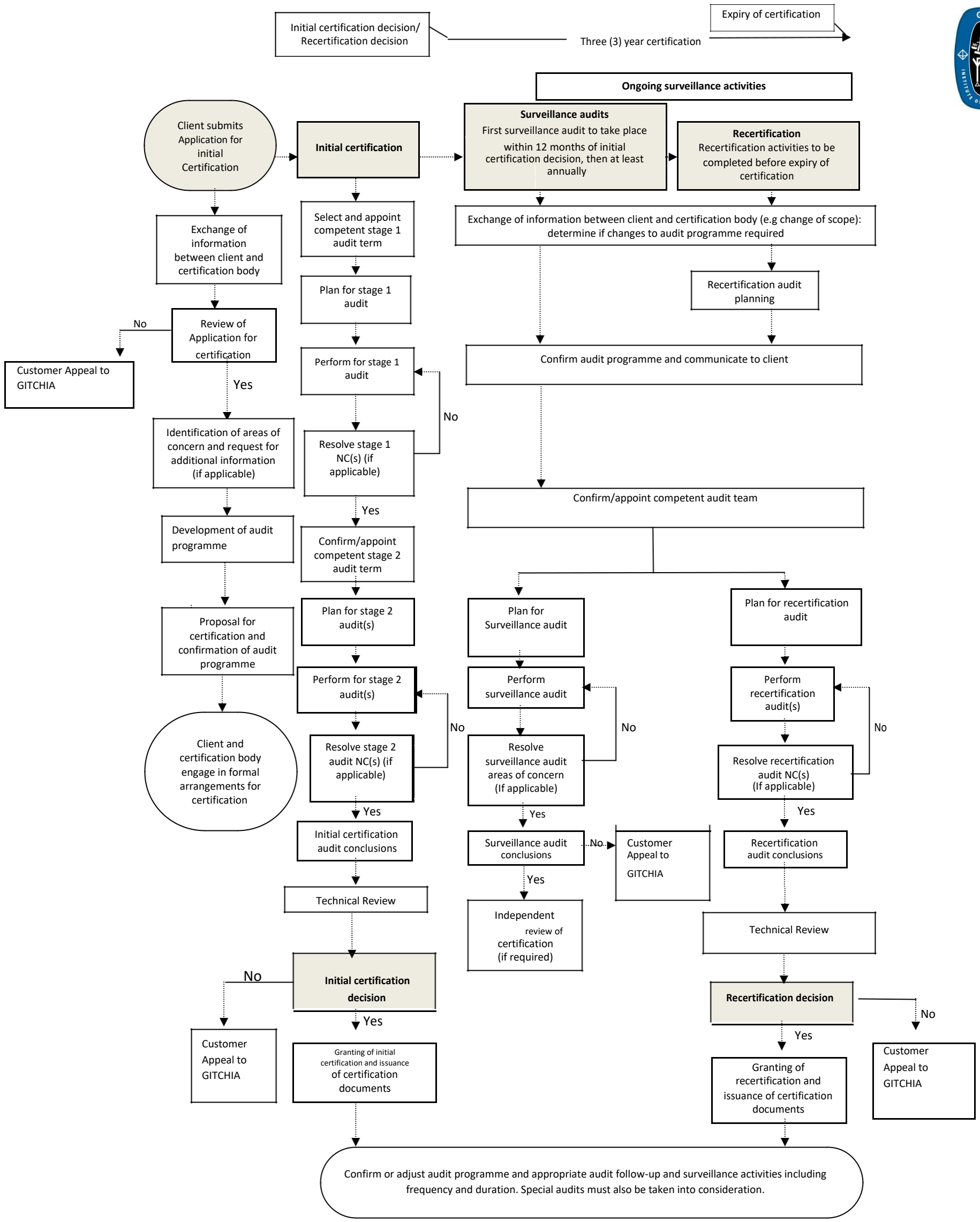
Initial certification decision/ Recertification decision
Three (3) year certification
Expiry of certification
Ongoing surveillance activities
Client submits Application for initial Certification
Initial certification
Surveillance audits
First surveillance audit to take place within 12 months of initial certification decision, then at least annually
Recertification
Recertification activities to be completed before expiry of certification
Exchange of information between client and certification body
Select and appoint competent stage 1 audit term
Exchange of information between client and certification body (e.g change of scope): determine if changes to audit programme required
Plan for stage 1 audit
Recertification audit planning
No
Review of Application for certification
Customer Appeal to GITCHIA
Perform for stage 1 audit
Confirm audit programme and communicate to client
Yes
No
Identification of areas of concern and request for additional information (if applicable)
Resolve stage 1 NC(s) (if applicable)
Confirm/appoint competent audit team
Yes
Development of audit programme
Confirm/appoint competent stage 2 audit term
Plan for Surveillance audit
Plan for recertification audit
Proposal for certification and confirmation of audit programme
Plan for stage 2 audit(s)
Perform for stage 2 audit(s)
Perform surveillance audit
Perform recertification audit(s)
No
No
No
Client and certification body engage in formal arrangements for certification
Resolve stage 2 audit NC(s) (if applicable)
Resolve surveillance audit areas of concern (If applicable)
Resolve recertification audit NC(s) (If applicable)
Yes
Yes
Yes
Initial certification audit conclusions
Surveillance audit conclusions
No
Customer Appeal to GITCHIA
Recertification audit conclusions
Yes
Technical Review
Independent review of certification (if required)
Technical Review
No
Initial certification decision
Recertification decision
No
Yes
Yes
Customer Appeal to GITCHIA
Granting of initial certification and issuance of certification documents
Granting of recertification and issuance of certification documents
Customer Appeal to GITCHIA
Confirm or adjust audit programme and appropriate audit follow-up and surveillance activities including frequency and duration. Special audits must also be taken into consideration.