LEAD MAX

Certification Process

Initial certification decision/recertification decision

3-year certification cycle

Expiry of certification

Ongoing surveillance activities

Client submits filled Questionnaire for Certification
↓
Exchange of information between client &LMQS
↓
Review of application for certification
↓
Identification of areas of concern & request for additional information (If required)
↓
Development of audit programme
↓
Quotation for certification and confirmation of audit programme
↓
Client & LMQS engage in formal arrangements for certification through contractual agreement.

Initial certification/ planning
↓
Select & appoint competent Stage-1 team
↓
Stage 1 planning
↓
Conduct Stage-1 audit
↓
Resolve Stage-1 area of concern (if applicable)
↓
Confirm/ appoint competent Stage-2 team
↓
Stage 2 audit planning
↓
Conduct Stage-2 audit
↓
Resolve Stage-2 area of concern (If applicable)
↓
Initial certification

Initial certification decision
↓
Granting of initial certification & issuance of certification documents

Surveillance Audits to be conducted at least once a calendar year. Date of 1st surveillance audit following initial certification is not more than 12 months from certification decision date
↓
Exchange of information between client & LMQS (e.g. Change of scope); determine if changes to audit programme required.
↓
Confirm audit programme and communicate to client
↓
Confirm / appoint competent audit team
↓
Plan for surveillance audit.
↓
Conduct surveillance audit.
↓
Resolve surveillance audit area of concern (If applicable)
↓
Surveillance audit conclusion
↓
Independent review of certification (if required)

Recertification Recertification activities to be completed before expiry of certification.
↓
Recertification audit planning.
↓
Plan for recertification audit
↓
Conduct recertification audit.
↓
Resolve recertification audit areas of concern (If applicable)
↓
Recertification audit conclusion
↓
Recertification decision
↓
Granting of recertification & issuance of certification documents

Confirm or adjust audit programme & appropriate audit follow-up & surveillance activities including frequency & duration. Special audits are also to be taken into consideration.

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