

STEP BY STEP GUIDE

to getting Alcumus ISOQAR certification



Request a Quote

We help you complete a simple questionnaire about your organisation and management system so we can calculate a price.



Quote, Accept & Apply

We determine how long we need to audit based on UKAS criteria. We can then calculate the price. We send you our proposal - if you're happy you simply accept it and your application becomes formal.



Booking Your Audit

We review your application and your dedicated Client Services Coordinator contacts you to schedule a convenient audit date.



Pre-Assessment - optional

You may find it helpful for one of our qualified Auditors to do an informal pre-assessment, like a dummy run of an audit. It helps identify your strengths and weaknesses in preparation for the real thing.



Stage 1 Audit - Document Review

This is a high level audit of your policies, objectives, processes and management system documentation. It may involve discussions with employees. The Auditor highlights any weaknesses in the Stage 1 report which you need to fix before moving on to Stage 2.



Stage 2 Audit - Certification Audit

This complete audit of your system includes procedures, controls, records, top management and staff interviews, evaluation of internal audits and management reviews. If any major nonconformities are identified, you will need to take corrective action and the Auditor will need to verify the issues have been fixed.



Recertification Audit

In year three, you get a thorough audit similar to the original Stage 2 Audit.



Surveillance Audits

We return each year for the next 2 years to conduct a Surveillance Audit. We check your system is working as it should and that you've corrected nonconformities from previous audits.



Issue ISOQAR Certificate

You are awarded your UKAS accredited certificate.



Certification Decision

The Certification Team reviews the Auditor's report and makes a decision. If everything is OK, a certificate is issued. If not, further information may be requested from you or the Auditor.

Discover more at
alcumus.com

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 **Alcumus**[®]
Safer, Healthier, Stronger