

Certification Cycle

What to expect at an audit during the three-year certification cycle

The audit is a regular event that must be completed at least once each year. Audits provide reassurance that all of the systems and processes are doing exactly what was intended and continue to achieve set objectives.



What is the Certification Cycle?

The Certification Cycle is the process by which QMS is able to manage the audit criteria for each certified organisation.

As an accredited certification body QMS is responsible for ensuring strict guidelines are met when verifying the ongoing compliance of a certified organisation against a set standard (for example, ISO 9001). To achieve this, QMS auditors must complete a series of audits over a 3-year period. These are referred to as surveillance and re-certification audits.

3-YEAR CERTIFICATION CYCLE		
Re-certification Audit	Surveillance Audit	Surveillance Audit
Certification Body is required to Audit 100% of the documented process.	Certification Body to audit several mandatory process, combined with 50% of predetermined processes.	Certification Body to audit several mandatory process, combined with 50% of predetermined processes
<i>Please note: at the end of the 3-year Certification Cycle the process will repeat, until the end of the contracted period.</i>		

What impact will this have on my certification?

Once you have implemented your management system and this has been approved for certification, you will receive your first certification from QMS. This certification will be issued for a period of 1 year.

Why is the first certification issued for a period of 1 year?

Obtaining the first certification is verification that the system and processes checked and approved at the stage two audit meet the requirements of the Standard.

However, QMS recognise that a number of non-conformities may still remain - for example, internal audits and management reviews may be in place but are yet to be completed - that is why the first certification is only issued for a period of 1 year.

It is at this point that the Certification Cycle will commence. Therefore, your first audit (which will take place a year from the date of your first certification) will be a re-certification audit.

Following successful completion of the re-certification audit you will receive a second certification which will be issued for a period of 3 years. The next two audits that take place, after the re-certification audit, will be surveillance audits.

The cycle will then repeat for as long as you are certified by QMS.

For more information, please contact:

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