

SCS 9001:2021 MINIMUM ON-SITE AUDIT DAYS TABLE

Purpose: This audit days document describes how SCS 9001 Audit Time is calculated using the required SCS 9001 Audit Duration Calculation Tool.

Scope: SCS 9001 requires an underlying QMS (e.g. ISO 9001, TL 9000, AS9100, IATF 16949) which follows their applicable audit day requirements. The required audit time for the underlying QMS is not included in the SCS Audit Day Table.

Core and Support Personnel Definitions:

1. The total population of employees within scope must first be separated into Core and Support categorization as per the following definitions:
 - a. **CORE Personnel:** Personnel with key roles and responsibilities for achieving the expected outcome/performance of the SCS management system including those responsible for planning, implementation, design, management, internal auditing, and providing input to the SCS process design for the SCS Architecture; AND CORE PERSONNEL ALSO INCLUDES individuals that plan, define requirements, design, test design, implement manufacturing controls and manage security processes for the product AND SERVICE.
 - b. **Support Personnel:** Those personnel required to follow the SCS processes and controls. (Remaining people in the organization that are not SCS Core Personnel).

Process:

1. Audit time is calculated by determining the headcount for Core and Support personnel. Enter the Core and Support headcount in the required SCS 9001 Audit Duration Time Calculation Tool based on the Audit Days Table per Headcount shown below.

Note: The separation of Core personnel and Support personnel is primarily for the purpose of calculating total audit time. Actual audit activities should be planned as-needed with the required personnel.

Audit Days Table per Headcount

STEP 1		STEP 2		TOTAL
SCS Core Personnel		SCS Support Personnel		Initial Audit Duration (Days)
1-10	5	1-10	.5	SUM of STEP 1 + STEP 2 (Total will vary by organization)
11-15	6	11-15	.5	
16-25	7	16-25	1	
26-45	8.5	26-45	1	
46-65	10	46-65	1	
66-85	11	66-85	1	
86-125	12	86-125	1	
126-175	13	126-175	1.5	
176-275	14	176-275	1.5	

276-425	15
426-625	16.5
626-875	17.5
876-1175	18.5
1176-1550	19.5
1551-2025	21
2026-2675	22
2676-3450	23
3451-4350	24
4351-5450	25
5451-6800	26
6801-8500	27
8501-10700	28

276-425	1.5
426-625	1.5
626-875	2
876-1175	2
1176-1550	2
1551-2025	2
2026-2675	2
2676-3450	2.5
3451-4350	2.5
4351-5450	2.5
5451-6800	2.5
6801-8500	2.5
8501-10700	3



2. **Applied Table Factors:** The SCS 9001 Audit Duration Time Calculation Tool applies the factors in tables 1-3 below.

Table 1: Factors Related to Business and Organization (other than IT)

Category	Grade
Type(s) of business and regulatory requirements	<ol style="list-style-type: none"> 1. Organization works in non-critical business sectors and non-regulated sectors 2. Organization has customers in critical business sectors* 3. Organization works in critical business sectors*
Process and tasks	<ol style="list-style-type: none"> 1. Std processes w/std & repetitive tasks; lots of persons doing work under the org's control carrying out the same tasks; few products or services. 2. Std but non-repetitive processes, with high # of products or services; 3. Complex processes, high # of products & services, many business units included in scope of certification (ISMS covers highly complex processes or relatively high # or unique activities)
Level of establishment of the Management System	<ol style="list-style-type: none"> 1. ISMS is already well established and/or other mgmt. systems are in place. 2. Some elements of other mgmt. systems are implemented, others are not 3. No other management system implemented at all, the ISMS is new and not established.

*Critical business sectors are sectors that may affect critical public services that will cause risk to health, security, economy, image, and government ability to function that may have a very large negative impact to the country.

Table 2: Factors Related to IT Environment

Category	Factors Related to IT Environment
IT infrastructure Complexity	<ol style="list-style-type: none"> 1. Few or highly standardized IT platforms, servers, operating systems, dbases, networks, etc. 2. Several different IT platforms, servers, operating systems, dbases, networks. 3. Many different IT platforms, servers, operating systems, dbases, networks etc.
Dependency on outsourcing & suppliers, including cloud services	<ol style="list-style-type: none"> 1. Little or no dependency on outsourcing or suppliers. 2. Some dependency on outsourcing or suppliers, related to some but not all important business activities. 3. High dependency on outsourcing or suppliers, large impact on important business activities.

Information System Development	<ol style="list-style-type: none"> 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/application development for important business purposes.
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Table 3 – Impact of factors on audit time.

		IT Complexity		
		Low (3-4)	Medium (5-6)	High (7-9)
Business Complexity	High (7to9)	+5% to +20%	+10% to +50%	+20% to +100%
	Medium (5-6)	0%	0%	+10% to +50%
	Low (3-4)	0%	0%	+5% to +20%

4. General Requirements and Guidelines:

1. Based on the Impact of factors on audit time, the CB determines whether an additional percentage of audit time is required and includes the justification for same in the SCS 9001 Audit Duration Time Calculation Tool.
2. Planning and audit report writing time is not included in the on-site audit-day calculation. Planning and audit reporting writing time is additional time. Recommendations: Additional planning time is typically 25%. Additional report writing time is typically 15%.
3. This document is only for the SCS 9001 Audit Time. SCS 9001 requires an underlying QMS (e.g. ISO 9001, TL 9000, AS9100, IATF 16949) which follows their applicable audit day requirements. The required audit time for the underlying QMS is not included in this document.
4. A SCS Management System scope may include a fully virtual organization resulting in non-applicability of IAF MD5:2019 Note 1, i.e., “(IAF MD5:2019 Note 1: A virtual site cannot be considered where the processes must be executed in a physical environment, e.g., warehousing, manufacturing, physical testing laboratories, installation or repairs to physical products.)”
5. An SCS Audit may be conducted separately from the underlying QMS audit or an SCS Audit may be conducted in conjunction with the underlying QMS.
6. Pre-approval by the AB is required to apply IAF MD 11 for integrated audits.
7. Use the SCS 9001 Audit Duration Calculation Tool to determine audit days.

Revisions History:

Revision	Date	Author	Changes
0.1	September 17, 2021	AB/CB	Initial Version for Pilot