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Sustainability requirements for office and non-domestic furniture for indoor use

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1 **AUDIT TIME CALCULATION**

The minimum audit time shall be calculated as follows:

Audit time = (audit time for prerequisites) + (audit time for credits)

Up to 40 % of the audit time may be performed offsite (e.g. document check in the certification body's (CB) office). The verification of the fulfillment of requirements based on certificates/test reports and other documents not underlying the accreditation requires more time than the confirmation based on certificates / test reports under accreditation. The CB has to demonstrate in detail the relevant time calculation for document checks as well as for the on-site assessment.

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1.1 **Time calculation for initial certification and re-certification of one product**

Minimum audit time for each prerequisite is 15 minutes.

For the check of the credits the determining value is the confirmed maximum sum of points with respect to the applied credits. Independently of that, the minimum product related points within a level of conformance must not be undershot.

Minimum audit time for each point from the confirmed maximum sum of points is 15 minutes.

1.2 **Time calculation for surveillance audits of one product**

Minimum audit time for auditing a sample of the prerequisites is 2 hours. It is up to the auditor to grab an appropriate sample which prerequisites shall be checked in detail.

For the check of the credits the determining value is the minimum number of points with respect to the achieved level of conformance during initial certification or re-certification. Independently of that the minimum product related points within a level of conformance must not be undershot.

Minimum audit time for each point which is at least necessary to achieve a given level of conformance is 10 minutes.

1.3 **Relation of onsite and offsite audit times**

For initial certification and re-certification onsite audit time shall be at minimum 60% of the total audit time and not less than one day. [For offsite surveillance audit requirements see Conformity Assessment Scheme \(CAS\).](#)

1.4 **Auditing more than one product during an audit**

If more than one product is assessed during one audit, than the audit time for the credits has to be calculated as above and 20% have to be added.

The Certification Body may offer longer audit times with respect to individual applications (e.g. for an application with huge model families and heavily separated proofs of evidence for each product).