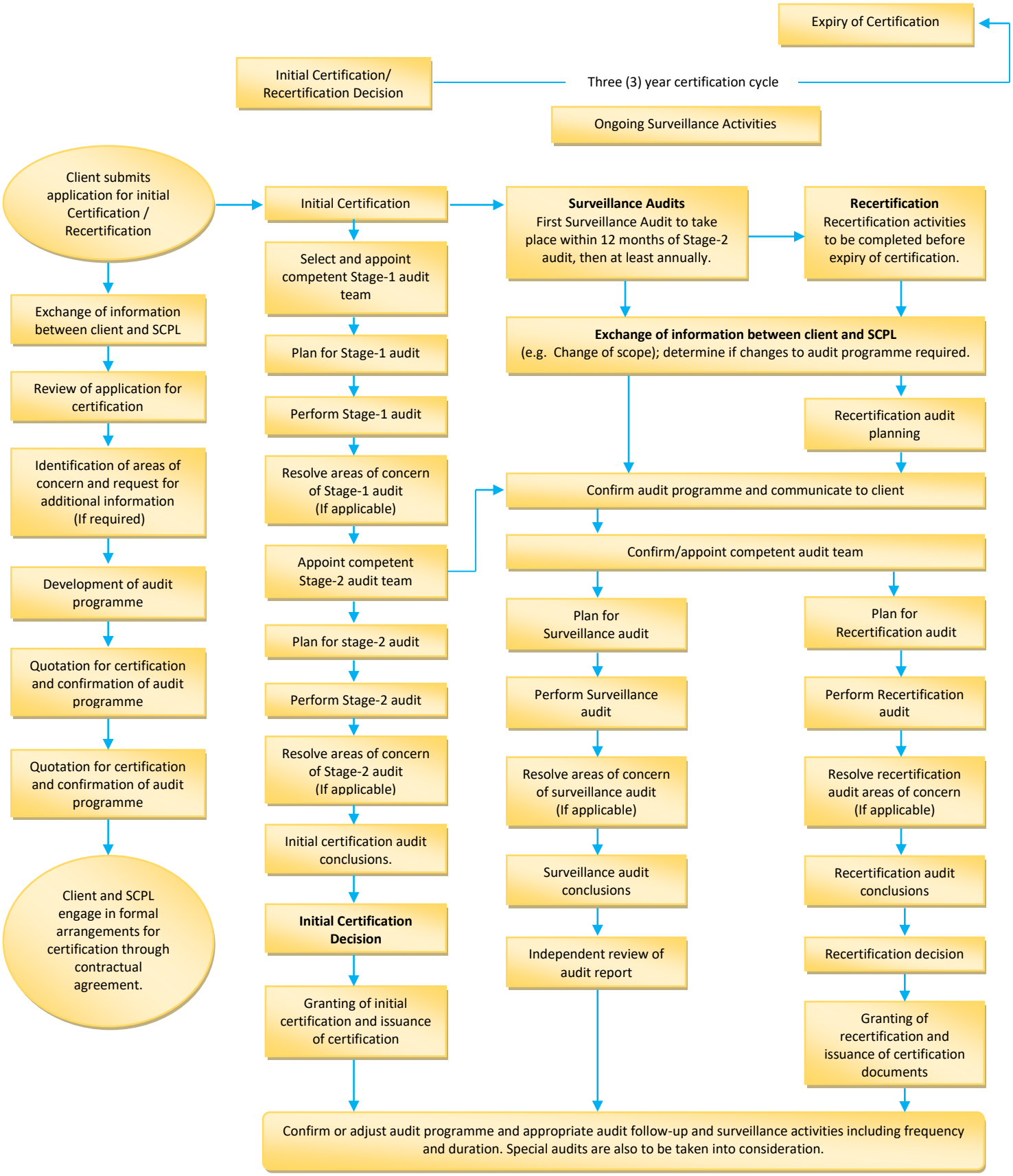
Expiry of Certification
Initial Certification/ Recertification Decision
Three (3) year certification cycle
Ongoing Surveillance Activities
Client submits application for initial Certification / Recertification
Exchange of information between client and SCPL
Review of application for certification
Identification of areas of concern and request for additional information (If required)
Development of audit programme
Quotation for certification and confirmation of audit programme
Quotation for certification and confirmation of audit programme
Client and SCPL engage in formal arrangements for certification through contractual agreement.
Initial Certification
Select and appoint competent Stage-1 audit team
Plan for Stage-1 audit
Perform Stage-1 audit
Resolve areas of concern of Stage-1 audit (If applicable)
Appoint competent Stage-2 audit team
Plan for stage-2 audit
Perform Stage-2 audit
Resolve areas of concern of Stage-2 audit (If applicable)
Initial certification audit conclusions.
Initial Certification Decision
Granting of initial certification and issuance of certification
Surveillance Audits
First Surveillance Audit to take place within 12 months of Stage-2 audit, then at least annually.
Recertification
Recertification activities to be completed before expiry of certification.
Exchange of information between client and SCPL
(e.g. Change of scope); determine if changes to audit programme required.
Recertification audit planning
Confirm audit programme and communicate to client
Confirm/appoint competent audit team
Plan for Surveillance audit
Perform Surveillance audit
Resolve areas of concern of surveillance audit (If applicable)
Surveillance audit conclusions
Independent review of audit report
Plan for Recertification audit
Perform Recertification audit
Resolve recertification audit areas of concern (If applicable)
Recertification audit conclusions
Recertification decision
Granting of recertification and issuance of certification documents
Confirm or adjust audit programme and appropriate audit follow-up and surveillance activities including frequency and duration. Special audits are also to be taken into consideration.