

**Approved by: Managing Director**



# PSA

**Document Title :** Recertification

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**Subject: Recertification****11.4 Recertification**

- 11.4.1 All CoC certificates shall remain valid, subject to satisfactory performance, for a maximum of 3 years.

**Guidance 11.4.1**

The maximum validity of a CoC certificate is 3 years from the issue date on the scheme database. At discretion of the CAB and the certificate holder, the certificate validity can be shortened in order to align it with other certification periods and to enable combined audits.

- 11.4.2 The CAB may extend a client's certificate by up to 90 days in order to accommodate audit scheduling by placing a request in the scheme's database at least 10 days prior to the expiry date, stating the reasons for extension and the planned audit date.
- 11.4.2.1 The extension of a certificate shall not have an impact on the overall validity duration of a certificate (i.e. the new certificate shall be issued on the original certificate expiration date, not on the extended expiration date).
- 11.4.3 The CAB shall perform a complete recertification audit at the end of each certificate's period of validity.
- 11.4.3.1 The timing of the recertification audit shall allow enough time for potential major non-conformities raised at the recertification audit to be corrected, and for the reissuing of the certificate prior to the certificate expiry date to avoid a lapse in certification.
- 11.4.4 The CAB shall follow all relevant sections of the CoCCR as for an applicant.
- 11.4.4.1 Recertification audits may also be unannounced and 11.3.2 followed.
- 11.4.5 For CoC Group clients, the site sample plan shall be determined as for initial audits.
- 11.4.6 For CoC CFO clients with multiple sites, the site sample plan shall be the same as for surveillance audits.