

Client information note

Assessment process – Changing an approval

Overview

This Client Information Note explains our 'Changing an approval' process for Management System assessment and certification. Please see other CINs in this series for explanations of our other processes.

Reviewing the change

For any increase or decrease in your certificate of approval, please submit a formal request for the change. LRQA will review the request to consider:

- additions or changes to competency requirements for the visit team(s), and
- additions or reductions in visit duration requirements

and we will notify you of any changes by an amended contract.

If the change requested has meant a major change or addition to your documented system, we will undertake a separate document review visit (Stage 1).

We will conduct the Change to approval visit in line with our process for Stage 2 assessment visits, although we do not normally produce a formal visit plan. If we did not need to conduct a document review (Stage 1), we will allow time during the visit for the team leader to review relevant documentation and to agree a plan for the visit.

Change to approval visits may be carried out as separate visits or may be combined with a scheduled (Surveillance or Certificate Renewal) visit.

LRQA will issue an amended certificate(s), using the same expiry date as on the current certificate.

Reporting

At the end of the visit a report is produced which details the outcome of the visit and any findings raised.

Further information

To find out more about how LRQA can help you to increase performance and reduce risk, please visit our website www.lrqa.com. From here you can also visit one of our country specific websites to find out about LRQA in your country.