



GLOBUS CERTIFICATIONS PVT LTD

PROCEDURE –TAKING CERTIFICATION DECISIONS

P-9.5, Issue 1, 01.11.2014

1. PURPOSE

To define a procedure for taking certification/recertification decisions.

2. REFERENCE

Clause 9.5 of ISO/IEC 17011-1: 2015

3. RESPONSIBILITY

Audit team
Manager (Certification)

4. PROCEDURE

4.1 GLOBUS ensures that the persons that make the decisions for granting or refusing certification, expanding or reducing the scope of certification, suspending or restoring suspension, withdrawing certification or renewing certification are different from those who carried out the audits. The individual(s) appointed to conduct the certification decision shall have appropriate competence.

4.1.1 The person(s) assigned by GLOBUS to make a certification decision are employed by it, or used under legally enforceable arrangements with GLOBUS.

4.1.2 The persons employed by, or under contract with GLOBUS fulfill the same requirements of ISO/IEC 17021-1: 2015 as persons employed by GLOBUS.

4.1.3 GLOBUS records each certification decision including any additional information or clarification sought from the audit team or other sources.

4.2 Actions prior to making a decision

GLOBUS conducts an effective review prior to making a decision for granting certification, expanding or reducing the scope of certification, renewing, suspending or restoring, or withdrawing of certification, including that

- a) Information provided by the audit team is sufficient with respect to the certification requirements and the scope of certification;
- b) For any major nonconformities, it has reviewed, accepted and verified the correction and corrective actions;
- c) For any minor nonconformities, it has reviewed and accepted the client's plan for correction and corrective action.

4.3 Information for granting initial certification

4.3.1 The information provided by the audit team to GLOBUS includes, as a minimum,

- a) Audit report;
- b) Comments on the nonconformities and, where applicable, the corrections and corrective actions taken by the client;
- c) Confirmation of the information provided to GLOBUS used in the application review (see 9.1.2);
- d) Confirmation that the audit objectives have been achieved;
- e) A recommendation whether or not to grant certification, together with any condition or observations.



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4.3.2 If GLOBUS is not able to verify the implementation of corrections and corrective actions of any major nonconformity within 6 months after the last day of Stage 2, GLOBUS shall conduct another Stage 2 prior to recommending certification.

4.3.3 Where a transfer of certification is envisaged from another certification body to GLOBUS, it has a process for obtaining sufficient information in order to take a decision on certification.

Note: Certification schemes can have specific rules regarding transfer of certification.

4.4 Information for granting recertification

GLOBUS makes decisions on renewing certification based on the results of the recertification audit, as well as the results of the review of the system over the period of certification and complaints received from users of certification.

Document Amendment Record

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Document Distribution Record

S. No.	Name of Person	Department	Controlled / Non-Controlled	Signature