Dear Auditors,

At a recent ANAB witness audit, PRI Registrar received a nonconformance when our auditor failed to audit activity on 2\textsuperscript{nd} and 3\textsuperscript{rd} shift. We would like to take a moment to remind everyone of the requirements surrounding the assessment of off-shifts.

IAF MD 5:2015 (3.7) has this to say:

“Where product or service realization processes operate on a shift basis, the extent of auditing of each shift by the [Certifying Body] depends on the processes done on each shift, and the level of control of each shift that is demonstrated by the client. To audit effective implementation, at least one of the shifts shall be audited. The justification for not auditing the other shifts (e.g. those outside of regular office hours) shall be documented.”

AS9104/1:2012 (8.2.2 f) follows up with:

“Auditing of the entire AQMS standard on all shifts is required for initial and recertification audits. For surveillance audits, the planning shall include coverage of multiple shifts, when the audit plan activities occur across multiple shifts.”

For Aerospace audits, please take away the following:

- For initial and recertification audits:
  - Always plan to audit all shifts!

- For surveillance audits:
  - Discuss with the client ahead of time to determine which shifts contain activities that fall under your audit plan, and time your visits accordingly.
  - If you have verified with the client that a shift has no activities that are associated with a process listed on your audit plan, be sure that you are documenting that in the Shift Verification box on the RF-12 audit plan.