

BMCUK04 Audit process

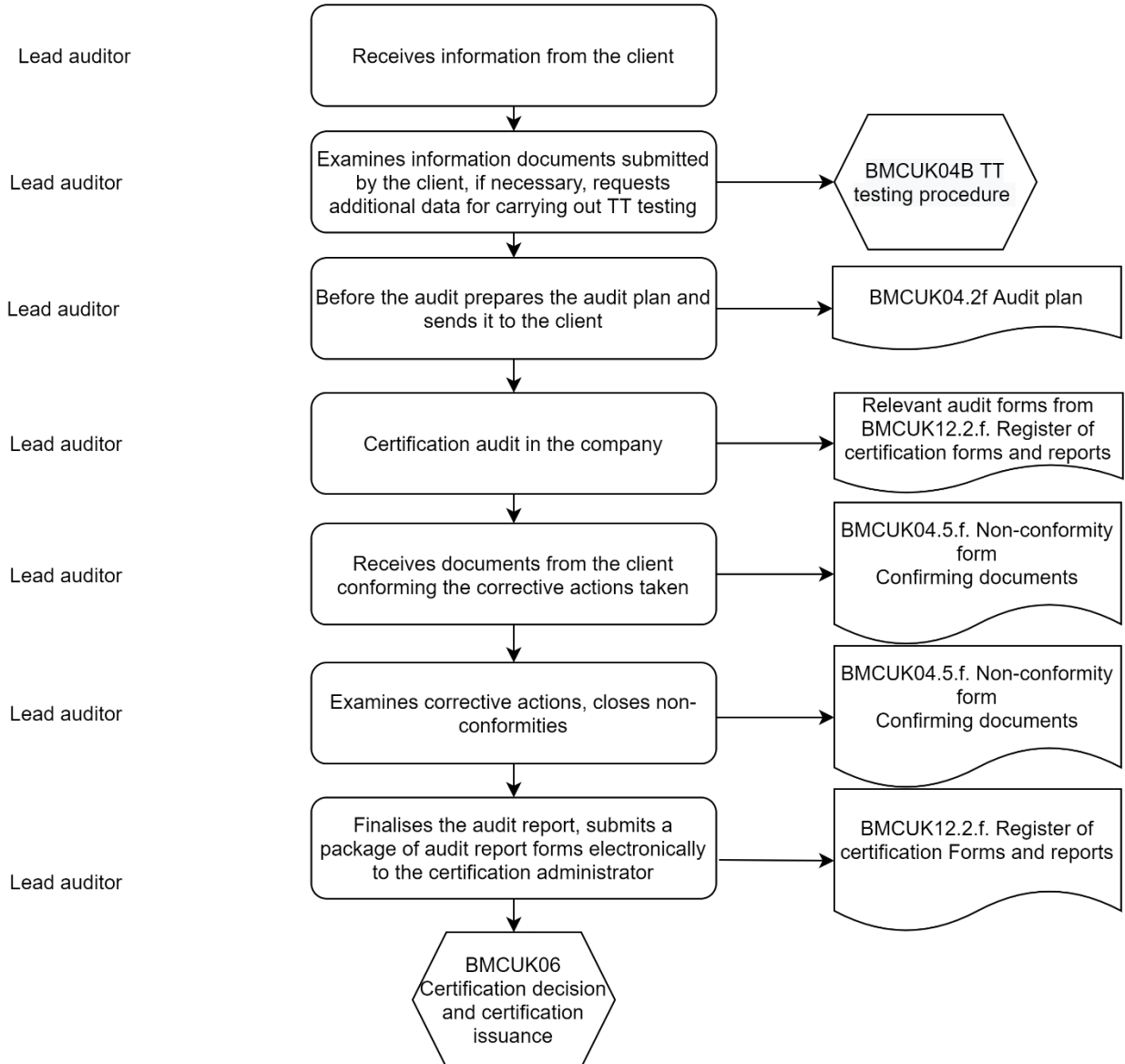
The audit process describes the way how certification, surveillance and recertification are organised and carried out. For applicable documentation see BMCUK12.2.f *Register of Certification Forms and Reports*.

Certification audit

The aim of a certification audit is to evaluate the client's system in accordance with the requirements of the applicable standard. After the audit, an audit report must be drawn up in accordance with a predefined form. The number of days of the certification audit is determined in accordance with the Instruction *BMCUK03A Calculation of Audit Time*. The certification audit should include the following:

1. Information and evidence of compliance with all requirements regarding the certification scheme, related standards and regulations.
2. Performance monitoring, measuring, reporting and review of the key performance goals and objectives. (In accordance with the standards or regulatory documents).
3. Operational management of client's processes.
4. Interrelations among regulatory requirements, policies, performance goals and tasks (consistent with the standard and other related regulatory documents), any applicable requirements of laws and regulations, responsibilities, personnel's expertise, operations, procedures, performance data.

The audit team must analyse all information and findings collected during the audit in order to review audit findings and agree on audit conclusions. Audit results are summarised in the audit report BMCUK04.14.f.

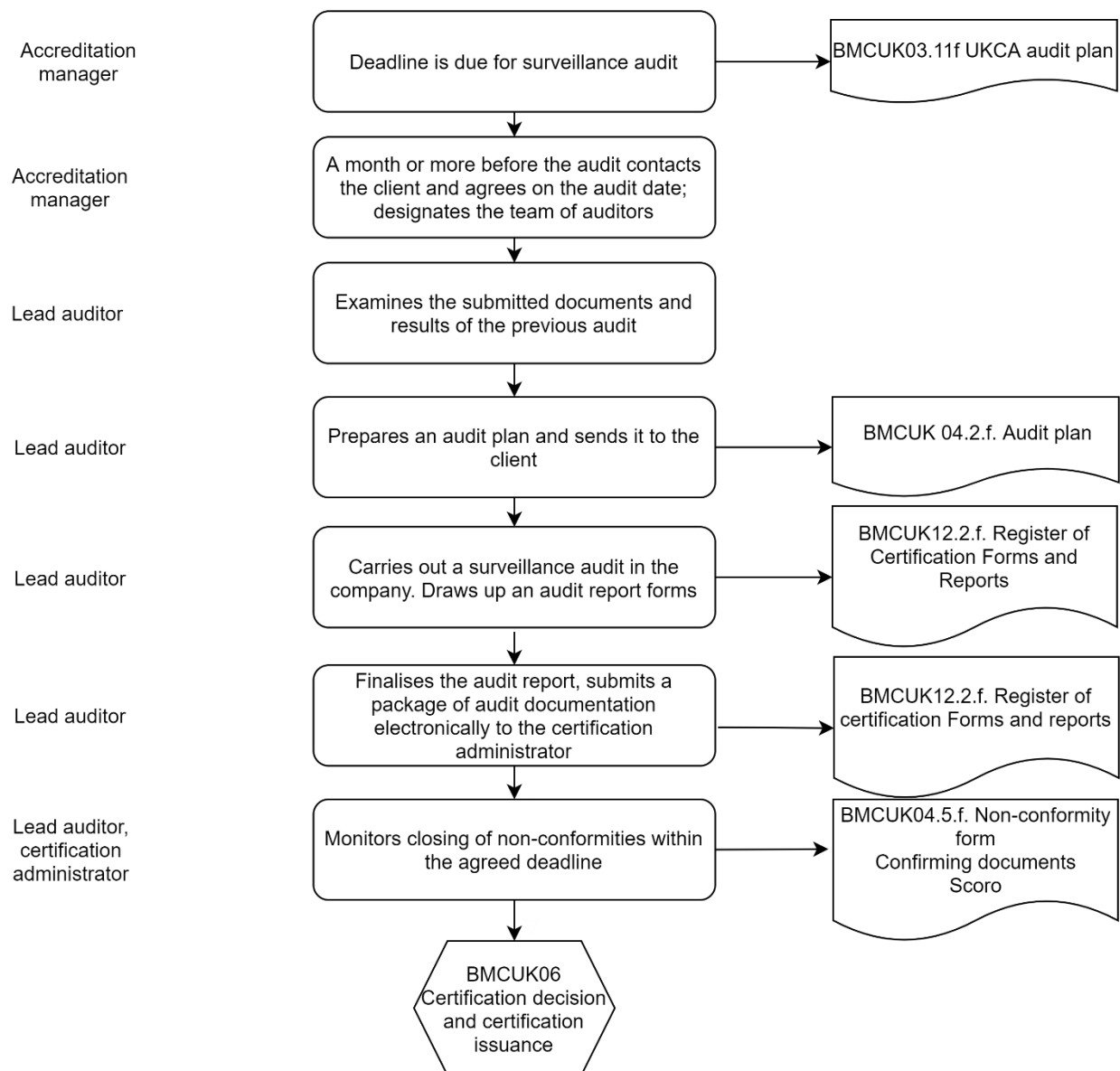


Surveillance audit

During the validity period of the certificate, the purpose of a surveillance audit is to make sure, at least once a year, on site in the company that the certificate holder complies with the requirements of the binding standard(s). First surveillance audit must take place within 10 months from the date of certificate. Next surveillance audit must take place within 12 months from the date of first surveillance audit.

During surveillance certification audits:

1. A review of the work done in regard to the non-conformities identified during the previous audit.
2. Efficiency of the management system in achieving the goals of a certified client.
3. Maintenance of operational management.
4. A review of changes.
5. Continued improvement of planned activities.

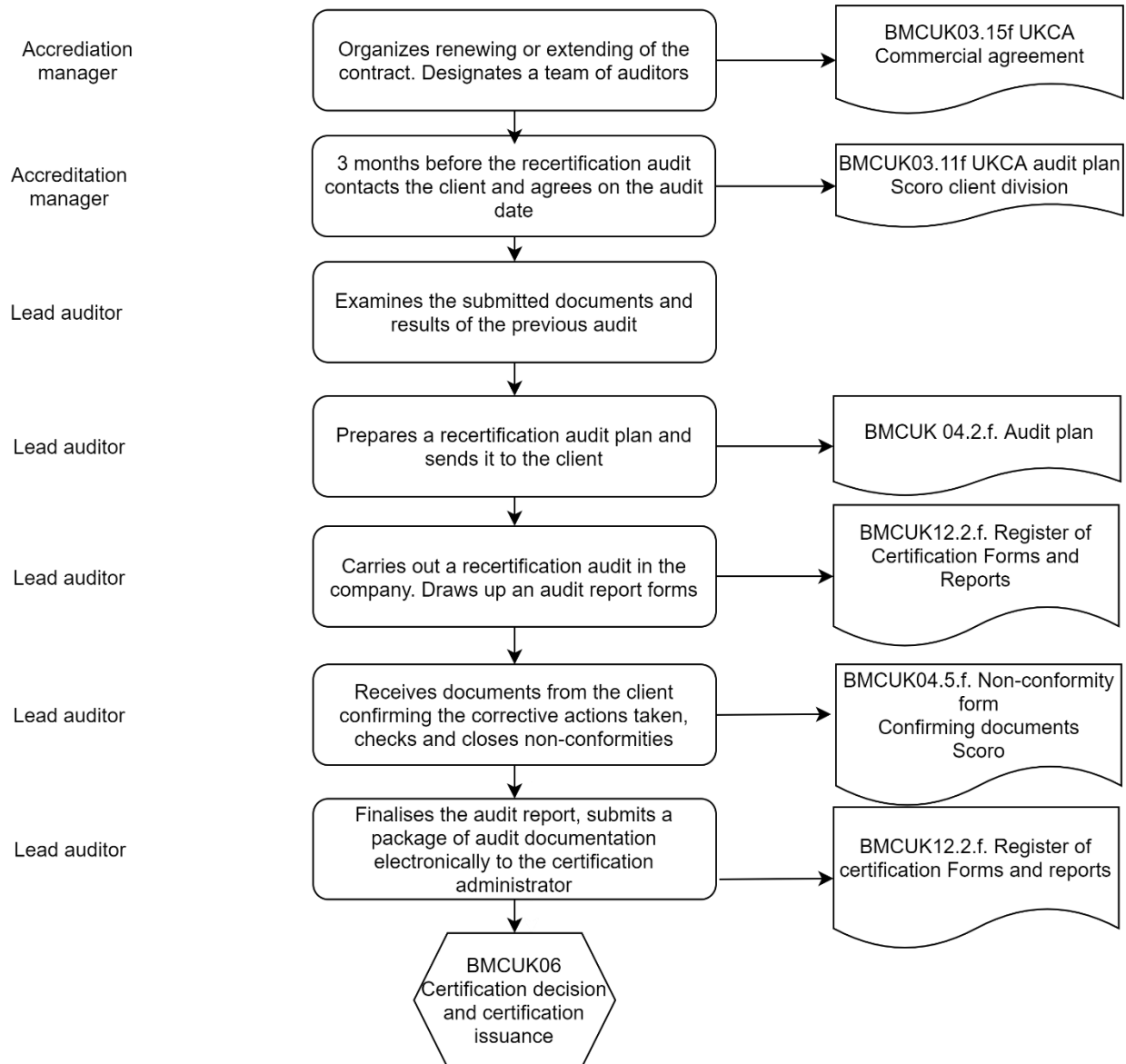


Recertification audit

The purpose of a recertification audit is to confirm the continued compliance of the management system with the standard. The amount of certification is determined in accordance with the Instruction *BMCUK03A Calculation of Audit Time*.

1. During a recertification audit, the performance of the management system during the certification period should be taken into account and the reports of the previous surveillance audits should be reviewed.
2. The recertification audit must be carried out at least 2 months before the expiry of the certificate, but not later than 1 month before the expiration date of the certificate.
3. The principles of a certification audit are used in recertification.

If instances of non-compliance or insufficient evidence of conformity are identified during the recertification audit, the certification body must set a deadline for implementation of corrections and corrective actions before the expiry of the validity period of the certificate.



In addition to product certification, recertification and surveillance audits: When assessing the compliance of the product during the product certification audit, where practicable, the auditor must:

- a) verify the values of the essential characteristics of the product (control measurements);
- b) verify the use of inspections/measurement methods (demonstrations) of the essential characteristics of the product;
- c) verify the actual condition of the measuring instruments/devices used.

Change history

Version	Summary of changes	Issue date
V3	Change history, updated certification manager role, competence criteria for competence evaluator,	16.09.2021
V4	Change of logo	15.11.2021