WORKSHEET 4.3

Audit Days Are Calculated, Not Negotiated

Subchapter 4.3 · case in the book: Busan

The number of audit days in your certification contract came from figures your hotel supplied. Do you know which figures, and were they the figures of the hotel the auditor would actually visit?

This worksheet turns the tools of the subchapter into a form you can fill in. The texts come from the book; the empty columns are for your own property. Adapt it before use: an unadapted checklist is exactly what the book warns against.

Practical application: what to do in your property

Step (from the book)	Done?	What we found / owner
The hotel profile: The rewritten description of the hotel, with process families, average and peak personnel, contracted activities, outlets, shifts and seasons, became a controlled document, reviewed each year before surveillance and…		
The calculation: The hotel asked the body for the justification of the duration with each offer, and the quality manager checked it against the profile.		
Peak timing: The certification contract stated that Stage 2 and each surveillance audit would include at least one day during the peak season or a large event.		
No negotiation of days: The hotel's procedure for certification stated that the number of audit days would not be negotiated, and that any difference between bodies' proposals would be investigated rather than exploited.		

These steps are the book's method, not requirements of ISO 22000. Evidence can take whatever form suits the property; a separate document is needed only where an applicable requirement, or the property's own system, makes it necessary.

Verification Pact: what is believed, tested against the standard

What is commonly believed	What actually holds	Our position
"Audit days are a commercial term."	No. They are determined by rules the certification body must apply and justify.	
"One HACCP plan means one HACCP study."	Not as stated. For duration, studies correspond to families of products and processes with similar hazards and similar processes.	
"Only employees on the payroll count."	No. Personnel are counted as full-time equivalents involved in food safety, seasonal workers included; agency and contracted staff as the body's rules provide.	

What is commonly believed	What actually holds	Our position
“Another hotel was certified in one day, so we can be too.”	No. Duration depends on each organisation’s own inputs.	
“Once the contract is signed, the days are fixed.”	No. The body must recalculate if the information on which the days were based proves wrong or changes.	

Common mistakes: a self-check

Mistake (from the book)	Present here?	Action / owner
Negotiating audit days		
Counting HACCP plans, not process families		
Declaring winter payroll		
Leaving out contractors and agencies		
Choosing the body with the fewest days		
Not updating the figures		

Operative synthesis

- **Does the hotel profile list every process family? (Quality manager): Hotel profile**
- **Does it give average and peak personnel, all categories? (Quality manager): Hotel profile**
- **Has the body explained how it calculated the days? (Quality manager): Written justification**
- **Does an audit day fall in peak season or a large event? (Quality manager): Audit plan**
- **Is the profile reviewed each year? (General manager): Review record**
- **How were our audit days calculated?: A written justification we can follow**
- **Did we declare the hotel as it is in August?: Yes, with peak figures**
- **Have we ever asked for fewer days?: No**

Action plan for our property

Action	Owner	Due	How we will know it worked

Source: Francesco Dore, The Helm and the Lens, Volume 6b «The Lens», subchapter 4.3. Edizioni Effedore, 2026. Clause references are paraphrased; this sheet does not reproduce the text of ISO 22000, ISO 19011, ISO 22003-1 or ISO/IEC 17021-1. It is not legal advice: food law is that of the place where the property operates.