Dear Auditors,

During a recent witness audit by the ANAB (ANSI-ASQ National Accreditation Board), it was noted that the auditor utilized an hour of on-site audit time to complete audit documentation prior to the closing meeting. Auditors should be advised that this practice is not in compliance with the expectations of the standard(s).

IAF Mandatory Document (IAF MD 5), section 2.1 states the following:
“Audit duration for all types of audits includes on-site time at a client’s premises and time spent off-site carrying out audit planning, document review, interacting with client personnel and report writing. …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”.

The aerospace industry has clarified the intent of these expectations in AS9104/1, section 8.2.2(d), which states:
“Table 2 (audit days reference table in AS9104/1 which incorporates the expectations of IAF MD 5) is for on-site audit time only. Table 2 does not include auditor time used for planning, report writing, and/or completion of the associated 9101 standard forms. CB’s will provide for additional time needed to complete the 9101 forms”.

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Remember, the only items that the standards require to be left with the client at the closing meeting are any identified nonconformances. For aerospace, any PEAR forms associated with an identified nonconformance must also be left with the client. All other audit documentation is expected to be completed off-site. PRI Registrar allows five business days after the end of the on-site audit for the entire set of audit documentation to be completed and uploaded into the EQM database.

*If you need to work on any audit documents on-site, this must be reflected on your audit plan as a portion of the “off-site” time allotted for a given audit; and must be shown as a “break” between actual auditing and the closing meeting. The closing meeting can be considered part of the “on-site” time, and the inclusion of the closing meeting time in the audit plan will complete the on-site time allotment for that day.*

If you have any questions or concerns regarding this advisory, please feel free to contact us.

Thank you for your continued support of PRI Registrar!