

Assessment process: Changing an approval

CLIENT INFORMATION NOTE

Overview

This Client Information Note (CIN) explains our 'Changing an approval' process for Management System assessment and certification. Please see other CINs in this series for explanations of our other processes.

Reviewing the change

For any increase or decrease in your certificate of approval, please submit a formal request for the change. LRQA will review the request to consider:

- additions or changes to competency requirements for the visit team(s), and
- additions or reductions in visit duration requirements

and we will notify you of any changes by an amended contract.

If the change requested has meant a major change or addition to your documented system, we will undertake a separate document review visit (Stage 1).

We will conduct the Change to approval visit in line with our process for Stage 2 assessment visits, although we do not normally produce a formal visit plan. If we did not need to conduct a document review (Stage 1), we will allow time during

the visit for the team leader to review relevant documentation and to agree a plan for the visit.

As part of the requirements for an addition to the approval; LRQA is required to confirm that you have addressed any additional activities, processes or locations that will be included within the scope of certification within your internal audit system and that the additional activities, processes or locations have been subject to a complete internal audit and that any resulting non-conformities raised at the internal audit(s) have been addressed.

LRQA will also confirm that any changes to organizational context, including interested parties, have been addressed and have been subject to review by the leadership of the organization, as they will impact on the scope of the management system.

Change to approval visits may be carried out as separate visits or may be combined with a scheduled (Surveillance or Certificate Renewal) visit.

LRQA will issue an amended certificate(s), using the same expiry date as on the current certificate.

Reporting

At the end of the visit a report is produced which details the outcome of the visit and any findings raised. Findings raised will be addressed in accordance with the LRQA process for managing findings; please see other CINs in this series, any Minor non-conformances raised will require a plan of corrective action to be available to LRQA prior to the certification decision for any change to approval.

Get in touch

Visit www.lrqa.com for more information

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