

Starting from 1 January 2019, calculation of audit duration for multi-site organization will be based on IAF Mandatory Document, both IAF MD 1:2018 and IAF MD 5:2015.

(The above documents can be retrieved from the public website: www.iaf.nu)

In view of the above change, here we enclosed some important extracts and examples to help the affected organizations to cope with:

➤ IAF MD1:2018, clause 1 – scope

It applies to organizations with a number of sites with a single management system while a single management system can satisfy the requirements of several management systems. For example, a single management system that satisfies quality, environmental, occupational health and safety management systems standards.

➤ IAF MD1:2018, clause 2 – definitions

Permanent site:

Site (physical or virtual) where a client organization performs work or from which a service is provided on a continuing basis. For example, a factory or a warehouse.

➤ **Temporary site:**

Site (physical or virtual) where a client organization performs specific work or from which a service is provided for a finite period of time and which is not intended to become a permanent site. For example, a construction project site or a premise / office where property management service is provided.

There is no requirement for the temporary sites that operate under the management system of the organization be listed in the certification documents.

➤ **Multi-site Organization**

An organization covered by a single management system comprising an identified central function (not necessarily the headquarters of the organization) at which certain processes/activities are planned and controlled, and a number of sites (permanent, temporary or virtual) at which such processes/activities are fully or partially carried out.

➤ **Central Function**

The function that is responsible for and centrally controls the management system.

- The organization shall have a single management system.
- The organization shall identify its central function. The central function is part of the organization and shall not be subcontracted to an external organization.
- The central function shall have organizational authority to define, establish and maintain the single management system.
- The organization's single management system shall be subject to a centralized management review.
- All sites shall be subject to the organization's internal audit programme.
- The central function shall be responsible for ensuring that data is collected and analyzed from all sites and shall be able to demonstrate its authority and ability to initiate organizational change as required in regard, but not limited, to:
 - (i) system documentation and system changes;
 - (ii) management review;
 - (iii) complaints;
 - (iv) evaluation of corrective actions;
 - (v) internal audit planning and evaluation of the results; and
 - (vi) statutory and regulatory requirements pertaining to the applicable standard(s).

Note: The central function is where operational control and authority from the top management of the organization is exerted over every site. There is no requirement for the central function to be located in a single site.