
The certification process with BSI

10 steps to achieving certification to a management system.

Step
1

Buy the standard

To understand what is required from your organization and begin preparing for implementation, you'll need a copy of the standard.

Note



Step
2

Contact us

We can discuss what you need and recommend the best services for you. We'll help you identify ways to improve your business performance. We'll then give you a proposal detailing the cost and time involved.

Note



Step
3

The application

Completing the application is a formal recognition of your organization applying for certification with BSI.

Note



Step
4

Make sure your staff have the necessary skills and tools to implement a management system

Our range of workshops, seminars and training courses will help your staff understand your objectives and the roles they will need to play. Our Business Improvement Software provides tools that support management system implementation. Tools available help you effectively manage core areas of a management system including document control, issues and corrective actions, audit and findings and much more.

Note



Step
5

Your assessment team is appointed

Your dedicated Customer Care Advisor will be in touch to talk you through the process. You will also be appointed a Client Manager with appropriate industry experience to ensure you are always getting the most from your certification.

Note





Step 6

Gap Analysis to make sure you are on track

We can carry out an optional Gap Analysis - also called a pre-certification assessment. It looks at the existing processes and procedures that you have in place and compares these with the requirements of the standard. This will help you identify any omissions or weaknesses that need resolving before formal assessment.

Note



Step 7

Assessment Stage 1

We can discuss what you need and recommend the best services for you. We'll help you identify ways to improve your business performance. We'll then give you a proposal detailing the cost and time involved.

Note

4 months in max process



Step 8

Assessment Stage 2

This is the final assessment. Stage 2 confirms your management system is fully aligned to the standard and is fully operational within your organization. We'll evaluate the implementation and its effectiveness, and make a recommendation for your formal certification.

Note

Min 1 until 2 months after accept CAP, the certificate will be issued



Step 9

Achieving your certificate

Celebrate your success internally and externally - Once you have certification, it's essential that you promote your achievement. Use your new BSI Assurance Mark as a valuable marketing tool to promote your certification, offering your company a competitive advantage.

Note



Step 10

Make excellence a habit with BSI

Your Client Manager will visit you regularly to help you make sure you remain compliant, and support you in the continual improvement of your systems. We will communicate with you regularly to keep you updated with any events, training courses and products that could maximise the benefits of your management system.

Note



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