Overview of the Route to BASEC ISO 9001 Certification

Enquirer completes BASEC Initial Enquiry Form and returns it to BASEC

BASEC reviews Enquiry Form, prepares Quotation and sends this to Enquirer along with a Certification Agreement form

Enquirer accepts BASEC Quotation by return to BASEC of signed Certification Agreement form

BASEC conducts review of Documented Quality Management System (QMS) either off-site prior to Stage 1 Initial Audit or on-site during Stage 1 Initial Audit

Client revises the documentation and submits to BASEC

Documented QMS acceptable (off site)

No → Client revises the documentation and submits to BASEC

Yes → BASEC conducts Stage 1 Initial Audit on-site to establish conformity and suitability of QMS for Stage 2 Initial Audit

BASEC conducts Full or Limited Recertification audit of the QMS depending on the degree of non-conformity

Full

QMS is satisfactory

no → Client receives stage 1 audit report and implements corrective actions

yes → Client receives stage 1 audit report

Corrective actions accepted

no → Client is informed and provides new evidence

yes → BASEC conducts Stage 2 Initial Audit (Re-certification Audit) on-site to determine suitable implementation and compliance of QMS

Limited → BASEC conducts Stage 2 Initial Audit (Re-certification Audit) on-site to determine suitable implementation and compliance of QMS

Stage 2 audit report issued. QMS conforming?

yes → Review of Audit Report and related evidence gathered during the audit

no → BASEC advises Applicant via Audit Report and related Non-Conformities

Applicant amends/corrects implementation of QMS and advises BASEC via Corrective Action Plan

Corrective Action Plan satisfactory

No

yes

Review satisfactory

Yes → Certification decision process – Certificate is awarded for 3 years

no → Client may be requested to provide further evidence / internal BASEC processes initiated

BASEC undertakes ongoing surveillance of the QMS

3-6 months before the expiry of Certification, a re-certification audit is planned