

Final Audit Day Calculation for Initial Certification	#N/A
Final Audit Day Calculation for Recertification (2/3 of Initial Certification)	#N/A
Final Audit Day Calculation for Surveillance (1/3 of Initial Certification)	#N/A

Organization provides Headcount for Core and Support Personnel w/CB Support	Core & Support Headcount
Total Core for HQ and Design Center HQ	
Total Support for HQ and Design Center HQ	

TABLE 2 - Classification of Business and Organization factors for calculating audit	
Category	Business Gr
Type(s) of business and regulatory requirements	1. Organization works in non-critical sectors
	2. Organization has customers in criti
	3. Organization works in critical busin
Process and tasks	1. Std processes w/std & repetitive to the org's control carrying out the same
	2. Std but non-repetitive processes, v
	3. Complex processes, high # of prod included in scope of certification (ISMS relatively high # or unique activities)
	1. ISMS is already well established an

Level of establishment of the Management System

2. Some elements of other mgmt. sys

3. No other mgmt. system implemented.

Table 4 - Impact of factors on audit time

		IT complexity Selected Grade (y axis)		
		Low (from 3 to 4)	Medium (from 5 to 6)	High (from 7 to 9)
Business complexity Selected Grade (x axis)	High (from 7 to 9)	5% to 20%	10% to 50%	20% to 100%
	Medium (from 5 to 6)	0%	0%	10% to 50%
	Low (from 3 to 4)	0%	0%	5% to 20%
			Additional Audit Days:	

Directions:

- 1. Organization determines the Core and Support headcount w/CB Support**
- 2. Select the HC Audit days from Minimum On-Site Audit Days Table Step 1 and Step 2 Audit**
- 3. Determine the Grades for each category in Table 2.**
- 4. Determine the Grades for each category in Table 3.**
- 5. Tally the total grade for Table 2 Business & Organization Complexity**
- 6. Tally the total grade for Table 3 IT Complexity**
- 7. Using Table 4 determine if additional audit time is required.**
- 8. Add any additional time to minimum audit days based on step 7.**
- 9. Final Audit Day Calculation should be adjusted for the nearest .5 day. (in the above example, in cell E32/Final**

Baseline # of Days per Steps 1&2	Applied Table 2 Grade	Applied Table 3 Grade	Add % to baseline audit from Table 4	Measurements Fixed Audit Time
#N/A			#N/A	0.50

time (excludes IT)			TABLE 3 - Fact	
Grade Definition	Selected Grade		Category	
business sectors and non-regulated			IT infrastructure Complexity	
ical business sectors *				
ness sectors *				
asks; lots of persons doing work under e tasks; few products or services.			Dependency on outsourcing & suppliers, including clo	
w/high # of products or services;				
ucts & services, many business units s covers highly complex processes or				
nd/or other mgmt. systems are in place.				

systems are implemented, others are not

ed at all, the ISMS is new and not



Information System Development

Total Grade:

CB Selected Percentage		CB Justification for Additional Time	

Factors related to IT environment

	IT Environment Grade Definition	Selected Grade
	1. Few or highly standardized IT platforms, servers, OS, dbases, ntwks, etc.	
	2. Several different IT platforms, servers, OS, dbases, ntwks.	
	3. Many different IT platforms, servers, OS, dbases, ntwks etc.	
Cloud services	1. Little or no dependency on outsourcing or suppliers.	
	2. Some dependency on outsourcing or suppliers, related to some but not all important bus activities.	
	3. High dependency on outsourcing or suppliers, large impact on important business activities.	
	1. None or very limited in-house system/app development.	

2. Some in-house or outsourced system/app development for some important business purposes.

3. Extensive in-house or outsourced systems/app development for important business purposes.

Total Grade: