Specification of Competency Standards
for the Testing, Inspection and Certification Industry
Unit of Competency

Functional Area - Certification Operations

Title	Review client's application for certification
Code	105932L5
Range	The unit of competency (UoC) covers the abilities to critically review the application for certification from the client and respond to it with accurate and relevant information in compliance with accreditation requirements.
Level	5
Credit	4 （For Reference Only）
Competency	Performance Requirements 1. Possess knowledge of reviewing client's application for certification • Describe the process of the certification body on reviewing client's application for certification. • Describe the procedures of the certification body relating to customer service and communication protocols. • Obtain client information on its business sector, products, processes and organisation, and its management system. • Examine the requirements of specific management system standards / normative documents for certification. 2. Review client's application for certification and provide appropriate response to the client • Establish and evaluate the scope and boundaries of the certification sought, with reference to client's critical activities, processes / workflow and physical boundaries. • Justify the presentation and wording of the scope statement to reflect the actual operation and underlying processes. • Determine the competence required by the audit team including the audit team leader for certification activities according to the established competence criteria. • Determine the audit time needed, including planning and accomplishing a complete and effective audit of the client's management system, with consideration of the multi-site sampling (where applicable). • Verify that the client is a legal entity by checking its Business Registration or other relevant documents. • Verify the regulatory conformity of the legal entity for the established management system, e.g. fire certification for Occupational Health and Safety Assessment. • Confirm the certification validity in terms of authenticity, duration and scope of activities covered by the management system certification for certification transfer application. • Check previous audit reports within the review cycle to confirm if there is no outstanding issue. • Provide decision of accepting or rejecting the application of certification to the client by using appropriate technical terminology through the most appropriate communication method. • Record and file all responses and justification for the decision accurately in accordance with operating procedures set out by the certification body. • Record reasons for declining the client's application for certification / certification transfer. 3. Exhibit professionalism • Ensure the response provided to the client is accurate, relevant and complies with organisation / accreditation requirements. • Maintain security and confidentiality of client's information.

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Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to: - critically review client's application for certification by establishing the scope of certification and determining the required competence of audit team and the audit time, - generate and communicate the decision of application and other information that are accurate and relevant with the client in an efficient and effective manner.
Remark	