

## **Audit process and certificate issuance, suspension, termination or reduction of certification area**

The certification process at the Management Systems Certification Body German Certification Body LLC (hereinafter referred to as "MSCB") is organized and carried out according to the internal Certification procedure, which includes the following stages:

- Submitting of application to the MSCB,
- Analysis of the application, adoption of a decision on the initiation of the certification process,,
- Drafting the audit plan (including the purpose of the audit, the criteria, the composition of the audit team and the schedule, as well as coordination with the client),
- Implementation of the 1st phase of the audit,
- Implementation of the 2nd stage of the audit,
- Preparation of the audit report,
- Compliance control audit planning and implementation,
- Compilation of compliance control audit report.

The validity of the certificate issued by the MSCB is suspended in the following cases:

- if the management system of the certified organization no longer meets the certification requirements, including the requirements for the effectiveness of the management system,
- if the certified organization prevents audits to check compliance with the specified frequency,
- if the certified organization itself applies for the suspension of certificate operation.

The MSCB ensures that the decisions on granting, rejecting, expanding or reducing the scope of certification, suspending or restoring certification, terminating or renewing certification are made by persons or committees that did not participate in the audit process. Before decisions are taken on the granting of a certificate, the extension or limitation of the scope of certification, the renewal, suspension or restoration or the termination of certification, it must be ensured that:

- the information presented by the audit team is sufficient for the certification requirements and the certification of the given sector,
- for each significant nonconformity, corrections and corrective actions were analyzed, adopted and coordinated.

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