

	MANAGEMENT SYSTEMS CERTIFICATION DOCUMENT	Document No: MSC-P00 Page 1 of 1
	MANAGEMENT SYSTEM CERTIFICATION REQUIREMENTS	Version: 03 Effective: Oct 2018
	Compiled by: NSI Certification	Approved by: GM Certification

The Namibian Standards Institution (NSI) operates Management System Certification Schemes in line with Section 23 of the Standards Act, 2005. (Act No. 18 of 2005). All certification activities are conducted throughout Namibia from the NSI Head Office in Windhoek. After successful implementation of the requirement of the applicable standards e.g. ISO 9001, ISO 22000 or SANS 10330, the applicant shall complete and submit an application form (MSC-P10-FA/MS-C-P10-FM). The NSI shall start with the certification process by reviewing the submitted application form.

The applicant shall apply for management system certification under the following provisions:

1. Pre-requisite requirements

- 1.1 Ensure that all requirements of the standard are implemented.
- 1.2 Conduct an internal audit and management review prior to application for certification, and submit those records together with the application form.
- 1.3 Verification of PRP's and hazard control plan (Only applicable to Food Safety Management System).

2. Client general requirements

- 2.1 Apply using the MSC-P10-FA: Quality Management Systems (QMS) Certification Application Form/MS-C-P10-FM: Food Safety Management Systems (FSMS) Certification Application Form
- 2.2 Pay the applicable certification fee.
- 2.3 Provide a company registration certificate and any other required supportive documents.
- 2.4 Sign a binding contractual certification agreement with NSI and adhere to the rules therein which include;
 - i. Use of the Certificate of Conformity
 - ii. Use of mark of conformity
 - iii. Notification of changes to NSI
 - iv. Reference to NSI certification
 - v. Surveillance activities
 - vi. Actions to be taken upon suspension, withdrawal, or termination of certification.
- 2.5 For FSMS, the stage 1 audit shall be conducted onsite, QMS stage 1 may be conducted onsite only when necessary.
- 2.6 Allow the NSI audit team to access areas to be audited.