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1.0 Purpose

The procedure allows for granting scope extension or reduction, by an independent competent person.

2.0 Scope

This procedure covers the Process of scope reduction and expansion Certification.

3.0 Definition

Independent Competent person – Certification manager /Technical Manager

4.0 Procedure

- To extend or reduce the scope an application should be filled for extension/reduction to the scope of a certification already granted.
- Undertake a review of the application and determine any audit activities necessary to decide whether or not the request be granted.
- Extension /reduction may be conducted in conjunction with the surveillance audit, re-certification audit or on an independently selected date.
- The validity period of the certificate remains unaffected.
- The audit team leader / audit team will review the Management System documents concerning the extended areas / new locations/reductions and audit all requirements which are affected by it.
- The refusing of the certificate is possible, when the company doesn't meet the requirements of the relevant standard or it is not able to be meet the terms.

Reference

AGA-MSQ-FRM-08 Certificate Change scope reduction and expansion procedure