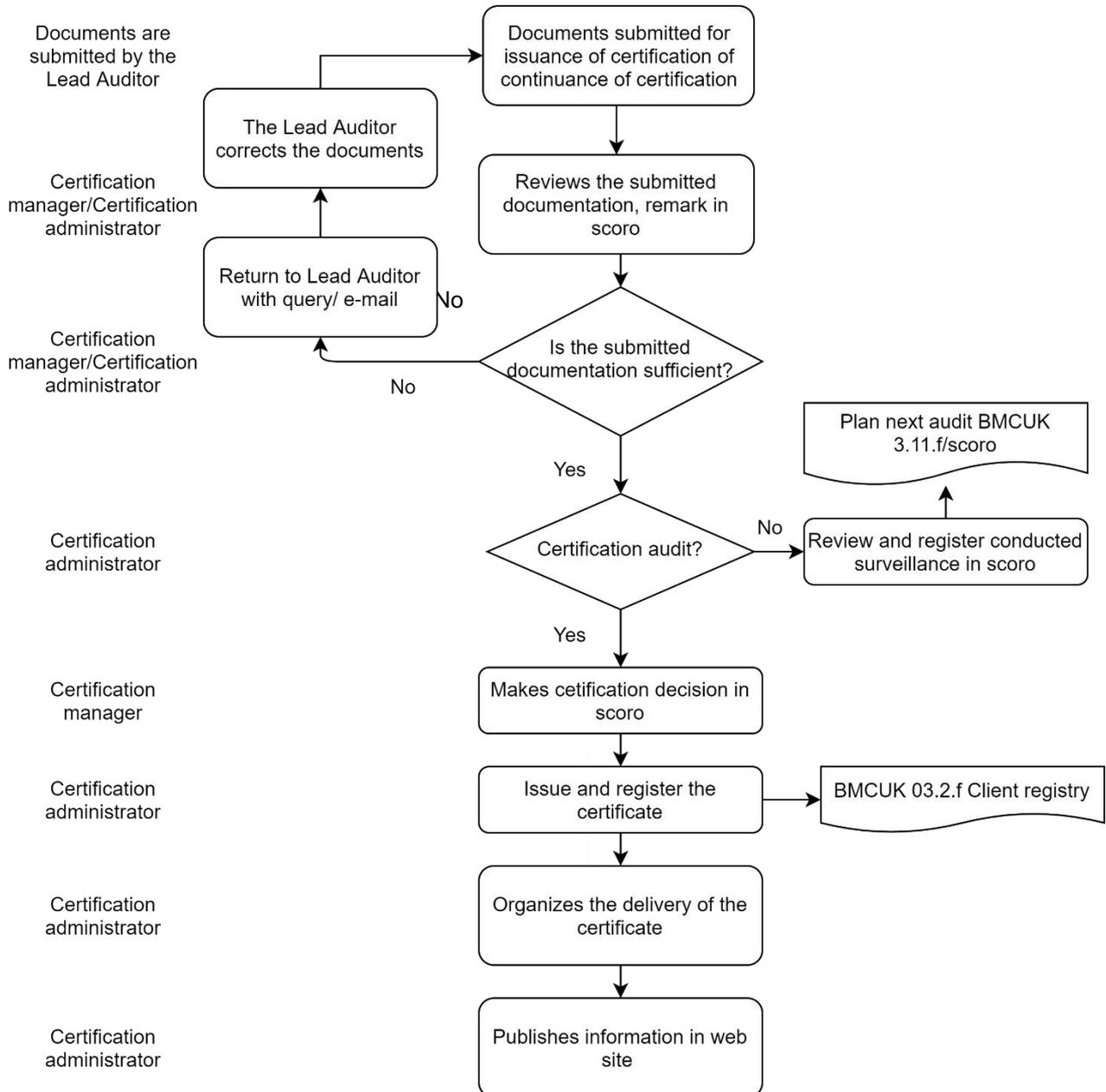


BMCUK06 Certification Decision and certificate issuance

This procedure reflects the way a certification and surveillance decision is made and information about a monitoring visit is registered.



Certification manager makes decision on the audit, taking into account the documentation submitted after the conduction of an audit following a specific scheme, in accordance with BMCUK12 2f Registry of Certification Forms and Reports.

Received audit pack initially is reviewed by Certification administrator and records settled in score on correct documentation used, audit days settled, auditor allocated. If this information is insufficient, Certification administrator returns audit pack with query back to the Auditor. Then the audit pack is reviewed by Technical Reviewer that checks the content of audit pack, non-conformities issued and evidences. If the information is insufficient, Technical Reviewer returns audit pack with query/e-mail back to the Auditor. When Auditor corrects documents and Technical reviewer accepts amendments and gives recommendation to Certification manager. Certification Manager review audit documents, taking in account the recommendation of technical reviewer and make decision in score. Certification Manager reviews Technical reviewer recommendation and closed non-conformities. If information is not sufficient, Certification Manager issues query to auditor regarding audit pack content. Auditor shall review and respond query on audit pack content and respond to query. When sufficient information received, Certification Manager makes decision on certificate issue in score. Based on Certification Manager decision Certification administrator issues certificate.

If Certification manager is a lead auditor, then audit pack shall be reviewed by Accreditation Manager. Accreditation manager might allocate Technical Reviewer for audit report/checklist review if is not competent on particular standard or area.

Certification / surveillance audit pack review by reviewer and decision making by certification manager shall be finalized within 20 working days after submitted audit report. Auditor shall support certification manager/reviewer with supplied answers and explanations of queries raised not later than within 5 business days from date when query has been raised.

Change history

Version	Summary of changes	Issue date
V3	Change history	16.09.2021.
V4	Change of logo	15.11.2021.
V5	Change of logo	21.12.2021.
V6	Adding of ISCC CORSIA section	15.04.2022.
V7	Removed ISCC CORSIA section	03.07.2024.