Management System Certification Process

**Stage**
- **ENQUIRY**
  - Fugro: Send Information Pack
  - Client: Enquiry

**Stage**
- **QUOTATION**
  - Fugro: Send Quotation and Regulations
  - Client: Accept Quotation & Regulations

**Stage**
- **MANUAL ASSESSMENT**
  - Fugro: Quality Manual Assessment
  - Client: Submit Quality Manual

**Stage**
- **FIRST STAGE ASSESSMENT**
  - Fugro: First Stage Assessment
  - Client: Prepare for FSA

**Stage**
- **CERTIFICATION AUDIT**
  - Fugro: Certification Audit

**Stage**
- **CERTIFICATION APPROVAL**
  - Fugro: Certification Officer approves certification for 3 years

**Stage**
- **SURVEILLANCE VISIT**
  - Fugro: Surveillance Visit every year and/or specified intervals

**Stage**
- **RECERTIFICATION AUDIT**
  - Fugro: Recertification Audit before certificate expires

**Remarks**
- **Exchange Information**
  - Application documents
    1. Application Form
    2. Certificate of Incorporation or Business Registration
    3. Application Fee
    4. Organization Chart
    5. Other Forms as required

- **Assessment of Quality Manual**
  1. Assessment result shall be notified in writing
  2. Non-conformities shall be addressed, revised and re-assessed until all the requirements have been met

- **First Stage Assessment**
  1. Normally one manday
  2. Confirm feasibility of the certification audit
  3. Discuss the audit programme
    a) Organization name & address
    b) Purpose and scope of audit
    c) Applicable audit standard
    d) Auditing team manpower
    e) Date for Certification Audit
    f) Audit schedule

- **Certification Audit**
  1. Based on sampling approach
  2. Audit result will be reported to client during closing meeting
  3. 3 months quality record required
  4. 1 complete internal review cycle (management review cycle) required

- **Certification Approval**
  1. The award of certificate to be approved by the Certification Officer

- **Surveillance Visit**
  1. Sample audit of system
  2. Check on complaints & remedial actions
  3. Check on compliance & continual improvement
  4. Check on use of logo

- **Recertification Audit**
  1. Similar to Certification audit.

- **Expansion of Scope**
  1. Carried out during the Surveillance Visit or Recertification Audit

- **Withdrawal of Certification**
  1. Contravention of certification regulation or not fulfilling certification requirement