

Certification Process Framework

Initial Certification Audit

Stage 1: Management system documentation review and readiness evaluation - Stage 1 Audit

Review and evaluation of submitted currently applicable management system documentation (Manual, sample of guidelines) with regard to specific requirements of the certification standard.

Readiness evaluation for the audit – Stage 2 (for example analysis of processes, targets and objectives, performance indicators, internal audits evaluation, management system review, etc.). The Stage 1 Audit occurs on-site and is carried out at the Customer's premises. Drafting of Stage 2 Audit Plan.

Stage 2: Certification audit – Audit on-site - Stage 2

The audit is carried out at the Customer's premises. During the audit onsite, the auditors will examine the practical functionality and effectiveness of the management system with regard to the fulfilment of the requirements of the standard. The implementation of all the elements of the certification standard is verified.

Stage 3: Certificate Award Decision

Based on the audit results, the auditor recommends granting/not granting the certificate. An independent veto-man reviews and affirms their recommendations.

In the case of a negative recommendation, the Customer has the right to have an additional audit in order to additionally demonstrate the elimination of nonconformities, i.e. compliance with the requirements of the standard. In the case of a positive result of the certification audit, the Customer will receive a certificate in three language versions (Czech, English, German) for the audited area of validity. The period of validity of the certificate is 3 years.

Annual Surveillance audits

The Certification Authority conducts two annual surveillance audits in order to review the effective compliance of the certified management system with the requirements of the certification standard. The first control audit must be completed no later than 12 months after the end of the certification audit.

Upon successful completion of each surveillance audit, the Certification Authority will issue confirmation of the validity of the certificate.

Certification validity extension – recertification

Before the period of validity of a certificate has expired, the Customer decides whether to obtain a new certificate for another three-year period with an unbroken continuation following the validity of the previous certificate.



During the extension audit, the effectiveness of the entire management system, i.e. all elements of the certification audit, is verified. A new certificate for a three-year period is issued after the extension audit.

During the validity of the certificate, the effectiveness of the system is being monitored through above mentioned surveillance audits.

If any audit proves non-compliance with the requirements of the certification standard and the Customer is not able to eliminate the nonconformity within set deadlines, the Certification Authority will suspend the validity of / withdraw the certificate.

Based on the audit conducted either within the above-mentioned audits or entirely independently, the validity of the scope of the certificate can be extended.

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