

	ORGANIZATION	Swaziland Standards Authority (SWASA)	
	DEPARTMENT	Management System Certification Scheme (MSCS)	
	DOCUMENT TITLE	Procedure for Granting Management System certification	
	Effective date	Document No.	Revision
	31 August 2017	SWASA-MSCS-PR9.5-04	01

1. PURPOSE

This procedure specifies the conditions for granting initial certification and maintaining certification.

2. SCOPE

The procedure applies to all processes relating to granting of Management Systems certificate.

3. DEFINITIONS

3.3 Applicant - An Organization that applies for a certificate under the Management Systems Certification Scheme.

3.4 DCO -The Document Control Officer appointed to coordinate preparation, control and dissemination of documentation pertaining to MSCS.

3.5 QAM- QAM & Management Representative responsible for day-to-day operations of MSCS and quality management systems implementation within SWASA.

4. RESPONSIBILITIES

4.1.MSCC- Management Systems Certification Committee is responsible for the formulation policy relating to the operations of MSCS.

4.2 Certification **Committee**- The committee appointed to consider audit findings, recommendations for grant of certification and taking decision on certification

4.3 QAM - QAM and Management Representative (MR) responsible for day-to-day operations of MSCS and quality management systems implementation within BSB.

5. PROCEDURE

Clause No.	Task	Responsibility	Related Document
5.1	Submission of audit reports		
5.1.1	Analysis all information and audit evidence gathered during the stage 1 and stage 2 audits to review the audit findings and make appropriate recommendation and the audit conclusions	Team Leader	MSCS-FM9.3-05 and MSCS-FM9.3-03
5.2	Review of Audit recommendation		
5.2.1	Ensure that reviewer who review and scrutinize reports and make recommendation are different from those who carried out the audits.	QAM	
5.2.2	Confirm, prior to making a decision		
		QAM/ Audit	

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	<ul style="list-style-type: none"> a) the information provided by the audit team is sufficient with respect to the certification requirements and scope for certification; b) it has reviewed, accepted and verified the effectiveness of correction and corrective actions, for all nonconformities that represent c) it has reviewed and accepted the client's planned correction and corrective action for any other nonconformities. 	Team Leader	
5.3	Information for granting initial certification		
5.3.1	<p>Ensure information provided by the audit team has:</p> <ul style="list-style-type: none"> a) the audit reports, b) comments on the nonconformities and, the correction and corrective actions taken by the client, c) confirmation of the information provided in the application review and d) a recommendation whether or not to grant certification, together with any conditions or observations. 		
5.3.2	make the certification decision on the basis of an evaluation of the audit findings and conclusions		
5.3.3	Review all audit reports received for completeness and forward to MSCC-Approval committee	QAM	
5.4	Decision on Certification		
5.4.1	Submit review report and all other relevant information to approval committee to take certification decision	QAM	MSCS-GL5.1-01
5.4.2	Submit file with Approval committee decisions for final approval	Director	
5.4.3	Document decision and inform applicant of the outcome of the certification process.	QAM	
5.4.4	Intimation grant certificate to the applicant	QAM	MSCS-GL5.1-01
5.4.5	Collect annual certificate fee and intimate grant of certificate	DCO	

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5.4.6	Update register of certificate.	DCO	MSCS-FM9.5-05
5.4.7	Prepare certificate document on prescribed format	DCO	
5.4.8	Letter forwarding the certificate to client	QAM	

7. REFERENCES

MSCS-GL5.1-01 Guidelines for certification committee
 MSCS-GL9.5-01 Guidelines on the use of standards mark
 MSCS-FM9.5-05 Certificates register
 MSCS-FM9.3-03 Stage 1 audit report
 MSCS-FM9.3-05 Stage 2 audit report