



Procedure for suspending, withdrawing or reducing scope of certification.

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Scope : This procedure define the process for suspending, Withdrawal or reducing scope of certification.

Normative reference: ISO 17024 and relevant Standard for which personnel certification scheme has been operation.

Procedure:

1. Suspension of certificate: Certificate of candidate is suspended in following situation:

- 1.1 Candidate has not fees for initial certification.
- 1.2 Candidate has not sent information for annual review and not paid the fees.
- 1.3 It came to knowledge of QACS that candidate has provide false information.
- 1.4 Upon scrutiny of candidate file and or examination records it seems that candidate has used unfair means to pass examination.
- 1.5 Candidate has breached the "Code of conduct for candidates: F-PC-12"
- 1.5 The candidate would be given notice specifying cause for suspension and will be asked to remove the concern leading to suspension within 60 days.
- 1.6 Concerns for suspension are not satisfactory completed with 60 days.

2. Reducing scope of certificate:

- 2.1 It came to knowledge of QACS that candidate has provided false information
- 2.2 There is complaint from user of services that candidate is not capable.
- 2.3 Normally reducing scope would from lead auditor to auditor grade.
- 2.4 Candidate will be given notice specifying the cause will be asked to remove the cause within 60 days.
- 2.5 If concern for reducing scope is not completed within 60 days the scope would be reduced.

3. Withdrawal of certificate: Certificate of candidate would be withdrawn in following condition.

- 3.1 The concern for suspension if not completed within 60 days after suspension.
- 3.2 The document for annual review is not submitted and/ or an annual fee is not paid.
- 3.3 The candidate has not opted for recertification.