

## Table 1. EMPLOYEE COUNT TABLE



LEGAL BUSINESS NAME: \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_

**INSTRUCTIONS:**

It is critical that the information you provide in this table is accurate. The information you provide in this table will guide ACSC in determining the audit duration in accordance with the current versions of ISO/IEC 17021-1 and IAF MD 5.

**Organization must complete a separate Table 1 for each site.**

**Current ISO 9001 Risk Level (if known):** \_\_\_\_\_

**Do NOT count any person twice!**

**Current ISO 14001 Risk Level (if known):** \_\_\_\_\_

**Current ISO 45001 Risk Level (if known):** \_\_\_\_\_

OPERATIONAL SHIFT	Type A		Type B	Type C	Type D
	Persons working less than 20 hours per week	Persons working between 20 and 32 hours per week	Clerical Administrative Estimator IT Human Resources Scheduling Customer Service	Technical Engineering Sales Design/CAD* Security Truck Driver Janitorial Crib Attendant Purchasing	Operator Floor Supervisors Shipping Receiving Material Handler Assembly Packaging Machinist Maintenance
1 <sup>st</sup>					
2 <sup>nd</sup>					
3 <sup>rd</sup>					
Other					
<b>TOTAL</b>					
<b>ENP Multiplier</b>					
<b>ENP Total</b>					
<b>TOTAL EFFECTIVE NUMBER OF PERSONNEL(ENP):</b>					

*Shaded area to be completed by ACSC*

*\* for ISO 9001 QMS personnel must be counted as Type D*

NAICE Code(s): \_\_\_\_\_

SIC Code(s): \_\_\_\_\_

IAF Code(s): \_\_\_\_\_

Please describe the scope of operations at the site(s), as they apply to your management system.

*Example Scope 1: Manufacturing of injection molded parts, extruded plastic sheets and plastic thermoformed products.*

*Example Scope 2: Manufacturing of injection molded parts at 111 E. Main Street and extruded plastic sheets and plastic thermoformed products at 113 E. Main Street in Auburn Hills, Michigan.*

SCOPE: