

Procedure of certification

Certification is to verify whether an organization is satisfied in accordance with the requirements of the applied standards/standards management system and whether it is possible to grant management system certificate is valid for **3 years**.

Initial certification is carried out in two stages.

1. the stage of the certification audit is to familiarize yourself with the Organization, review the certified documentation management system, whether it is in accordance with the requirements of the applied standards and with applicable legislation, and to verify essential requirements applied standards. At this stage examines the Organization's readiness to implement the 2. stages of the audit, and there are plans to make 2. stage. In some cases, it is possible to perform 1. stage of the audit in the Office of the certification authority.

2. stage of the certification audit is the examination of the functioning of the system of management of the Organization on the spot. This means the physical introduction to the activities of the Organization, review the business case from the beginning of the end, and his activities after delivery, etc. In this 2. the stage also is examining whether they are in accordance with the requirements of the applied standards, documentation and the applicable legislation with the real activities of the certified organization.

During the audit, the audit team may find that the audited management system is not fully in conformity with the requirements of the standards applied. These findings are divided our certification the company into three categories:

- **Opportunities for improvement** -they are the opinion of the audit team on the weaker spots in the certified management system organization, which can, if the company will not deal with them, make successful career shifts into a position of disagreement. Opportunities for improvement are listed in the **report of the audit** and certified organization on them may or may not respond.
- **2. the categories of Mismatch** -is the variance from the requirements of the standards applied or applicable legislation. This non-conformity, the so-called exposing. **Odchylkový Protocol**, on which the company must respond. Time to eliminate disagreement 2. category is **13 weeks**. Check to delete disagreements will occur during the next audit. Remedial measures to eliminate disagreement 2. category must reconcile the lead auditor. Only then is it possible to continue in the process of certification.
- **1. the category of Mismatch** -is the most serious form of the findings. It is called. **systemic non-compliance**, which may lead to immediate termination of the audit. Non-compliance 1. a category is a failure to comply with the essential requirements or standards applied to serious violations of the applicable legislation. This disagreement is also exposed to the so-called. **Odchylkový Protocol** and the company must respond to it and delete the non-conformity **within 6 weeks**. Only after verifying the removal of disagreements and agreeing that the removal of the head of the auditor it is possible to continue in the process of certification.

After these two steps are all the documents transmitted to the head of the audit by the Auditor in the Office of the certification authority, where they are submitted to the so-called. **The Certification Commission**, which has the decisive word to the granting or refusal of a certificate. This Commission has the task of assessing whether a certification audit was carried out according to all the rules, checks for possible conflicts of interest of the audit team and certified by an independent organisation and is another reviewer certified management system. The customer has the right to appeal against the decision of the Certification Board. The certification body has publicly available procedure for appeal.

SUPERVISORY AUDITS

In the course of the three-year validity period of the certificate must be carried out supervisory audit that verifies whether the management system is maintained, constantly improved and whether it is possible to retain the awarded certificate in force. Supervisory audits must be carried out at least annually, which means that, during the validity of the certificate must be carried out at least two supervisory audits. In the course of the supervisory audit, does the whole system of management, but only part of it. Elements of applied standards are laid down, which must examine each of the audit and the optional elements, which selects a lead auditor on the basis of the results of previous audits. On the conclusion of the supervisory audit is always drawn from the supervisory audit Report.

RECERTIFICATION AUDIT

Recertification audit is carried out at the end of the three-year cycle of the validity of the certificate. In this audit, the entire system is tested for the management and results of the audit will again submit **a certification to the Commission**, which shall decide on the issue or refusal of the certificate for the next three-year period. Recertification audit is carried out in one stage and the whole process of re-certification **must be completed before the end of the validity of** a valid certificate at the same time. Therefore, the implementation of audit plans of recertification audit is about 2 months before expiry of the current certificate. The customer has the right to appeal against the decision of the Certification Board.

After the issuing of the certificate for the next three-year period is repeated the whole process of supervisory and recertification audits.