

Application for Certification

Upon receipt of a completed Application Form, ACS Registrars Pakistan (Pvt.) Ltd. shall provide the applicant Company with a Proposal and Contract, outlining the Scope of the Assessment and the costs. The time and cost of the initial on site Audit shall be subject to variation, based upon any Auditors' findings and IAF Guidance.

Once the Contract, signed by the relevant senior Management Representative of the applicant Company, has been received by ACS Registrars Pakistan (Pvt.) Ltd, together with any due payments and controlled copies of relevant documentation, the project shall be allocated to a Lead Auditor, who shall be responsible for ensuring that the Assessment is carried out in accordance with the procedures of ACS Registrars Pakistan (Pvt.) Ltd.

Initial Audit

Audits are based on sampling techniques, therefore there can be no 100% guarantee from the results of an Audit that a Management System conforms to all nominated International Standard requirements.

Initial Audits of an applicant Company's Management System shall be conducted in two stages. A Stage 1 (on-site, wherever possible) Audit is conducted to determine the Company's readiness against the criteria of the nominated International Standard. This shall include a full review of the Company's documented Management System. A report shall be produced identifying any areas requiring attention prior to a Stage 2 conformity Audit.

A Stage 2 (on-site) Audit is conducted to ensure that the Company's operations comply with their documented Management System and also with the elements of the nominated International Standard. A report shall be produced identifying any areas requiring Corrective Actions prior to the issue of a Certificate of Registration.

Certification

Once a thorough review of the Audit report has been conducted and the responsible Certificate Decision Maker of ACS Registrars Pakistan (Pvt.) Ltd. is confident that the Company meets the requirements of the nominated International Standard requirements, the Company shall be informed and a Registration Certificate (which shall remain the property ACS Registrars Pakistan (Pvt.) Ltd) shall be issued to the Company. The Certification period may be for one, two or three years, less one day, from the date of commencement of the Stage 2 Audit, or for a corresponding period from the date of the previous Certificate Expiry, in the case of Re-Certifications.

Surveillance Audits

Surveillance Audits must be conducted at least annually, and no later than 12 months after the previous Audit. Surveillance Audits shall cover aspects of the Company's Management System at the discretion of the nominated Auditor. A report shall be produced identifying any areas requiring Corrective Actions.

Re-Audits

Companies shall be subject to a Re-Audit at the end of every three-year Certification cycle. A Re-Audit shall be required prior to the expiry date of the Company's existing Registration Certificate, in accordance with Accreditation Body requirements. Three-months prior to the Re-Audit due date a new Proposal and Contract shall be created, covering the next three year cycle.

Failure to submit for a Re-Audit prior to the expiry date of the existing Certificate shall result in a period during which the Company's Certification shall be deemed to have expired and therefore continuous Certification cannot be shown on subsequent Certificates.

If the Certification Decision Date made by ACS Registrars Pakistan (Pvt.) Ltd. is after the expiry of the existing Certificate, then the Company shall lose the Date of Original Registration from their new Certificate. The re-issued Certificate shall display a Certificate Issue Date to match the Certificate Decision Date, and the validity shall last for the same one, two or three years from the previous expiry.