	BHUTAN STANDARDS BUREAU MANAGEMENT SYSTEMS CERTIFICATION SCHEME	MANAGEMENT SYSTEM PROCEDURES
	DOC: BSB MSCS-P 9.6 -04	ISSUE: 01

PROCEDURE FOR EXTENSION OF SCOPE OF CERTIFICATION

1. PURPOSE

This procedure is for ensuring a uniform practice for extending the scope of certification of a certificate.

2. SCOPE

This procedure is applicable for extension of the scope of certification after a certificate is granted under the BSB Management Systems Certification Scheme.

3. DEFINITIONS

3.1 Client - An organization that has been granted a certificate under the MSCS.

3.2 Team Leader - A registered lead auditor/auditor designated to manage a quality audit.

3.3 HEAD, MSCS –Head Management Systems Certification Department and Management Representative responsible for day to day operations of MSCS and quality management systems implementation within GSB.

3.4 Competent Authority (CA) - The Competent authority authorized to extend scope of certification in the schedule of BSB MSCS certificate.

4. RESPONSIBILITIES


4.1 Director General - is the competent authority responsible for deciding on extension of scope of certification.

4.2 DCO -Responsible for processing the request for extending the scope of certification.

4.3 Team Leader - Responsible for deciding on the request and arrange for verification through a visit, if necessary and make recommendation.

4.4 HEAD, MSCS - Responsible for ensuring procedural and regulatory compliance and recommending to competent authority for extension or modification of scope of certification.

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5. PROCEDURE

Cl. No.	Task	Responsibility	Related Doc
5.1	Apply in writing to BSB along with prescribed fee.	Client	
5.2	Review the request and consult the Team Leader or in his/her absence audit team members that participated in the initial/last renewal audit of the company.	HEAD, MSCS	
5.3	Decide on whether the extension is of a minor nature and well within the capability of the system or whether evidence at the site should be provided.	Team Leader	
5.4	If a site visit is necessary, include the areas to be covered by the applicant at the next surveillance visit or arrange special visit.	HEAD, MSCS	
5.5	Report the findings and make recommendations for extending the scope of certification to HEAD, MSCSS	Team Leader	
	Take approval from the approval committee	HEAD, MSCS	
5.6	Put up the file to Director for approval	HEAD, MSCS	
5.7	Extend the Scope of certification	Director	
5.8	Extend scope of certification in the certificate Issued and prepared a fresh certificate for Director's signature	HEAD, MSCS	
5.9	Retain a copy of signed certificate and send original to client	HEAD, MSCS	
5.10	Update records of licences	DCO	

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