

Key Activities in the MMRA Certification Process ...

1.

Application

Initial application made to MMRA.

2.

Review

MMRA review your application to confirm understanding of your requirements and business.

3.

Application review and meeting

MMRA arrange an application review and certification contract details meeting.

4.

First Stage Initial Assessment

MMRA carry out first stage initial assessment of the management system.

The aim of this stage is to:

- Assess the client's Management System documentation;
- Evaluate the client's location and site-specific conditions and to undertake discussions with the client's personnel to determine the preparedness for the second stage of the assessment.

5.

Second Stage Initial Assessment

MMRA carry out second stage initial assessment of the management system.

The second stage of the assessment will be used to evaluate the implementation, including effectiveness, of the Management System. The second stage shall take place on site.

6.

Corrective Actions raised and resolved

Corrective actions raised during the two stages of the initial assessment must be resolved.

This should include an analysis of the cause of any non-conformance and the specific corrective action(s) taken, or planned to be taken, to eliminate detected nonconformities within a defined time to harm no one.

7.

Certification decision

MMRA make a certification decision based on the two assessments and corrective action resolution.

MMRA will review the corrective actions submitted by the client to determine if these are acceptable and the client advised accordingly in writing.

8.

Issue

MMRA issue a certificate for three-year period.

9.

Surveillance assessments

At the end of years one and two, MMRA carry our surveillance assessments.

MMRA surveillance activities will be on-site assessments, but not necessarily full system assessments. The surveillance activities will be planned to ensure that confidence is maintained that the certificated MS continues to fulfil requirements between recertification assessments.

10.

Recertification assessment

At the end of year three MMRA arrange for a recertification assessment to be carried out prior to expiration of the MS certification.

The purpose of the recertification assessment is to confirm the continued conformity and effectiveness of the Management System as a whole and its continued relevance and applicability to the scope of MS certification. The recertification assessment shall consider the performance of the MS over the period of certification and include the review of previous surveillance activity reports.

