

CERTIFICATION PROCESS

1) ENQUIRY

Companies interested in participating in any of TÜV SÜD South Asia Schemes can email us at info@tuv-sud.in to receive our brochure and the application procedures.

2) APPLICATION FORM

The registration form provides relevant information from which we can evaluate the nature and scope of the company's certification. The completed registration form can be mailed to info@tuv-sud.in

3) QUOTATION

Based on the information provided on the registration form a competitively priced quote will be offered for your consideration. Applicant will be contacted regarding the scope of certification and locations, etc.

4) ASSESSMENT & RESERVATION

On receipt of the acceptance letter and payment for certification, mutually agreed dates for the assessments will be arranged.

5) STAGE 1 ASSESSMENT

Manual Assessment

It is a desk-top review of your manual, procedures and its relevant documents. As such, the documents should be submitted to us usually 4 weeks prior to certification assessment.

Onsite Assessment

This is carried out to assess the implementation of the relevant management system and supporting programmes. It checks the readiness of the company for certification.

6) STAGE 2 ASSESSMENT

This is a certification assessment conducted in accordance with the relevant standard. It is usually carried out within four weeks after the stage 1 assessment.

7) APPROVAL

On successful completion of the certification assessment and corrective actions, the certificate of award will be issued thereafter.

8) CONTINUING ASSESSMENT

The certificate is valid for 3 years' subject to satisfactory maintenance of the management system. Your management system will be monitored usually on a regular basis to ensure that it continues to meet the requirements of the relevant standard.

9) CERTIFICATE RENEWAL

The final continuing assessment in the third year will serve as a renewal assessment and the certificate will be renewed for another 3-year term upon satisfactory assessment.

10) CHANGES TO CERTIFICATION

During the validity of certification, any change to scope(s) of certification, if required which includes expansion / reduction of scope, and addition / deletion of sites & transfer; will be based on the assessment conclusions as agreed and reflected accordingly in the issued certification and attachment documents”

11) SUSPENSION AND WITHDRAWALS:

Non-compliance of Certification regulations like timelines of execution of audit, non-submission of compliance on findings within stipulated period, misuse of logo & certificate, gross failure in systems, etc. can lead to suspension or withdrawal as per the governing rules of TÜV SÜD South Asia

"The management understands the importance of impartiality in our certification of products and

management systems. We will use all reasonable efforts to manage all possible conflicts of interest and ensure objectivity of our certification services".

For any further suggestion, queries, appeals, complaints, etc. please write to us at info@tuv-sud.in