	BHUTAN STANDARDS BUREAU MANAGEMENT SYSTEMS CERTIFICATION SCHEME	MANAGEMENT SYSTEM PROCEDURES
	DOC: BSB MSCS-P 9.5-6-01	ISSUE: 01

PROCEDURE FOR GRANTING AND MAINTAINING MANAGEMENT SYSTEMS CERTIFICATION

1. PURPOSE

This procedure specifies the conditions for granting initial certification and maintaining certification.

2. SCOPE

The procedure applies to all processes relating to granting of Management Systems certificate.

3. DEFINITIONS

3.3 Applicant - An Organization that applies for a certificate under the GSB Management Systems Certification Scheme.

3.4 DCO -The Document Control Officer appointed to coordinate preparation, control and dissemination of documentation pertaining to MSCS.

3.5 HEAD, MSCS-Head Management Systems Department & Management Representative responsible for day-to-day operations of MSCS and quality management systems implementation within BSB.

4. RESPONSIBILITIES

4.1. **Director General** is responsible for the formulation policy relating to the operations of MSCS.


4.2 Decision maker - The committee/person appointed to consider audit findings, recommendations for grant of certification and taking decision on certification

4.3 **HEAD, MSCS-** Head, Management Systems Certification is responsible for day-to-day operations of MSCS and quality management systems implementation within BSB.

5. PROCEDURE


Clause No.	Task	Responsibility	Related Document
5.1	Submission of audit reports		
5.1.1	Analysis all information and audit evidence gathered during the stage 1 and stage 2 audits to review the audit findings and make appropriate	Team Leader	

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	recommendation and the audit conclusions		
5.2	Review of Audit recommendation		
5.2.1	Ensure that reviewer who review and scrutinize reports and make recommendation are different from those who carried out the audits.	HEAD,MSC S	
5.2.2	Confirm, prior to making a decision		
	<ul style="list-style-type: none"> a) the information provided by the audit team is sufficient with respect to the certification requirements and scope for certification; b) it has reviewed, accepted and verified the effectiveness of correction and corrective actions, for all nonconformities that represent c) it has reviewed and accepted the client's planned correction and corrective action for any other nonconformities. 	HEAD,MSC S/ Audit Team Leader	
5.3	Information for granting initial certification		
5.3.1	Ensure information provided by the audit team has: <ul style="list-style-type: none"> a) the audit reports, b) comments on the nonconformities and, the correction and corrective actions taken by the client, c) confirmation of the information provided in the application review and d) a recommendation whether or not to grant certification, together with any conditions or observations. 		
5.3.2	make the certification decision on the basis of an evaluation of the audit findings and conclusions		
5.3.3	Review all audit reports received for completeness and forward to MSCC-Approval committee	HEAD,MSC S	
5.4	Decision on Certification		
5.4.1	Submit review report and all other relevant information to approval committee/Person to take certification decision	HEAD,MSC S	MSCS-G6.2-03 MSCS-P6.2-02
5.4.2	Document decision and inform applicant of the outcome of the certification process.	HEAD,MSC	MSCS-9.9-01

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5.4.3	Intimation grant certificate to the applicant	HEAD, MSC S	MSCS-F9.2-16
5.4.4	Collect annual certificate fee and intimate grant of certificate		
5.4.5	Update register of certificate.	DCO	MSCS-F9.2-15
5.4.6	Prepare certificate document on prescribed format	DCO	MSCS-F9.2-17
5.4.7	Letter forwarding the certificate to client	Head, MSCS	MSCS-G9.2-04