



# **SUPPLEMENTARY REGULATIONS SPECIFIC TO MANAGEMENT SYSTEM CERTIFICATION**

## Introduction

**One of the conditions placed on all holders of Sira Certificates is that they shall accept and comply with the current version of 'Regulations Applicable to the Holders of Sira Certificates' (SCS/SF/053) and any applicable supplementary regulations.**

These supplementary regulations are for holders of management system certificates.

## Modifications to Certificated Management Systems

Sira shall be notified in writing, without delay, of matters that may affect the capability of the management system to continue to fulfil the requirements of the standard used for certification. These include, for example, changes relating to:

- a) The legal, commercial, organisational status or ownership
- b) Organisation and management (eg key managerial, decision making or technical staff and any significant change to the number of employees)
- c) Contact address and sites
- d) Scope of operations under the certified management system, and
- e) Major changes to the management system and processes

Sira shall advise the certificate holder if there are any audit implications and will reissue the certificate when appropriate.

## Surveillance and Reassessment

Sira carries out periodic surveillance and reassessment of certificated management systems to monitor whether the systems continue to comply with the conditions of certification. The frequency and duration of such surveillance is in accordance with the requirements of the relevant standard. Normally reassessments shall be carried out every third year. In circumstances deemed necessary by the certification body (investigating complaints, in response to findings, or following suspension) an unannounced audit may be undertaken. In accepting and using a certificate, the holder agrees that when an unannounced audit is undertaken, or following a notified surveillance or reassessment visit it is necessary to pay promptly all fees due and to co-operate in the execution of the audit. Failure to pay fees may result in suspension or withdrawal of the certificate.

Certificate holders who do not permit surveillance or reassessment shall immediately surrender their certificate.

Certificate holders who persistently do not clear outstanding non-compliances within the agreed timescale may have their certificates suspended or withdrawn.

Holders of environmental or occupational health and safety management system certificates shall inform Sira promptly of any relevant accidents, incidents, pending prosecutions, fines or enforcement notices. Failure to promptly notify Sira may void the certificate.

## Use of the Sira Certification Mark



CERTIFICATE NO: 000000



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Holders of Sira management system certificates may use the appropriate Sira Certification Mark. Two examples are illustrated above. Only certificate holders having certificates bearing the UKAS logo may use the Sira Certification Mark that contains the UKAS logo.

The Sira certificate number shall be printed below the Sira Certification Mark.

Copies of all Sira Certification Marks are available from Sira in both printed and electronic format. Care should be taken to ensure that the logo containing the relevant certification standard is selected.

When using a Sira Certification Mark the general conditions contained in the main Regulations shall be followed.

A management system certification mark shall not be used on products or associated documentation.

### **Statement on product packaging**

A statement may be used on product packaging or accompanying information, but without the use of either the certification body mark or the UKAS accreditation logo. Product packaging is defined as being that which can be removed without the product disintegrating or being damaged. Accompanying information is considered as separately available or easily detachable. Note: type labels or identification plates are considered as part of the product and are not included in this section. The statement shall in no way imply that the product, process or service is certified by this means. The statement shall include reference to:

- Identification (e.g. brand or name) of the certified client
- The type of management system (e.g. quality, environment) and the applicable standard
- The certification body issuing the certificate

### **Description of the Sira Certification Activity**

- **Granting:** Initial certificates are granted after a successful stage 2 audit (after independent review and verification)
- **Refusing:** Where a decision to refuse certification is made the client will be notified in writing of the reason behind the refusal, and the actions required to resolve the issues and for certification to be granted, maintained or renewed.
- **Maintaining:** Certification shall be maintained based on demonstration that the client continues to satisfy the requirements of the management system standard.
- **Renewing:** Sira shall make decisions on renewing certification based on the results of the recertification audit, as well as the results of the review of the system over the period of certification and complaints received from users of certification.
- **Suspending:** Where a decision to suspend certification is made the client will be notified in writing of the reason behind the suspension, and the actions required to resolve the issues and for certification to be restored, as well as confirming the maximum timeframe for suspension before withdrawal is 6 months.
- **Restoring:** Following full resolution of all issues (along with required evidence of such resolution) certification will be restored. A full re-contract review will be undertaken to ensure an effective audit programme following restoring of certification.
- **Withdrawing:** Sira has enforceable arrangements with the certified client concerning conditions of withdrawal. Upon notice of withdrawal of certification, the client will discontinue its use of all advertising matter that contains any reference to a certified status. The withdrawal of certification will be publicised through an update to the Certification Database which will advise that certification is withdrawn. In the event that a client fails to meet the agreement, Sira will use other measures as appropriate.
- **Expanding:** Sira shall, in response to an application for expanding the scope of a certification already granted, undertake a review of the application and determine any audit activities necessary to decide whether or not the extension may be granted. This may be conducted in conjunction with a surveillance audit.
- **Reducing:** Sira may choose to reduce a client's scope of certification to exclude the parts not meeting the requirements, when the client has persistently or seriously failed to meet the certification requirements for those parts of the scope of certification. All such reductions will be in line with the requirements of the standard used for certification. The Sira Certificate Database will be updated to reflect the reduced scope.

## A Typical 3 Year Certification Cycle

