



AUDITING



CERTIFICATION



SURVEILLANCE



1. Pre-Assessment (Optional)

A pre-assessment, also referred to as a gap analysis is an on-site activity in which your auditor reviews your quality management system and calls “balls and strikes” to determine where gaps exist that may prevent the Stage 1 and Stage 2 audits from proceeding.



2. Stage 1 Certification Audit

Your auditor reviews the scope of your quality management system, assesses the presence and availability of key information, and makes a determination as to whether or not the Stage 2 audit can proceed.



3. Stage 2 Certification Audit

Your auditor performs a complete audit of your quality management system using a process-based approach to assess conformity with the standard.



4. Audit Report Distribution

An audit report is provided to you which is a documented record of the completed audit and contains important information on any non-conformances identified during the audit.



5. Corrective Actions

If non-conformances were identified during the audit, you will be given time to respond with corrective actions. Once these corrective actions have been reviewed and approved by the auditor, certificate issuance will proceed.



6. Certification Issued

An official certificate is issued for your specific site(s) to the standard for which you are being certified, valid for 3 years



7. Surveillance Audit

Annual audit in years two and three to ensure continued conformity of your quality management system.



8. Recertification Audit

After the second annual surveillance audit, a recertification audit is conducted and extends your certificate for another three years.



SMITHERS

ACCURATE DATA • ON TIME • HIGH TOUCH