

OBTAINING CCS MANAGEMENT SYSTEM CERTIFICATIONS

CCS Management System certification schemes covers the following:

- ISO 9001:2015
- ISO 14001:2015
- ISO 45001:2018
- *OHSAS 18001:2007

The certification is granted once the scheme applicant of any Industry has demonstrated full compliance to both scheme and standard requirements.

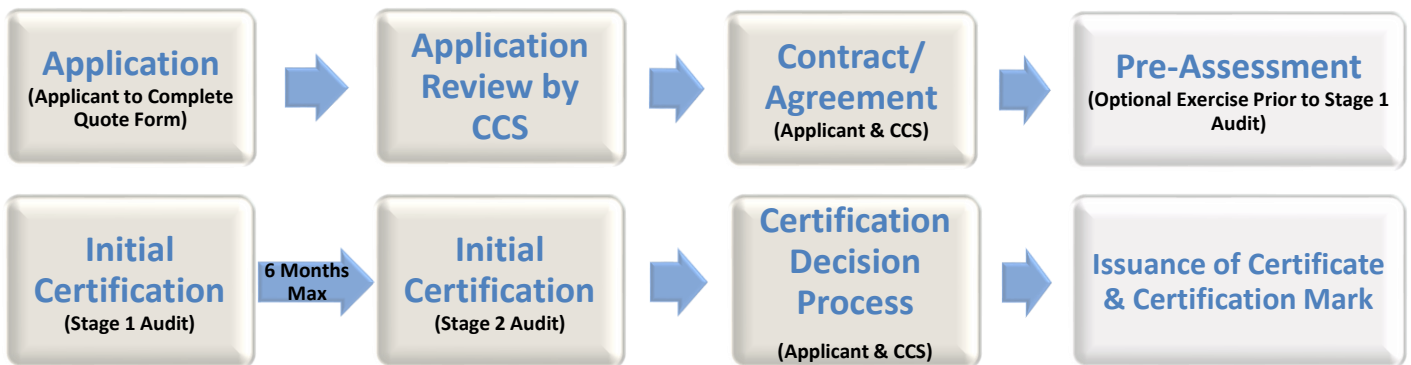
The certification is initially valid in three years subject to yearly surveillance audits and recertification. The certification is having the following categories:

1. Initial Certification
2. Certification Transfer

The following are the brief process of the certification scheme

1. Initial Certification Request – 3 Year Certification Cycle

a. First Applicable Year



b. Succeeding Years - Certification Maintenance

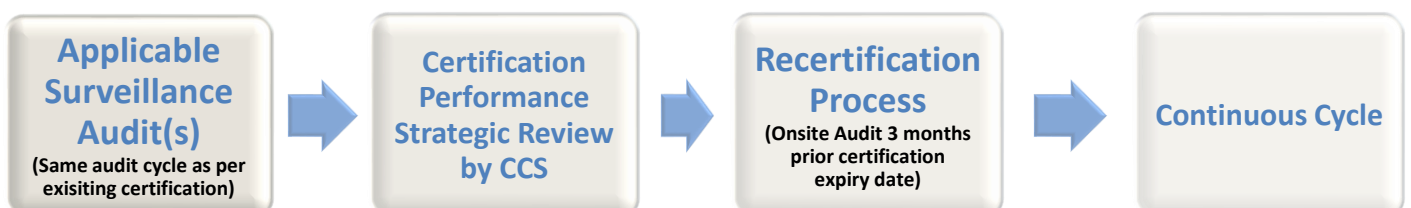


2. Transfer Certification Request

a. First Applicable Year



b. Succeeding year(s) - Certification Maintenance



OBTAINING CCS MANAGEMENT SYSTEM CERTIFICATIONS

Steps:

1. Application

- 1.1 *CCS Quote Request Template will be issued to you*
- 1.2 *Complete and Send back to CCS for Contract Review to conclude the certification proposal*
- 1.3 *Kindly visit CCS website: www.ccs-certification.com for the full details of the following:*
 - *CCS Certification Agreement*
 - *Complaints and Appeals Process*

2. Initial certification Process

- 2.1 *Initial Certification Stage 1 Audit – To be carried out onsite following confirmation of Proposal/Contract and completion of commercial requirements;*
- 2.2 *Initial Certification Stage 2 Audit – To be carried out as agreed with the Client not later than 6 months from the last day of Stage 1 audit, following the completion of any required actions to the raised areas of concerns during stage 1 audit.*

3. **Transfer certification Process

- 3.1 *Existing Certification Records Review – To be carried out offsite*
- 3.2 *Transfer certification audit – Onsite Audit*

4. Certification Decision

It includes Scope Expansion or Reduction, Refusing, Granting, Maintenance, Suspending, Withdrawing and Restoration of the certificates

- 4.1 *Certification is granted following administrative and technical review of the audit pack, application documents and contract.*
- 4.2 *Surveillance Audits – Carried out onsite 12 months and 24 months from initial registration date.*
- 4.3 *Certification Scopes may be expanded upon completion of contract review, quoting, commercial and onsite scope extension audit.*
- 4.4 *Certification Scope Reduction or Certification Suspension – Apply to both voluntary request from certification holder for a valid reason with written request or as a result of breach to certification requirements and agreement terms and conditions.*
- 4.5 *Certification Withdrawal – A decision granted to certification following breach to certification requirements and agreement terms and conditions and/or failure to initiate satisfactory corrective action(s) required to resolve or reinstate the certification suspension, or voluntary request from certification holder for a valid reason with written request.*
- 4.6 *Refusing certification – In the event that the client is not complying the requirements nor cooperating nor performing satisfactorily during assessments, CCS reserves its right to refuse the certification.*
- 4.7 *Certification Renewal – A Certification Performance Strategic Review by CCS is carried out prior to commence renewal certification process ideally carried out three (3) months prior to expiry date.*

5. Certification Performance Strategic Review

An internal process implemented by CCS to all certified clients completing the entire certification cycle and opting to obtain certification renewal. The process is evaluation of the overall performance of the client for the entire certification cycle and including its clients or authorities' feedback.

Notes:

***OHSAS 18001:2007 Standard is valid until 11 March 2021 only.**

**** Transfer Certification is applicable only to existing active Management System certification recognized by IAF**