

OBTAINING CCS MANAGEMENT SYSTEM CERTIFICATIONS

CCS Management System certification schemes covers the following:

- ISO 9001:2015
- ISO 14001:2015
- ISO 45001:2018

The certification is granted once the scheme applicant of any Industry has demonstrated full compliance to both scheme and standard requirements.

The certification is initially valid in three years subject to yearly surveillance audits and recertification. The certification is having the following categories:

1. Initial Certification
2. Certification Transfer

The following are the brief and typical process of the certification scheme. Should there be more concerns, call our attention for a dedicated CCS representative to provide more details and to address your concerns.

1. Initial Certification Request – 3 Year Certification Cycle

a. First Applicable Year



b. Succeeding Years - Certification Maintenance

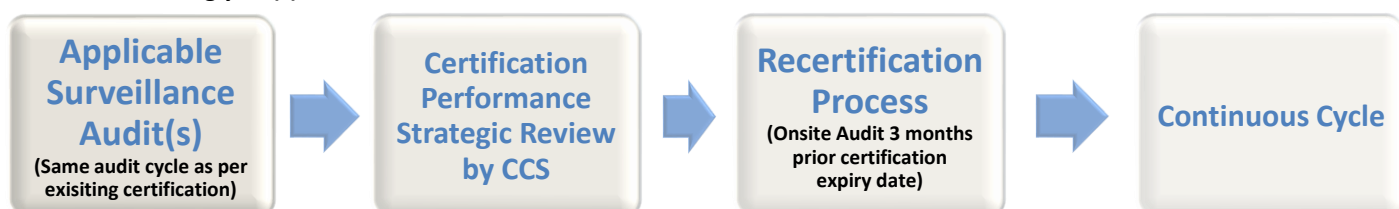


2. Transfer Certification Request

a. First Applicable Year

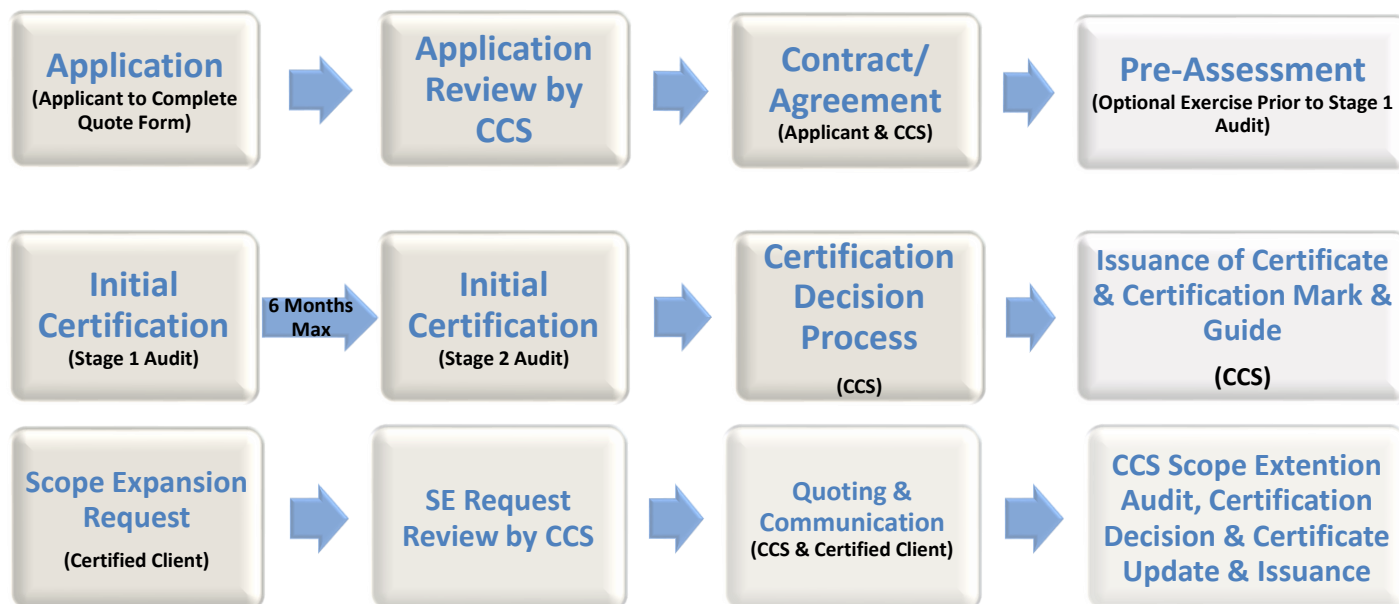


b. Succeeding year(s) - Certification Maintenance



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3. Typical Certification Process Flow with Scope Expansion or Certification Suspension and Restoration- 3 Year Cycle



Succeeding Years - Certification Maintenance



In case of any breach resulting Certification Suspension



Steps:

1. Application

- 1.1 CCS Quote Request Template will be issued to you
- 1.2 Complete and Send back to CCS for Contract Review to conclude the certification proposal
- 1.3 Kindly visit CCS website: www.ccs-certification.com for the full details of the following:
 - CCS Certification Agreement
 - Complaints and Appeals Process

2. Initial certification Process

- 2.1 Initial Certification Stage 1 Audit – To be carried out onsite following confirmation of Proposal/Contract and completion of commercial requirements;
- 2.2 Initial Certification Stage 2 Audit – To be carried out as agreed with the Client not later than 6 months from the last day of Stage 1 audit, following the completion of any required actions to the raised areas of concerns during stage 1 audit.

3. **Transfer certification Process

- 3.1 Existing Certification Records Review – To be carried out offsite
- 3.2 Transfer certification audit – Onsite Audit

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4. The Audits

- 4.1 *Stage 1 Initial Certification Audit – an onsite audit carried out by CCS Auditor/Audit Team at the facility of Scheme Applicant following contract signing and completion of commercial fees.*
- 4.2 *Stage 2 Initial Certification Audit – an onsite audit carried out by the CCS Auditor/Audit Team at the facility (and temporary sites) of Scheme Applicant following completion of Stage 1 audit and resolution of the Stage 1 findings(if there's any).*
- 4.3 *Surveillance Audits - an onsite audit carried out by the CCS Auditor/Audit Team at the facility (and temporary sites) of Certified Client 12 months and 24 months from certification decision.*
- 4.4 *Scope Expansion Audit - an onsite special audit carried out by the CCS Auditor/Audit Team at the facility of Certified Client when additional scopes or sites are requested to be added in the clients existing certification.*
- 4.5 *Recertification or Renewal Audit - an onsite audit carried out by the CCS Auditor/Audit Team at the facility of Certified Client (and temporary sites) not later than 3 months from registration expiry following signing continuation of contract and completion of commercial requirements.*
- 4.6 *Reinstatement/restoration audit – an onsite special audit carried out by the CCS Auditor/Audit Team at the facility of Certified Client (and temporary sites) when the certification is at suspension status and aimed for certification reinstatement/restoration.*
- 4.7 *Revisit Audit – a special and a follow up onsite audit carried out by the CCS Auditor/Audit Team at the facility of Certified /Scheme applicant when the applicable audit is not satisfactorily completed and/or nonconformity identified is resolved only when a revisit is carried out to verify the corrective action(s).*
- 4.8 *Other unannounced audits – an onsite audit carried out to perform further verification or investigation due to complains from authorities and other relevant third parties.*

5. Certification Decision

- 5.1. *Granting certification – a decision to positively conclude certification by CCS following technical and commercial reviews following satisfactory and successful initial certification, scope expansion, renewal or recertification and Reinstatement/Restoration processes.*
- 5.2. *Refusing certification – an adverse conclusion to certification by CCS following technical and commercial reviews following initial certification, scope expansion, renewal or recertification and Reinstatement/Restoration processes, when certification and scheme requirements are not met nor complied.*
- 5.3. *Certification Maintenance - a decision to retain the existing certification by CCS following technical and commercial reviews following satisfactory and successful Surveillance Audits.*
- 5.4. *Certification Scope Reduction or Certification Suspension – a decision concluded by CCS to a voluntary request from certified client for a valid reason with written request or as a result of breach to certification/scheme requirements and agreement terms and conditions, abuse or misuse of certification and other violations.*
- 5.5. *Certification Withdrawal – a decision concluded by CCS to a voluntary request from certified client for a valid reason with written request or as result of abuse or misuse of certification and other violations or failure to initiate satisfactory action(s) to reinstate/restore the certification within 6 months of suspension period.*

6. Certification Performance Strategic Review

An internal process implemented by CCS to all certified clients completing the entire certification cycle and opting to obtain certification renewal. The process includes evaluation of the overall performance of the client for the entire certification cycle and including its clients or authorities' feedback.

Notes:

Note 1: ** Transfer Certification is applicable only to existing active Management System certification recognized by IAF

Note 2: * In case of adverse certification decision, the client is entitled for appeals. See CCS website for the process.**

Note 3: In the event of no action initiated within 6 months of suspension, the process is escalated to withdrawal

Note 4: In case of any complaints, see CCS website for the process

Note 5: Certification Scope Expansion, Reduction, Suspension, etc may be placed at or occur before, during or after yearly surveillance audit

Note 6: Contact CCS directly (call or email) as per details below any request or concern.