1.0 OBJECTIVE

1.1 The purpose of this procedure is to define the method to be used for preparing price offers and contracts for certification services.

2.0 SCOPE

2.1 This procedure is applied for the pricing of all management system audit and certification services carried out by YBM.

3.0 RESPONSIBILITIES

3.1 The Application Review and Planning Manager is responsible for conducting the evaluation and pricing process of management system applications, as well as for the preparation, approval, and follow-up of price offers and service contracts.

3.2 For applications related to ISO 27001, ISO 20000-1, ISO 27701, and ISO 50001, evaluations and auditor assignments are carried out by the General Manager and/or a competent Lead Auditor appointed by the General Manager, who is qualified in the relevant standard processes and authorized within YBM.

4.0 IMPLEMENTATION

4.1 General

4.1.1 When a certification request is received from a client, the Application Review and Planning Manager sends the Company Information Form (F-018) to the client in order to prepare the certification proposal. For clients requesting ISMS certification, the ISMS Supplementary Company Information Form (F-091) is also sent for completion. If additional information is required for other standards, the relevant sections within the FBF must be filled out in detail.

4.1.2 Clients are expected to provide accurate and complete information in the Company Information Form (F-018), especially regarding company name, address, number of employees, number of subcontractors working on a project basis, scope and standards, legal requirements, etc. This form is designed to obtain all necessary detailed information from the client.

4.1.3 YBM requires that during the application process, the client organization possesses a documented and defined management system appropriate to the certification standards, as well as other necessary documents for certification.

4.1.4 YBM makes this procedure available to applicants via contact information or through online publication. The applicant must fulfill and acknowledge the following conditions:

a. A system and environment that comply with the certification process and the requirements of the certification standard must always be in place.

b. The client must make all necessary arrangements to allow for the execution of the evaluation, including access to documentation, areas, records (including internal audit reports and management reviews), and personnel, for the purpose of reviewing, auditing, reassessing, and resolving complaints.

c. If the requested certification scope relates to a specific program, all necessary explanations will be provided to the applicant.

d. Upon request, additional application information will be provided to the applicant by YBM.

e. If any conditions exist within the client organization that may affect the validity of the certification during the ongoing audit program period, the organization must notify YBM. These conditions may include:

(i) Legal proceedings related to security or regulatory compliance;

(ii) Significant damage or inaccessibility of the site due to natural disasters or force majeure;

(iii) Change of ownership.

4.1.5 For ISMS audits, the audit program includes specified information security controls.

4.1.6 If there is missing or inadequate information, the Application Review and Planning Manager contacts the client to complete the necessary data.

4.1.7 During the application process, YBM requires the client organization to have a documented and defined management system that complies with the standards to be certified and other documents required for certification, along with the application documents.

4.1.8 The scope of the client organization applying for the ISO 20000-1 standard is examined by the relevant YBM authority (as per P-06 Certification Procedure article 4.1.2) in accordance with ISO/IEC 20000-3. Accordingly;

- Identifying threats and incident trends related to information security
- Information about ITSMS controls and their implementation
- Total Number of Employees including contract personnel (Application, development and maintenance personnel should be listed separately)
- Total number of users
- Total number of sites / fields
- Total number of servers
- Total number of workstations, PCs and laptops
- Type of network encryption technology
- Details of the types of records and information to be kept, i.e. personnel information/Government critical information/e-government applications, finance, stocks etc.
- Agreement to comply with documentation requirements and provide any information necessary for its evaluation.
- General characteristics of the applicant organization, including the name and address(es) of its physical location(s), key aspects of its processes and operations, and any relevant legal obligations, applicable legal and regulatory requirements relating to specific information in the security domain
- General information about the certification field applied for, such as the activities of the applicant organization, its human and technical resources, functions and, if any, its relationship with a larger organization.
- Information regarding all external processes used by the organization that will affect compliance with requirements.
- Description of the products, standards or other requirements for which the applicant organization is requesting certification, in accordance with the certification scheme.
- Information on the use of consultancy regarding the design of the product for management system and/or certification purposes.
- Agreement permitting the information to be passed to the accreditation body or any other legal or regulatory authority if they so request. The agreement will also cover that the same will be passed to the regulator if, under any specific regulatory requirement, it is necessary to notify the regulator on withdrawal of certification.

- Description of the systems to be documented and the international standard or other normative documents applicable to each.
- Copy of customer management system manual and related documentation as required.
- Declaration that the client/applicant is aware of the regulatory/legislative requirements that must be met for the implementation of the management system for which certification is requested and that it is his/her responsibility to ensure, maintain and evaluate legal compliance.
- A statement that the internal review process has been planned and that the program and processes/procedures are operational and can be demonstrated to be operational at the time of the Audit.
- Documentation regarding the design of BTHSMS, which includes at least the organization's analysis of issues and plans related to IT Service Management, the IT Service Management Policy and its key elements.

  It is reviewed. In case of deficiency, article 4.1.2 of this procedure is applied.

4.1.9 The Application Evaluation and Planning Manager reviews the request, ensures that the information is clear and accurate, and confirms that YBM has the ability to conduct the audit.

4.1.10 Application Evaluation/YBM Initial Qualification Review is conducted by the Application Evaluation and Planning Manager. For standards in which the Application Evaluation and Planning Manager is not competent, support is obtained from a competent person in that standard.

4.1.11 If there are any disagreements or differences of opinion in the application, all uncertainties are resolved before reaching the contract stage.

4.1.12 In certification requests from customers, if the requested scope is within the scope of YBM's certification activities, an offer is given from YBM, if it is not within the scope of YBM, an offer is given from other certification institutions that are represented.

4.1.13 The Application Evaluation and Planning Manager prepares a price offer for the transfer in the certification or surveillance audit by calculating the required man-day using this procedure and the documents in its annexes in accordance with the type of audit requested.

4.1.14 YBM certification offers are given for a 3-year period. In transfers, the valid document date of the company in question is taken as basis.

4.1.15 For audits to be conducted at more than one facility, the following provisions of this procedure shall apply.

4.1.16 The Application Evaluation and Planning Manager verifies that a detailed and precise scope definition has been made and ensures that exclusions are identified. The scope definition must be precise enough to avoid misunderstanding. The scope definition

- A description of the main activities should be included.
  - Design development
  - Manufacturing, service
  - Sales
  - After sales service
- Other facilities where core activities are carried out should be identified.
- Details about products and services should be included.
- Non-applicable items should be identified.

4.1.17 Access to corporate records;

Before the certification audit, the client organization is asked if there are any records containing confidential or sensitive information that they do not want the auditors to see. The CPA then decides whether the ISMS can be adequately audited in the absence of these records. If it decides that the audit cannot be conducted in the absence of these records, it advises the client organization that the audit cannot be conducted until the necessary arrangements for access are made.

4.1.18 Audit Time is the time needed to plan and perform a complete and effective audit of the client's management system. Duration of Management System Certification Audits is the part of the audit time spent for audit activities from the opening meeting to the closing meeting. Management System Certification Audit duration (all Stage 1 and Stage 2 audit durations performed at the client site) shall not be less than 80% of the Audit Time in ISO 9001, ISO 14001 and ISO 45001, according to IAF MD 5. For ISO 27001, according to ISO 27006-1:2024, Audit Time shall not be less than 70% of the total audit time. In ISO 20000-1, Audit Time shall not be less than 80% of the total audit time in ISO 20000-6. The time spent outside the Customer Site is specified in the Man-Day Calculation Table (F-076). The customer is informed about this.

4.1.19 In the critical codes **and in the audits with high risk for ISO 9001 and high and medium complexity scopes for ISO 14001 and ISO 45001 mentioned in IAF MD 5, a part of** Stage 1 is performed at the customer site (on-site). Stage 1 audits can be planned off-site **for other codes by making an evaluation by YBM**. A reasonable period is planned between Stage 1 and Stage 2 depending on the findings in the company.

4.1.20 The relevant management system cannot be certified without conducting at least one management review meeting and one internal audit within the scope of certification.

4.1.21 A client meeting the eligibility criteria may consist of sampleable sites, non-sampled sites, or a combination of both. The audit duration must be sufficient to carry out an effective audit, regardless of the nature of the organization. Unless prohibited by specific plans, the reduction in audit duration per sampled site shall not exceed 50%. (IAF MD 1:2023)

For example, the maximum reduction allowed by IAF MD 5 is 30%; 20% is the maximum reduction allowed for single management system processes performed by the central function and possible central processes (e.g. purchasing). IAF MD 5 criteria will be taken into account when applying the reduction.

4.1.22 Audit duration per selected site (whether from sampling, non-sampling or mixed methodology), including elements of the central function if applicable, will be calculated using the applicable IAF documentation for each site and, where necessary, the applicable sector plan requirements for calculating man-days (e.g. IAF MD 5 for quality and environmental management systems, IAF MD 11 for integrated management systems).

4.2. Application Review and Evaluation Information

4.2.1 When a customer requests certification of a quality management system, the Application Review and Planning Manager identifies the customer's industrial sector code and compares it with YBM's accreditation scope. If the activity does not match the scope, the situation is reported to the Certification Manager, who decides whether to include this sector in the scope.

4.2.2 If YBM plans to offer certification services in a sector code for which it is not yet accredited, a non-accredited certificate may be issued. This situation is clearly stated in the offer, and it is indicated that an accredited certificate will be provided once accreditation is achieved.

4.2.3 The Application Review and Planning Manager calculates the required man-days based on the data provided in the Company Information Form (F-018) completed by the customer.

4.2.4 When determining the number of employees, all staff are considered, and the effective number of employees is calculated according to the following criteria. This information is recorded in the F-018 form:

a) **Number of employees within the scope of activity:** Some facilities or some products are outside the scope of certification. In this case, employees in this section are excluded from the effective number of employees.

b) **Part-time employees:** These employees are calculated as full-time equivalent employees based on their working ratio with full-time employees. (For example, 30 part-time employees working 4 hours/day are equal to 15 full-time employees.)

c) **Personnel Performing the Same/Similar Activities:** For personnel performing the same type of work—such as cleaning staff, security personnel, transport and logistics staff, call center agents, and sales representatives—the effective number of employees is calculated in accordance with the IAF MD 5 guideline. The square root of the number of such personnel is taken to determine the effective number of employees. Seasonal and part-time/contracted employees are included in the effective employee calculation at a rate of 1/3. Any reduction based on the employment of a large number of unskilled workers shall not be made without considering the relevant Occupational Health and Safety (OHS) risk. This information is recorded in the Company Information Form (F-018). The final decision on criticality is made by the Application Reviewer. The man-day calculation is prepared based on the effective number of employees. If there is a deviation in the effectiveness of the employee count and the resulting man-day calculation, it must be verified by the Lead Auditor during the Stage 1 audit.

For OHSMS (Occupational Health and Safety Management System):

a) When a high percentage of personnel are exposed to similar OHS risks (e.g., cleaners, security staff, sales personnel, call center employees, etc.) and perform activities/positions considered similar or identical, a reduction in the number of personnel consistently applied at the company level under the certification scope may be permitted. This is specified in the Man-Day Calculation Table (F-076).

b) For worker groups engaged in repetitive tasks that may reduce attention and increase the level of associated OHS risk (e.g., assembly, packaging, sorting, etc.), the methods used to justify possible reductions must be documented, including an OHS risk assessment for any activity/position carried out by the workers.

c) **Seasonal Workers:** Since the presence of these employees directly impacts the audit, audits must be conducted during the active season, and the audit timing should be selected accordingly. For seasonal operations (e.g., harvest activities, resorts, hotels, etc.), the effective number of personnel should be based on the number of employees typically present during peak season activities.

d) **Subcontractors:** When subcontractors are present, those on-site during the audit shall be counted as company personnel, and the man-day calculation shall be made accordingly.

e) **Shift Work:** If the audited organization operates multiple shifts and similar tasks are performed during each shift, only one shift needs to be audited. The staff of that shift is considered in the effective employee calculation. However, if different tasks are carried out in each shift, all employees must be included. In cases where shifts involve different activities, the audit plan must be designed to examine these aspects. In OHSMS implementations based on shifts for delivering products or services, auditing of each shift depends on the nature of activities, related OHS risks, and the level of control demonstrated by the client. To assess effective implementation, at least one shift outside normal working hours should be audited during the initial certification cycle. During surveillance audits, it may be decided not to audit a second shift based on the recognized maturity of the organization's OHSMS. The justification for not auditing additional shifts must be documented in the Man-Day Calculation Table (F-076), considering the risks of omission.

4.2.5 The employee count declared in the Company Information Form must be verified using official records such as the social security service list. Alternatively, it may be verified by the audit team during the Stage 1 audit.

4.2.6 For ISO 9001 certification services, the number of certification and surveillance audit days is determined using Table 1 QMS (Quality Management System).

4.2.7 For ISO 14001 certification services, the number of certification and surveillance audit days is determined using Table 1 EMS (Environmental Management System).

4.2.8 For ISO 45001 certification services, the number of certification and surveillance audit days is determined using Table 1 OHSMS (Occupational Health and Safety Management System).

4.2.9 The proposed number of audit days is determined based on the specific characteristics of the organization and may be adjusted using the IAF MD 5 guideline. (It is possible to reduce the days by up to 70% or increase them

by up to 130% from Table 1 values.) This adjustment must be recorded using Form F-025 – Audit Day Change Table. If the calculation results in a decimal number, it is rounded to the nearest half day (e.g., 5.3 days becomes 5.5; 5.2 days becomes 5).

4.2.10 For activities considered low-risk (not applicable for OHSMS), the sample tables KYS 2 for QMS and ÇYS 2 for EMS are taken into account. The customer's systems, processes, and products/services should be comprehensively evaluated. A fair adjustment may be made to justify either increased or reduced audit time. Contributing factors may be balanced by deduction factors. These evaluations must be justified and recorded in Form F-025.

4.2.11 For Stage 1 audits conducted at the office, the time spent in the office must not exceed 20% of the total audit time as per IAF MD 5. If 20% off-site time is calculated in the proposal and Stage 1 is conducted off-site, the time spent is counted within the off-site time.

4.2.12 For Stage 1 audits conducted on-site, the time spent must not exceed 30% of the total audit time. In exceptional cases, this may be exceeded with the approval of the Certification Manager, and the justification must be documented.

4.2.13 The time spent on opening, closing, auditor meetings, and reporting must not exceed 10% of the total audit duration.

4.2.14 Based on the factors mentioned above, any deviation from Table 1 in the proposed audit days must be justified and recorded by the Application Review and Planning Manager in Form F-025, which is kept in the customer file.

Table 1 QMS - Quality Management Systems

Relationship between Effective Personnel Number and Audit Duration (Initial Certification Only)

Effective Number of Staff	Audit Period Stage 1 + Stage 2 (days)			Effective Number of Staff	Audit Period Stage 1 + Stage 2 (days)		
	HIGH	MEDIUM	LOW		HIGH	MEDIUM	LOW
1-5	2	**1.5**	1.5	626-875	13	**12**	11
6-10	2.5	**2**	1.5	876-1175	14	**13**	12
11-15	3	**2.5**	2	1176-1550	15	**14**	13
16-25	3.5	**3**	2.5	1551-2025	16	**15**	14
26-45	4.5	**4**	3.5	2026-2675	17	**16**	15
46-65	5.5	**5**	4.5	2676-3450	18	**17**	16
66-85	7	**6**	5.5	3451-4350	19	**18**	17
86-125	8	**7**	6	4351-5450	20	**19**	18
126-175	9	**8**	7	5451-6800	21	**20**	19
176-275	10	**9**	8	6801-8500	22	**21**	20

276-425	11	**10**	9	8501-10700	23	**22**	21
426-625	12	**11**	10	>10700	Follow the progress above		

TABLE 1 QMS

Note: Prepared based on 8-hour daily working time.

4.2.15 Surveillance Audit programs are organized on a 12-month basis.

4.2.16 Pricing is arranged according to the Pricing Table (D-19) and man days.

4.2.17 Examples of Risk Categories for QMS can be given with the following examples.

High Risk : When the product or service fails or puts life at risk.

Food; pharmaceutical drugs; aircraft; shipbuilding; load-bearing components and structures; complex construction activity; electrical and gas equipment; medical and health services; fisheries; nuclear fuel; chemicals, chemical products and fibres.

Medium Risk : In cases where the product or service fails, it may cause injury or illness.

Load-bearing building components and structures; simple construction activities; basic metals and fabricated products; non-metallic products; furniture; optical equipment; entertainment and personal services.

Low Risk : If the failure of the product or service is unlikely to cause injury or illness.

Textiles and clothing; pulp, paper and paper products; publishing; office services; education; retail, hotels and restaurants.

Table 1 EMS - Environmental Management Systems

Relationship between Effective Personnel Number and Audit Duration (Initial Certification Only)

Effective Number of Staff	**Audit Duration Stage 1 + Stage 2 (Days)**				**Effective Number of Staff**	**Audit Duration Stage 1 + Stage 2 (Days)**			
	High	Medium	Low	Limited		High	Medium	Low	Limited
1-5	3	2.5	2.5	2.5	626-875	17	13	10	6.5
6-10	3.5	3	3	3	876-1175	19	15	11	7
11-15	4.5	3.5	3	3	1176-1550	20	16	12	7.5
16-25	5.5	4.5	3.5	3	1551-2025	21	17	12	8
26-45	7	5.5	4	3	2026-2675	23	18	13	8.5
46-65	8	6	4.5	3.5	2676-3450	25	19	14	9
66-85	9	7	5	3.5	3451-4350	27	20	15	10
86-125	11	8	5.5	4	4351-5450	28	21	16	11
126-175	12	9	6	4.5	5451-6800	30	23	17	12
176-275	13	10	7	5	6801-8500	32	25	19	13
276-425	15	11	8	5.5	8501-10700	34	27	20	14
426 - 625	16	12	9	6	>10700	Follow the progress above			

TABLE 1 EMS

Note: Prepared based on 8-hour daily working time.

Table EMS 2 – Examples of Links between Business Sectors and Complexity Categories of Environmental Aspects

Complexity Category	**Sector**
High	Mining, quarrying Oil and gas extraction Textiles and laminated leather Pulp manufacturing from paper recycling process

Complexity Category	Sector
	Oil refining Chemicals and drugs Raw material production-metal Nonmetallic processes and ceramic and cement coated products Coal-based electricity generation Civil construction and destruction Hazardous and non-hazardous waste processes (e.g. incineration) Wastewater and sewage processes
Medium	Fishing/farming/forestry Textile and clothing other than leatherworking Wood production, planing / impregnation of wood and wood products Paper production, printing other than pulping Nonmetal processing and manufacturing other than glass, clay and lime Other chemicals based on surface and metal fabrication product improvement, excluding primary treatment Other chemicals based on surface and metal fabrication product improvement for general mechanical engineering Production of bare printed circuit boards for the electronics industry Manufacturing of transportation equipment - road, rail, air and waterway Coal-free electricity generation and distribution Gas production, storage and distribution (note: extraction is high risk) Water extraction, treatment and distribution including stream management (note commercial wastewater operations are high risk) Gasoline sold and retailed Food and tobacco processes Transportation and distribution by water, air and land Commercial real estate office, property management, industrial cleaning, hygiene cleaning, dry cleaning, recycling, composting, landfill (for non-hazardous waste) Technical testing and laboratories Healthcare areas, hospitals, veterinarians Vacation and personal services excluding hotels and restaurants
Low	Hotels and restaurants Wood and wood products except wood production and planing/impregnating wood and wood products Paper products except printing, pulping, paper making Plastic and rubber injection molding, shaping, assembly – except the production of unprocessed plastic and rubber materials that are part of chemicals Hot and cold forming and metal fabrication - excluding other chemicals based on surface and metal fabrication product improvement General mechanical engineering assemblies - excluding other chemicals based on surface and metal fabrication product improvement Wholesale and retail sales Electrical and electronic equipment assembly - excluding pertinax sheet production
Limited	Corporate activities and management, headquarters and management of holding companies Transportation and distribution management services without a real fleet Telecommunication Commercial real estate agency, property management, industrial cleaning, hygiene cleaning, general business services except dry cleaning Education services
Special cases	Nuclear Nuclear electricity generation Large amounts of storage of hazardous materials

Complexity Category	Sector
	General administration Local authorities Environmentally friendly product and service organizations Financial institutions

Table 2 EMS

Complexity Categories of Environmental Aspects

The provisions set out in this document are based on five basic categories of complexity regarding the nature and severity of an organisation's environmental aspects that fundamentally affect the audit period. These are:

High – significant natural and environmental aspects (usually processes of the type of organization that have significant impacts on production or environmental aspects);

Medium – moderate natural and environmental aspects (production establishments that usually have significant impacts with some environmental aspects);

Low – low-grade natural and environmental aspects (environmental organizations usually with low aspects);

Limited – limited degree of natural and environmental aspects (usually an office type of environmental establishments);

Special – these require additional review and review at the audit planning stage.

Table EMS 1 covers the above four categories of complexity: high, medium, low and limited.

Table EMS 2 provides the link between the five complexity categories above and the industry sectors that would typically fall into this category.

The YBM recognizes that not all organizations in a given industry will always be in the same complexity category. The YBM provides flexibility in the application review procedure to ensure that the specific activities of an organization are considered in determining the complexity category. For example, while many businesses in the chemical industry are classified as “high complexity,” an organization with a chemical reaction or mixture free of emissions and/or trade may be classified as “medium” or even “low complexity.” The YBM documents all instances where an organization in a given industry is downgraded in complexity.

Table EMS 1 does not cover the “special complexity” category and in these cases the audit timing of management systems audits will be developed and justified.

As part of the EA-7/04 – Accredited ISO 14001:2015 certification, the client applying within the scope of the EMS is provided with information on the legal compliance, legal requirements and the compliance assessment of these issues. This information can also be in the form of a table.

Certification cannot be made if it is determined that the legal obligations are not met, that they are not at a sufficient level, that they are implemented incorrectly, or that a system in this direction is not established. The certification process continues once it is determined that the non-conformity has been eliminated.

Table 1 OHSMS – Occupational Health and Safety Management Systems

Relationship between Effective Personnel Number, OHS Risk Complexity Category and Audit Duration (Only Initial Certification Stage 1 + Stage 2)

Effective Number of Staff	Audit Duration Stage 1 + Stage 2 (days)			Effective Number of Staff	Audit Duration Stage 1 + Stage 2 (days)		
	High	Medium	Low		High	Medium	Low
1-5	3	2.5	2.5	626-875	17	13	10
6-10	3.5	3	3	876-1175	19	15	11
11-15	4.5	3.5	3	1176-1550	20	16	12
16-25	5.5	4.5	3.5	1551-2025	21	17	12
26-45	7	5.5	4	2026-2675	23	18	13
46-65	8	6	4.5	2676-3450	25	19	14
66-85	9	7	5	3451-4350	27	20	15
86-125	11	8	5.5	4351-5450	28	21	16
126-175	12	9	6	5451-6800	30	23	17
176-275	13	10	7	6801-8500	32	25	19
276-425	15	11	8	8501-10700	34	27	20
426 - 625	16	12	9	>10 7 00	Follow the progress above		

TABLE 1 OHSMS

Note: Prepared based on 8-hour daily working time.

TABLE 2 OHSMS - Examples of Connections Between Business Sectors and Complexity Categories of OHS Risks

Complexity Category of OHS Risk	Sector
HIGH	• fishing (offshore, dredging and diving) mining and quarrying • manufacture of coke and refined petroleum products (oil and gas extraction • textile and clothing dyeing tanning of leather and leather products • Pulping part of paper manufacturing including paper recycling processing • oil refining • chemicals (including pesticides, battery and accumulator manufacturing) and pharmaceuticals • fiberglass manufacturing • Gas production, storage and distribution, electricity production and distribution • nuclear • Storage of large quantities of hazardous materials • Coating products and non-metallic processing such as ceramics, concrete, cement, lime, plaster, etc. • •primary metal productions

Complexity Category of OHS Risk	Sector
	• Hot and cold forming and metal fabrication • Manufacturing and assembly of metal structures • Shipyards (may be medium depending on activities) • Automotive industry • Weapons and explosives manufacturing and recycling of hazardous waste • Hazardous and non-hazardous waste processing such as incineration etc., waste and sewage processing • Industrial and civil construction and demolition (including electrical, hydraulic and air conditioning installation activities and building completion) • Slaughterhouses • Transport and distribution of hazardous materials (by land, air and water) defence activities/crisis management Healthcare/hospitals/veterinary/social
MEDIUM	• Aquaculture (cultivation, breeding and harvesting of plants and animals in all types of aquatic environments) • Fishing (high offshore fishing) • Agriculture/forestry (may be higher depending on activities) food, beverages and tobacco – processing • Textiles and clothing, except dyeing • Leather and leather products, excluding tanning • Manufacturing of wood and wood products including wood processing/impregnation • Paper production and paper products except pulping • Non-metallic processing and products covering glass, ceramics, clay, etc. • General mechanical engineering assembly and manufacturing of metallic products • Surface and other chemical-based treatment for metal fabricated products excluding primary production and general mechanical engineering (may be high depending on treatment and size of component) • Manufacturing of bare printed circuit boards for the electronics industry, rubber and plastic injection molding, shaping and assembly • electrical and electronic equipment assembly • Manufacturing of transport equipment and their repairs - road, rail and air (depending on the size of the equipment, it can be high) • Recycling, composting, landfill (non-hazardous waste) • Water abstraction, treatment and distribution, including river management (note commercial waste treatment is rated high) • fossil fuel wholesale and retail (depending on fuel quantity, may be high) • Transport of passengers (by air, land and sea) • Transport and distribution of non-hazardous goods (by land, air and water)

Complexity Category of OHS Risk	Sector
	• Industrial cleaning, hygiene cleaning, dry cleaning are normally part of general business services • Research and development in natural and technical sciences (may be high depending on the business sector). Technical testing and laboratories • Hotels, entertainment services and personal services exclude restaurants educational services (may be high or low depending on the object of educational activities)
LOW	• Corporate activities and management of holding companies, headquarters and management • Wholesale and retail (depending on the product, it can be medium or high, for example fuel) • (General business services excluding industrial cleaning, hygiene cleaning, dry cleaning and educational services). • 'Transportation and distribution - management services with a real fleet to manage • Engineering services (may be medium depending on the type of service) telecommunications and post office services • restaurants and camps • Commercial real estate agency, property management • Research and development on social sciences and humanities, public administration, local governments • financial institutions, advertising agency

TABLE 3 OHSMS

Complexity Categories of OHS Risks

The items specified in this document are based on the nature and severity of an organization's OH&S risks that fundamentally affect auditor time, based on three main categories of complexity of OH&S risks. These are:

- **HIGH** - OHS risks of significant nature and severity (usually in the construction sector, heavy production or processing type organizations),
- **MIDDLE** – OHS risks of MEDIUM nature and severity (usually light production organisations with some significant risks) and
- **LOW** – OHS risks of low nature and severity (usually office-based organisations).

Table 1 OHSMS covers the above three complexity categories of OHS risks.

Table 2 OHSMS provides the link between the three complexity categories of OHS risks above and the industry sectors that would typically fall into this category.

4.2.18 Audit duration is calculated for organizations with a special risk group (Complexity Category). Reduction and increase durations should not deviate more than 30% from the durations given in the table.

4.3. Review and evaluation information on ISMS Applications

4.3.1 Additional information regarding ISMS processes is determined by the answers given by the customer applying with the F-18 Company Information Form to the following questions. Accordingly;

a) If the organization has confidential documents and these documents affect the audit results, additional confidentiality conditions are determined and signed.

b) If there are areas in the organization that are prohibited from entering and this affects the audit results, special permissions are obtained. If permission cannot be obtained to enter areas that affect the audit results, it is notified that certification cannot be carried out.

c) If there are items excluded from the applicability statement, they are taken into account in the Audit Plan.

d) If the organization has a software development process, records are prepared taking this into account in the Scope and Complexity tests.

e) If the service period is 24/7, the audit plan should be arranged accordingly.

4.3.2 YBM provides auditors with sufficient time to perform all activities related to the initial certification audit, interim audit or recertification audit. The time allocated is determined by a number of factors, including:

a) The size of the ISMS scope (e.g., number of information systems used, number of employees);

b) complexity of the ISMS (e.g. criticality of information systems, risk status of the ISMS), see also Annex A of ISO/IEC 27006;

c) Type(s) of work performed within the scope of ISMS;

d) The scope and variety of technology used in the implementation of different components of the ISMS (such as implemented controls, documentation and/or process control, corrective/preventive action, etc.)

e) Number of sites;

f) Previous performance of the ISMS;

g) Third party agreements and scope of outsourcing used within the scope of ISMS;

h) Standards and regulations used in certification.

4.3.3 The size, characteristics, complexity and importance of the ISMS scope and possible information security risks determine the amount of time spent on a particular ISMS audit.

4.3.4 Factors that can affect the audit duration and details are shown in relation to the list of factors given.

a) factors related to the size of the ISMS scope (e.g. number of information systems used, amount of information processed, number of users, number of privileged users, number of IT platforms, number of networks and their size);

b) factors related to the complexity of the ISMS (e.g. criticality of information systems, risk status of the ISMS, amount and types of sensitive and critical information processed and used, number and types of electronic transactions, number and size of development projects, extent of remote working undertaken, extent of ISMS documentation);

c) Type(s) of work performed within the scope of the ISMS and the security, legal, regulatory, contractual and business requirements related to these types of work; the scope and variety of technology used in performing the different components of the ISMS (implemented controls, documentation and/or process control, corrective/preventive action, information systems, IT systems, networks, e.g. whether fixed, mobile, wireless, external or internal);

d) The number of venues within the scope of the ISMS, how similar or different these venues are, and whether a sample or all venues will be audited;

e) Previously demonstrated performance of the ISMS;

f) The reliance on these services and the scope of outsourcing and third party agreements used within the scope of the ISMS;

g) Standards, legislation and regulations applicable to certification and applicable sector-specific requirements.

4.3.5 The risk level of the organization is determined using the ISMS Complexity Determination Form. If the complexity level is high, an additional 20% is added to the standard field audit time.

4.3.6 In the certification of an ISMS, more time is generally spent than in the certification of a quality management system or an environmental management system due to the special demands of an ISMS such as ISMS policy, risk management, ISMS control objectives and controls. YBM,

a) Checking the accuracy and suitability of the method by which the client organization determines the significance of information security risks and their impacts;

b) To confirm that the system designed to ensure compliance (all relevant legislation and other requirements applicable to the ISMS) is capable of performing the required actions and that this system is implemented and maintained;

c) Confirm that control objectives and controls have been correctly selected and implemented, their effectiveness has been measured, and the process for ensuring “prevention of and appropriate response to security failures” is accurate and consistent;

d) Confirm that the documentation requirements of the client organization's ISMS are met;

e) Ensures compliance with the increased demands arising from Stage 1 auditing.

4.4. Calculation of ISMS Audit Duration

4.4.1 YBM plans to give its auditors sufficient time to complete all activities during the initial audit (stage 1 and stage 2), surveillance audit or recertification audit. The calculated audit duration includes sufficient time for the audit reporting. The audit duration is calculated in accordance with ISO 27006-1:2024 Annex C.

4.4.2 The audit times given in the table below are taken from Annex C of the ISO 27006-1:2024 Standard. The criteria used in calculating the audit times in the field are explained in Standard Times. The calculated times will be rounded up by 0.5.

4.4.3 At least the following information must be provided by the client organization during the ISMS Stage 1 certification audit:

a) General information about ISMS and the activities it covers,

b) A copy of the ISMS documents required by ISO 27001 and other relevant documents as required.

4.4.4 YBM is audited against all applicable ISMS requirements of the client. YBM also uses the scope of its own ISMS to confirm that client organizations address the requirements in ISO/IEC 27001 clause 4.3.

4.4.5 YBM ensures that the client's information security risk assessment and risk response are consistent with the activities covered by the ISMS standard of ISO/IEC 27001. YBM confirms that these statements are clearly reflected in the ISMS and the applicability statement. Where applicable, there should be at least one applicability statement for each certification scope.

4.4.6 YBM ensures that the services and activities that are not directly within the scope of the ISMS and information security risk assessment of the customer subject to certification are also indicated where necessary. (For example, IT systems, databases and/or telecommunications systems, a function carried out from an external source) We can show the joint use with another organization.

Standard Times

Man/day time in the field: initial audit-documentation (Phase 1 - Phase 2)

Man/day time in the field: Surveillance audit

Calculated by taking 1/3 of the standard time required for the first audit.

Man/day on site: recertification audit

It was calculated by taking 2/3 of the standard time required for the initial audit.

Number of Employees	Initial audit (Phase 1-Phase 2-Planning-Reporting)
1~10	5.00
11~15	6.00
16~25	7.00
26~45	8.50
46~65	10.00
66~85	11.00
86~125	12.00
126~175	13.00
176~275	14.00
276~425	15.00
426~625	16.50
626~875	17.50
876~1175	18.50
1176~1550	19.50
1551~2025	21.00
2026~2675	22.00
2676~3450	23.00
3451~4350	24.00
4351~5450	25.00
5451~6800	26.00
6801~8500	27.00
8501~10700	28.00
>10700	Continue as above

Note: Prepared based on 8-hour daily working time.

4.4.7 The audit duration schedule is given in D-19. However, the auditor duration schedule cannot be used alone. The reduction and increase criteria in Annexes B and C of ISO/IEC 27006 are taken into account.

4.4.8 When calculating the audit period for companies applying for an audit according to the revision of the ISO 27001:2022 ISMS standard, the following conditions are taken into account:

4.4.8.1 When performed in conjunction with a recertification audit, a minimum of 0.5 auditor days is added for the transition audit.

4.4.8.2 When performed in conjunction with a surveillance audit or as a separate audit, a minimum of 1.0 auditor days is added for the transition audit.

4.5 Review and evaluation information on Personal Data Management System (PIMS) Applications

4.5.1 Additional information regarding PIMS processes is determined by the answers given by the customer applying with the F-18 Company Information Form to the following questions. Accordingly;

a) If the organization has an ISO 27001 standard certificate, the PIMS application can be evaluated. If not, the customer is informed that the ISO 27701 PIMS standard application can only be taken into the certification process together with the ISO 27001 ISMS standard application.

b) If the organization does not fulfill its obligations as per the KVKK numbered 6698, it is notified that the certification cannot be carried out until it fulfills its legal obligations.

4.5.2 YBM does not certify a company that has ISO 27701 certification from another CAB based on the ISO 27701 audit alone. ISO 27701 certification is done together with ISO 27001 certification. YBM can only certify companies that have previously been certified by ISO 27001 by performing an additional ISO 27701 audit.

Determination of PIMS Audit Period;

4.5.3 YBM determines the additional audit time to be spent during ISO 27701 certification audits (including initial certification, surveillance, and recertification) as follows:

- If the client is only a Data Controller: audit time = 30% of the ISMS audit time
- If the client is only a Data Processor: audit time = 20% of the ISMS audit time
- If the client is both a Data Controller and Data Processor: audit time = 50% of the ISMS audit time

4.5.4 For an initial PIMS (Privacy Information Management System) audit, the additional audit time (Stage 1 and Stage 2) shall be a minimum of 2.5 audit days for Data Processors, 3 audit days for Data Controllers, or 3.5 audit days for clients acting as both, if the values calculated from the previous clause are lower.

4.5.5 If the organization is already certified to ISMS (ISO/IEC 27001) and a separate initial PIMS audit is to be conducted (i.e., not integrated with the ISMS surveillance or recertification audit), then at least 0.5 audit day shall be added to verify whether the ISMS management system aspects (especially internal audits and management review) have been extended to include PIMS perspectives.

4.6 Review and evaluation information for Information Technology Service Management System (ITSMS) Applications

4.6.1 Additional information regarding ITSMS processes is determined by the answers given by the customer applying with the F-18 Company Information Form to the following questions. Accordingly;

a) If the organization has confidential documents and these documents affect the audit results, additional confidentiality conditions are determined and signed.

b) If there are areas in the organization that are prohibited from entering and this affects the audit results, special permissions are obtained. If permission cannot be obtained to enter areas that affect the audit results, it is notified that certification cannot be carried out.

c) If there is a dependency on third parties in the provision of the service, information such as the fields of these relevant parties, their roles and responsibilities in the provision of the service, their scope and the number of people providing the service are determined and the audit plan is prepared in line with this information.

d) If there are frequent legal changes in service delivery, the impact of this situation on service delivery should be clearly defined. If this situation directly affects the scope of the document or the number of employees, preparations are made accordingly.

e) If there are constant changes in service delivery areas or new service areas are constantly being opened, the Audit Plan should be prepared according to the latest situation. It is inevitable to take it into account in man-day calculations.

f) An audit plan should be created according to the size of the organization providing the service.

g) Since the type of service provided to the customer will be an important factor in determining the scope, it is necessary to obtain this information. In case of lack of information, the organization is contacted by the Application Evaluation and Planning Directorate and requested.

4.6.2 Calculating the audit period is part of the activity to be performed by the authorised assessor(s) conducting the contract review.

4.6.3 The audit period calculations are specified in the specified section of the YBM contract review format. The factors taken into consideration when calculating the Audit Period are as follows:

a) The complexity of ITSMS

- Criticality of the interest system,
- ITSMS's risk status
- Volume and types of sensitive and critical information processed and handled
- Number and types of electronic transactions
- Number and type of any development projects
- The scope of remote work
- Scope of ITSMS documents

b) Types of work performed within the scope of ITSMS and the security, legal, regulatory, contractual and business requirements related to such scopes,

c) Number of fields within the scope of ITSMS,

d) The scope and diversity of technology used in the implementation of BTHS

e) Scope and dependency of YBM outsourcing in ITSMS

4.6.4 The audit duration is calculated according to the guidelines in ISO/IEC 20000-6.

4.6.5 YBM uses the number of active client personnel as the basis for determining the audit time for the initial certification audit. Table 1 is used to determine the audit time. Table 1 is based on an 8-hour working day. The figures can be adjusted if the daily hours are higher or lower than 8 hours.

4.6.6 The number of active personnel will be calculated as full-time equivalents. The calculation of the number of active personnel will be based on those within the scope of the ITSMS. The CPA will be able to justify the logic used for the relationship between the number of active client personnel supporting the AMS and services and the audit period.

4.6.7 If the number of active employees supporting ITSMS and services exceeds 1175, a man-day increase is made according to the increase systematic in the table below.

4.6.8 Audit duration cannot be less than 80% of the total audit time. If additional time is required for planning or report writing, this does not reduce the audit duration .

4.6.9 After man-day calculations, the planned audit time for the first audit cannot be less than 2.5 man-days, regardless of the number of employees of the customer.

4.6.10 The surveillance audit duration is 1/3 of the audit duration given in Table 1, and the recertification audit duration is 2/3.

Number of effective customer personnel	Audit duration: Stage 1 + Stage 2 (days)
1-15	3.5

16-25	4.5
26-45	5.5
46-65	6
66-85	7
86–125	8
126–175	9
176-275	10
276–425	11
426–625	12
626-875	13
876–1 175	15

Table-1 Audit period for the initial audit

4.6.11 **Corrections regarding the audit time**

4.6.12 All characteristics of the client's ITSMS and services will be taken into account and adjustments will be made at the time of the initial audit for factors that may justify more or less time. Regardless of the adjustment factors, the YBM will allocate sufficient audit time in order to perform a complete and effective audit of the client's ITSMS. The YBM will justify a reduction or increase in the audit time according to the factors affecting the audit time given in Table 2 and Table 3 and the factors affecting the audit time in Table 1.

4.6.13 A shift means transitions and interfaces between teams working at multiple locations and/or consecutive work periods. The maximum reduction will be 30% of the Table 1 audit time.

Potential mitigating factors

1	Low rate of change in ITSMS and services
2	The effective performance of the HYS has been previously proven (e.g. certified by another accredited certification body).
3	Auditing of the ITSMS together with one or more other relevant management systems.
4	Prior knowledge of the institution (e.g. the institution has previously been certified for another standard by the same certification body).
5	A single, simple service.
6	The same activities are performed across all shifts, with appropriate evidence of equivalent performance across all shifts, e.g. service desk.
7	A significant proportion of service management staff perform the same simple function.
8	Single workspace with a small number of personnel .
9	Low dependency on other parties, such as suppliers, internal groups in the role of suppliers, or customers, to provide services.

Table 2 - Factors that can reduce the audit time

Potential increase factors

1	Complex logistics involving multi-jurisdictional, multi-location work in the same or different time zones.
2	The complexity of language differences across locations (e.g. the need for translator(s) or the inability of auditors to work independently due to staff speaking different languages).
3	The scope of the HMS is too large or complex (e.g., high number of services, personnel or locations, specialized services that are difficult to understand and maintain).

4	The multitude of legal and regulatory requirements affecting the customer's HMS (e.g., intellectual property rights, privacy, food, pharmaceutical, aviation requirements, and nuclear requirements).
5	Performing different activities in different shifts.
6	Temporary locations within the scope of ITSMS for a specific audit.
7	Execution of complex business processes within the scope of ITSMS.
8	High level of dependency on other parties, such as suppliers, internal groups in supplier roles, or customers, to provide services.
9	Frequent addition of new services, removal of services from the scope, transfer of services or significant changes in services.

Table 3-Factors that may increase the audit time

Regulations for Other Management System Standard Certifications:

4.6.14 If the client is certified under other relevant management system standard(s) such as ISO 9001 and/or ISO/IEC 27001, YBM may shorten the initial audit total duration only under the following conditions:

a) If the other management system standard in question is important for the BTHSS to be audited;

b) If the current document is up-to-date and has been audited by an accredited certification body at least once in the last 12 months;

c) If the scope of the certification(s) is the same as or broader than the scope defined for ISO/IEC 20000-1 certification.

4.6.15 The reduction in the total time allocated for the audit should depend on the degree to which the client's management system is integrated with other management systems. The provisions of P 06 Documentation procedure apply in calculating the integrated audit time.

Determining the audit period for surveillance and recertification audits

4.6.16 The time required for surveillance and recertification audits is calculated based on the following factors:

a) The duration of the audit should not be less than 80% of the total audit time.

b) Surveillance should be at least one-third of the total time of the initial audit, annually, whether it occurs as a single audit or multiple audits;

c) Recertification audits must be at least two-thirds of the total time of the initial audit;

d) The total audit time allocated for surveillance after the arrangement must be at least 1 day;

e) Total audit time allocated for recertification after regulation is at least 2 should be the day .

Remote Audit

4.6.17 Remote audits are audits that are not carried out face to face at the same location but are carried out from a different location. Issues related to remote audits are carried out according to P 32 Remote Audit Procedure. Remote audit techniques to be used during the audit are defined in the audit plan.

4.6.18 Acceptable and unacceptable methods of remote audit are given in Table 4. YBM should not use the unacceptable methods in Table 4 and may only use acceptable methods.

4.6.19 Remote auditing should not reduce the total audit time below the time calculated from Table 1 with appropriate adjustments.

4.6.20 YBM creates an audit plan for remote audit activities and if remote audit activities account for more than 30% of the total audit time on site, the justification for this is documented.

4.6.21 Teleconferencing: video and audio, web meeting, active web-based communication of others, remote access, tools used to support HYS and remote access to HYS document and records library can be used as control applications.

Table 4 — Acceptable and unacceptable remote audit methods

Acceptable	
1.	Teleconferencing: video and audio, web meeting, interactive web-based communication.
2.	Remote access to tools used to support ITSMS.
3.	Remote access to HYS document library and records.
Unacceptable	
4.	Audit based solely on documents.
5.	Assuming that all localities operate the same way without evidence to support this assumption.
6.	Audits conducted without staff interviews.

NOTE: Total on-site audit time refers to the total audit time allocated to each site. Electronic audits conducted at remote sites are considered remote audits even if they are conducted physically at the customer's premises.

4.7 **Review and evaluation information on Energy Management System (EnYS) Applications**

4.7.1. The organization requesting Energy Management System certification is required to fill out the Company Information Form belonging to YBM. With this form, the customer must apply and obtain data indicating that the required conditions for the requested ISO 50001 certification are met.

4.7.2. The statements of the applicant client are reviewed by the Application Evaluation and Planning Directorate. Missing information is provided by phone or e-mail. The subject of the preliminary review will include the following information for the correct determination of the review period.

a. Annual energy consumption (Terajoule) (1 Tj ≈ 277,770 KWh)

b. Number of energy sources (Electricity, natural gas, fuel oil, solar, LPG, LNG, etc.)

c. Number of significant energy uses (by facility, system, process, equipment, etc.)

4.7.3. The Application Evaluation and Planning Manager prepares the Man-Day Calculation and offer in accordance with the information in the Company Information Form. The offer is submitted to the client for approval. The Certification contract is prepared with the client's approval. The Contract Review will verify the following;

a. For the certification process, information about the applicant organization and its energy management system will be sufficient.

b. The certification requirements are clearly defined and provided to the applicant organization by contract. The organization acknowledges receipt of the Offer and contract for the Certification Service and an authorized representative of the organization acknowledges acceptance of the offer and contract terms.

c. If there is a difference of opinion between YBM and the applicant organization regarding the content of the Agreement, it will be resolved.

d. YBM is declared to have the competence, resources and ability to carry out the certification activity.

e. The scope of the requested certification, the location and site of the applicant's activities, the time required to complete audits or product assessments, and issues affecting the certification activity, such as language, security conditions, threats to impartiality, etc., are clarified.

f. Where certification requirements are changed, the client organization shall ensure that the relevant documents are changed and that the relevant certification personnel are aware of the changed requirements.

g. Records of the reasons for the decision to conduct the audit are kept.

4.7.4. For the sector and related technical areas applicable to the client organization, the designated contract reviewer(s) will determine typical energy conditions, major energy-consuming processes and related energy consumption in the technical areas to be audited.

4.7.5. Based on the verification of the above points in the contract review, the designated authorized person(s) will determine the competencies that should be included in the audit team and the person(s) who can make the certification decision in the YBM Audit Program.

4.7.6. The audit team may consist of both internal and external human resources with sufficient knowledge and skills in the technical aspects of the industry's activities.

4.7.7. The audit team to be selected after the contract review will have the competencies stated in the Additional requirements for ISO 50001 (clauses 5.2.30 and 5.2.31) of the P-12 Auditor and Technical Experts Selection and Training Procedure.

4.7.8. In cases where the certification decision requires the application of additional technical expertise specific to the certification decision, technical experts are appointed by YBM from external sources.

4.7.9. Technical areas for Energy Management Systems (ISO 50001) certification and accreditation:

Technical Fields	Explanation	Examples	TES*	Typical Energy Usage
Light and Medium Industry	Consumer intermediate products or to the end user products of the face manufacturing facilities producing	Clothes	N	• Process heating (electricity, natural gas, coal or other source) • Operating machines (pumps, fans, compressed air, material handling) • Steam systems • Small cooling towers • Other process uses • Building energy uses (lighting, HVAC, hot water, portable devices)
		Consumer Electronics	N	
		Home appliances, furniture	N	
		Plastic	N	
		Manufacturing	Y	
		Specialty Chemicals	K	
		Food Processing	Y	
		Water and Wastewater Treatment	N	
Heavy Industry	Production facilities that require high capital and consume large amounts of raw materials and energy	Chemicals	K	• Process heating (electricity, natural gas, coal or other resources, raw materials, intermediate products) • Process cooling and refrigeration (freezer) • Operating machines (pumps, fans, compressed air, material handling) • Turbines, condensers • Steam systems • Large cooling tower • Transport
		Steel and Metals	Y	
		Petroleum Refining	K	
		Shipbuilding	Y	
		Pulp and Paper Mills	N	
		Industrial Machinery	Y	
		Semiconductors	N	
		Cement and Ceramics	Y	
Buildings	Facilities with standard commercial building practices	Offices	N	• Portable devices (devices) • Water heating • Lighting • Heating and cooling systems, related fans
		Accomodation	N	
		Retail	N	
		Warehouse	N	

				• Pumping systems
Building complexes	Facilities where operations requiring special expertise are performed due to the complexity of energy sources and energy uses.	Healthcare facilities	Y	• Central and regional heating and cooling systems • Portable tools • Water heating • Lighting • Local HVAC • Compressed air, material handling systems • Elevators / lifting devices
		Laboratories	N	
		Data centers	N	
		Education Campuses	N	
		Military and government campuses with integrated energy source (district heating and cooling)	N	
		Municipalities	N	
Transport	Systems or vehicles for transporting people or goods/cargo	Passenger services (vehicles, trains, ships, airplanes)	N	• Mobile energy uses • HVAC • Lighting • Portable devices (devices) • Processing of materials • Resources (fuel oil, electricity, coal, etc.)
		Municipalities	N	
		Shipping Services	N	
		Vehicle fleets	N	
		Rail businesses	N	
		Cruise companies	N	
		Airlines, air cargo	Y	
Mining	Production and transportation of raw materials through open pit mining, underground mining and fluid extraction operations	Mineral separation	Y	• Extraction (Mining - extraction) • Transportation (loaders, trucks and conveyors) • Operating machinery (water pumping, ventilation, turbines, fans) • Material preparation (crushing, grinding, separation) • Steam systems, condensers and cooling towers
		Hydrometallurgy	Y	
		Melting and refining (Smelting and refining)	K	
		Oil and gas drilling companies	N	
		Gas and oil pipelines	N	
Agriculture	Livestock, seed or crop products	Farm	N	• Extraction (Crop collection - extraction) • Resources (fuel oil, electricity, natural gas, coal, etc.) • Renewable energy (biomass, solar, geothermal etc.) • Transport • Engines • Machine operation (pumps, fans, material handling) • Pumps • Water treatment (processing) • Dryers
		Seed production	N	
		Transportation of materials	N	
		Animal Production	N	
Energy supply	Energy production (nuclear, combined heat and power (CHP), electric, renewable, etc.) and	Power generation (coal, oil, natural gas, renewables, combined heat and	K	• transformation of raw materials • transmission and distribution turbines • burning

	transportation of energy (transmission and distribution)	power generation (CHP), IGCC, etc.)		• steam systems • condensers and cooling towers

HVAC (Heating, Ventilating and Air Conditioning): Systems that regulate and control heating, cooling, ventilation and air conditioning and help ensure environmental comfort.

CHP (Cogeneration or combined heat and power): Cogeneration or combined heat and power generation. These are systems where steam and electricity are produced together. In these systems, waste heat is utilized to increase energy efficiency and more energy is used compared to conventional systems. Since energy is produced where it is consumed, it eliminates losses in transmission and distribution lines and provides uninterrupted and high-quality electricity supply without being affected by the network.

IGCC (integrated gasification combined cycle): Integrated Gasification Combined Cycle. In solid fuel power plants using this cycle, solid fuels such as coal are gasified before being used. This substance, called syngas, is purified before being burned, ensuring that the sulfur, nitrogen and other particles that emerge after combustion are less than in conventional power plants.

*TES: Energy Class (K: Complex, Y: High, N: Normal)

4.7.10. Determining EnYS effective personnel:

4.7.10.1 For EnYS, YBM determines the number of effective personnel and complexity criteria using Annex A of ISO 50003, which forms the basis for calculating the audit duration.

4.7.10.2 When determining the EnYS active staff, the process should be initiated with all potential individuals, including all permanent, full-time, temporary and part-time staff. Also, contractors or external service providers who affect energy performance or affect the improvement of energy performance are taken into account. Part-time staff are based on hours worked. The number of part-time staff will be converted to an equivalent number of full-time staff (e.g. 30 part-time staff working 4 hours per day is equal to 15 full-time staff).

4.7.10.3 EnYS active personnel are determined based on the process defined by YBM. When defining the process for determining the number of EnYS active personnel, YBM will take into account personnel who materially affect the energy performance and effectiveness of EnYS, including: (Duplicates are not counted when determining the persons)

a. top management;

b. energy management team;

c. person(s) responsible for procurement regarding energy performance;

d. person(s) responsible for making major changes affecting energy performance;

e. Person(s) responsible for developing, implementing or sustaining energy performance improvements, including targets, energy goals and action plans;

f. person(s) responsible for developing and maintaining energy data and analysis;

g. Person(s) responsible for planning, operating and maintaining processes related to the SPEs, as appropriate, including seasonal operations (e.g. harvesting activities, hotels);

h. Person(s) responsible for design affecting energy performance.

4.7.10.4 In cases where a high percentage of EnMS active personnel perform similar or repetitive processes, the number may be reduced.

4.7.10.5 EnYS Active personnel number is determined with Man-Day Calculation Form (F076) and submitted to the approval of the customer organization official.

4.7.11. Determining EnYS complexity:

4.7.11.1 EnMS complexity is determined according to three criteria.

a. annual energy consumption;

b. number of energy sources;

c. number of significant energy uses.

4.7.11.2 EnMS complexity is a weighted and calculated value that considers all three criteria listed below. Complexity = C formula;

C = (***F*** EC × 0.25) + (***F*** ET × 0.25) + (***F*** EC × 0.50)

F EC is the annual energy consumption complexity factor of Table A.1.

F ET is the number of energy resources complexity factors from Table A.1.

F is the number of significant energy use complexity factors from Table A.1 of the SME .

Table A.1 — EnYS complexity factors for determining audit duration

CRITERIA	WEIGHTED VALUE	VALUE RANGE I	COMPLEXITY FACTOR
Annual energy consumption (TJ)	25%	≤20TJ	1.0
		20 TJ ≤ 200 TJ	1.2
		200 TJ ≤ 2 000 TJ	1.4
		>2000TJ	1.6
Number of energy types	25%	1 to 2 energy types	1.0
		3 types of energy	1.2
		≥ 4 types of energy	1.4
significant energy uses (SEPs)	50%	1 to 3 SMEs	1.0
		4 to 6 SMEs	1.2
		7 to 10 SEK	1.3
		11 to 15 SEK	1.4
		≥ 16 SPE	1.6

NOTE Annual energy consumption and SPEs are those found in the customer organization's energy audit.

4.7.11.3 ***The C*** complexity value is used to determine the level of EnYS complexity based on Table A.2;

Table A.2 — Level of EnMS complexity

COMPLEXITY VALUE *C*	LEVEL OF COMPLEXITY OF EnYS
> 1.35	High
1.15 to 1.35	Middle
< 1.15	Low

NOTE: Individuals responsible for significant energy uses may not be considered as EnMS active personnel depending on the impact of their actions on energy performance. It is important to understand their roles and impacts before including them as EnMS active personnel.

EXAMPLE 1 Automobile manufacturer

EnYS active personnel will be those directly involved in significant energy uses (paint system, HVAC system), management, operations, maintenance/facilities/engineering, HVAC system contractor, and support of the energy team. This does not include administrative or installation personnel.

EXAMPLE 2 Commercial building complex

EnYS active personnel are personnel related to central heating and cooling systems, maintenance and engineering functions, construction and renovation management, supply and energy team. Other personnel working in each building or administrative support personnel will not be EnYS active personnel.

4.7.12. Determining EnYS Audit Time

4.7.12.1 The CPA determines the audit duration based on a combination of the number of active personnel in the EnMS and the level of complexity of the EnMS. The audit duration for Initial Certification (Phase 1 and Phase 2) is given in Table A.3. The CPA reviews the determined audit duration in Phase 1 and obtains client approval.

4.7.12.2 Determination of the EnMS Audit Period, in cases where the organization operates on a shift basis, the scope of the audit of each shift depends on the activities/processes taking place in each shift and the level of control of each shift demonstrated by the client organization.

Table A.3 — EnYS Initial Certification audit time (audit days)

Number of Active Personnel in EnYS	Level of EnMS complexity		
	DOWN	MIDDLE	HIGH
1-8	2.5	4	5
9 to 15	4	6	7
16 to 25	5	7	9
26 to 65	6.5	8	10
66 to 85	8	9.5	11.5
86 to 175	8.5	11	12
176 to 275	9	11.5	12.5
276 to 425	10	13	15
≥ 426	The certification body provides audit period for a number of effective EnMS. Personnel exceeding 425. The certification body must maintain documented documentation. Information on decisions taken to calculate the audit period.		

4.7.12.3 The audit period for surveillance and recertification audits is given in Table A.4. The certification process is concluded with a review of the audit period determined for major changes made to the EnMS, SEEs, facilities, equipment, systems or processes.

Table A.4 - EnYS Surveillance and recertification audit Time (audit days)

Number of Active Personnel in EnYS	Level of EnMS complexity					
	LOW		MEDIUM		HIGH	
	Surveillance	Recertification	Surveillance	Recertification	Surveillance	Recertification
1-8	1	1.5	1	2.5	1.5	3
9 to 15	1	2.5	2	4	2.5	5
16 to 25	2	3.5	2.5	5	3	6
26 to 65	2.5	5	3	6	3.5	7
66 to 85	2.5	6	3,	6.5	3.5	8.5
86 to 175	2.5	6	3.5	7	3.5	8.5
176 to 275	3	6	4	8	4	9.5
276 to 425	3.5	7	4	8.5	5	11
≥ 426	The certification body provides audit period for a number of effective EnMS. Personnel exceeding 425. The certification body must maintain documented documentation. Information on decisions taken to calculate the audit period.					

4.8 Approval of Price Quotations

4.8.1 In line with the information obtained, a price offer is prepared by the Application Evaluation and Planning Manager as described above.

4.8.2 The F-025 Audit Day Change Form is processed by the Application Evaluation and Planning unit for all Audit Files prepared. Any changes made to the man day numbers are recorded on (F-025) and stored in the customer file. In cases where there is no change in Man Days, the relevant fields of the form are specified as "0" (Zero).

4.8.3 All price quotes are valid for 60 days from the date of quote.

4.8.4 After the client signs the contract, the Application Evaluation and Planning Manager creates a client file. This file includes the offer records. It is checked whether the date is specified on the contract, and contracts without a date are not processed.

4.8.5 In case of need, customer **www.ybm.com.tr** You will be directed to the address to receive information about the certification process.

4.9 **Changes to Quote**

4.9.1 Any changes to the approved quotation must be documented and treated as if it were the original quotation.

4.9.2 Certification service offers given for three years are valid during the service period. However, in case of high increases in YBM costs (increases in personnel wages, accreditation audit costs, transportation etc. expenses) due to unforeseen economic conditions during the three-year period, YBM reserves the right to update the service fees in interim audits. In case of such an update, the determined service price offer is applied with the approval of the customer.

4.10 **Recertification / Renewal**

4.10.1 The Application Evaluation and Planning Manager compares the total number of days of interim audits carried out in the previous three years with the required number. If the number of audit days is met, the number of days defined in the tables above will be used for each standard.

4.10.2 If the number of days is less or more than required, the Application Evaluation and Planning Manager determines the number of days to be offered.

4.10.3 Bids are submitted in accordance with this procedure and the matters defined in P-06.

4.11 **Documentation Transfer**

For companies that will switch from another certification body, offers are made in accordance with this procedure and the issues defined in P-06.

4.12 **Change in Contract**

Changes to approved offers and contracts (conditions, payments, interim audit frequency, audit days, sampling plans) are documented and approved by the client. Changes to the certification program are implemented as of the date they become valid.

5.0 **RECORDS**

5.1 Company Information Form (F-018)

5.2 Information Form for Multiple Facilities (F–019)

5.3 Audit Day Change Form (F-025)

5.4 Certification Service Agreement (F–030)

5.5 Offer Form (F-042)

5.6 Man-Day Calculation Table (F-076)

5.7 ISMS Additional Company Information Form (F-091)

5.8 ISMS Complexity Determination Form (F-100)

6.0 **REVISIONS**

Rev.1 According to the risk analysis, articles 4.1.4 and 4.1.5 were added to the procedure.

Rev.2 Added items 4.2.6 and 4.2.7; removed 4.5. TABLE 1 Updated surveillance audit and recertification man-day numbers according to IAF GD2.

Rev.3 Article 4.2.3 Added matters regarding verification of the number of employees in FBF.

Article 4.3.4: " It is checked whether the date is specified on the contract, contracts without a date will not be processed." statement was added.

Rev.4 Table 5 has been updated according to MD5, the pricing section regarding GSMS has been added to article 4.3.

Rev.5 4.2.4 The determination of the number of active employees used in calculating the number of audit days was detailed. (Ref. MD.5) 4.2.8 Stage I ratio was changed to 1/3.

Rev. 6 Updated to install ISO 14001 System.

Rev. 7 Article 4.2.7 referenced MD:5, 4.2.8 Phase I duration was corrected to 30%, Table ÇYS-2 was added.

Rev. 8 Article 4.2.4 has been edited.

Rev. 9 4.2.13 article added.

Rev. 10 Information Security arrangements have been made.

Rev. 11 Determination of man-day durations was detailed in article 4.5, ISMS complexity determination form was added to the system.

Rev. 12 Revised according to ISO 17021-1:2015 and ISO 27006:2015 standards.

Rev. 13 4.2.4, 4.2.8, 4.2.9 and criteria for man-day calculations were regulated.

Rev. 14 ISMS Issues regarding the effective number of employees were removed from the procedure. The issue that the maximum off-site time cannot exceed 20% in the 1st Stages carried out outside the field was added.

Rev. 15 Application Evaluation and Planning Manager revisions were made.

Rev. 16 Newly added service pricing for 50001, 45001, 22301, 37001 and 20000-1 standards.

Rev. 17 Criteria for Stage 1 audit to be conducted off-site in QMS and EMS standards have been revised. Article 4.1.11

Rev. 18 AF MD 5 and 22 2019 revisions and ISO 45001 OHSMS standard, changes have been made by indicating them in red.

Rev. 19 Updates were made to ISO 20000-1 and ISO 27701. Revised articles: 4.1.1, 4.1.2, 4.1.4, 4.1.6, 4.1.10, 4.2.14, 4.2.17, 4.4.1, 4.5., 4.6 (All new)

Rev. 20 Purpose, Scope, Responsibilities, Article 4.1.3, 4.1.4, 4.1.5, 4.1.6, 4.1.11, 4.2 Title, 4.3 Title, 4.3.1, 4.3.1.1-4.3.1.5, 4.5 Title, 4.5.1, 4.5.1.1-4.5.1.2, 4.6 Title, 4.6.1, 4.6.1.1-4.6.1.6, 4.7.2

Rev. 21 This procedure was merged into ISO P-24 ISMS.

Rev.22 This Procedure has been Merged with P-28 ISO 50001 EnYS Procedure.

Rev.23 Added Energy Complexity determination and other relevant ISO 50003:2021 revisions.

Rev.24 As required by ISO 27006-2:2021, articles 4.5 and below of the PIMS additional requirements procedure have been added.

Rev.25 The changes made in the 24th revision have been removed and the calculation of audit periods according to TÜRKAK guide 40.12 has been specified in article 4.5.3.

According to the Rev.26 MD 26:2023 revision, the addition of 0.5 man-day for the transition audit of companies with ISO 27001:2022 ISMS certificate is stated in article 4.4.8.

Rev.27 IAF MD 1:2023 revision, articles 4.1.22, 4.1.23, … have been added.

Rev.28 TÜRKAK Audit has been revised by adding an addition to article 4.2.17 within the scope of UR.12.

Rev.29 4.2.4_c has been changed and it has been stated that the square root of the number of identical personnel doing the same job will be taken instead of the critical value.

Rev.30 4.5.3, 4.5.4 and 4.5.5 articles have been added. Accordingly, according to the ISO 27006-1:2024-2:2021 standard, the KVYS man-day calculation is separated according to the Data Controller and Data Processors. (30% time calculation has been removed)