


	URS (ME) FZC		
	Procedure- Decision to Grant Certification	Date: 19 March 2016	Doc. No: URSME-01
		Issue No. 1	Rev No. 2

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AMENDMENT RECORD

Amendment No/Issue No	Rev No	Affected Sections/Page No	Description	Prepared By	Approved by	Date
01	00	All	Procedure-Decision to Grant Certificate	Disha Sanghvi	Neelesh Sinha	19/03/16
01	01	All	QMS RCL Review added	Disha Sanghvi	Neelesh Sinha	21/5/21
01	02	RCL	RCL review on CMS	Disha Sanghvi	Neelesh Sinha	29/04/22

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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 / reviewer (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 e.g.: If installation is requested in the scope, has a site visit been performed? Is the totality of the scope accredited, is the execution class correct?

3.2 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)?

3.3 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?

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

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3.5 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?

3.6 The reviewer will focus on the evidence in the ER report to ensure a thorough audit has been performed and also use the question prompts on the PRMS system for the relevant review stage.

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, the report will be placed on-hold to obtain more information 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 or whatever required.

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

RCL Review to be done on FLAB PORTAL and/or CMS and reviewer will add date of review and progress on portal.

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. The same can be done online from reviewer log in on CMS.