



**SEASAFE**  
QUALITY ASSURANCE INC.

THE AUDIT  
PROCESS



# APPLYING FOR CERTIFICATION?

## GET TO KNOW THE MANAGEMENT SYSTEMS YOU CAN APPLY FOR

### ISO 9001:2015

ISO 9001 IS A GLOBAL STANDARD FOR QUALITY MANAGEMENT SYSTEMS (QMS) THAT HELPS ORGANIZATIONS MEET CUSTOMER AND REGULATORY EXPECTATIONS

### ISO 14001:2015

ISO 14001 IS AN INTERNATIONAL STANDARD FOR DESIGNING AND IMPLEMENTING AN ENVIRONMENTAL MANAGEMENT SYSTEM(EMS).ISO 14001 REQUIREMENTS PROVIDE A FRAMEWORK AND GUIDELINES FOR CREATING YOUR ENVIRONMENTAL MANAGEMENT SYSTEM SO THAT YOU DO NOT MISS IMPORTANT ELEMENTS NEEDED FOR AN EMS TO BE SUCCESSFUL.

### ISO 45001:2018

ISO 45001 IS AN INTERNATIONAL STANDARD FOR HEALTH AND SAFETY AT WORK DEVELOPED BY NATIONAL AND INTERNATIONAL STANDARDS COMMITTEES INDEPENDENT OF GOVERNMENT.

## WHAT TO PREPARE FOR?

WHEN APPLYING FOR CERTIFICATION, YOU ARE EXPECTED TO HAVE A SYSTEM THAT COMPLIES WITH THE RELEVANT STANDARD.

### GRAB A COPY OF THE STANDARD

ESTABLISH A SYSTEM THAT FOLLOWS THE PRINCIPLES OF YOUR CHOSEN STANDARD

AN INITIAL ASSESSMENT WILL BE CONDUCTED FOR INITIAL CERTIFICATIONS WHERE WE DETERMINE NON-CONFORMITIES AND WEAKNESSES

THE ACTUAL AUDIT

## HOW TO GET STARTED?

YOU MAY REACH US THROUGH THE FOLLOWING CONTACTS:

CERTIFICATION@SEASAFEQA.COM  
PRESIDENT@SEASAFEQA.COM

+639166356803





# CERTIFICATION ACTIVITIES

**1 APPLICATION**  
YOU MAY SEND US YOUR INTENTION FOR CERTIFICATION AND FILL-OUT A "REQUEST FOR CERTIFICATION"

REQUEST FOR CERTIFICATION FORM WILL BE SENT TO YOU WHEN YOU SEND US AN EMAIL FOR APPLICATION

**2 INITIAL AUDIT(S)**

DEPENDENT ON THE ORGANIZATION'S MATURITY RELATIVE TO THE STANDARD.

## DOCUMENT REVIEW

REVIEW OF ALL DOCUMENTED INFORMATION TO ASSESS THE EXTENT TO WHICH YOUR DOCUMENTATION MEETS THE STANDARD.

PURELY BASED ON DOCUMENTATION, ALLOWS US TO AID AND GIVE VALUABLE FEEDBACK FOR YOUR COMPLIANCE.

**3 STAGE 1**  
FOR ORGANIZATIONS UNDERGOING THEIR INITIAL AUDIT

AN INITIAL CHECK PRIOR TO THE CONDUCT OF THE ACTUAL AUDIT WHERE WE IDENTIFY CAUSES FOR CONCERN.

**4 STAGE 2**  
A FULL AUDIT OF YOUR ORGANIZATION AND HOW IT MEETS THE REQUIREMENTS OF THE RELEVANT STANDARD(S)

THE AUDIT DEPENDS ON THE SIZE OF THE ORGANIZATION, COMPLEXITY OF PROCESSES AND THE TYPE OF BUSINESS YOU ARE ENGAGED IN.

**5 CERTIFICATION**  
PASSING THE AUDIT LEADS TO CERTIFICATION

YOU MAY NOW USE OUR CERTIFICATION MARKS TO DISPLAY YOUR ONGOING COMPLIANCE, PLEASE SEE THE USE OF MARKS GUIDE THAT WILL BE SENT TO YOU ALONG WITH THE CONFIRMATION THAT YOU PASSED CERTIFICATION.

**THROUGHOUT THE AUDIT, YOU MAY SEND US AN EMAIL REGARDING CONCERNS ABOUT THE AUDIT, ITS CONDUCT AND THE AUDITORS CONDUCTING THE AUDIT.**

**APPEAL PROCESS**  
YOU MAY REACH US VIA EMAIL

CERTIFICATION@SEASAFEQA.COM  
PRESIDENT@SEASAFEQA.COM 

WITH THE SUPPORTING DOCUMENTS FOR ANY APPEALS OR COMPLAINTS STEMMING FROM ANY OF THE STAGES OF CERTIFICATION.



# CERTIFICATION ACTIVITIES

THE CERTIFICATE YOU HOLD, WHILE VALID AND CONSIDERED ACTIVE, IS SUBJECT TO SURVEILLANCE FOR US TO ENSURE CONTINUING COMPLIANCE.

THIS WILL SUBJECT YOU TO ANOTHER CYCLE OF AUDITS, MINUS THE STAGE 1 AUDIT INTENDED FOR INITIAL CERTIFICATIONS.

YOUR AUDITOR WILL BE THE INITIAL SCREEN TO DETERMINE YOUR CERTIFICATION STATUS.

WHEN CERTIFICATION IS NOT GRANTED, THE AUDITEE MAY APPEAL AS MENTIONED BEFORE.

THE AUDITEE MAY ALSO REQUEST FOR A SPECIAL AUDIT OR RESTORATION SHOULD THE CERTIFICATION BE SUSPENDED.

A STAGE 2 AUDIT WILL BE CONDUCTED IF RESTORATION IS REQUESTED.

**DISCONTINUE THE USE OF PROMOTIONAL ITEMS AND CERTIFICATION MARKS REFERRING TO THE WITHDRAWN CERTIFICATE. DO NOT CONDUCT BUSINESS TRANSACTIONS BASED ON THE CERTIFICATION**

**SURVEILLANCE AUDITS**  
ANNUAL MONITORING OF COMPLIANCE TO THE STANDARD.

**RENEWAL**  
WHEN YOUR CERTIFICATION IS CLOSE TO EXPIRY, A RENEWAL AUDIT WILL BE OFFERED FOR THE CONTINUANCE OF OUR SERVICES AND YOUR CERTIFICATION.

**GRANT, MAINTAINANCE, SUSPENSION AND REFUSAL OF CERTIFICATION**  
WHEN AN AUDITEE PASSES AUDITS, WHETHER WITH MINOR NON-CONFORMANCES, OBSERVATIONS OR WITH NO FINDINGS, CERTIFICATION IS GRANTED OR MAINTANED.

CERTIFICATION MAY BE REFUSED OR SUSPENDED IF THE AUDITEE PERSISTENTLY AND CONSIDERABLY FAILS TO MEET THE STANDARD'S REQUIREMENTS, DOES NOT ALLOW FOR A SURVEILLANCE, OR VOLUNTEERS FOR SUSPENSION.

**RESTORATION**  
AN EXPIRED/SUSPENDED CERTIFICATION CAN BE RESTORED WITHIN 6 MONTHS PROVIDED THAT THE OUTSTANDING RECERTIFICATION ACTIVITIES ARE COMPLETED.

FAILURE TO ADDRESS ISSUES THAT LED TO SUSPENSION WITHIN THE 6-MONTH TIMEFRAME CAN LEAD TO **WITHDRAWAL OF CERTIFICATION.**

