



Summary of BM TRADA Certification Process

Application, Application Review and Quotation for Certification

We require each applicant organisation to complete our Request for Quotation form to provide us with the necessary information to establish:

- the desired scope of certification
- the general features of the applicant organisation including name, addresses of all locations to be certified, significant aspects of its processes and operations and any relevant legal obligations
- the standards and other requirements for which the applicant organisation is seeking certification

We will conduct a review of the information provided and based upon this information we will allocate a competent audit team, determine the audit time to plan and conduct effective audits throughout the certification cycle and finally prepare the quotation for certification. The quotation will state the audit time and costs for certification.

Gap Analysis

Gap analysis is an optional preliminary on-site audit carried out by an appointed auditor. It does not form part of the formal certification process. It can help to identify gaps that exist between the standard and your organisation's processes prior to your State One audit.

Stage One Audit

The Stage 1 Audit is an integral part of the initial certification process. The Stage One audit is conducted to:

- audit the clients management system documentation
- evaluate the clients location and site specific conditions and to determine the preparedness for the Stage Two audit
- review the clients status and understanding regarding the requirements of the standard(s)
- provide a focus for the Stage Two audit by gaining a sufficient understanding of the clients management system and site operations
- evaluate if internal audits and management review are being planned and performed.

Stage Two Audit

The Stage Two audit is carried out to evaluate the level of implementation and effectiveness of the client's management system according to the requirements of the standard(s). The Stage Two audit shall take place at the site(s) of the client and will always include a visit to the head office / central office where the management system is being managed and administered.

The auditor will supply a written report that will provide a summary of the audit findings, conclusions, any areas of non conformance that need to be addressed and finally a recommendation for certification.

Certification Decision and Issuance of Certificate

The Certification Team will review the written report provided by the audit team, and will make a certification decision on the basis of an evaluation of the audit findings, conclusions and any other relevant information. Based upon a positive certification decision a certificate will be issued. The certificate is valid for a three year period and includes the standard to which certification has been granted, all sites included in the certification and the scope of certification.

Surveillance Audits

Following certification, onsite surveillance audits are conducted in the first and second years of certification. The first surveillance audit is conducted approximately six months after the Stage Two audit. Surveillance audits are conducted so that representative areas and functions covered by the scope of the management system are monitored on a regular basis to ensure continual improvement and fulfilment of the requirements of the standard(s). In addition ongoing changes to the certified client and its management system are taken into account.

Recertification

In the third year of the certification cycle and prior to expiry of the certificate, an onsite Recertification audit is conducted. The purpose of the recertification audit is to confirm the continued conformity and effectiveness of the management system in its entirety. The audit shall consider the performance of the management system over the period of certification and will take into consideration the results of previous surveillance audits.

Based upon a positive recommendation from the auditor, the Certification Team will make a decision to renew certification based upon the results of the recertification audit as well as the results of surveillance audits over the period of certification. Once a decision to renew certification is made a new certificate will be issued and a new three year certification cycle begins.