Certification process for additional sites

If you want to implement your management system across multiple sites, there will be a few extra steps in the certification process. To show you the road ahead, here is an overview of what to expect.



Signing up

To have more than one site certified under a single management system, one of our consultants will need to visit approximately a third of your additional sites to check that they are compliant with the management system. Your QMS advisor will be able to confirm the number of sites when preparing your agreement.



Boo

Booking

Our Booking Team will contact you to book your gap analysis and stage one audit at your central site. This could be an on-site visit or a remote consultation with one of our experts. To prepare, you can work through an ISO/BS checklist on QMS Connect, but this isn't necessary if you don't have time.



Connect, but this

Your consultant will work through the ISO/BS checklist addressing the requirements of the ISO. Their findings will be written up into a gap analysis report and published on QMS Connect. You will need to be able to show that you have made any recommended changes.



Management system

Your consultant will create your bespoke management system based on the information gathered at your consultancy. This will be made available on QMS Connect. The documented processes within this management system will need to be implemented at all of your additional sites.



Consultation

A stage two audit will be carried out to review whether the changes you have made now meet the ISO's requirements. The auditor will need to visit both your central site and a sample of your additional sites before the certifications for the additional locations can be issued.



Certification

If your consultant is satisfied, they will submit their recommendation and providing this is accepted you will be awarded your ISO certificate on QMS Connect.



Annual Surveillance Audits

Once you've achieved certification, the certification cycle will commence. This is made up of surveillance and re-certification audits, one of which must take place each year. These audits provide QMS with the evidence required to verify your continued compliance with the Standard and confirm the continued validity of your certification.

At each annual audit, a sample equaling one-third of your additional sites will be audited in addition to the central site. This means that by year three, all of your additional sites will have been audited to confirm that they meet the requirements of the Standard.