CASTCO
佳 力 高 認 證 服 務 有 限 公 司
CASTCO CERTIFICATION SERVICES LIMITED

(IV) Castco Certification Process

Stage	CCSL	Client	Remarks
ENQUIRY	Information Pack & CCSL Terms and Conditions of Services available for potential customers	Enquiry	Exchange information
	Application Review & Initial Visit (where applicable)	Return Application for Certification	*Application documents* 1. Application for Certification 2. Certificate of Incorporation or Business Registration 3. Application Fee
APPLICATION	Prepare contract	Accept contract & submit application fee	
DOCUMENT ASSESSMENT	Document Review	Submit System Manual & Procedures (where applicable)	*Assessment of System Manual* 1. Assessment result shall be notified to client in writing 2. Non-conformities shall be addressed, revised and reassessed until all the requirements have been met. 3. Discuss the audit programme a) Organization name & address b) Purpose and scope of audit c) Applicable standard d) Auditing team manpower e) Date for Pre-Audit & Certification Audit f) Audit schedule
	Review OK?	No	
	Yes		
PRE-AUDIT	Pre-Audit (optional)		
CERTIFICATION AUDIT	Certification Audit		*Certification Audit Pre-requisite* 1. 3 months record required 2. One complete internal review cycle (management review cycle) *Certification Audit Approach* 1. Based on sampling approach 2. Audit result will be reported to client during closing meeting
	Non-conformities raised?	Yes → Submit the Planned Correction and Corrective Action with Supportive Document or Follow Up Visit	
	No	All Non-conformities are properly tackled and cleared ?	No
	Recommendation for Certification	Yes	
CERTIFICATION APPROVAL	Certification Review Committee Approved Certification for 3 years		*Certification Approval* 1. Certification Review Committee approves the award of certificate 2. Registration in the "Buyer's Guide"
SURVEILLANCE VISIT	Surveillance Visits every 9 months		*Surveillance Visit Approach* 1. Sample audit of system 2. Check on complaints & remedial actions 3. Check on compliance & continual improvement 4. Check on use of logo
RENEWAL AUDIT	Renewal Audit before Certificate Expires		*Renewal Audit* 1. Similar to certification audit, but with less auditor manday

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