



# INTEGRATION 103 PROCEDURE FOR REDUCTION AND EXTENSION OF CERTIFICATION SCOPE

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## **PROCEDURE FOR REDUCING AND EXTENDING OF CERTIFICATION SCOPE**

### **AIM AND SUBJECT**

This procedure aims to describe the steps that are implemented during the extension and reduction of the scope certification of FIRST PLUS' clients.

The objective of this procedure is to describe a method of reducing and extending the scope of certification.

### **THE SCOPE**

The system of audit conformity and decision-making for certification.

### **RESPONSIBILITIES**

Certification scheme Manager.

### **REDUCING THE SCOPE OF CERTIFICATION**

Reducing the scope can be voluntary and mandatory.

**Voluntary:** Reduction of certification scope can be done at the written request of the client. Client hereby informs INTERNATIONAL BUSINESS CERTIFICATION of the reason for the reduction of certification scope and provides exact details about the reduction, whether it is of location, product, or process steps. This request will be forwarded to the Manager of the relevant scheme, who will, based on the request, make a decision to reducing of certification scope

**Mandatory:** When INTERNATIONAL BUSINESS CERTIFICATION during the audit determines that a part of the process and/or services severely disrupted, and can make a proposal on the reduction of the part of the scope to which the unfulfilled refers.

The certificate will be suspend waiting to the result of the special audit. After that, the new certificate will be issued with the new scope, and the old certificate will be withdrawn.

This information will be changed on the website, as it would be possible information about the validity of the certificate.

### **EXTENSION OF SCOPE OF CERTIFICATION**

The extension of the scope of certification can be done when the client wants, upon the written request.



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This request will be forwarded to the Manager of the relevant scheme, who will, based on the request, determine whether to do the audit immediately or in the course of regular surveillance activities. When the certification scope is extended, then the new certificate is issued to the client, which refers to the extended scope of the management system.

### **RELATED DOCUMENTS**

IBC/100 procedure for certification