

# TNV Certification Pvt. Ltd

## EMS Manday Table



### TNV ISO 14001:2004 MANDAY TABLE (AS PER IAF MD 5:2009)

No. of Employees	Total Auditor Man-days for Initial Certification				On Site Man-days for															
	H	M	Lw	Lm	Initial Certification Manday Breakup								Surveillance				Renewal			
					H		M		Lw		Lm		H	M	Lw	Lm	H	M	Lw	Lm
St 1	St 2	St 1	St 2	St 1	St 2	St 1	St 2													
1-5	3	2.5	2.5	2.5	1	2	1	1.5	1	1.5	1	1.5	1	1	1	1	2	2	2	2
6-10	3.5	3	3	3	1	2.5	1	2	1	2	1	2	1	1	1	1	2	2	2	2
11-15	4.5	3.5	3	3	1	3.5	1	2.5	1	2	1	2	1.5	1	1	1	3	2	2	2
16-25	5.5	4.5	3.5	3	1	4.5	1	3.5	1	2.5	1	2	2	1.5	1	1	4	3	2	2
26-45	7	5.5	4	3	2	5	1	4.5	1	3	1	2	2	2	1.5	1	5	4	3	2
46-65	8	6	4.5	3.5	2	6	1	5	1	3.5	1	2.5	3	2	1.5	1	5	4	3	2
66-85	9	7	5	3.5	2	7	2	5	1	4	1	2.5	3	2	1.5	1	6	5	3	2
86-125	11	8	5.5	4	2	9	2	6	1	4.5	1	3	4	3	2	1	7	5	4	3
126-175	12	9	6	4.5	2	10	2	7	1	5	1	3.5	4	3	2	1.5	8	6	4	3
176-275	13	10	7	5	3	10	2	8	2	5	1	4	4	3	2	2	9	7	5	3
276-425	15	11	8	5.5	3	12	2	9	2	6	2	3.5	5	4	3	2	10	7	5	4
426-625	16	12	9	6	4	12	3	9	3	6	2	4	5	4	3	2	11	8	6	4
626-875	17	13	10	6.5	4	13	4	9	3	7	2	4.5	6	4	3	2	11	9	7	4
876-1175	19	15	11	7	5	14	4	11	3	8	2	5	6	5	4	2	13	10	7	5
1176-1550	20	16	12	7.5	5	15	5	11	3	9	2	5.5	7	5	4	2.5	13	11	8	5
1551-2025	21	17	12	8	6	15	5	12	3	5	3	5	7	6	4	3	14	11	8	5
2026-2675	23	18	13	8.5	6	17	5	13	4	9	3	5.5	8	6	4	3	15	12	9	6
2676-3450	25	19	14	9	7	18	6	13	4	10	3	6	8	6	5	3	17	13	9	6
3451-4350	27	20	15	10	7	20	6	14	5	10	3	7	9	7	5	3	18	13	10	7
4351-5450	28	21	16	11	8	20	7	14	5	11	4	7	9	7	5	3	19	14	11	7
5451-6800	30	23	17	12	8	22	7	16	5	12	4	8	10	8	4	3	20	15	11	8
6801-8500	32	25	19	13	9	23	8	17	5	14	4	9	11	8	6	3	21	17	13	9
8501-10700	34	27	20	14	9	25	9	18	6	14	4	10	11	9	7	4	23	18	13	9
10700>>> >																				

**Abbreviation Used in the Table**

- High Complexity– H
- Medium Complexity – M
- Low Complexity – Lw
- Limited Complexity – Lm
- Stage 1 – St 1
- Stage 2 – St 2



### **Factor's For Increase In Auditor Time:**

1. Complicated logistics involving more than one building or location where work is carried out.
  2. Staff speaking in more than one language (requiring interpreter (s) or preventing individual auditors from working independently).
  3. Very large site for number of employees (e.g. at timberland)
  4. System covers high complex processes or relatively high number of unique activities.
  5. Design responsibility with its increase in product related aspects is part of scope/activities to be assessed.
  6. Permanent night shift is part of activities to be assessed necessitating change in programme etc.
  7. Higher sensitivity of receiving environment compared to typical for industry sector.
  8. Views of interested parties.
  9. Direct aspects necessitating increase in assessment time (e.g. corporate HQ or local authorities).
  10. Additional/unusual environmental aspects for the sector.
- Additional/unusual environmental license/regulator conditions for the sector

### **Factor's For Decrease In Auditor Time:**

1. Prior knowledge of organization system (e.g. already registered to another standard by the same Certificate/Registrar).
2. Very small site for number of employees (e.g. office complex only)
3. Maturity of management system.
4. High percentage of employees doing the same, simple tasks.
5. Low Complex Activities e.g.,
  - Processes involve a single generic activity (e.g., Service only)
  - Identical activities performed on all shifts with appropriate evidence of equivalent performance on all shifts based on prior audits (internal audits and CAB audits);
  - Where a significant proportion of staff carry out a similar simple function
  - Where staff include a number of people who work “off location” e.g. salespersons.

*Note: As per guidance (IAF MD5:2009 & ISO/IEC 17021 ), the five categories have been defined keeping the view of nature, number and gravity of environmental aspect*