



**SIS
Certifications**

Flow Chart - Certification Process

Application Receiving

Client required to fill the required details of the organization in the application form and share with the marketing team for further review
Responsibility: Marketing Team



Contract Review

Our quality team review the client requirement and calculated the feasibility & man-days to be delivered in the Stage I Audit & Stage II audit
Responsibility: Quality Team



Quotation / Agreement to Client

Based upon the contract review, Client need to sign the quotation and legal agreement with the marketing team
Responsibility: Marketing Team



Invoice Preparation & Sending

Accounts team generate and share the invoice to the client to pay the certification fees
Responsibility: Accounts Team



Stage-I Audit Planning & Confirmation

Based upon the Contract review, Planning team plan the audit date by confirming with the client and auditor as well and share the audit release to confirm the both
Responsibility: Planning Team



Ref: SIS – F - 001

Issue No. 03

Rev. No. 00

Revision Date: 15.07.2021

Unit No. 514, 5th Floor, Vipul Business Park, Sohna Road, Sector – 48, Gurgaon-122018, Haryana, India.



Stage-I Audit & Audit Report Preparation

Assigned audit team review the manual & procedure to understand the organization process and verify that organization have required process or not. Audit team also visit the site and verify the scope of the certification. In Stage I audit, audit team actually verify the preparedness of the organization for Stage II audit. Based upon the evidences, audit team prepare the report and submit to the operations team of SIS Certifications and provide the audit finding report to client.

Responsibility: Audit Team



We Do Not

Audit Set & NC Closure Receiving

During the audit process, SIS operations team share audit set for filling, signing and stamp by the client. SIS Operations Team request the client after the audit to submit Audit Set and Closure of the Audit Finding given by the Audit Team to the operations team.

Responsibility: Operations Team



Stage-I Report & NC Closure Review

After the audit, Operations team forward the audit report to the Quality team to review the report. When audit report is found adequate, Quality recommended the Operations Team to proceed further.

Responsibility: Quality Team



Stage-II Audit Planning & Confirmation

After the successful completion of the Stage I Audit, Planning team plan the audit date by confirming with the client and auditor as well and share the audit release to confirm the both. After the sharing the release, Audit Team also provide a detailed audit plan to client. Audit Plan help the client to prepare themselves for the audit.

Responsibility: Planning Team & Audit Team



Stage-II Audit & Audit Report Preparation

Assigned audit team review the implementation of the process reviewed in the Stage I and also the Closure status of the findings. Audit team also visit the site and verify the activities are taken done as per the Standard and Organization requirement or not. In Stage II audit, audit team actually verify the implementation of the organization. Based upon the evidences, audit team

Ref: SIS – F - 001	Issue No. 03	Rev. No. 00	Revision Date: 15.07.2021
--------------------	--------------	-------------	---------------------------



**SIS
Certifications**

prepare the audit report and submit to the operations team of SIS Certifications and provide the audit finding report to client.
Responsibility: Audit Team

Audit Set & NC Closure Receiving

During the audit process, SIS operations team share audit set for filling, signing and stamp by the client. SIS Operations Team request the client after the audit to submit Audit Set and Closure of the Audit Finding given by the Audit Team to the operations team.
Responsibility: Operations Team

Stage-II Report & NC Closure Review

After the audit, Operations team forward the audit report to the Quality team to review the report. When audit report is found adequate, Quality recommended the Operations Team to proceed further.
Responsibility: Quality Team

Payment Confirmation

Accounts team confirm the Operations team for proceeding further
Responsibility: Accounts Team

Decision Making

Decision is taken by the DM team for the issuance of the Certifications
Responsibility: Decision Making Team

Certificate Review, Issue & Database Upload

After getting the Approval from the DM team, Draft is issued to Client for approval. After getting the Approval, Operations Team issued certificate and update the database
Responsibility: Operations Team

Ref: SIS – F - 001	Issue No. 03	Rev. No. 00	Revision Date: 15.07.2021
---------------------------	---------------------	--------------------	----------------------------------