

# RM Audit Man-Days Requirement ( CT-17 July 2020 )

**Minimum Required Audit Duration per Enterprise (On-site Mandays)**

		Construction (See Note a)			Metalworking industry (See Note a)	Shipyard (See Note a)		Oil refinery or petrochemical plant / Semiconductor wafer fabrication plant / Chemical manufacturing plant / Pharmaceutical plant / Bulk storage terminal (See Note a)	Other Industries (See Note c)			
Audit	SIZE (manpower) See Note b	Up to 200	201 to 500	>500	Any manpower size	Up to 500	>500	Any manpower size	Complexity (See table in Note c)	Up to 200	201 to 500	>500
	Minimum Audit Duration		1	1.5		2	1		1	2	2	High
									Medium	0.5	1	1.5
									Low	0.5	0.5	1

- Notes:** (a) Based on the number of worksites/locations/branches of the enterprise, the number of man-days should be justified for the number of on-site man-days conducted.  
 (b) The effective size (manpower) is the number of number of employees under the direct employment of the enterprise.  
 (c) The below table on complexity of the business sectors is referenced from Table OH&SMS 2 of IAF MD 22 for Occupational Health and Safety Management Systems.

Complexity	Business Sector
High	<ul style="list-style-type: none"> <li>• fishing (offshore, coastal dredging and diving)</li> <li>• mining and quarrying</li> <li>• manufacture of coke and refined petroleum products</li> <li>• oil and gas extraction</li> <li>• tanning of textiles and clothing</li> <li>• pulping part of paper manufacturing including paper recycling processing</li> <li>• oil refining</li> <li>• chemicals (including pesticides, fabrication of batteries and accumulators), and pharmaceuticals</li> <li>• manufacturing of fibreglass</li> <li>• gas production, storage and distribution</li> <li>• electricity generation and distribution</li> <li>• nuclear</li> <li>• storage of large quantities of hazardous material</li> <li>• non-metallic processing and products covering ceramics, concrete, cement, lime, plaster, etc.</li> <li>• primary productions of metals</li> <li>• hot and cold forming and metal fabrication</li> <li>• manufacturing and assembly of metal structures</li> <li>• shipyards (depending on the activities could be medium)</li> <li>• aerospace industry</li> <li>• automotive industry</li> <li>• manufacturing of weapons and explosives</li> <li>• recycling of hazardous waste</li> <li>• hazardous and non-hazardous waste processing e.g. incineration etc.</li> <li>• effluent and sewerage processing</li> </ul>

Complexity	Business Sector
	<ul style="list-style-type: none"> <li>• industrial and civil construction and demolition (including building completion with electrical, hydraulic and air conditioning installation activities)</li> <li>• slaughter houses</li> <li>• transport and distribution of dangerous goods (by land, air and water)</li> <li>• defence activities/crisis management</li> <li>• healthcare/hospitals/veterinary/social works</li> </ul>
Medium	<ul style="list-style-type: none"> <li>• aquaculture (breeding, rearing, and harvesting of plants and animals in all types of water environments)</li> <li>• fishing (offshore fishing is high)</li> <li>• farming/forestry (depending on the activities could be high)</li> <li>• food, beverage and tobacco – processing</li> <li>• textiles and clothing except for tanning</li> <li>• manufacturing of wood and wooden products including manufacturing of boards, treatment/impregnation of wood</li> <li>• paper production and paper products excluding pulping</li> <li>• non-metallic processing and products covering glass, ceramics, clay, etc.</li> <li>• general mechanical engineering assembly</li> <li>• manufacturing of metallic products</li> <li>• surface and other chemically based treatment for metal fabricated products excluding primary production and for general mechanical engineering (depending on the treatment and the size of the component could be high)</li> <li>• production of bare printed circuit boards for electronics industry</li> <li>• rubber and plastic injection moulding, forming and assembly</li> <li>• electrical and electronic equipment assembly</li> <li>• manufacturing of transport equipment and their repairs - road, rail and air (depending on the size of the equipment, could be high)</li> <li>• recycling, composting, landfill (of non-hazardous waste)</li> <li>• water abstraction, purification and distribution including river management (note commercial effluent treatment is graded as high)</li> </ul>

Complexity	Business Sector
	<ul style="list-style-type: none"> <li>• fossil fuel wholesale and retail (depending on the amount of fuel, could be high)</li> <li>• transport of passengers (by air, land and sea)</li> <li>• transport and distribution of non-dangerous goods (by land, air and water)</li> <li>• industrial cleaning, hygiene cleaning, dry cleaning normally part of general business services</li> <li>• research &amp; development in natural and technical sciences (depending on the business sector could be high). Technical testing and laboratories</li> <li>• hotels, leisure services and personal services excludes restaurants</li> <li>• education services (depending on the object of teaching activities could be high or low)</li> </ul>
Low	<ul style="list-style-type: none"> <li>• corporate activities and management, HQ and management of holding companies</li> <li>• wholesale and retail (depending on the product, could be medium or high, e.g. fuel)</li> <li>• general business services except industrial cleaning, hygiene cleaning, dry cleaning and education services</li> <li>• transport and distribution - management services with no actual fleet to manage</li> <li>• engineering services (could be medium depending on type of services)</li> <li>• telecommunications and post office services</li> <li>• restaurants and campings</li> <li>• commercial estate agency, estate management</li> <li>• research &amp; development on social sciences and humanities</li> <li>• public administration, local authorities</li> <li>• financial institutions, advertising agency</li> </ul>