Dear Aerospace Auditors,

We recently experienced an issue whereby an auditor independently chose to re-allocate on-site time at a client whose certificate structure was designated as a “Several Site”. The auditor’s reasoning was that one facility did not conduct as many processes, so they felt justified in re-allocating some of the on-site time from that facility to another. Although this reasoning appears sound, it is not permitted per the expectations set forth in AS9104/1. The only certificate structure that permits this type of independent re-allocation is Campus structures.

With that in mind, let’s take a moment to reiterate the criteria around the new designations of “certification structures” and how audit days are to be allocated for each structure.

AS9104/1 has introduced us to a new way of categorizing clients considering the number of facilities / buildings / addresses, etc. In the past, there were generally two categories of clients, single site clients, and multiple site clients. Under the new methodology, the following certification structures are available:

1) Single Site
2) Multiple Sites
3) Campus
4) Several Sites
5) Complex

The eligibility criteria are slightly different for each certification structure. For this advisory, we are going to focus on how audit days are to be allocated for each structure.

**Single Site**
- Audit days are calculated using AS9104/1 Table 2, and using the total number of employees
- No reductions allowed, unless applying ASRP or CAAT
  - ASRP – Advanced Surveillance and Recertification Programs
  - CAAT – Computer Assisted Auditing Techniques
  - PRI Registrar does not subscribe to either ASRP or CAAT at this time.
- Additions allowed

**Multiple Sites**
- Audit days are calculated using AS9104/1 Table 2, and using the total number of employees from each site
- No reductions allowed, unless applying ASRP or CAAT
- Additions allowed

**Campus**
- Audit days are calculated using AS9104/1 Table 2, and using the total number of employees from all sites added together as a starting point
- Require 10% additional time to support communication and other aspects of a campus
- No reductions allowed, unless applying ASRP or CAAT
- Additions allowed
• On-site audit duration shall be divided between the sites within the campus to ensure that all sites are audited each year and all processes are audited during the initial and recertification audits, and all processes are audited over the two surveillance audits.

Several Sites

• Audit days are calculated using AS9104/1 Table 2, and using the total number of employees from each site as a starting point
• 30% maximum reduction allowed at each site for reduced scope complexity
• No reductions allowed, unless applying ASRP or CAAT
• Additions allowed

Complex

• Any combination of multiple sites, campus, and/or several sites
• Calculate using requirements for each type of entity within the organization using AS9104/1 Table 2
• Requires IAQG OPMT approval

You will note that most certification structures base the audit days off of the number of employees at each site; with the exception of Campus structure. Campus structures add the employee counts from all sites together, and the allocated audit days are a reflection of the totality of the employee count. Campus structures are the only certificate structure which allows the Certification Body and auditor to decide independently how much on-site time to spend at each location, based on the activities / processes at each location.

So, unless you are at a “Campus” designated facility, you are not allowed to adjust the allocated on-site time at each site.