1. **Did your company rewrite the complete management system documentation?**

(not a revision to your current documentation to address the new requirements)

**Yes** Go to #2

**No**

**For one Standard** Go to #3

**For two Standards** Go to #4

**Corporate Multi-Site Certifications** Go to # 5

**New Certification to the 2015 Standard(s)**  Go to # 6

**Gap Analysis or Pre Assessment to the 2015 Standard(s**) Go to #7

1. **Did perform rewrite of the documents** (Surveillance option not available)

* Recertification Audit-no additional time added
* Results in a new three year certificate

1. **Did not perform rewrite of the documents:**

* Recertification Audit-no additional time added
  + Results in a new three year certificate
* Surveillances
  + ½ audit day spent on normal surveillance (Orion Management PAW)
  + ½ audit day spent on either Documented Information & QMS/EMS Scope and Other Requirements (Orion Upgrade Checklist Sections)
  + ½ audit day spent on Risk & Opportunities, Planning (Orion Upgrade Checklist Section)
  + Results in a certificate with the same certification period

**Examples:**

A **small client** with a one day annual surveillance, two scenarios are possible

1. **If the client has two surveillances before the 2018 expiration date,** one surveillance could be one day ( ½ audit day normal surveillance and ½ audit day upgrade time) and the second surveillance would be one day ( ½ audit day normal surveillance and ½ audit day upgrade time)
2. **If the client has one surveillance before the 2018 expiration date**- the surveillance would be one and a half days ( ½ audit day normal surveillance and one audit day upgrade time for a total of 1 ½ audit days).

A **larger client** with a two day annual surveillance, two scenarios are possible:

1. **If the client has two surveillances before the 2018 expiration date,** perform 1 ½ audit day normal surveillance and ½ audit day upgrade time for both surveillances
2. **If the client has one surveillance before the 2018 expiration date-**perform 1 audit day normal surveillance and one audit day upgrade.

Note: Upon further evaluation by Orion, there may a case where additional audit time is warranted.

1. **Already certified to ISO 9001:2008 and ISO 14001:2004**

* **Management Systems are not integrated:**

Treat the upgrade as two single standards and implement audit time in accordance with #3.

* **Management Systems are integrated:**
  + Recertification Audit-no additional time added
    - Results in a new three year certificate
  + Surveillances
    - ½ day spent on normal surveillance (Orion Management PAW)
    - Approximately two hours spent on Documented Information
    - ½ audit day spent on QMS/EMS Scope and Other Requirements (Orion Upgrade Checklist Section)
    - ½ audit day spent on Risk & Opportunities, Planning (Orion Upgrade Checklist Section)
    - Results in a certificate with the same certification period

**Examples**

Examples are the same as Section #3, with the minimum requirement of ½ audit day normal surveillance (Orion Management PAW)

1. **Corporate Multi-Site Sampling Certifications**

The Audit Time will vary between corporations because of the controls on the management system however the following will be a starting point for audit time calculations:

* **Did perform rewrite of the documents**(Surveillance option not available)
  + Recertification Audit-no additional time added
  + Results in a new three year certificate
* **Did not perform rewrite of the documents:**
  + **Surveillance, Single Standard**
    - For all Surveillances, ½ audit day spent on normal surveillance
    - **Corporate**- minimum ½ audit day spent on Documented Information; QMS/EMS Scope and Other Requirements; and Risk & Opportunities, Planning (Orion Upgrade Checklist Sections)
    - **Site-** Minimum of ½ audit day spent on Risk & Opportunities, Planning; and QMS/EMS Scope and Other Requirements (Orion Upgrade Checklist Section)
    - Results in a certificate with the same certification period
  + **Surveillance, Two Standards**
    - For all Surveillance, ½ audit day spent on normal surveillance
    - **Corporate-** minimum ½ day spent on Documented Information; QMS/EMS Scope and Other Requirements; and Risk & Opportunities, Planning (Orion Upgrade Checklist Sections). Add more time if the site contains operations.
    - **Site-**½ audit day spent on QMS/EMS Scope and Other Requirements (Orion Upgrade Checklist Section)
    - **Site-**½ audit day spent on Risk & Opportunities, Planning (Orion Upgrade Checklist Section) May reduce time if Risk is controlled by Corporate.
    - Results in a certificate with the same certification period

1. **New ISO 9001:2015 and ISO 14001:2015 Clients-**no additional time
2. **Gap Analysis or Pre Assessment to the 2015 Standard(s)-**recommend at least one audit day but you determine the amount of time.