

Certification Process



Purpose:

The aim of management system certification is to inspire confidence from the public and interested parties that an organization certified or verified by Soleir LLC fulfills specified requirements. This confidence depends upon many factors including the competence of management and staff, impartiality, the perception of impartiality, and the avoidance of conflicts of interest.

Process

Application

Your organization submits an application for management system certification. A Soleir representative will contact you to discuss company details, products, and services.

Agreement

After a successful application review, Soleir will provide an agreement to provide management system certification. This agreement must be signed before any certification activity begins.

Documentation Review/Stage 1 Audit

Soleir will assign a qualified auditor to conduct a Stage 1 Audit. The Stage 1 includes a review of documented information and the details of your organization to ensure an effective audit can be planned and conducted.

Stage 2 Audit

Soleir will assign a qualified audit team to conduct a Stage 2 Audit. The audit team will conduct a audit of your entire management system and make a recommendation regarding certification.

Nonconformity Management

Nonconformities documented by the audit team during the audit must be closed by your organization and agreed by the audit team leader.

Technical review

Soleir personnel independent of the audit team review the audit report package to ensure the objectives of the audit were achieved. The technical review team make a recommendation regarding certification.

Certification decision

Soleir's Leadership reviews the recommendations from the audit team and technical review and makes a certification decision. You will be notified of the decision. All details and justification regarding the decision will be communicated.

Certification Process



Maintaining Certification

Annual audits are required to maintain certification.

Recertification

Recertification audits are conducted at the end of the 3-year certification cycle and in advance of certificate expiration.