

Special Conditions for Certification

Expanding scope

Upon receipt the application for amendment of scope certification from client, the CO shall review the application and determine the appropriate assessment procedure such as document review, onsite audit etc.

Based on the results of the review and/or audits, the CEO shall liaise with the COO and document the decisions made to arrange the necessary amendments of the certification scope.

Short-notice audit

In the event of the following situations, short notices or unannounced audits to the certified client shall be undertaken at the discretion of CM.

- changes significantly affecting the activity and operation of the certified client;
- complaint investigation or any other information suggests that the certified organization may no longer comply with the certification requirements;
- follow up on suspended clients; and
- occurrence of a serious incident related to OH&S, for example: a serious accident or a serious breach of regulation

The process for such short-noticed audits shall follow the same arrangement and planning as other audits as described in Certification Process Procedure with special consideration shall be given in the selection of audit team.

In such cases:

- a) The CO shall describe and make known in advance to the certified clients the conditions under which such audits will be conducted
- b) The CO shall exercise additional care in the assignment of the audit team because of the lack of opportunity for the client to object to audit team members
- c) The CO shall document the outcome of investigation of the serious incident

Suspending, withdrawing or reducing the scope of certification

The process for the suspending, withdrawing or reducing the scope of certification as follows:

Suspension of certification

GC may suspend the certificate of an organization as follow reasons, but not limited to, for example:

- persistently or seriously failed to meet management system requirements;
- delayed surveillance or recertification visit;
- receivables overdue; or
- the certified client has voluntarily requested a suspension, such as bankrupt, lack of resource

Under suspension, the certification and the right for the use of certification symbols will be temporarily invalid.

Decision of suspension shall be made by the COO and inform to certified client in writing. The CM/SCO should communicate with certified client the actions required to resume the certification within an acceptable timeframe. Once the cancellation of the suspension, the certification number will remain unchanged.

Withdrawal of Certification

GC may withdraw the certification if the certified client contravenes the regulations of certification or if its management system do not fulfill the certification requirements.

GC may withdraw a certification in the following situations:

- the certification has been suspended for more than six months;
- misuse of certificate, GC name and logo despite attention has been drawn to the misuse;
- non-payment of GC invoices, despite reminders;
- other non-fulfillment of regulations or agreements with GC;
- bankruptcy, cease of production or other change of organization conditions that do substantially change the certification conditions;
- production pause of long duration so that it is impossible to assess if the management systems have been completely implemented.

Decision of withdrawal of a certification shall be made by the COO and inform to certified client in writing. The organization will instruct to return the certificate and to cease using of GC's name and logo.

At the same time, the organization shall be informed of the conditions for re-acquiring the certification. Violation of the GC regulations may involve legal proceedings.

In case of continued misuse or non-payment, GC shall without further notice commence legal proceedings including collection of debt.

For voluntary withdrawal (i.e. termination), client shall submit written notice to GC at least four months prior to the effective date. Certification right in the use of mark shall be withdrawn. To resume certification, the client shall go through the application and certification process. A new certificate number will be assigned.

Reduction of Certification

GC may reduce the scope of certification of an organization due to, but not limited to, for example:

- persistently or seriously failed to meet management system requirements;
- requirement for certain type(s)/model(s) of product(s);
- client's decision to reduce the scope of certification.

The routine procedures for evaluating, reviewing and making of certification decision shall be followed, updated certificate shall be issued to the certified client.

Decision of reduction in scope of certification shall be made by the COO and inform to certified client in writing. The organization will be instructed to return the certificate.