TECHNICAL REFERENCE

Conformity assessment – Guidelines for determining the duration of management system certification audits

Confirmed 2024

Singapore Standards Council

TR ISO/IEC TS 17023:2017(2024)
ISO/IEC TS 17023:2013, IDT
(ICS 03.120.20)

TECHNICAL REFERENCE

Conformity assessment – Requirements for bodies providing audit and certification of management systems

National Foreword

This Technical Reference (TR) was prepared by the Working Group on Management Systems and Others (also known as the National Mirror Working Group on ISO Committee for Conformity Assessment (CASCO)) set up by the Technical Committee on Conformity Assessment (CASCO) under the purview of the Safety and Quality Standards Committee.

This TR is an identical adoption of ISO/IEC TS 17023:2013, "Conformity assessment – Guidelines for determining the duration of management system certification audits", published by the International Organization for Standardization and the International Electrotechnical Commission.

This TR is a provisional standard made available for application over a period of three years. The aim is to use the experience gained to update the TR so that it can be adopted as a Singapore Standard. Users of the TR are invited to provide feedback on its technical content, clarity and ease of use. Feedback can be submitted using the form provided in the TR. At the end of the three years, the TR will be reviewed, taking into account any feedback or other considerations, to further its development into a Singapore Standard if found suitable.

Attention is drawn to the possibility that some of the elements of this TR may be the subject of patent rights. Enterprise Singapore shall not be held responsible for identifying any or all of such patent rights.

NOTE

1. *Singapore Standards (SSs) and Technical References (TRs) are reviewed periodically to keep abreast of technical changes, technological developments and industry practices. The changes are documented through the issue of either amendments or revisions. Where SSs are deemed to be stable, i.e. no foreseeable changes in them, they will be classified as "mature standards". Mature standards will not be subject to further review, unless there are requests to review such standards.*

2. *An SS or TR is voluntary in nature except when it is made mandatory by a regulatory authority. It can also be cited in contracts making its application a business necessity. Users are advised to assess and determine whether the SS or TR is suitable for their intended use or purpose. If required, they should refer to the relevant professionals or experts for advice on the use of the document. Enterprise Singapore and the Singapore Standards Council shall not be liable for any damages whether directly or indirectly suffered by anyone or any organisation as a result of the use of any SS or TR. Although care has been taken to draft this standard, users are also advised to ensure that they apply the information after due diligence.*

3. *Compliance with a SS or TR does not exempt users from any legal obligations.*

TECHNICAL
SPECIFICATION

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Conformity assessment — Guidelines for determining the duration of management system certification audits

Évaluation de la conformité — Lignes directrices pour la détermination de la durée des audits de certification d'un système de management

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Foreword

ISO (the International Organization for Standardization) and IEC (the International Electrotechnical Commission) form the specialized system for worldwide standardization. National bodies that are members of ISO or IEC participate in the development of International Standards through technical committees established by the respective organization to deal with particular fields of technical activity. ISO and IEC technical committees collaborate in fields of mutual interest. Other international organizations, governmental and non-governmental, in liaison with ISO and IEC, also take part in the work. In the field of conformity assessment, the ISO Committee on conformity assessment (CASCO) is responsible for the development of International Standards and Guides.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 2.

Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

In other circumstances, particularly when there is an urgent market requirement for such documents, a technical committee may decide to publish other types of document:

— an ISO/IEC Publicly Available Specification (ISO/IEC PAS) represents an agreement between technical experts in an ISO working group and is accepted for publication if it is approved by more than 50 % of the members of the parent committee casting a vote;

— an ISO/IEC Technical Specification (ISO/IEC TS) represents an agreement between the members of a technical committee and is accepted for publication if it is approved by 2/3 of the members of the committee casting a vote.

An ISO/PAS or ISO/TS is reviewed after three years in order to decide whether it will be confirmed for a further three years, revised to become an International Standard, or withdrawn. If the ISO/PAS or ISO/TS is confirmed, it is reviewed again after a further three years, at which time it must either be transformed into an International Standard or be withdrawn.

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights.

ISO/IEC TS 17023 was prepared by the *ISO Committee on conformity assessment* (CASCO).

It was circulated for voting to the national bodies of both ISO and IEC, and was approved by both organizations.

Introduction

This Technical Specification provides guidance on the application of the relevant requirements of ISO/IEC 17021:2011 for determining the duration of management system certification audits. It provides certification bodies with a framework for achieving a basic level of consistency for determining the duration of management system certification audits. It can be also considered for the determination of duration of other types of audits.

The growth in the number of management system standards and certification schemes has highlighted the need for a document providing guidance to ensure that the factors influencing the duration of management system certification audits are considered.

This Technical Specification enables clients of certification bodies and other interested parties (e.g. scheme owners, regulators, accreditation bodies) to understand how different factors contribute to the duration of management system certification audits.

This Technical Specification does not define tables, formulas, or other methods to calculate the duration of management system certification audits for specific schemes, but it identifies factors to be considered when such tables or formulas are developed.

In this Technical Specification, the following verbal forms are used:

— "should" indicates a recommendation;

— "may" indicates a permission;

— "can" indicates a possibility or a capability.

The verbal form "shall", which indicates a requirement, is not used in this Technical Specification because only guidance is provided.

Further details can be found in the ISO/IEC Directives, Part 2.

TECHNICAL SPECIFICATION **ISO/IEC TS 17023:2013(E)**

Conformity assessment — Guidelines for determining the duration of management system certification audits

1 Scope

This Technical Specification provides guidelines for determining the duration of management system certification audits, to the bodies providing audit and certification of management systems and to those that develop and maintain certification schemes.

NOTE 1   This Technical Specification is also intended to address the needs of other interested parties (e.g. regulators, accreditation bodies) when determining the duration of management system certification audits.

NOTE 2   Where additional specific requirements related to the duration of management system certification audits have been established for a specific certification scheme (e.g. ISO/TS 22003 for food safety management systems) or other requirements as established by scheme owners or regulators, these can be applied.

2   Normative references

The following referenced documents, in whole or in part, are normatively referenced in this document and are indispensable for its application. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO/IEC 17000, *Conformity assessment — Vocabulary and general principles*

ISO/IEC 17021:2011, *Conformity assessment — Requirements for bodies providing audit and certification of management systems*

3   Terms and definitions

For the purposes of this document, the terms and definitions given in ISO/IEC 17000, ISO/IEC 17021:2011 and the following apply.

3.1
scheme owner
person or organization responsible for developing and maintaining a specific *certification scheme* (3.2)

Note 1 to entry: The scheme owner can be the certification body itself, a governmental authority, a trade association, a group of certification bodies or others.

[SOURCE: ISO/IEC 17065:2012, 3.11]

3.2
certification scheme
conformity assessment system related to management systems to which the same specified requirements, specific rules and procedures apply

[SOURCE: ISO/IEC 17000:2004, 2.8, modified]

3.3
client organization
entity or defined part of an entity operating a management system