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ACCREDITATION
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PL- 45-01

Estimation of Person Day Calculation Policy

Preamble

The Estimation of Person Day Policy is one of the Client focused policies recommended by KENAS's Clients during the Client Dialogue Forum held on 9th June 2022. It is based on best practices drawn from Accreditation best practices and normative standards and aligns with the Kenya Accreditation Service Act 2019 (Act No. 17 of 2019) aspirations.

The Policy creates a man-hour-based framework for the calculation of the Assessment fees payable by KENAS clients. Its objective is to ensure equitable charging of assessment fees.

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1 Background Information

1.1 Purpose

This policy guides in determining the optimal time period by assessors and technical experts to carry out the accreditation assessments.

1.2 Scope

By using the methods and approaches in this policy, it is possible to provide a consistent basis for calculating, by using man/day unit, the period required to perform the wholesome accreditation assessment for the Conformity Assessment Bodies (CAB), which range in size and perform activities in different levels of difficulties.

Calculation of the evaluation period, which is an important activity of the preparation period, for the accreditation assessment in man/day unit should be open to flexibility, as a result of taking the findings emerged during the first phases of the assessment processes.

1.3 Legal Basis

The Kenya Accreditation Service is a State Corporation established under the Kenya Accreditation Service Act 2019 (Act. No 17 of 2019) mandated to accredit and exercise oversight over conformity assessment providers and maintain an internationally recognized accreditation system.

2 Terms and Definitions

For the purposes of this document, the terms and definitions given in ISO/IEC 17000 and the KENAS Act 2019 and the following apply.

2.1 Acronyms and Abbreviations

CAB	Conformity Assessment Body
KENAS	Kenya Accreditation Service

2.2 Definition of Terms

2.2.1 Man/day

The period for assessor or technical expert to conduct an assessment in a day.

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3 Policy Statement

3.1 Application of this Policy

3.1.1 Assessment period (man/day) includes application review, assessment planning, performing the necessary correspondence activities, and assessment and reporting activities conducted by the assessors. On the other hand, the time to be used in direct assessment should not be below 75% of total man/day level. This percentage should also be taken into consideration in initial accreditation, surveillance and re-accreditation assessments.

3.1.2 Calculated man/day periods, does not include the time spent by assessors or case officers for transportation.

3.2 Assessment Duration

3.2.1 Determination of Assessment Duration

3.2.1.1 The scope of conformity assessment activities conducted by a CAB should be taken into consideration as the main factors while determining the evaluation period on the basis of man/day.

3.2.1.2 The number of personnel participating in conformity assessment activities, organizational structure of the organization, locations on which activities are conducted, and the width and complexity of the scope are assessed besides the scope of the organization.

3.2.1.3 In addition to this, it is necessary to consider sampling of conformity assessment activities, or the witnessing assessment by giving priority to the critical scopes conducted on-site to determine the competence and performance of the CAB.

3.2.1.4 The appropriate scheme determines the period required for the assessment process by taking all information and data submitted by the organization into consideration, while establishing an assessment team.

3.2.1.5 Adequate evaluation period (man/date) shall be determined by the scheme handling the application file by taking the following into consideration.

3.2.1.6 The following are factors that may cause an extension of the assessment duration:

a) Activity conducted in more than one branch/building and limited transportation and communication potential
b) Assessments work requiring translation
c) Assessments performed under high safety precautions
d) A great number of CAB personnel and/or a wide scope to be assessed

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3.2.1.7 The following are factors that may cause a reduction of the assessment duration:

a) A scope accredited by another accreditation body.
b) The scope and the number of CAB personnel are limited
c) Maturity of the management system of the applicant organization
d) Simplicity of the conformity assessment activity under the scope to be accredited and performance of the same duty by a great number of personnel
e) Accreditation held under different scheme(s).

3.2.2 Man/Day Calculation

3.2.2.1 A man/day unit corresponds to an 8-hour work day. Man/day period shall be reduced by planning a work day longer than 8 hours.

3.2.2.2 Combined accreditation assessment may be conducted where an integrated system is implemented in accreditation applications for different standards. Accordingly, the man/day rate for office assessment is found by calculating and adding the number of man/day rate indicated in the table below.

3.2.3 Assessment Duration Calculation

3.2.3.1 The assessment durations for normal conditions of initial accreditation procedures for Laboratories and Certification Bodies are as described in the Annex 1. These durations may change in respect of the special conditions mentioned in clauses 3.2.3 and 3.2.4.

3.2.3.2 The duration to be devoted to the surveillance assessments should be determined upon reviewing the activities of the organization periodically and by taking the changes in the structure of the organization assessed into consideration.

3.2.3.3 If a scope extension is requested with surveillance assessment, the period is determined in line with the scope.

3.2.3.4 For Certification Bodies Accreditation Assessments:

3.2.3.4.1 Surveillance assessments for a Certification Body that has been accredited for more than one Management System Activity, 0.5 or 1 man/day shall be added to each Management System in accordance with the scope.

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3.2.3.4.2 The initial Accreditation man/day rate is calculated as follows for the office assessments of more than one certification activities of the certification bodies applied for accreditation in accordance with ISO/IEC 17021:

a) Man/day rate for the bodies applied for accreditation directed to ISO 9001 and ISO 14001 certification activities corresponding to the number of applied scopes for ISO 9001 is added to the man/day rate corresponding to the number of applied scopes for ISO 14001, and 60% is calculated and reflected.
b) If the certification body applies for accreditation for ISO 22000 certification activities in addition to ISO 9001 and/or ISO 14001 certification activities, 1 man/day is added for the determined man/day rate in cases between 1st to 7th categories, and 2 man/day is added in cases where the category number is above 7.
c) Besides, in cases of applications for accreditation assessment regarding management systems such as ISO 13485 and ISO 27001 in addition to the abovementioned certification activities, 1 man/date rate is added to the determined man/day rate for each management system.

3.2.3.5 In the accreditation applications for solely ISO 27001 certification activities in accordance with ISO/IEC 17021 standard, man/day rate for accreditation assessment in office assessments is calculated as per clauses 3.2.3 and 3.2.4.

3.2.3.6 For Laboratory Accreditation Assessments

3.2.3.6.1 Scope of activity for which the organization is applying is regarded as the key factor in determining the assessment period regarding the assessment of laboratories subject to accreditation assessment.

3.2.3.6.2 Whether the organization has more than one branch, the number of the laboratory personnel, organizational structure, locations where activities are conducted and, also, the extent and complexity of the scope are evaluated, in addition to the content of the scope of application pertaining to the organization.

3.2.3.6.3 In order to determine the competency of laboratories, making observations by taking samples from the applied activities or carrying out the assessment by prioritizing the critical laboratory works will be necessary. Furthermore, the assessor samples during the assessments, taking into consideration the testing/calibration methods and the similarity of the materials to be tested and the devices to be calibrated.

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3.2.3.6.4 In case of laboratory assessments, the assessment team decides during the assessments on the number of testing/calibration laboratory personnel within the scope of the applied accreditation and on the minimum number of personnel to be subject to competency evaluation depending on the scope of the applied accreditation.

3.2.3.6.5 Personnel to be observed during the observation assessments are selected in such a way that the entire personnel in charge of testing / calibration activities within the scope of the accreditation are included.

3.2.3.7 For Inspection Bodies Accreditation Assessments

3.2.3.7.1 Scope of activity for which the organization is applying for accreditation is regarded as a key factor in determining the assessment duration of the inspection body.

3.2.3.7.2 Factors considered in determination of the assessment duration for inspection bodies include:

a) Multi-sites and their locations
b) Number of personnel
c) Organizational structure
d) Content, extent and complexity of scope
e) Competence and performance of the IB

3.2.3.7.3 The man/day periods required to be taken into consideration while calculating during the office assessment as the assessment offer is prepared, according to the number of the application scope of the inspection body is as described in the **Annex 1**.

3.2.3.7.4 At each inspection area, site assessment of activities will be held, provided that highly risky inspection activities will rank first. The period to be calculated in site assessments shall be calculated according to the activity to be inspected. For instance, site assessments should be carried out on the hydraulic lift, electric lift, crane, mobile crane and lifting platforms at the initial accreditation assessment of the inspection body which has applied for an accreditation that will involve hydraulic lift, electric lift, crane, mobile crane, tower crane, hoist, forklift, vehicle lifting lift inspections.

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3.2.3.7.5 Periods indicated in a (man/day) unit are provided for the initial accreditation assessments. For the onsite witnessing assessments, the initial accreditation process should be approximately 50% of the total period acquired by adding the period determined during site assessment (for all scopes) to the man/day period given for office assessment.

3.2.3.7.6 If scope extension is required together with onsite assessment, this period should be calculated outside of the man/day period at the observation assessment, depending on the size and characteristics of the scope, and added to the period calculated for the observation assessment.

3.2.3.7.7 If scope enlargement is applied for, in addition to the observation assessment, the period calculated by means of the calculation method specified in the initial accreditation according to the content of the scope (vastness) is added to the observation period.

3.2.3.7.8 If the certification bodies, which have made a request for accreditation pursuant to ISO/IEC 17020, have more than one branches, numbers of accreditation man/day rates for office assessments are calculated as follows:

a) Assessments to be held at branches are determined by taking into account the scope of inspection activities held at branch, the number of personnel and the difficulty level of the inspection activity
b) All branches of an inspection body operating with multiple branches should be assessed during an accreditation process.

3.2.3.8 For Product Certification Bodies Accreditation Assessments

3.2.3.8.1 This guideline has been drawn up in order to assist the optimum determination of the time required for assigning assessment activities to the assessors appointed for the accreditation assessments of Product Certification Bodies.

3.2.3.8.2 By using the procedures and approaches mentioned in this guideline, the period needed for making the Product Certification Bodies of various sizes and/or with multiple branches go through an effective accreditation assessment will be able to be calculated in (man/day) rate.

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3.2.3.8.3 Scope of activity for which the organization is applying is regarded as the key factor in determining the assessment period for the assessment of the Product Certification Bodies to be subject to accreditation assessment on the basis of (man/day) rate.

3.2.3.8.4 Whether the organization represents a certain product or product group, the number of the product groups and whether the certification body has more than one branch, the number of the personnel involved in the certification activities and the organizational structure are taken into consideration while evaluating.

3.2.3.8.5 To determine the competency of the Product Certification Body, site assessment including sampling during the activities conducted on site, test, inspection, design assessment, service assessment and initial inspection of the production process or the quality system by sampling certification activities will be necessary. Total assessment period is determined as man/day unit and the points detailed in the **Annex 1** are taken into consideration.

3.2.3.8.6 In Option E in the Annex, the man/date rates to be taken into consideration in accordance with the number of applied scopes based on the production group of Product Certification Body while calculating the period of office assessment in course of preparing an assessment offer are showed.

3.2.3.8.7 Witnessed assessment activity will be performed during at least one certification activity of a product, within the scope of each product group. Period to be calculated in site assessment will be calculated in accordance with the activity to be certified. Assessment programs regarding this issue will be requested from the certification body, and planning will be done in line with these programs.

3.2.3.8.8 In cases where a site assessment process is not performed during the initial accreditation assessment for at least one product regarding the product group, application of which has been done by Production Certification Bodies, the scope related to this product group will be excluded from the accreditation assessment.

3.2.3.8.9 The period to be used in direct site and office assessment should not be lower than 75% of total man/date rate. The above-mentioned rate should be taken into consideration during the initial assessment, surveillance and re-accreditation.

3.2.3.8.10 Periods, which are showed as man/day units in the table, is for the initial accreditation assessments. During the initial accreditation period for surveillance assessments, the total rate obtained by adding the period determined in site assessment (for all scopes) to the man/day rate spared for office assessment in Table 3 should be approximately 50% of the period.

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3.2.3.8.11 If a scope extension is requested with surveillance assessment, such a period should be calculated apart from the man/date rate in surveillance assessment, by taking the extent and the characteristic of the scope into consideration, and should be added to the period calculated for surveillance assessment. In cases where a scope extension application is done along with the surveillance assessment, the period calculated by using the calculation method defined in the initial accreditation, in line with the content (extent) of the scope, is added to the surveillance period.

3.2.3.8.12 In cases where the certification bodies, which made accreditation applications in line with ISO/IEC 17065, have more than one branches, accreditation man/date rates for office assessments are calculated as follows:

a) Assessments to be held in the branches are determined by taking the scopes of the certification activities to be performed in a branch, the number of personnel, and risk level of the certification activities performed into consideration.
b) All branches of a certification body operating with multiple branches should be assessed under one accreditation process.

3.2.4 Added Assessment Durations

Calculation of Durations (Man/day) to be Added to Assessment Periods for the Assessments of Accreditation for Notification Purposes are described in **Annex 2**.

4 Associated Documents

Ref	Document Identifier	Document Title
1.	ISO/IEC 17011	Conformity assessment — Requirements for Accreditation bodies accrediting conformity assessment bodies

5 Revision/Amendment Records

Date	Ver	Revised By	Reason for Revision
13/10/2022	01	RSQ	Newly developed/formatted document

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Annex 1: The assessment durations for normal conditions of initial accreditation procedures

Option A: Laboratories

Laboratories include:

a) Medical Testing Laboratories
b) Testing Laboratories
c) Calibration Laboratories
d) Proficiency Testing Providers
e) Reference Material Producers

Assessment* (man/day)	Technical Activities (Testing/Calibration Methods) (man/day)
3±1	2±1 for each assessor or technical expert The number of assessors/technical experts is determined by calculating separately for each field in such a manner that it covers Assessment/Calibration fields.

Assessment* includes onsite assessment and reporting on document review, preliminary preparation and quality management system.

Option B: Personnel Certification Bodies

Location Assessment* (man/day)	Technical Activities (Personnel Certification Programs) (man/day)
3±1	2±1 for each assessor or technical expert The number of assessors/technical experts is determined by calculating separately for each field in such a manner that it covers Personnel Certification Programs applied.

Location Assessment* includes location assessment and reporting on document review, preliminary preparation and quality management system.

Option C: Management System Certification Bodies

Application scope of the CAB	Location Assessment* (Total man/day for each MS, including assessor or technical	Witness Assessment Man/Day

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	expert)	
1-10	3±1	It is taken into consideration in accordance with the time to be spent in location assessment by the applicant CAB
11-20	4±1	
21 and above	5±1	

Location Assessment* includes location assessment and reporting on document examination, preliminary preparation and quality management system.

Option D: Inspection Bodies

Assessment* (man/day)	Office Assessment for each Inspection area (Man/day)	Inspection Site Assessment (Man/day)
3+1	2±1	For each inspection scope, calculations will be made by taking into consideration the risk status and potential period of the inspection activity to be conducted

Assessment* includes Office assessment and reporting with regard to document examination, preliminary preparation and management system

Option E: Product Certification Bodies

Assessment* (Man/day)	Office Assessment for each Product Group (Man/day)	Witnessed Site Assessment (Man/day)
3+1	2±1	For each product group, calculations will be made by taking into consideration the risk status and potential period of the inspection activity to be conducted.

Assessment* includes Office assessment and reporting with regard to document examination, preliminary preparation and management system

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Annex 2: Assessment Durations for the Assessments of Accreditation for Notification Purposes

Office Assessment for each Regulation/Directive (Man/day)	Witnessed Site Assessment for Regulation/Directive (Man/day)
2±1	For each scope, calculations will be made by taking into consideration the risk status and potential period of the conformity assessment activity to be conducted.

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