



Number : **ICA-QP-08**
Title : **Certificate Issue and Control**

Certificate Issue and Control

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01	00	01.10.2022	Technical Manager	Director
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1.0	Purpose				
	<ul style="list-style-type: none"> • The purpose of this procedure is to: <ul style="list-style-type: none"> ❖ Control the certificate issue process ❖ Monitor track the certificate for its unique identification. 				
2.0	Scope				
	<ul style="list-style-type: none"> • Applicable for all clients certified by ICA. 				
3.0	Definitions & Abbreviations				
3.1	Top Management	:	Governing body of the organization {Director}		
3.2	EC	:	Executive Committee		
3.4	ICA	:	INTERNATIONAL CERTIFICATION AUTHORITY.		
3.4	CAR	:	Corrective Action request.		
4.0	Reference Documents:				
Sr. No.	Doc Name	Doc No	Rev No	Rev Dt.	Retention Period
1	Audit Report-Stage-1 - QMS	ICA-QF-31	00	01.10.2022	5 Years
2	Audit Report-Stage-II - QMS	ICA-QF-32	00	01.10.2022	5 Years
3	Audit Report-Stage-1 - EMS	ICA-QF-33	00	01.10.2022	5 Years
4	Audit Report-Stage-II - EMS	ICA-QF-34	00	01.10.2022	5 Years
5	Audit Report-Stage-1 - OHSMS	ICA-QF-35	00	01.10.2022	5 Years
6	Audit Report-Stage-II - OHSMS	ICA-QF-36	00	01.10.2022	5 Years
7	Audit Report-Stage-01-IMS (9,14,45)	ICA-QF-37	00	01.10.2022	5 Years
8	Audit Report-Stage-02-IMS (9,14,45)	ICA-QF-38	00	01.10.2022	5 Years
9	Audit Report-Stage-1 - FSMS	ICA-QF-39	00	01.10.2022	5 Years
10	Audit Report-Stage-II - FSMS	ICA-QF-40	00	01.10.2022	5 Years
11	Certification Decision Review Check sheet	ICA-QF-43	00	01.10.2022	Live
12	Directory of Certified clients	ICA-QF-44	00	01.10.2022	5 Years

5. Procedure

- After completion of Stage-1 & Stage-2 Audit, Auditor has to submit the audit pack to Reviewer and then to EC for final decision.
- EC to take the final decision along with the Director and give clearance for release of certificate to Technical Manager.
- Technical Manager to allocate the clients details in the Directory of certified clients.
- Technical Manager Allocates a serial number to the certificate as per following logic defined by the Director
- Technical Manager ensures that Date of certification is always post Certification decision by EC.
- Technical Manager refers the following details from the audit report and generate the certificate : The name of the organization; Geographic location of each plant/premises whose management system is certified; The dates of granting, extending or renewing certification; The expiry date or recertification due date consistent with the recertification cycle of Max three years; A unique identification code in form of certificate number; The standard and/or other

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normative document, including issue number and/or revision, used for audit of the certified client; The scope of certification with respect to product (including service), process, etc., as applicable at each site ;The name, address and certification mark of ICA including accreditation symbol to ensure that they are not misleading or ambiguous and Rev. No of the certificate.

- Technical Manager to submit draft certificate to the client for review.
- If client recommends changes, these are done and Technical Manager to resubmit certificate to the client for review.
- Director to endorse all released Certificates
- Technical Manager will provide Certificate to client in the soft copy as well as Hard Copy as per the Client Requirement.
- Post withdrawal/change, Technical Manager updates Directory of Certified Client and if required re-issue as per the procedure.
- If there are any changes in the Name/Address/Scope of Certification then an Audit has been Conducted and New Certificate will be issued with same certificate number marked with "-R" in the last of the Certificate Number{R=Revised}.