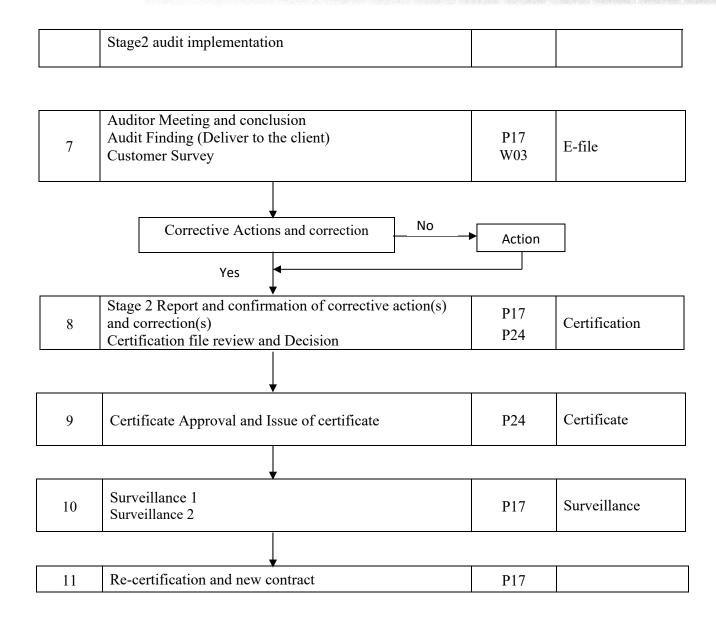


## **Certification Process Flowchart**

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
3	Send completed Estimate for 3year certification (3year Proposal)  Contracts and invoice.	P21	Contract Estimate
4	Received signed Contract / Quotation Programme, Planning for audit, Request client Documents Send client documents pack to lead auditor	P17	Selected and justify audit team  Audit Docs (E-
			file)
5	Document review, Stage 1 Audit, Audit Finding (Deliver to the client)	P17	E-file , Audit Finding
Corrective Actions No Action  Yes			
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	P17	Stage2 Audit Docs (E-file)

Procedure 18 Rev 01 03.11.2023 Page 3 of 5





Procedure 18 Rev 01 03.11.2023 Page 4 of 5