

CCL-EN_1-7.1_Inf	Process for Management System Certification	Version_01
Date: 25.09.2025		Revision date: dd.mm.yyyy

Management System Certification Step by Step

Understanding Standard Requirements

Review the relevant management system standard(s) (e.g., ISO 9001:2015; ISO 14001:2015 & ISO 45001:2018) check which areas in your company need adjustments in order to comply with the respective standards. ISO Management System Certification audit is a three years cycle audit which comprises Initial/Recertification audit and two Surveillance audit. For Initial certification there will be two stage audit.

Application & Contract

Complete the application and submit signed application with company details, processes, and subcontractor info (if any). Please ensure all information are correct. After reviewing the application, you will receive a quotation for the audit and certification.

If you accept the quotation, we will send the certification contract along with invoice.

Audit Preparation

After receiving the signed documents, the responsible person will contact with you to schedule the audit date. You will receive an audit plan detailing the process, timeline, and persons involved in the audit. For Initial Audit you will get detailed information for Stage 1 audit. Stage 1 audit focuses on the readiness of your organization for Stage 2 Audit

After compilation of the Stage 1 audit, the Stage 2 audit must be conducted within 3 months of Stage 1 (otherwise Stage 1 will be repeated).

On-Site Audit

Stage 2 Audit includes a document review, a site inspection, and interviews with employees and system effectiveness evaluation.

At the end of each audit, the auditor will discuss the necessary corrective actions with you and set a deadline for implementation. The organization must submit the corrective action within 3 months maximum or a re-audit is required.

Certification

Once corrective actions are completed and verified, the reviewer review the documents. A Certification Officer will review all documents once again. If the certification officer agrees with the auditor's assessment and all payment is cleared from your end, you will get a certificate with a validity of three years with the schedule date of two surveillance audit. We will register you in the respective website.