

Methodology for Certification Process

ISO 9001:2008 (QMS):

Pre-assessment: Pre-assessment is intended to indicate the state of readiness of the management system for certification assessment.

It starts with a opening meeting and ends with a closing meeting. Almost all the activities are covered in this process. At the end of the pre-assessment, a written report would be prepared and handed over to you. During this visit the scope of certification audit would be agreed.

Stage 1 Audit: Document review would be conducted before certification audit to ensure that the client management system documentation meets the adequacy requirements of the applicable standard/specification.

It would start with a opening and would end with a closing meeting. While reviewing the documentation particular emphasis would be given to ensure that the manual provides, in adequate detail, an overview of how your organization complies with the requirements of the standard/specification. At the end of the document review, a written report would be prepared and handed over to you.

Stage 2 Audit: This audit would be carried out to ensure that the client has implemented the management system in your operations against the applicable standard/specification, your documented system and other requirements as applicable to your organizations requirements, applicable legal requirements as the case may be keeping in view the scope of certification.

The Assigned team leader would be responsible for conducting and managing the assessment along with other team member, if any.

Audit plan would be sent to you in advance to ensure the convenience of the visit to both the parties.

The certification audit would start with an opening meeting and would end with an closing meeting. All the activities would be covered during the assessment of sites under assessment program. Based on the adequate evidence that the arrangements for management review and internal audit are effectively implemented and maintained, the audit team leader would recommend for certification.

Issue of certificate: After successful completion of certification audit the team leader would submit the audit report for review by the certification officer. Then certification officer would review the report and if everything is found in order, the certification officer authorizes the issue of certificate.

Surveillance Audits: surveillance audit would be carried out every twelve months from the date of certification to ensure that the client's management system which was basis of grant of certificate has been maintained on continuous basis.

ISO 14001: 2004 (EMS):

Stage I audit: An onsite audit would be conducted before certification audit to ensure that the client management system documentation meets the adequacy requirements of the applicable standard/specification.

It would start with a opening and would end with a closing meeting. While reviewing the documentation particular emphasis would be given to ensure that the manual provides, in adequate detail, an overview of how your organization complies with the requirements of the standard/specification. In addition to Manual, documents on aspect/impact, legal requirements also would be reviewed. At the end of the stage I audit, a written report would be prepared and handed over to you.

Stage II audit: This audit would be carried out to ensure that the client has implemented the environment management system in your operations against the applicable standard/specification, your documented system and other requirements as applicable to your organizations requirements, applicable legal requirements as the case may be keeping in view the scope of certification.

The Assigned team leader would be responsible for conducting and managing the assessment along with other team member, if any.

Audit plan would be sent to you in advance to ensure the convenience of the visit to both the parties.

The stage II audit would start with an opening meeting and would end with an closing meeting. All the activities would be covered during the assessment of sites under assessment program. Based on the adequate evidence that the arrangements for management review and internal audit are effectively implemented and maintained, the audit team leader would recommend for certification.

Issue of certificate: After successful completion of certification audit the team leader would submit the audit report for review by the certification officer. Then certification officer would review the report and if everything is found in order, the certification officer authorizes the issue of certificate.

Surveillance Audits: surveillance audit would be carried out every twelve months from the date of certification to ensure that the clients management system which was basis of grant of certificate has been maintained on continuous basis.

OHSAS 18001:2007:

Stage I audit: An onsite audit would be conducted before certification audit to ensure that the client management system documentation meets the adequacy requirements of the applicable standard/specification.

It would start with a opening and would end with a closing meeting. While reviewing the documentation particular emphasis would be given to ensure that the manual provides, in adequate detail, an overview of how your organization complies with the requirements of the standard/specification. In addition to Manual, documents on Hazard/Risk, legal requirements also would be reviewed. At the end of the stage I audit, a written report would be prepared and handed over to you.

Stage II audit: This audit would be carried out to ensure that the client has implemented the environment management system in your operations against the applicable standard/specification, your documented system and other requirements as applicable to your organizations requirements, applicable legal requirements as the case may be keeping in view the scope of certification.

The Assigned team leader would be responsible for conducting and managing the assessment along with other team member, if any.

Audit plan would be sent to you in advance to ensure the convenience of the visit to both the parties.

The stage II audit would start with an opening meeting and would end with an closing meeting. All the activities would be covered during the assessment of sites under assessment program. Based on the adequate evidence that the arrangements for management review and internal audit are effectively implemented and maintained, the audit team leader would recommend for certification.

Issue of certificate: After successful completion of certification audit the team leader would submit the audit report for review by the certification officer. Then certification officer would review the report and if everything is found in order, the certification officer authorizes the issue of certificate.

Surveillance Audits: surveillance audit would be carried out every twelve months from the date of certification to ensure that the clients management system which was basis of grant of certificate has been maintained on continuous basis.

The Certification Process (Conditions of renewing, extending, reducing, suspending and withdrawal of certification)

3.1 Vexil shall provide a written quotation, detailing fees to be paid for each stage of certification [such as Application review, Pre-Assessment (Optional service), Certification audit (Stage 1 & Stage 2), Transfer audit, Certification Management and Surveillance audit etc].

3.2 On acceptance of Vexil's quotation and formal request to Vexil to provide its services, along with advance amount as mentioned in quotation, delivery of certification services shall start with Pre-assessment (if opted for), otherwise with Stage 1 audit by the audit team.

3.2.1 The Organization seeking certification shall have a documented management system which conforms to the applicable management system standard(s) or other normative documents.

3.3 On satisfactory results of Stage 1 audit, Stage 2 audit shall be carried out during which compliance of the Client management system to applicable standard(s) shall be verified. Clients are required to demonstrate compliance with the specified standard(s) to Vexil's satisfaction. It is a requirement that the Client shall demonstrate conduct of internal audits of all areas and management review as per the procedure identified by the client but minimum once in a year. Certification shall not be granted until there is sufficient evidence to demonstrate that the arrangements for management review & internal audits have been implemented, are effective and will be maintained.

3.4 Client are required to provide full access to all records, documentation, work areas & personnel relevant to the certification and access to Accreditation body assessment team to assessment site(s)/ records.

3.5 In case of Client not being able to demonstrate compliance to Vexil's satisfaction, Vexil can carry out up to two additional Follow up visits, on payment as per the contract. If the Client fails to meet Vexil requirements, the application shall be rejected and Vexil shall not be responsible for any expenditure incurred in the process.

3.6 When the Client meets the requirements for certification, Vexil shall issue, a certificate describing the scope of certification, location(s) certified & the activities at respective location(s) and validity of certificate.

3.7 Vexil, may at any time, refuse to issue a certificate or suspend or withdraw such certification in circumstances where, in Vexil's opinion, compliance with the specified standard(s) (including the regulatory requirements) is not maintained on continuous basis or conditions of this contract are not met. In case of withdrawal of certification, the Client's name shall be removed from the Register of Certified Companies (see also 7.6).

3.8 In the event of changes [relating to Legal, commercial, organizational status or ownership, organization and management {for example, key managerial, decision making or technical staff}, change of location(s)/contact address & sites, merger/de merger of locations, scope of operations (extension or reduction) under the certified management system, and major changes to the management system & processes/equipment & processes], Vexil may be required to pay a special visit. After satisfactory demonstration of the compliance of the requirements, Vexil shall issue amended certificate(s), as applicable, on payment of the agreed fees.

3.9 During the specified certification cycle, Vexil shall make regular visits at frequency and duration as mentioned in contract to ensure the continued effectiveness of the certified management system. The first Surveillance audit shall be carried within 12 months from the last day of the stage 2 audit. Other Surveillance visits shall have to be completed within 30 days of the due date.

3.10 Vexil may need to make special visits under certain circumstances as in Para 3.8 and including where non-conformities are identified during audits or complaint is received against Client. Such visits may be carried at short notice (within seven days). Such visits shall be chargeable at the rate agreed in the contract.

3.11 At the end of the specified certification cycle, a reassessment (including Stage 1 audit, depending upon changes to the management system or the context in which the management system is operating, e.g., changes to legislation) of management system shall be carried out to assess suitability for recertification, including applicability for the scope of certification.