



## Preparation & Planning

The right auditor, with subject matter knowledge and experience will be selected for your business.

An initial meeting between the Lead auditor and senior management of the business, will take place. The auditor will work in consultation with your Management to explain the process and develop an appropriate audit plan, setting out objectives, scope and a the audit program.



## Stage 1 Step 1 - Initial Audit

Stage 1 of the Initial audit will involve a review of the documented management systems. An opening meeting with management and administrative personnel involved in the audit, will be undertaken to ensure all parties are aware of the audit plan.



## Stage 1 Step 2 - Completion

Completion of Stage 1 will include close out of non-conformance findings and determination of readiness to proceed to Stage 2.



## Stage 2 Step 1 - Initial Audit

Stage 2 of the initial audit will involve determining the level of implementation, of the documented management systems, in the field. Stage 2 is the active audit stage, where the auditor is likely to visit sites and may interview key employees.



## Stage 2 Step 2 - Completion

A closing meeting will be undertaken on completion of Stage 2 to outline any further non-conformances and the requirement to close these out, before certification can be determined. The final audit report will be issued to senior management



## Certification

Once action plans are in place and major non-conformances have been closed out, Audit Certification will be issued.



## Annual Audit

Within 12 months of the Initial audit, a surveillance audit will be undertaken to ensure action plans been put into practice and implementation of the management system is ongoing. A second surveillance audit will be undertaken in year 2.



## Recertification

Recertification will be undertaken on a 3 yearly cycle. Documentation and implementation will again be reviewed, a report issued, recommendations addressed with action plans in place and major non-conformances closed out, before determination of ongoing certification.

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STAGE  
1

STEP  
02

STAGE  
2

STEP  
02

Certification

Annual  
Audit

Recertification