

# 1. Certification Process

## Summary

### ☰ Inputs

- Client Service Request
- Detailed requirements
- Audit Templates

### ✓ Outputs

- Certification Decision
- Final Certification Documentation

### 🔥 Resources

- Computer systems, software trained personnel, training, & work time

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## Managing Elements

- **Scope**
  - This procedure applies for all employees involved in the certification process of a company.
- **Objective(s)**
  - Ensuring all audits are conducted on time.
  - Ensuring compliance with internal rules.
  - Ensuring compliance with scheme owner, AB and interested parties requirements.
- **Targets**
  - Audits complying with minimum audit time: *100%*
  - Audits supported by a complete audit package: *100%*
  - Audits closed in a timely manner: *100%*
  - Audits supported with completed final documentation: *100%*
  - Audits supported by a certification decision: *100%*
- **Corrective Actions**
  - **Inform** CB in case issues arising during the audit process.
  - If the certification is not favorable to the client, **inform** immediately and **provide** the necessary advice.

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## Contents

The documents in the system are meant as “voluntary references” unless otherwise required by the regulation, standard or interested party requirement.

Documents are intended to describe information relevant to the management system or processes and could be used as evidence of compliance to be specified requirements.

This *Certification Process* SOP (**CP-SOP-001**) defines the controls about the complete certification processes of a company.

## Preliminary Activities Performance

- **Complete** preliminary activities as described in the [internal procedure](#).

## On-site Audit Performance

- **Complete** on-site audit as described in the [internal procedure](#).

## After Audit Activities Performance

- **Complete** after audit activities as described in the [internal procedure](#).

## Non-Conformance Closure

- **Complete** NC closure as described in the [internal procedure](#).

## Administrative & Technical Review

- **Complete** administrative & technical review as described in the [internal procedure](#).

## Certification Decision

- **Complete** certification decision as described in the [internal procedure](#).

## Certificate Creation

- **Create** certificate as described in the [internal procedure](#).

## Certification Process Final Steps

- **Complete** certification process final steps as described in the [internal procedure](#).

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## Document Control

Date	Version	Reason	Originator
21/04/2023	V01	Document creation and Obsidian migration	Bruno Pineda