	BHUTAN STANDARDS BUREAU MANAGEMENT SYSTEMS CERTIFICATION SCHEME	MANAGEMENT SYSTEM PROCEDURES
DOC: BSB MSCS-P 9.6-03	ISSUE: 02	31 July 2017

PROCEDURE FOR RECERTIFICATION (RENEWAL)

1. PURPOSE

The purpose of the recertification audit is to confirm the continued conformity and effectiveness of the management system as a whole, and its continued relevance and applicability for the scope of certification.

2. SCOPE

This covers recertification (renewal) audits of certified clients under the MSCS.

3. DEFINITIONS

3.1 Certification- Third-party attestation related to products, processes, systems or persons (Attestation-issue of a statement, based on a decision following review that fulfilment of **specified requirements** has been demonstrated)

3.2 Recertification Audit - The comprehensive systems audit carried out before the renewal of the certificate.

3.3 Team Leader- A registered lead auditor/auditor designated to manage a quality audit is called a 'Team Leader'.

3.4 Audit Team - The Team Leader and the Auditors approved by the competent authority for the conduct of the audit.

4. RESPONSIBILITIES


4.1 DCO–Document Control Officer is responsible for the following:

- a) To intimate the client of the need to apply for recertification and fix dates for audit.
- b) To obtain the nomination of the audit team for the recertification/renewal audit and to organize for the audit in consultation with the team leader and the client.
- c) To collect the fees for recertification/ renewal audit from the client.

4.2 HEAD, MSCS– Head, Management Systems Certification Department is responsible for the following:

- a) To recommend nomination of lead auditor and audit team for conduct of recertification audit of the client,
- b) To intimate the audit team to members of the audit team and the client after approval of the competent authority, and
- c) Process recertification and cancellation of licences.

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4.3 Director General is responsible for approving the recertification/renewal and cancellation of the certificate.

5. PROCEDURE

Cl.No.	TASK	Responsibility
5.1	Recertification audit planning	
5.1.1	Receive application for recertification from client	DCO
5.1.2	Review the performance over the period of certification based on previous surveillance audit reports.	HEAD, MSCS
5.1.3	Consider stage 1 audit where there are significant changes to the management system, the client, or changes to legislation	HEAD, MSCS
5.1.4	In the case of multiple sites or certification to multiple management system standards being provided by MSC, the planning for the audit to ensure adequate on-site audit coverage	HEAD, MSCS
5.1.5	Preparation of onsite audit plan for recertification	HEAD, MSCS
5.1.6	Constitute team for recertification audit and notify to the client	
5.1.7	Collect recertification/renewal audit and annual certificate fee	
5.2	Recertification audit	
5.2.1	Ensure effectiveness of the management system in its entirety in the light of internal and external changes and its continued relevance and applicability to the scope of certification. The recertification to be completed within due time to enable renewal before the certificate expiry date.	Team Leader
5.2.2	Establish demonstrated commitment to maintain the effectiveness and improvement of the management system in order to enhance overall performance and intended results.	Team Leader
5.2.3	Define time limits for correction and corrective actions on Major nonconformities identified to be implemented prior to the expiration of certification	Team Leader
5.2.4	Submit recertification/renewal audit report	Team Leader
5.3	Granting recertification	
5.3.1	Process for recertification for submission to AC	DCO
5.3.2	Make 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	CC/Director

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	from users of certification.	
5.3.3	Intimate client the decision on recertification including consequences when recertification cannot be granted due to incompleteness of recertification audit due to inability to verify the implementation of corrections and corrective actions for any major non-conformity prior to the expiry date of the certification.	HEAD, MSCS
5.3.4	Update certification register	DCO

6. REFERENCES

Doc:BSB MSCS-P9.2-01 Procedure for audit planning

Doc:BSB MSCS-P9.3-01 Procedure for initial certification audits-Stage 1

Doc: BSB MSCS-F9.2-11 Nomination of Team Leader/ audit team.

Doc:BSB MSCS-F9.2-13 Form for stage 2 audit report

Doc: BSB MSCS-F9.4-01 Application for recertification/Renewal.

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