

# Certification Process

Your Journey Starts Here

**STEP 1**

Request quotation from our certification experts

**STEP 2**

Confirm the size and nature of your business operations

**STEP 3**

Accept your quote and sign our terms & conditions

**STEP 4**

Receive your quotation via email

**STEP 5**

Confirm your readiness for certification (how much of your management system is already complete?)

**STEP 6**

Prepare your Business Management System (BMS) for audit

**STEP 7**

We will contact you to book your Stage 1 assessment and reserve a date for your Stage 2 assessment

**STEP 8**

Work to address any non-conformities or opportunities for improvement identified during your Stage 1 assessment

**STEP 9**

Pay your first invoice

**STEP 10**

Our auditor will review your existing systems and processes and provide you with a gap analysis report. This report outlines the areas that need to be addressed in order for you to achieve certification

**STEP 11**

Our auditor completes the Stage 2 assessment and provides a final report

**STEP 12**

Pay your second invoice

**STEP 13**

Receive your e-certificate (subject to a successful assessment)