



# BUREAU OF INDIAN STANDARDS



## Auditor Book



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### 0.General

All processes need to be audited as per ISO/IEC 17021 to ensure that adequate controls are exercised in every process – even if it is carried out in night shifts.

In some organization, some processes are carried out only in night shift balancing the load requirement, some operations are done in day and night shifts.

Audit time is estimated considering the above facts and accordingly audit of shift operations to be planned.

### 1.0.Planning of Audit

Requirement of shift operation shall start from the application (initial or re-certification). Stage-I audit to indicate invariably the need for taking shift operation audit.

The audit plan accordingly be designed to include this part and communicated to team.

### 2.0. Audit execution

Auditing in any shift is counted in audit time. Controls and documents of MSC are same for auditee and auditor. Auditors shall ensure that:

1. Shift operations are controlled;
2. Shift operations are monitored;
3. Shift operations are carried out by competent persons;
4. Internal audit covers shift operations and
5. Risk assessment includes shift operations.
6. All safety requirements and regulatory reports are met during shift operations.

### 3.0.Recommendations:

Audit methodology shall indicate auditing in shifts and also if any non-confirmity/concern is generated based on extension of shift operations, this may be indicated clearly so that the corrective action is verified in shift audits.