	<b>URS (ME) FZC</b>	
	<b>Procedure- Decision to Certification</b>	<b>Date:</b> 19 March 2016 <b>Doc. No:</b> URSME-01
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### 1.0 Scope

This procedure covers the final review of the audit reports prior to authorizing the generation of the certificate of registration.

### 2.0 Objective

The procedure allows for the final review to look at all of the reports, up to the issue of a certificate, by an independent competent person.

### 3.0 Procedure

Once Auditor submits the report and accepts the CAPs of client (if any NC rose), the reports and associated documents are passed to the final review stage. This reviewer / reviewers (Decision maker) must not be part of audit team.

At this stage, which includes the Certification, Surveillance and re-certification stage, the reviewing person (technical competent person) shall evaluate whether, or otherwise, the certificate can proceed to be granted, refused, maintained, Scope of certification can be expanded or reduced, Certificate can be Renewed, Suspended or Suspension can be revoked (restored), or withdrawal of certificate is required.

The reviewer will check for such matters as:


3.1 Does the audit activity justify the scope requested?

3.2 Does the Information provided by audit team is sufficient with respect to the certification requirements and scope of certification?

3.3 Does the continuity of the reports make sense e.g.: from the document review (stage 1) to the on-site audit (stage 2), do summaries make sense, do audit plans make sense (copy and paste of wording is not simply added to the report to satisfy administration protocols)?

3.4 Are the report findings correctly stated in relation to definitions and are they correctly defined e.g.: an OFI is recorded when it should be a discrepancy?

3.5 Are the actual corrective actions/evidence in-line with the reviewer's expectations of the findings?

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3.6 For any major Non conformities, it has been reviewed, accepted and verified Corections actions and correction action plans?

3.7 For any minor Non conformities, it has been reviewed and accepted Correction and Corrective actions?

3.8 As the reviewer, are you satisfied that the audit and supporting documents justify the recommendation to raise the certificate i.e.: a competent audit was performed at the client’s premises?

If for any reason, any of the above questions cannot be closed during review, Reviewer must notify the auditor and they will seek answers/clarification and evidence, where necessary, prior to acceptance to proceed. As a reviewer, he/she is entitled to request the office to perform additional work e.g.: at the first surveillance, they MUST re-visit an area that he/she were not entirely satisfied with, conduct a special visit.....

Once the reviewer is satisfied that the certificate can be generated, the reviewer will sign **RCL** and date **RCL Review** and pass back to the original reviewer and/or to Operation Department to proceed for generation of certification by uploading report etc. on CMS.

The Decision Maker/ report reviewer should make the decision for granting or refusing Certification, expanding or reducing scope of certification, suspending or restoring scope of certification (upon Completion of Audit), Withdrawing or renewing certification.

#### 4.0 Forms

The sign-off and dating of the **RCL** will at this time act as a record of this review activity.