



MANAGEMENT SYSTEMS CERTIFICATION DOCUMENT

Document No: MSC-P11-AA
Page 1 of 4

CERTIFICATION PROCESS

Version: 02
Effective: Feb 2016

Compiled by: Certification

Approved by: GM Certification

CERTIFICATION PROCESS

PROCESS	RESPONSIBILITY
	GM: Secretary
	GM: Secretary
	GM: Secretary
	GM: Secretary
	Manager: Certification
	Application Reviewer

Phase



CERTIFICATION PROCESS

PROCESS	RESPONSIBILITY
<pre> graph TD A((A)) --> D1{Application complete? Competence available?} D1 -- No --> I[/Inform Client/] D1 -- Yes --> P7[7. Determine Audit man-days] P7 --> D2{MSC-P10-FE/FL approved by GM?} D2 -- No --> P7 D2 -- Yes --> P8[8. Prepare and send quotation to Client] P8 --> D3{Client accept quotation?} D3 -- No --> S([Stop]) D3 -- Yes --> P9[9. Appoint Audit team] P9 --> A1((A1)) </pre>	<p>Application Reviewer</p> <p>Application Reviewer</p> <p>Manager: Certification</p>

Phase




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Document No: MSC-P11-AA Page 3 of 4
Version: 02 Effective: Feb 2016
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PROCESS	RESPONSIBILITY
<pre> graph TD A1((A1)) --> T10[10. Prepare & send Stage 1 audit Invoice and CA] T10 --> D1{Stage 1 payment received? Signed CA received?} D1 -- No --> F[Follow up] D1 -- Yes --> T11[11. Conduct Stage 1 audit] T11 --> T12[12. Send Stage 1 audit report] T12 --> T13[13. Agree on Stage 2 audit date] T13 --> T14[14. Prepare & send Stage 2 invoice & Audit plan] T14 --> A2((A2)) </pre>	<p>Audit team</p> <p>Audit team</p> <p>Audit team</p> <p>Audit team</p> <p>Audit team & Manager Certification</p>

Phase

 NSi NAMIBIAN STANDARDS INSTITUTION	MANAGEMENT SYSTEMS CERTIFICATION DOCUMENT	Document No: MSC-P11-AA Page 4 of 4
	CERTIFICATION PROCESS	Version: 02 Effective: Feb 2016
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