

1 PURPOSE

The purpose of this operating procedure is to describe and control the procedure for the certification of the management system according to standard ISO 14001.

2 SCOPE

The provisions of QMP 32.01 apply mutatis mutandis
The requirements which is mainly different to the condition described in QMP 32.01 is defined in ISO 17021-2.

3 PROCESS RESPONSIBILITY

The provisions of QMP 32.01 apply mutatis mutandis

4 PROCESS CONDITIONS

4.1 Obligation and Cooperation with authorities

The provisions of QMP 32.01 apply mutatis mutandis

4.2 Work environment

The provisions of QMP 32.01 apply mutatis mutandis

4.3 Conditions

The provisions of QMP 32.01 apply mutatis mutandis

4.4 Supervision

The provisions of QMP 32.01 apply mutatis mutandis

5 CERTIFICATION PROCESS

5.1 Contact Meeting

The provisions of QMP 32.01 apply mutatis mutandis

5.2 Calculation audit time

The provisions of QMP 32.01 apply mutatis mutandis

5.2.1 Audit time (based on IAF-MD5)

Audit duration	1		2		3		4		5	
Number involved staff	Preset value days for certification Stage 1 and 2		Numbers of days first certification on site eff. 80% of 1 Stage 1 and 2		Numbers of days surveillance on site 33% of 2		Preset value days for recertification 66% of 1		Numbers of days recertification on site eff. 66% of 2	
	High	Limited	High	Limited	High	Limited	High	Limited	High	Limited
1 - 5	3	2.5	2.4	2	0.8	0.6	2	1.6	1.6	1.3
6 - 10	3.5	3	2.8	2.4	0.9	0.8	2.3	2	1.9	1.6
11 - 15	4.5	3	3.6	2.4	1.2	0.8	3	2	2.4	1.6
16 - 25	5.5	3	4.4	2.4	1.5	0.8	3.7	2	2.9	1.6
26 - 45	7	3	5.6	2.4	1.9	0.8	4.7	2	3.7	1.6
46 - 65	8	3.5	6.4	2.8	2.1	0.9	5.3	2.3	4.3	1.8
66 - 85	9	3.5	7.2	2.8	2.4	0.9	6	2.3	4.8	1.8
86 - 125	11	4	8.8	3.2	2.9	1.1	7.3	2.6	5.9	2.1
126 - 175	12	4.5	9.6	3.6	3.2	1.2	8	3	6.4	2.4
176 - 275	13	5	10.4	4	3.4	1.3	8.7	3.3	6.9	2.6
276 - 425	15	5.5	12	4.4	4.0	1.5	10	3.6	8	2.9

The difference between the risk classes (high...limited) can be seen in IAF MD5 Annex B



5.2.2 Standard for combined audits (Basis Document EA-7/05)

The provisions of QMP 32.01 apply mutatis mutandis

5.2.3 Standards for Multisite Audits (Basis Document IAF-MD1)

The provisions of QMP 32.01 apply mutatis mutandis

5.3 Audit planning /Team composition

The provisions of QMP 32.01 apply mutatis mutandis

5.4 Formal application/certification contract

The provisions of QMP 32.01 apply mutatis mutandis

5.5 Certification / process flow chart

The provisions of QMP 32.01 apply mutatis mutandis

5.5.1 Consideration of the audit

The provisions of QMP 32.01 apply mutatis mutandis

5.6 Evaluation of the quality relevant activities in the organisation

The provisions of QMP 32.01 apply mutatis mutandis

5.5.1 Mayor Non-Conformity

The provisions of QMP 32.01 apply mutatis mutandis

5.5.2 Minor Non-Conformity

The provisions of QMP 32.01 apply mutatis mutandis

5.5.3 Remarks

The provisions of QMP 32.01 apply mutatis mutandis

5.7 Application for certification

The provisions of QMP 32.01 apply mutatis mutandis

5.8 Handling of non-conformities

The provisions of QMP 32.01 apply mutatis mutandis

5.9 Hand-over of the certificate

The provisions of QMP 32.01 apply mutatis mutandis

5.10 Surveillance audits

The provisions of QMP 32.01 apply mutatis mutandis

5.11 Recertification

The provisions of QMP 32.01 apply mutatis mutandis

5.12 Transfer

The provisions of QMP 32.01 apply mutatis mutandis

5.13 Special Audits

The provisions of QMP 32.01 apply mutatis mutandis

5.14 Confidentiality

The tie of confidentiality is regulated by the General Conditions.

6 ADMINISTRATIVE ATTENDANCE AT THE CERTIFICATION PROCEDURE

6.1 Personal

The provisions of QMP 32.01 apply mutatis mutandis

6.2 Objection proceed

The provisions of QMP 32.01 apply mutatis mutandis

6.3 Customer duty

The provisions of QMP 32.01 apply mutatis mutandis

6.4 System of registration

The provisions of QMP 32.01 apply mutatis mutandis

6.5 Safekeeping/filing

The provisions of QMP 32.01 apply mutatis mutandis

6.6 Issue, maintenance and withdrawal of certificates

6.6.1 Issue

The provisions of QMP 32.01 apply mutatis mutandis

6.6.2 Maintenance

The provisions of QMP 32.01 apply mutatis mutandis

6.6.3 Suspension/Withdrawal of certification

The provisions of QMP 32.01 apply mutatis mutandis

6.6.4 Modifications on certificates

The provisions of QMP 32.01 apply mutatis mutandis

7 APPLICABLE DOCUMENTS

QMV 20.10	Personal process
FO 102-d-e	Overview of documents