

Procedure for suspension, withdrawal and scope reduction of certificate



CONTROLLED

1.0 Purpose

To describe a procedure for suspension, withdrawal and scope reduction of the certificate

2.0 SCOPE

This procedure covers overall activity for certificate issue, suspension and withdrawal of certificate for all types of certification activities done by DRASSA.

3.0 Responsibility

3.1 Management Representative is responsible for ensuring implementation of this procedure throughout the certification scheme process.

3.2 Decision Maker is responsible for making decision for granting certificate, re-certificate and renewal of certificate.

3.3 Administration Executive is responsible for receiving application, reviewing application to ensure applicant meets the requirement and providing information to Examiner. Also, he is responsible for maintaining all records of applicant, certification, examination and other relevant to comply with requirement of ISO/IEC 17024:2012 certification process.

3.4 Examiners is responsible for conducting examination, preparation and submission of examination reports to Operation Manager and Decision Maker for making decision.

4.0 Description of activity

4.1 **Suspension and withdrawal of certificates**

4.1.1 This instruction covers suspension procedures through withdrawal or cancellation of the certificate and revision of the register of certified persons for one or more of the below reasons:

1. Period of certification exceeded without renewal.
2. Evidence of falsification of any information on any documents submitted to DRASSA or its agents.
3. Evidence of non-compliance with LSC Substance Abuse Policy.
4. Evidence of culpability in an accident during certification period.
5. Evidence of non-compliance with medical requirements.
6. Evidence of non-compliance with the Code of Ethics.
7. Certified person's has persistently fails to meet any of the requirements for certification including requirements for the effectiveness.
8. Certified person fails to meet financial obligations to DRASSA Academy.

4.2 **Steps for Suspension or Cancellation of Certified person**

- Grounds for action are brought to the attention of the Operation Manager, who reviews the information and decides whether to proceed.
- Issued letter to the certified person via mail / courier or email is sent for advising them of the details of the grounds for action and the decision on whether to proceed.
- If the Decision Maker decides to proceed, the certified person must reply to DRASSA within 14 days of receipt of letter.

- If the Decision Maker determines that the action or position contained in the certified person reply is satisfactory, he issues a letter/email stating this, and mails it to the certified person.
- If actions are required, due dates must be set. Decision Maker must review the actions at those times to ensure that they are effectively completed in order to prevent suspension or cancellation.
- If the certified person does not reply in fourteen days, if the reply is not satisfactory, or if the actions required are not effectively completed in the allowed time, the Decision Maker determines whether to suspend or withdrawal certification.
- If the decision is made to cancel certification, Decision Maker is responsible for suspending the certified person or canceling the certified person from the Register of Certified person, advising the certified person, and publicizing the cancellation, if necessary. In this case the PHSD shall be informed.

Subject to actions by the certified person, the following steps will be taken leading to possible suspension or cancellation of the certified person's certification:

- Unless a satisfactory resolution of the reason of suspension 14 days, certification will be withdrawn.
- In all cases, steps involved shall be recorded.

4.3 Reduction in scope of Certificates issued

- 4.3.1 DRASSA shall wherever applicable reduce the scope of certification if during the time of routine periodic examinations / Renewal Examinations it finds that the certified person has continually / seriously failed to meet the certification requirements for those parts of the scope of certification. The reduction in scope shall be approved by the Decision Maker