Application for

Certification Correctly

A Training Document for Clients of

TNV Global Limited

Date: 11th March 2024

Introduction

This document is intended to provide guidance and awareness to the clients of **TNV Global Limited** who are applying for certification of their organisation's management system. The document explains the importance of disclosing the correct number of employees in the application, and how it affects the calculation of the man-days and the outcome of the auditing process.

The document also provides examples and tips on how to fill the application correctly and avoid any delays or complications in the certification process.

> *Note: This document is issued by Pragyesh Singh, Managing Director of TNV Global Limited, dated 11th March 2024. It is not a substitute for the official application form and the certification contract, which should be read and understood carefully before signing and submitting.*

What is a Man-Day?

A **man-day** is a unit of measurement that represents the amount of work performed by one person in one day. It is used by certification bodies to estimate the time and resources needed to conduct the audit of the organisation's management system. The man-day calculation depends on various factors:

- Scope and complexity of the management system
- Size and location of the organisation
- Number and type of employees
- Number and nature of processes
- Level of risk and maturity of the management system
- Applicable standards and regulations

The certification bodies use different methods and formulas to calculate the man-days, all following the general principles and guidelines of the accreditation bodies, including the International Accreditation Forum (IAF). Certification bodies also have the discretion to adjust man-days based on professional judgment and specific circumstances of each audit.

Why is the Number of Employees Important?

The number of employees is one of the most critical factors affecting man-day calculation. It reflects the size and scale of the organisation, and the potential impact of the management system on quality, safety, environment, and overall performance.

It is essential that clients disclose the **correct number of employees** in their application and update the certification body of any significant changes. The count must include **all personnel** involved in or affected by the management system, regardless of employment status:

- Full-time permanent staff
- Part-time employees
- Temporary and casual workers

- Seasonal employees
- Contract and outsourced workers
- Apprentices, volunteers, interns, and consultants

Consequences of Incorrect Reporting

UNDER-REPORTING

- Insufficient man-days leading to missed nonconformities
- Reduced depth and coverage of the audit
- Possible follow-up of the Stage-1 audit
- Delays and additional costs for the client
- Loss of stakeholder confidence in certification

OVER-REPORTING

- Excessive man-days increasing time and costs
- Unnecessary burden on the organisation
- Reduction of man-days for Stage-2 audit
- Reduced audit efficiency and ROI
- Missed opportunities for improvement

How to Fill the Application Correctly

To avoid the consequences of incorrect reporting, clients should follow these steps carefully and provide the certification body with relevant, reliable information and supporting evidence:

Step 1: Read and understand the application form and certification contract carefully. Contact the certification body for any clarification needed.

Step 2: Define the scope and boundaries of the management system and identify all processes, activities, functions, and locations included or excluded.

Step 3: Determine and classify all employees involved in or affected by the management system according to their employment status, contract type, and working hours.

Step 4: Calculate the total employee count using the formula below, and report the breakdown in the application form with supporting documents.

Step 5: Update the certification body of any significant changes in employee numbers during the certification cycle.

Employee Classification Definitions

Employee Type	Definition
Full-Time	Works ≥35 hours/week on permanent or fixed-term basis
Part-Time	Works <35 hours/week on permanent or fixed-term basis
Temporary	Works for a limited period, usually less than 6 months
Seasonal	Works for a specific season or peak period, usually <3 months
Contract	Works under a specific contract for a project or task

Outsourced	Works under subcontract for a specific process or function
Apprentice	Works under a formal apprenticeship or traineeship program
Volunteer	Works without monetary compensation for a social/charitable cause
Intern	Works without monetary compensation for professional/academic purpose
Consultant	Works as an external expert or adviser on a fee-for-service basis

Calculation Formula: Total Employees = Full-Time Employees + (Total Part-Time Hours ÷ Full-Time Standard Hours)

Example: 100 full-time staff (40 hrs/week) + 50 part-time staff (20 hrs/week) = 100 + (50 × 20 ÷ 40) = **125 employees**

Conclusion

This document has explained the importance of disclosing the correct number of employees in the application for certification, and how it affects the calculation of man-days and the outcome of the auditing process. Clients are advised to follow the guidance and instructions in this document, and to contact the certification body for further assistance.

Clients are also reminded to read and understand the application form and the certification contract carefully, and to sign and submit them only after they are satisfied with the terms and conditions. Feedback and suggestions to improve the quality and value of the certification service are always welcome.

Pragyesh Singh
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TNV Global Limited
11th March 2024

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