

Your Path to MANAGEMENT SYSTEMS CERTIFICATION



1. GETTING STARTED

❑ PURCHASE RELEVANT MANAGEMENT SYSTEM STANDARDS

- Management system standards are available for purchase at www.saiglobal.com/shop.

❑ UNDERTAKE TRAINING (OPTIONAL)

- SAI Global offer training courses from understanding the standard to documenting and internal Auditing of the standard. Training information can be obtained from our website.

Note: Please be aware that it will not be easier or cheaper to achieve certification with SAI Global if you attend our courses.

❑ IMPLEMENT THE STANDARD

- Apply the standard within your business.

2. APPLYING FOR CERTIFICATION

❑ CALL SAI GLOBAL'S SALES TEAM

- Call SAI Global's dedicated sales team on 1300 360 314 to discuss your business. Once we have acquired the relevant knowledge of your organization, we can then quote timeframes, costs involved to become certified and provide you with a formal proposal.

❑ ACCEPTANCE OF PROPOSAL

- Once you have accepted the proposal, return to SAI Global with the application fee.

❑ BOOK AUDIT DATES

- Once the application is received, an SAI Global scheduler will contact you to book in the Stage 1 Audit date. The earlier you book, the more likely you will be able to choose dates that suit you.

3. CERTIFICATION

❑ STAGE 1 AUDIT

- The Audit team will assess your documentation, readiness of your management system for Stage 2 Audit and provide a Stage 1 Audit Report.

❑ REVIEW THE STAGE 1 AUDIT REPORT

- Address any issues that may have arisen in the Stage 1 Audit.

❑ CERTIFICATION AUDIT

- Our Audit team will assess how you have implemented your system and will verify any issues outstanding from the Stage 1 Audit. When all outstanding issues are addressed, you will be recommended for Certification and after a positive decision of the independent SAI Global Certification Authority, you'll be issued with a certificate.

4. MAINTAINING CERTIFICATION

❑ ONGOING MAINTENANCE AUDITS

- You will need to ensure your system is kept up-to-date. Part of your certification is that you will be required to undergo Surveillance Audits. Surveillance Audits are usually conducted every 6 or 12 months.

❑ RE-CERTIFICATION AUDITS

- Your certification expires within 3 years and a re-certification Audit will be conducted prior the expiry date to ensure that your Management System is still maintained.

CONTACT SAI GLOBAL

Whether you are looking for certification against an International Standard, assessment to your own goals and commitments, supplier assessment, or training, SAI Global has a solution.

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thinking business ... driving improvement



SAI GLOBAL

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