



Pre-certification requirements

Client interested in obtaining certificate of registration under QMS scheme, shall have established a documented quality system complying with the requirements of the applicable standard.

Application:

Merit Quality Certification Services provide an application form along with an offer based on defined criteria to its clients for initial information. The application has to be submitted along with applicable fee and quality system documentation.

Evaluation of Documentation: MQC reviews the submitted documentation, compares it with the applicable requirements of ISO 9001:2008 standard and prepares a report detailing its finding. The applicant will have to carry out necessary correction, if any, prior to assessment exercise, since this documentation will form the basis during assessment

Stage I - Assessment visit: Following documentation review, a pre- assessment is carried out preferably at the client's premises and is intended to gain first hand information about the size, complexity and other information of applicants operations. The pre-assessment visit also provides the assessors with a brief overview of the quality system, statutory and regulatory requirements, Internal Audit and Management Review and determines if the applicant readiness for the stage II assessment. The number of assessors and assessment duration will depend upon the size, nature of operations of applicant's organization. The findings of the stage I visit are documented in a report.

Stage II - Assessment visit: The audit visit is an on-site assessment that takes place at the applicant's locations(s) and determines conformance to the ISO 9001:2008 standard and the effectiveness of the quality system. Non-conformances, if any, found during the assessment process, in factual terms and with objective evidences, are reported to client both during and at the conclusion of the assessment. A report of the on-side assessment is subsequently generated and forwarded to applicant for **corrective actions**.

Corrective action: The applicant will be required to take corrective action within the committed time for any discrepancy found before certification can be granted.

Certification: MQC Services will issue a certificate of registration to the applicant once the corrective action has been accepted and/or implemented. The certificate carries a validity of three years from the date of issue.

Surveillance: During the certificate validity period, two surveillance assessments are carried out at an interval of 12th months from the date of certification in the period of the certificate validity.