

LMS CERTIFICATIONS PVT. LTD.		Procedure Manual	
Section Name	Documents to Client		
Section No : WI 05	Issue No. 01	Issue Date 01-11-2015	
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S. No.	Stages of Certification Process	Documents Sent
1	Enquiry	(a) Introduction Letter (b) Quotation Request Form, (LMS-FM-003)
2	Acceptance of QRF	(a) Quotation (LMS-FM-004) (b) Rules and Regulations of Certification (PID-02, PID-04 if applicable)
3	Acceptance of Quotation	(a) Certification Agreement (LMS-FM-060) (b) Revised Quotation (if applicable)
4	Stage-1 Audit	<u>Before the audit</u> (a) Stage-1 audit plan (LMS-FM-017) <u>After the audit</u> (a) Stage-1 audit report (LMS-FM-008) (b) Non conformance report (LMS-FM-058A)
5	Certification & Re-certification Audit (Stage-2 audit)	<u>Before the audit</u> (a) Audit plan (LMS-FM-018) <u>After the audit</u> (a) On Site Audit Report (LMS-FM-009) (b) Non conformance report (LMS-FM-058A) (c) Customer feedback form (LMS-FM-055)
6	Issue of Certificate	1) Certificate of registration against the Management System Standard assessed 2) Conditions for use of Logo and Certificate (PID-03) 3) Logo in soft copy
7	Surveillance/Special Audit	<u>Before the audit</u> (a) Audit plan (F-084) <u>After the audit</u> (a) Surveillance Audit Report (LMS-FM-059) / Special Audit Report (LMS-FM-044)/ (b) Non conformance report (LMS-FM-058A) (c) Customer feedback form (LMS-FM-055)

Note: All the audit reports against the Management System Standard assessed are sent to the client.