

# Changes to Multisite Certifications

TÜV NORD CERT GmbH  
Tel: 0800 245-7457  
(kostenlose Service-Hotline)  
Fax: 0511 9986 69-1900  
info.tncert@tuev-nord.de

For multisite certifications, changes have occurred in accordance with international requirements (IAF MD 1:2018 – IAF Mandatory Document for the Audit and Certification of a Management System Operated by a Multi-Site Organization) that affect the auditing of multisite organizations.

The new requirements are defined in our procedure A00VA03 and in annex A00VA03A1 and are to be implemented with immediate effect.

## Major changes

**1. The central function** is part of the organization and shall not be subcontracted to an external organization (e.g. consulting company or an artificial organization).

**2. The central function** is where **operational control and authority from the top management of the organization** is exerted **over every site**.

### 3. Auditing with and without site sampling

- Auditing of a multisite organization using **site sampling**.
- Auditing of a multisite organization where **site sampling is not appropriate**.

### 4. Auditing of a multisite organization using site sampling

- Unless precluded by specific schemes, the reduction of audit time per sampled site shall not be greater than 50 %. In addition, a maximum reduction of 20 % for integrated management systems may be taken into account, where appropriate.
- The central function shall be audited at least once during a calendar year.

### 5. Auditing of a multisite organization where site sampling is **not** appropriate

- For auditing of a multisite organization where site sampling is not appropriate, it is no longer permissible to calculate audit time as if all work were carried out at a single site (i.e. with all the employees of the organization at the same site). For these organizations, the audit time shall be calculated separately for each site (see section 4.).
- All sites must be audited during the certification and re-certification audit. In surveillance audits, 30 % of sites shall be covered in a calendar year.
- The central function shall be audited at least once during a calendar year.

### 6. Inclusion of additional sites in an existing multisite certification

- Auditing using **site sampling**: the Certification Body shall determine the required activities to be performed before including the new site(s) in the certificate. This shall include consideration of whether or not to audit the new site(s).
- Auditing where **site sampling is not appropriate**: on the application of a new site to join an already certified multisite organization, the site shall be audited before being included in the certificate.

Essen, 26/02/2019



**Dr. Ortrun Janson-Mundel**

TÜV NORD CERT GmbH  
Deputy Head of Certification Body