

Audit Programme

WORK INSTRUCTION

1. Initial Audit

a) Stage 1 Audit:

Conditions: to conform a documentation review of the client's organization policies and procedures to ensure they meet the requirements of ISO 9001: 2015 or ISO 45001: 2018 or ISO 14001: 2015 or ISO 22000:2018

Stage 1 audit output will provide the client with a feedback outlining the organization's preparedness to Stage 2 audit.

Al Jeon Foundation will inform the client if any on-site activities will be necessary during this stage.

At the end of this stage, Al Jeon foundation will deliver a summary report to the client.

Duration: estimated per Man Days and it will be mentioned in the Certification Agreement.

b) Stage 2 Audit:

Conditions: to evaluate the implementation, including effectiveness, of the client's management system with 9001: 2015 or ISO 45001: 2018 or ISO 14001: 2015 or ISO 22000:2018

At the end of this stage, Al Jeon foundation will deliver a detailed report with all audit finding during the initial audit to the client.

Result of compliance with all requirement of the standards' criteria, Al Jeon Foundation will issue a Certificate of Compliance to 9001: 2015 or ISO 45001: 2018 or ISO 14001: 2015 or ISO 22000:2018 with a validity of 3 years effective from the date of certification.

Duration: estimated per Man Days and it will be mentioned in the Certification Agreement.

2. Surveillance Audits (1 & 2):

Conditions: to verify that the client's quality management system remains effective and compliant with 9001: 2015 or ISO 45001: 2018 or ISO 14001: 2015 or ISO 22000:2018

At the end of this stage, Al Jeon foundation will deliver a summary report to the client.

1st and 2nd within 12 months of last Audit, 1st surveillance should be done prior 12 months of the certification granting Date.

Duration: estimated per Man Days and it will be mentioned in the Certification Agreement.

3. Recertification Audit:

Conditions: to confirm the continued conformity and effectiveness of the management system as a whole, and its continued relevance and applicability for the scope of certification.

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At the end of this stage, Al Jeion foundation will deliver a detailed audit report to the client.

Time Frame: prior the expiry date of Certificate, Validity will be 3 years.

Duration: estimated per Man Days and it will be mentioned in the Certification Agreement.

Figure1: Certification Cycle

