

	Precertification Activities Procedure		Proc- QP 08 Rev: 03 Eff Date: 25 Sept 2025
Developed by	Certification Manager	Approved by	Managing Director

1 Purpose

Details of steps to be followed when processing applications and application reviews.

2 Scope

Covers all applications received for certification including recertifications and transfers.

3 Responsibility

The Certification manager together with the MD.

4 Abbreviations

IC – Impartiality Committee

MS – Management System

CA – Corrective actions

IAF – International Accreditation Forum

AB – Accreditation body.

CM – certification manager

5 Process

Function	Process	Measurement
Initial Application and application review	- Enquiries may be received telephonically, via the website, or by email. - The application form and certification process get issued to the client via email. - The receptionist will review the application to ensure that it is fully completed and requested information is submitted by the client. - During the application review process, the Certification manager/administrator will confirm the capability (resources including competent auditors, technical reviewers, and certification decision makers), scope, and suggested audit	Frm- QP 08.1 Certification Application Frm- QP 08.2 Certification Application review Frm-QP 08.3/08.3a Audit time determination Frm- QP 08.4 Quotation, offer & acceptance letter



Precertification Activities Procedure

Proc- QP 08
Rev: 03
Eff Date: 25 Sept 2025

Developed by

Certification Manager

Approved by

Managing Director

Function	Process	Measurement
	date) to ensure the management system of the client is sufficient to develop the audit program. - NST will either accept or decline the application based on: - the information provided by the client. - Consideration on whether the scope is accredited. - Capability and competency of NST on the applicable scope. - Whether NST offers the scope. - The social, economic and legal status of the applicant. - The information provided by other certification bodies in case of transferring applicants. - If the application is declined, the reasons will be communicated to the client by email, and the emails are to be saved in each client's folder. - Audit time audit will be calculated and documented on the audit time template quote and a certification agreement will be generated. - Audit time determination to require written justification on Frm-QP08.3a (Audit time determination template) for all reductions/increases in audit days. - The quote and certification agreement shall be emailed to the client for signature/acceptance. - Accepted quote and signed certification agreement by the client shall be filed in an electronic database. - Once the quotation and agreement are accepted by the applicant, NST shall generate the audit program and plan for stage 1 audit.	

	Precertification Activities Procedure		Proc- QP 08 Rev: 03 Eff Date: 25 Sept 2025
Developed by	Certification Manager	Approved by	Managing Director

Function	Process	Measurement
Recertification Application and application review	• Certification manager/Administrator will notify the client of the certificate expiry date and if the client would like to continue with certification an application form will be issued. • Upon receipt of the application the following will be compiled; audit time, quotation, new agreement and will be issued to the client for signature.	Frm- QP 08.1 Certification Application Frm- QP 08.2 Certification Application review Frm- QP 08.3 Audit time determination Frm- QP 08.4 Quotation, offer & acceptance letter Frm-QP 08.5 Certification agreement
Administrative process	• Open new Client electronic folders and save all signed records (In case of a re-certification the previous scanned 3-year cycle documents are transferred to an Archive folder) • Update CLIENT LIST database	Updated electronic client list. Frm-QP 08.4 Certification agreement. Terms and conditions of certification

Revision History

Proposed by	Section	Description of amendment	Date	Revision status	Approved By
CM		Full review of the procedure	01 June 2023	01	MD
CM		Full review of the procedure	01 July 2023	02	MD