

SUSPENSION

THE ORGANIZATION RESERVES THE RIGHT TO SUSPEND CERTIFICATION WHEN:

WHAT HAPPENS WHEN YOUR CERTIFICATION IS SUSPENDED?

- 1 WHEN SUSPENDED, THE SYSTEM CERTIFICATION IS TEMPORARILY INVALID
- 2 WHEN THE ISSUE THAT RESULTED TO THE SUSPENSION IS RESOLVED, CERTIFICATION MAY BE RESTORED WITHIN A 6-MONTH TIMEFRAME
- 3 THE SUSPENSION MAY ALSO BE LIFTED IF THERE ARE PARTS OF THE SCOPE OF CERTIFICATION WHOSE REQUIREMENTS ARE NOT BEING MET, AND AN AGREEMENT IS MADE REGARDING THE REDUCTION OF SCOPE TO OMIT SAID PARTS
- 4 THE REDUCTION OF SCOPE MAY ALSO HAPPEN WHEN THE CLIENT PERSISTENTLY OR SERIOUSLY FAILS TO MEET REQUIREMENTS

THE CLIENT'S CERTIFIED MANAGEMENT SYSTEM HAS **PERSISTENTLY OR SERIOUSLY FAILED TO MEET CERTIFICATION REQUIREMENTS**, INCLUDING REQUIREMENTS FOR THE EFFECTIVENESS OF THE MANAGEMENT SYSTEM,

THE CERTIFIED CLIENT **DOES NOT ALLOW SURVEILLANCE OR RECERTIFICATION AUDITS** TO BE CONDUCTED AT THE REQUIRED FREQUENCIES, OR

THE CERTIFIED CLIENT HAS VOLUNTARILY REQUESTED A SUSPENSION

**DURING SUSPENSION,
YOU MAY NOT USE THE
CERTIFICATION
MARK(S)**



RENEWAL

RECERTIFICATION/RENEWAL

- 1 **RECERTIFICATION AUDIT**
OCCURS EVERY THREE YEARS FROM WHEN THE ORIGINAL CERTIFICATION AUDIT WAS COMPLETED. DURING A THREE-YEAR PERIOD, THERE ARE TYPICALLY NUMEROUS ORGANIZATIONAL CHANGES THAT HAPPEN WITHIN A COMPANY.
- 2 **TIMEFRAME**
MUST BE CONDUCTED BEFORE CERTIFICATION EXPIRES
- 3 WHEN RECERTIFICATION IS COMPLETED, WITH NO ISSUES OR MAJOR FINDINGS, ON OR PRIOR THE EXPIRY DATE, THE **DATE OF ISSUANCE AND VALIDITY** SHALL START ON THE DATE WHEN THE CERTIFICATE IS ISSUED OR THE INITIAL CERTIFICATION DATE, WHICHEVER IS LATER.
- 4 **IN THE EVENT THAT THE CERTIFICATE IS DELAYED OR CANNOT BE RELEASED BEFORE THE PREVIOUS CERTIFICATE'S EXPIRATION, THE ORGANIZATION MAY ISSUE AN ATTESTATION UNTIL THE OFFICIAL CERTIFICATE IS RELEASED.**

POSSIBLE SUSPENSION

- 4 MAJOR NON-CONFORMITIES NOT CLOSED OUT BEFORE THE CURRENT CERTIFICATE EXPIRES OR IF RECERTIFICATION AUDIT CANNOT BE CONDUCTED BEFORE THE END OF THE CYCLE, THE CERTIFICATE WILL BE SUSPENDED.
- 5 **AN EXPIRED/SUSPENDED CERTIFICATION CAN BE RESTORED WITHIN 6 MONTHS**
- 6 PROVIDED THAT THE OUTSTANDING RECERTIFICATION ACTIVITIES ARE COMPLETED. A STAGE 2 AUDIT WILL BE CONDUCTED IF RESTORATION IS REQUESTED PAST THE 6 MONTH ALLOWANCE PERIOD.



EXPANSION OR REDUCTION OF SCOPE

EXPANSION

ORGANIZATIONS MAY REQUEST TO EXPAND THEIR SCOPE OF CERTIFICATION WHEN IT HAS ALREADY BEEN GRANTED, FOR WHICH A REVIEW MUST BE CONDUCTED. CHANGES IN THE SCOPE THAT **DRASTICALLY CHANGE THE SYSTEM**, ITS PROCESSES OR ALTERS THE NATURE OF THE BUSINESS WILL CALL FOR **ANOTHER AUDIT** IN BETWEEN THE REGULARLY SCHEDULED ONES. IN CASES WHERE THE SCOPE CHANGE REQUESTED **MINIMALLY AFFECTS** THE SYSTEM, ITS PROCESSES OR THE NATURE OF THE BUSINESS, THIS CAN BE **DONE IN CONJUNCTION WITH THE SURVEILLANCE AUDIT**.

REDUCTION

NOTES:

AN ORGANIZATION MAY NOT CLAIM THAT CERTAIN PROCESSES ARE CERTIFIED DESPITE THE LIMITATIONS OF THEIR SCOPE

MISREPRESENTING WHAT'S IN THE SCOPE IS A MAJOR NON-CONFORMANCE FOR WHICH THE AUDITEE MAY BE HELD ACCOUNTABLE

¹
WHEN AN AGREEMENT BETWEEN THE CLIENT AND SSQA IS REACHED REGARDING THE REDUCTION OF SCOPE, THE ORGANIZATION MAY OPT TO LEAVE IT OUT OF THE SYSTEM AND FROM THE AUDIT PROCESS.

²
AN AGREEMENT CAN ONLY BE REACHED IF THE REDUCTION OF THE SCOPE IS FEASIBLE FOR THE NATURE OF THE ORGANIZATION

³
REDUCTIONS TO THE SCOPE MAY ALSO HAPPEN IF A CLIENT PERSISTENTLY OR SERIOUSLY FAILS TO MEET REQUIREMENTS

