

	Quality Procedure Emirates Safety Services LLC	Document No.	QP-CB-16
		Revision No.	0
		Issue No.	1
		Date	01-08-2021
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	Name	Designation	Date	Signature
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Approved By	Mr. Mohamed Basheer	Managing Director	01.Aug.2021	

Revision History: -

Rev.	Date	Nature of Changes	Approved By
00	01-Aug-2021	Initial Issue	Managing Director

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1.0 Purpose

This procedure aims to ensure development and review of the certification scheme by involvement of appropriate experts.

2.0 Scope

The procedure covers all documents especially certification scheme other documents used during the certification activities of **Emirates Safety Services LLC**.

3.0 Responsibility

Managing Director, Certification Manager and Quality Manager are responsible for the implementation of this procedure.

4.0 Description of Activity

- The Certification Manager of **Emirates Safety services LLC** is responsible for making arranging for management review meeting for the review of certification scheme twice in a year or more depending upon the performance of certification department.
- **Emirates Safety services LLC** has a certification committee which consists of General Manager, Certification Manager and Quality Manager.
- Members of Certification committee demonstrate review for the certification scheme and certification activities keeping in consideration the requirement coming from the different clients and applicant related to certification.
- The certification committee will review the requests made by the clients or applicants for specific requirement and if feel necessary, will make changes in the scheme accordingly.
- Management review confirms the use of an appropriate structure that fairly represents the results of all parties significantly without any interest dominating.
- The committee review the prerequisites requirement either for the operators, signal man or rigger certification scheme or for the examiner and invigilator.
- The committee reviews the assessment mechanism for the whole certification process.
- The committee will review the objectives set by the management and will gauge tasks for successful performance of certification body.
- The committee will review the examination structure and also the procedure for administrating the examination by the examiner or invigilators.
- Review will also involve the requirement for the certification, recertification, increasing or expanding scope or suspension.
- The review will be recorded in management review record and any changes suggested by the members will be done properly by sending a document change request an amendment history will be kept in the record (Document Matrix).
- The committee will discuss any corrective measures necessary when any security breaches occur and also will discuss activities related to CB do not compromise Impartiality.

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- If there is any change in certification scheme which requires additional assessment CB will document and will make publicly accessible without request the specific method and mechanism.

5.0 References

ISO 17024:2012, Clause No. 8.4 (a-e)

6.0 Reference Documents

QP-CB-05-F01 Agenda of the Meeting

QP-CB-05-F02 Meeting Attendance

QP-CB-05-F03 Minutes of the Meeting

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