

Suspending, Withdrawing, Reducing and Extending the Scope of Certification Policy and Procedures

Suspending, Withdrawing or Reducing/Extending the Scope of Certification

1. Suspension of Certification

FCS may suspend the certificate issued for six (6) months, in case of the following conditions occur:

- a. The client's certified management system has persistently or seriously failed to meet certification requirements, including requirements for the effectiveness of the management system;
- b. The certified client does not allow surveillance or re-certification audits to be conducted at the required frequencies;
- c. The certified client has voluntarily requested a suspension;
- d. Following the major nonconformities found in the audits conducted;
- e. The minor nonconformities found in the audits are not closed within the determined deadlines;
- f. Not obeying the certification rules; and
- g. Failure to pay certification or audit fees.

The suspension of the certificate shall be decided by the Chief Executive (CE). The decision of suspension shall be communicated to the client in writing. FCS may extend the suspension period, only once more and for maximum 3 months, following the decision confirmed by FCS.

During the suspension, the client's management system certification is temporarily invalid. In the case of suspension, the certified client refrains from further promotion of its certification.

Status of the certified client in the directory shall be updated. Also, the right to use the certification as well as the certification mark and logo shall be temporarily suspended.

Reinstatement of certification requires reassessment of the certified client management system under normal certification process. The certified client shall make their request for reinstatement of certification not more than 6 months after receipt of the notification of suspension.

Failure to resolve the issues that have resulted in the suspension in a time established by FCS shall result in withdrawal or reduction of the scope of certification.

The 'Checklist of Recommendation for Suspension / Withdrawal of Certification' form no. (FCS/HO/F/031) is to be prepared by Chief Executive.

Suspending, Withdrawing, Reducing and Extending the Scope of Certification Policy and Procedures

Suspending, Withdrawing or Reducing/Extending the Scope of Certification (cont'd)

2. Withdrawal of Certification

The withdrawal of the certificate shall be decided by the CE. The decision of withdrawal shall be communicated to the certified client in writing. The client will be requested to return the certificate to FCS and prohibited to use the mark and logo in advertisements and properties to public immediately. If the certified client continues to use the marks in literature, FCS may take appropriate legal actions.

In the case of the certified client request for voluntary withdrawal certificate, the client is required to notify FCS in writing 3 months **or shorter period as agreed** prior to the effective date of withdrawal. The right to use the mark and logo shall be withdrawn immediately after the effective date **proposed by Chief Executive (CE)**. The certified client is allowed to reinstate the certification status by submitting new application to FCS.

The 'Checklist of Recommendation for Suspension / Withdrawal of Certification' form no. (FCS/HO/F/031) is to be approved by Chief Executive (CE).

3. Reducing the Scope of Certification

FCS may reduce the scope of certification of the certified client in case of the following conditions occur

- a. The client is unable to fulfil any part of the scope that client holds, e.g. failure to close nonconformities, significant changes to the activities and operation of the organization or failure to comply with the requirements of the standard; or
- b. At the request of the certified client.

If the certified client initiates to reduce the scope of certification or certification location/site, the client is required to submit in writing to FCS. Upon receipt of the notification, FCS shall conduct a review on the application for reduction of the certification scope.

FCS shall decide whether or not an audit is required. FCS shall define the audit activities necessary for the decision as to whether the reduction of certification scope can be granted to the certified client. This can be conducted in connection with a surveillance audit or by conducting a special audit. The audit will focus on sections of the client's organization that will be affected by the change in scope.

If reduction of the scope of certification is due to the certified client persistently and seriously failed to meet the certification requirements for those parts of the scope of certification, FCS shall review such exclusions shall be consistent with the certification standard.

**Suspending, Withdrawing, Reducing
and Extending the Scope of Certification Policy and Procedures**

Suspending, Withdrawing or Reducing/Extending the Scope of Certification (cont'd)

3. Reducing the Scope of Certification (cont'd)

FCS will inform the certified client, in writing, of any decision regarding reducing in certification, outlining the justifications for the action being taken.

FCS shall issue a new certificate with amended scope without any change in the certification period as stated in the previous certification document. The new certificate shall contain revision number and date. The scope of the certified client in the directory shall be updated accordingly.

4. Extension of Certification

4.1 If the certified client wishes to extend the scope of certification, the client shall inform FCS in writing. FCS will make a decision based on either existing information regarding the certified client or an additional assessment to be followed. The additional assessment is carried out to evaluate the ability of the certified client to comply with the requirements of the scope.

The additional assessment will take the form of a surveillance assessment and will focus on sections of the client's organization that will be affected by the change in scope.

Upon satisfactory meeting the standard requirement through the audit assessment, FCS shall issue a new certificate with amended scope without any change in the certification period as stated in the previous certification document. The new certificate shall contain revision number and date. The scope of certified client in the directory shall be updated accordingly.

4.2 Please refer to item 1 for the procedure of suspension of certification.

4.3 Under suspension of certification, the client's management system certification is temporarily invalid.

4.4 Please refer to item 1 for the procedure of reinstatement of suspended certification.

4.5 Please refer to item 3 for the procedure of reduction in the scope of certification.