



# Certification Review

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## What is Certification Review?

Certification Review is the stage after Stage 2 Audit, where the Certification Body (CB):

- Reviews audit findings, including:
  - Non-Conformity reports
  - Audit reports
  - Evidence of corrective actions
- Ensures the management system meets ISO requirements.
- Decides on recommendation for certification.

## Certification Review Process – Step-by-Step

### Step 1: Audit Completion

- Stage 1 and Stage 2 audits are completed.
- All major NCs are closed, and corrective actions for minor NCs are submitted.

### Step 2: Submission to Certification Decision Panel

- Auditor submits the complete audit report and supporting evidence.
- The report includes:
  - Scope of certification
  - Auditor's recommendation
  - NC closure evidence

### Step 3: Independent Technical Review

- A technical reviewer (not involved in the audit) verifies:
  - Audit was conducted per procedures.
  - ISO requirements are met.
  - All NCs have been addressed adequately.
  - Scope is accurately defined.

### Step 4: Decision on Certification

The Certification Decision Maker:

- Approves certification if compliant.
- Requests additional evidence if needed.
- May reject certification if major issues persist

### Issue of Certificate

Once approved:

- Certificate is prepared with:
  - Organization name and address
  - Scope of certification
  - Applicable ISO standard
  - Certificate number
  - Issue date and validity period
- Certificate is signed and issued to the client.
- The certification is recorded in the CB's certification register.
- The certified client can now:



- Use the certification mark as per CB's rules.
- Publicly claim certification.

## **Timeline for Certification Review & Issuance**

Typically:

- Certification review and decision: 1-4 weeks after audit completion (depending on NC closures and evidence submission).
- Certificate issued immediately after approval.

## **Key Points**

- Certification is not automatic after audit; it requires independent review and approval.
- All major NCs must be closed before certification.
- Clients should maintain their management system and prepare for annual surveillance audits post-certification.
- Misuse of certification marks or scope can lead to suspension or withdrawal.

## **Benefits of This Structured Process**

- Ensures impartiality in certification decisions
- Confirms the system's compliance before granting certification
- Protects the credibility of ISO certification
- Provides clients with confidence in their management system