



PRIME EDGE INTERNATIONAL PRIVATE LIMITED

CERTIFICATION DECISION AND HANDLING

Certificate Decision Committee:

Review of audit pack:

- Audit pack forwarded by lead auditor (Both stage I & stage II) is reviewed by Executive Committee (EC), which is an independent, competent authority comprising CEO, and qualified experienced auditor who are not member of audit team. EC reviews the audit pack along with contract review records to ensure that:
 - Assessment has been conducted to cover the scope of certification
 - Assessment has covered all the requirement of audit programme
 - Audit notes recorded in the check list is adequate to justify the scope and recommendation.
 - Respective processes are audited by competent auditor (where required along with TE) as per the audit programme defined.
 - Assessment conducted provides confidence in the justification for recommendation for certification.
 - Audit team has reviewed, accepted and verified the effectiveness of correction and corrective actions, for all non conformities which represent,
 - (a) Failure to fulfill one or more requirements of the management system standard or
 - (b) A situation that raises significant doubt about the ability of the client's management system to achieve its intended outputs.
 - Clients planned correction/corrective action for any other nonconformity is reviewed and accepted by the audit team.
 - Any other relevant information
 - Independence of audit team members
- EC reviews the audit pack and seeks for any clarification/additional details from the lead auditor, if required. Assistance from a technical expert shall be considered, if EC does not have an auditor qualified in the product sector.
- Certification Decision Record is completed by the EC members and approved by CEO for issue of certificate of compliance.

Certificate of compliance (COC):

- Certificate of compliance is issued to give confidence that the Management System complies to the requirements of the respective ISO standard. Certificate of compliance shall be issued within a time frame of one month, unless a major concern is expressed by EC.
- Certificate of compliance shall consist of following information.
 - COC number: PEIPL/ABCD/XXYYZZ/0000 – ABCD {Short Name of Company}, XXYYZZ{Date}, 0000{Certificate Number}
 - Scope of certificate
 - Physical location of the client organization Only PO Box address shall not be accepted.

Prepared By: Ms. Jyoti Singh {TD}

Approved By: Mr. Dharamveer Singh {CEO}



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- In case of multi site organization, the COC shall contain the name address of the central office and a list of all sites. If temporary sites are included in the scope, such sites shall be identified as temporary in certification document.
 - A separate certificate for each site may be issued provided scope is same and include a clear reference to the main certificate.
 - Issue date is the date of certification decision by EC
 - Expiry date. Certificate of compliance shall be valid for a period of 3 years from the certification decision date. Last issue date, in case issue of revised COC. In case of revision to the COC for any reason, running serial Number in the COC number is followed by Revision Number. Ex - X-EA-ABCD-YY /Revision Number Starting from 01.
 - Brief on condition for validity of certificate of compliance Certificate of compliance is signed by MD or any of the directors, who is not a part of the audit team.
- The TCI logo and applicable Accreditation logo is printed on all the accredited certificate of compliance. Accreditation number/registration number of the concerned accreditation is marked for the traceability purpose. Certificate of Compliance is forwarded to the client along with the use of TCI and accreditation logo, and conditions of certification.
 - TCI maintains the Certified Organization Directory. Details of the certified organization shall be updated within 3 days of issue of COC. COC is valid subject to conducting surveillance audits to verify continued compliance of the client QMS to the planned arrangements at agreed frequency from the date of COC as per certification agreement and conditions of certification.
 - COC may be withdrawn or kept under suspension or made inactive under specified conditions as described in Conditions for certification.

Invoice

- Invoice is raised for the professional services provided and forwarded to client within 7 days of completion of audit

Prepared By: Ms. Iyaa Singh {TD}

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