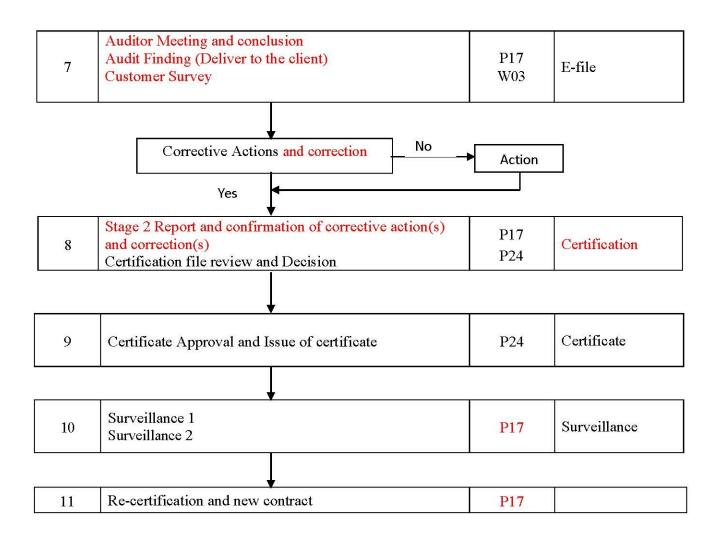


## **Certification Process Flowchart**

Step	Activity	Procedure	Related Activity
1	Enquiry received from Client Send scheme rules and Application form	P19	application scheme rules
2	Received Application Conduct Contract Review	P20	Contract review
	Ţ		
3	Send completed Estimate for 3year certification (3year Proposal)  Contracts and invoice.	P21	Contract Estimate
	Contracts and invoice.		
4	Received signed Contract Programme, Planning for audit, Request client Documents Send client documents pack to lead auditor	P17	Selected and justify audit team  Audit Does (E-
	<u> </u>	<u> </u>	file)
5	Document review, Stage 1 Audit, Audit Finding (Deliver to the client)	P17	E-file, Audit Finding
	No		
	Corrective Actions/Actions  Yes	Action	
6	Stage 1 Report and confirmation of corrective action(s) and action (s) Plan Stage 2 Audit and agree audit dates with client and auditors Stage2 audit implementation	P17	Stage2 Audit Docs (E-file)

Procedure 18 Rev 05 01.09.2020 Page 3 of 4





Procedure 18 Rev 05 01.09.2020 Page 4 of 4