (by land, air and water) • defence activities / crisis management • healthcare/hospitals/veterinary/social works
Medium	<ul style="list-style-type: none"> • aquaculture (breeding, rearing, and harvesting of plants and animals in all types of water environments) • fishing (offshore fishing is high) • farming / forestry (depending on the activities could be high) • food, beverage and tobacco – processing

**COMPARISON TABLE – IAF MD22:2018 vs IAF-MD5:2015 (and vs EA 3/13 M:2016)
CHANGES INTRODUCED BY THE NEW IAF MD22:2018
(25 January 2018)**

Complexity category of OH&S risk	Business sector
	<ul style="list-style-type: none"> • textiles and clothing except for tanning • manufacturing of wood and wooden products including manufacturing of boards, treatment/impregnation of wood • paper production and paper products excluding pulping • non-metallic processing and products covering glass, <u>ceramics</u>, clay, lime etc. • general mechanical engineering assembly • manufacturing of metallic products • surface and other chemically based treatment for metal fabricated products excluded<u>excluding</u> primary production and for general mechanical engineering (depending on the treatment and the size of the component could be high) • production of bare printed circuit boards for electronics industry • rubber and plastic injection moulding, forming and assembly. • electrical and electronic equipment assembly • manufacturing of transport equipment and their repairs - road, rail and air (depending on the size of the equipment, could be high) • recycling, composting, landfill (of non-hazardous waste) • water abstraction, purification and distribution including river management (note commercial effluent treatment is graded as high) • <u>fossil fuel wholesale and retail (depending on the amount of fuel, could be high)"</u> • <u>transport of passengers (by air, land and sea)</u> • transport and distribution of non-dangerous goods (by land, air and water) • industrial cleaning, hygiene cleaning, dry cleaning normally part of general business services recycling, composting, landfill (of non-hazardous waste) • research & development in natural and technical sciences (depending on the business sector could be high). Technical testing and laboratories • hotels, leisure services and personal services excludes restaurants • education services (depending on the object of teaching activities could be high or low)
Low	<ul style="list-style-type: none"> • corporate activities and management, HQ and management of holding companies • wholesale and retail (depending on the product, could be medium or high, e.g. fuel) • general business services except industrial cleaning, hygiene cleaning, dry cleaning and education services). • transport and distribution - management services with no actual fleet to manage • engineering services (could be medium depending on type of services) • telecommunications and post office services

COMPARISON TABLE – IAF MD22:2018 vs IAF-MD5:2015 (and vs EA 3/13 M:2016)
CHANGES INTRODUCED BY THE NEW IAF MD22:2018
(25 January 2018)

Complexity category of OH&S risk	Business sector
	<ul style="list-style-type: none">• restaurants and campings• commercial estate agency, estate management,• research & development on social sciences and Humanities• public administration, local authorities• financial institutions, advertising agency