



# BCS CERTIFICATION (PVT) LTD

## TERMS AND CONDITIONS FOR CERTIFICATION

BCS/IR/CD/001

Page No: 1 of 8

### 1. OBJECTIVE:

Must ensure that clients follow the terms and conditions outlined above in order for system certification to be consistent.

### 2. SCOPE:

The guidelines in this document must be followed when certifying GMP, HACCP, ISO 22000, 9001, 14001, 45001, and 50001 systems.

### 3. CERTIFICATION PROCESS

3.1 In response to a client inquiry (verbal or written), the number of personnel and type of activity are determined, and the client is given a quote.

3.2 When creating the quotation, the charge structure, audit time document determination, and client information must all be taken into account.

3.3 the customer must request an application form.

3.4 BCS will send the application form to the client.

3.5 The client must submit to the certifying body a properly completed application form.

3.6 CB will evaluate the application and, if satisfied, request documentation of the client's management system. If not, CB will request more information.

3.7 Following receipt of the client's management system documentation, the CB shall conduct a document review, referring to all pertinent documents.

3.8 CB will arrive. When the client has corrected the deficiencies of the adequacy audit, the client must notify the CB.

3.9 A date for the Stage I audit must be agreed upon by the client and the auditor.

3.10 The CB must develop and present an audit plan to the client.

3.11 In order to ensure that the client's management system is ready for the Stage II audit, the Stage I audit must be completed on-site as planned, and a report must be provided to the client at the Closing Meeting.

3.12 CB will arrive. A date will be set with the customer once they indicate that they are ready for the Stage II audit.

3.13 The CB is responsible for developing and presenting the Stage II audit plan to the customer.

3.14 The Stage II audit must be performed on-site as scheduled to determine whether the client's management system complies with the ISO standard standards. When requirements are not met, non-conformity reports must be filed and approved by the client. The corrective action plan must be provided to the client.



# BCS CERTIFICATION (PVT) LTD

## TERMS AND CONDITIONS FOR CERTIFICATION

BCS/IR/CD/001

Page No: 2 of 8

- 3.15 The client will have a maximum of two months to implement corrective measures for non-conformities identified during the audit and submit the completed corrective action plan, non-conformity reports, and supporting documentation.
- 3.16 If more time is needed to complete corrective activities, the client must submit a written request to the CB. After giving the request careful consideration, the CB must notify the customer. CB will arrive.
- 3.17 If the evidence provided for corrective actions taken is sufficient, CB shall close the non-conformities and propose certification. If deemed insufficient, the necessary actions must be taken.
- 3.18 CB will call the Certification Committee to order and present the necessary paperwork for approval. CB will notify the customer once the decision has been approved by the Certification Committee.
- 3.19 After CB has prepared the certification agreement, certificate, and other documents, the client will be notified to sign the agreement and obtain the certificate.

#### 4. MAINTAINING OF CERTIFICATION

- 4.1 The certificate is valid for three years. In exceptional circumstances, CB may choose to shorten the certification period's validity.
- 4.2. Every year, the CB must conduct surveillance audits to ensure that the management system is being maintained and to recommend the continuation of the applicable management system certification.
- 4.4 When a customer or the audit team immediately notices a significant accident or regulation violation that necessitates the participation of a regulatory authority during a special audit to verify the incident.
- 4.5 If it can be demonstrated that the system fails to meet the requirements for management system certification in a significant way, the CB will either suspend or withdraw the certification.
- 4.6 CB will suspend the certificate and will also request that the customer take the necessary steps to make the necessary corrections. However, if the client does not comply within the specified time frame, their accreditation will be revoked.

#### 5. RECERTIFICATION

- 5.1 If the client wishes to renew the certification, CB must decide whether or not to recertify the Management System at the end of the certification period.
- 5.2 A certification procedure must be followed. If there are any significant changes to the documents, the CB must conduct Stage I and Stage II audits; otherwise, only one audit is required.

#### 6. TERMS AND CONDITIONS



# BCS CERTIFICATION (PVT) LTD

## TERMS AND CONDITIONS FOR CERTIFICATION

BCS/IR/CD/001

Page No: 3 of 8

6.1 The organization will ensure that the information submitted to the certification body is reliable and transparent.

6.2 Prior to an audit, the Company must ensure that all necessary preparations, such as plans for document review, access to all areas and processes, records, and staff, have been made.

6.3 During the audit, the company must agree to pay for all travel and lodging expenses.

6.4 Any changes to the following must be communicated to the CB in writing:

- a) Legal, business, organizational, or ownership status,
- b) Management and organization (E.g. key managerial, decision-making, or technical staff),
- c) Contact information, websites,
- d) Operational range governed by certified management systems, and
- e) Significant changes to the management processes and system.

### 7. CONDITION FOR USE OF CERTIFICATION AND USE OF LOGO

7.1 Customers may not use the certification documents, any statements made, or the certification emblem on sites or in ways that are misleading or outside the scope of the certificate.

7.2 It is prohibited to use any certification-related statements that BCS may consider misleading or unauthorized, as well as to use the certification document or any portion of it in a misleading manner.

7.3 Certification is determined by location. Certification claims must only be made in relation to the specific client location covered by the certification, not to any other uncertified locations.

- "Organization certified to ISO 22000:2018"
- "Organization certified to ISO 9001:2015"
- "Organization certified to ISO 14001:2015"
- "Organization certified to ISO 45001:2018"

7.7 The "Certification Logo" may not be directly applied to or associated with the company's goods or packaging in any way that implies that BCS has authorized them.

7.8. Following the certificate's expiration or termination, or for any other reason(s) determined by BCS, the company must cease using the "Certification Logo" immediately.

7.9 The certification logo or any other statement relating to certification may not be included in lab test records, calibration reports, or inspection reports.

7.10 The logo may not be electronically replicated or digitally approximated.



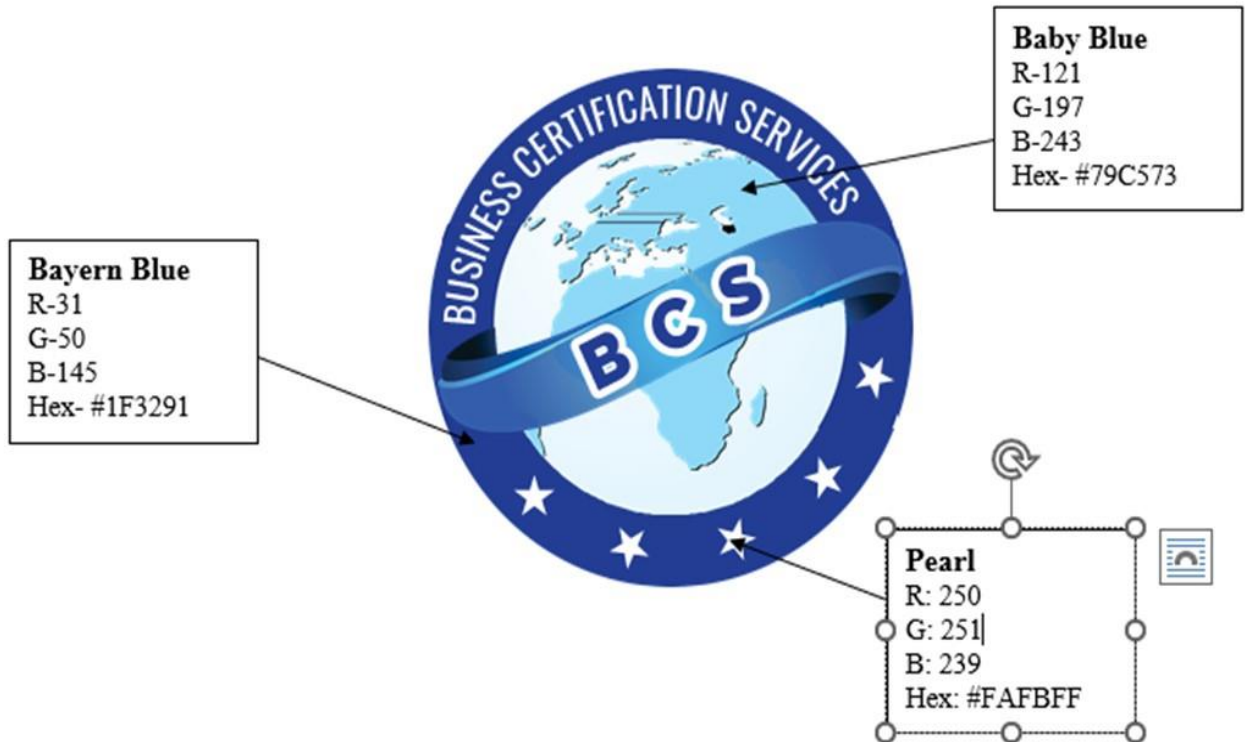
# BCS CERTIFICATION (PVT) LTD

## TERMS AND CONDITIONS FOR CERTIFICATION

BCS/IR/CD/001

Page No: 4 of 8

7.11 The logo should be black or use colors similar to those suggested by CB for the design.



### 7.12 Use of Accreditation Logo

7.12.1 Businesses that have received certification and accreditation may use both logos (the certification logo and the accreditation logo) in accordance with the following rules, under the direction and authority of the accredited certification body.

- Only actions covered by accreditation are permitted for certified organizations to use the SLAB symbol, and only in papers pertaining to approved locations.
- The format of the SLAB symbol should not be changed.
- The SLAB symbol must be legible and displayed in the proper font and size, and it must not be distorted.
- The logo must be black or have colors that are comparable to those in the CB-provided logo.

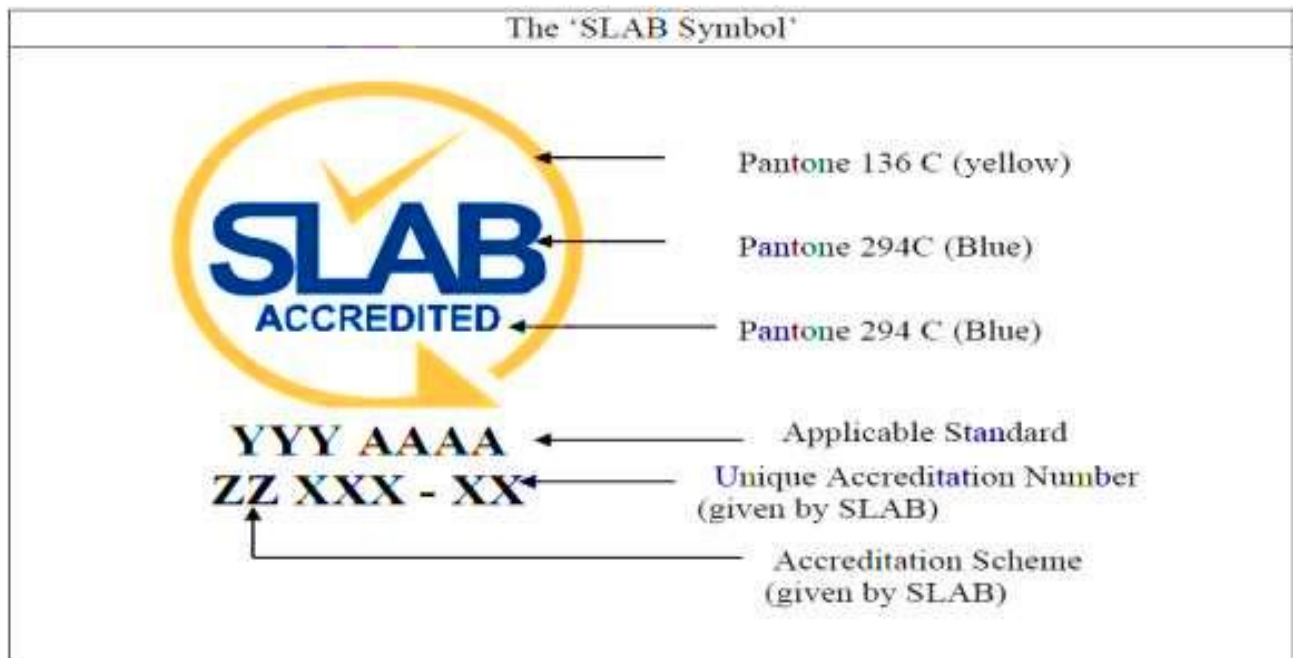


# BCS CERTIFICATION (PVT) LTD

## TERMS AND CONDITIONS FOR CERTIFICATION

BCS/IR/CD/001

Page No: 5 of 8



### 7.13 Use of IAF logo/ use of combine logo

7.13.1 The client is not permitted to use the IAF logo or combination logo on any stationary, business cards, websites, or other materials.

## 8. VALIDITY OF THE CERTIFICATE

8.1 The length of time for awarding certificates will be determined by CB.

## 9. WITHDRAWAL OR SUSPENSION

9.1 If any of the following conditions are not met, BCS may suspend or withdraw the certificate at any time.

- a) The business does not uphold an efficient management system that complies with the necessary standards;
- b) Without BCS's consent, the company utilizes the "certification mark";
- c) The business does not give the BCS auditors adequate facilities to investigate the production and other locations.
- d) The Management System Scheme's rules and conditions are broken or disregarded by the company.;



# BCS CERTIFICATION (PVT) LTD

## TERMS AND CONDITIONS FOR CERTIFICATION

BCS/IR/CD/001

Page No: 6 of 8

- e) The company misses the deadline for paying the required fees to BCS.
- f) If a level of requirement non-compliance is discovered during the surveillance or recertification audit, an emergency withdrawal is required.
- g) If the company requests it, CB will grant it a two-month grace period if the certification is not continued during the surveillance. If the deadline is not met, the certificate will be suspended for three months.

9.2 The company may notify BCS in writing of their intention to leave the program at any time during the certificate's validity period.

9.3 It must be submitted to the Certification Committee for review and approval.

9.4 Upon revocation of certification, the client must cease using any advertising material that makes reference to certification.

9.5 If the certification is terminated or expires, the certificate must be returned to BCS as its property.

9.6 BCS reserves the right to grant or deny the certificate renewal.

9.7 The client has the right to contest the suspension within fourteen (14) days of receiving notice of it.

### 10. REDUCING THE SCOPE OF CERTIFICATION

10.1 CB will limit the client's certification scope to only those components that consistently fail to meet the standards of the applicable management system.

10.2 CB must disclose whether the certification of a management system is reduced upon request.

10.3 The CB must issue a new certificate.

### 11. SPECIAL AUDITS 1

#### 1.1 EXTENDING THE SCOPE OF CERTIFICATION

11.1.1 If the client wants to broaden the certification's purview, they must submit a request to the CB along with the necessary supporting paperwork.

11.1.2 Depending on the client's urgency, CB will either conduct a customized audit or an audit on the increased scope at a subsequent surveillance.

11.1.3 The CB must adhere to steps 3.13 through 3.18.

11.1.4 The CB shall issue a fresh certificate.

#### 11.2 SHORT – NOTICE AUDIT



# BCS CERTIFICATION (PVT) LTD

## TERMS AND CONDITIONS FOR CERTIFICATION

BCS/IR/CD/001

Page No: 7 of 8

11.2.1 The certification body may conduct audits of certified clients on short notice in order to investigate complaints, respond to changes, or check in on clients who have been suspended.

### 12. APPEALS

12.1 If the firm wishes to challenge any BCS decision, it must notify the Director of the BCS formally and in writing of the decision.

12.2 BCS must provide the firm with the QP-10-F-01 form, which is required for filing an appeal.

12.3 The completed form must be delivered to BCS.

12.4 The BCS ruling will stand until further BCS Appeals Committee deliberations. BCS must follow the appeals procedure outlined on the CB website. ([www.bcscertification.lk](http://www.bcscertification.lk))

12.5. The Appeals Committee's decision is final.

### 13. CONFIDENTIALITY

13.1 The company's data and documents provided under the plan must be kept private.

13.2 However, the company must consent to the CB disclosing essential confidential information about the company to other organizations, including The Accreditation Body and Peer Assessment Scheme, for official purposes.

13.3 BCS ensures that, subject to legal constraints, the client is informed of any personal information that is required to be kept private by law or a contractual agreement.

13.4 Client information obtained from sources other than the client (such as regulators and complainants) must be treated as confidential.

13.5 Unless otherwise required by law, all employees, including committee members, contractors, staff members of external bodies, and people acting on the CB's behalf, must keep all information collected or created during the performance of the CB's activities confidential (IMSM-GR-AG-01).

### 14. LIABILITY

14.1 BCS shall have no liability to the company for any costs, losses, or damages incurred as a result of the company's participation in the scheme or as a result of BCS or its agents evaluating the company's management system.

### 15. INDEMNITY

15.1 The company has agreed to indemnify BCS for any damages or expenses incurred by BCS, including, but not limited to, any claims made by third parties against the CB.



# BCS CERTIFICATION (PVT) LTD

## TERMS AND CONDITIONS FOR CERTIFICATION

BCS/IR/CD/001

Page No: 8 of 8

### 16. GOVERNING LAW

16.1 These terms and conditions shall be governed by and interpreted in accordance with the laws of the Democratic Socialist Republic of Sri Lanka.

### 17. CHANGES IN THE TERMS AND CONDITIONS

17.1 Any significant changes to the terms and circumstances governing the Management Systems Certification Scheme must be communicated in writing by BCS management to all certified organizations.