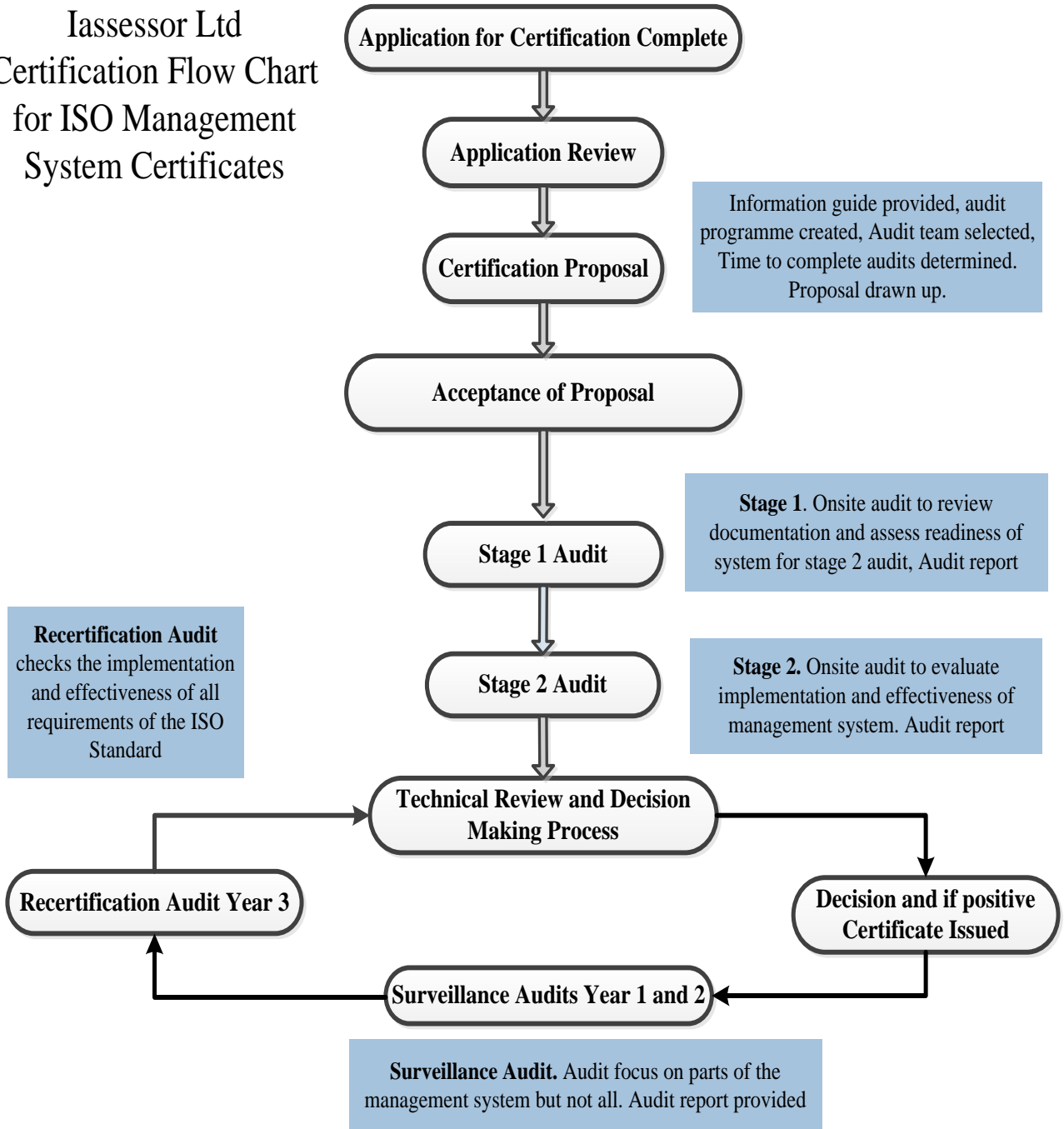


**Flow Diagram for Management System Certification with iAssessor Ltd**



Iassessor Ltd  
 Certification Flow Chart  
 for ISO Management System Certificates



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## Application, Application Review and Proposal for Certification:

In order to create a Proposal for your organisation we ask you to complete an Application Form. The information you supply on the Application Form allows us to establish:

- a) The desired scope of certification;
- b) General information such as contact details: name, address telephone number. Description of significant aspects of your organisations processes and operations and any relevant legal obligations;
- c) The standard(s) your organisation is seeking certification to.
- d) Information relevant for the field of certification your organisation is applying for such as organisational activities, staff numbers, and function and relationship in a larger corporation, if any;

iAssessor Ltd will review the Application Form. An important part of the application form review is determining the competences the audit team require to ensure they are capable of auditing your organisation. A proposal will be created. The proposal provides you with: a time required for the completion of affective audits to gain and retain the certification over the three year audit cycle. The proposal provides costs and audit timetable.

### Stage One Audit

The stage one is an important part of the initial certification audit. The stage 1 audit includes:

- a) audit the client's management system documentation;
- b) evaluate the client's location and site-specific conditions and to determine the preparedness for the stage 2 audit;
- c) determine the extent of understanding and implementation of the requirements of the standard(s);
- d) Provide a status of the stage 2 audit by gaining an understanding of the client's management system and site operations;
- e) Evaluate if the internal audits and management review are being planned and performed.

### Stage Two Audit

The stage 2 audit purpose is to evaluate the implementation and the effectiveness of the management system. The stage 2 audit takes place at the site(s) of the client. The stage 2 audit collects facts about conformance to the requirements of the management system standard.

A written report will be provided which includes: summary of the audit findings, determination of compliance and effectiveness of management system, any non-conformances and a recommendation of certification.

### Decision Regarding Certification

The Certification Team will make the certification decision on the basis of an evaluation of the following: findings in the audit report, non-conformances and actions to address and other relevant information. Upon a positive decision to certify a certificate will be issued. The certificate is issued on a three year basis and records the name and address of the company certified, the scope of certification and the ISO standard your organisation has achieved and is now certified to.

### Surveillance Audits Year 1 and 2

Surveillance audits are undertaken at the end of the first and second year of certification. Surveillance audits are on-site audits which check the certified management system continues to meet the requirements in the ISO standard. They also check that continual improvement is being achieved.

### Recertification Audit Year 3

At the end of the third year of certification a Recertification Audit is completed. The purpose of the audit is to confirm the continued conformity and effectiveness of the management system as a whole.

The Certification Team will make a certification decision on the basis of the findings in the audit report and the finding of the surveillance audit reports completed over the previous years. With a decision to renew the certificate a new ISO certificate will be issued and a new three year audit cycle will begin.

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