

5 Simple Steps to get ACERTA Certification

Step 1: Application Form

- The client completes the ACI Application Form and ensures all information provided is accurate, complete, and duly signed and submits to ACI.
- ACI technically reviews the submitted application, if its accepted than move towards the next step otherwise send back to the client to fill it again.

Step 2: Proposal / Contract Acceptance & Payment of Certification fees:

- If Application form is accepted after review, ACI issues a quotation and certification contract outlining terms, conditions, rights, and obligations.
- The client reviews, signs, and returns the contract along with applicable fees.

Step 3: Audit Execution

- Audit Program is prepared to plan the timelines of the audit and the Audit team is selected & assigned for the audit of the company.
- The audit is conducted to evaluate compliance with requirements, standards, and regulatory guidelines.

Step 4: Corrective Actions & Evaluation

- The client addresses all identified non-conformities within the specified time frame.
- Corrective action evidence (such as updated documents, records, process changes, photographs, etc.) is submitted to ACI.
- Auditors review the corrective actions to verify their adequacy and effectiveness before recommending certification.

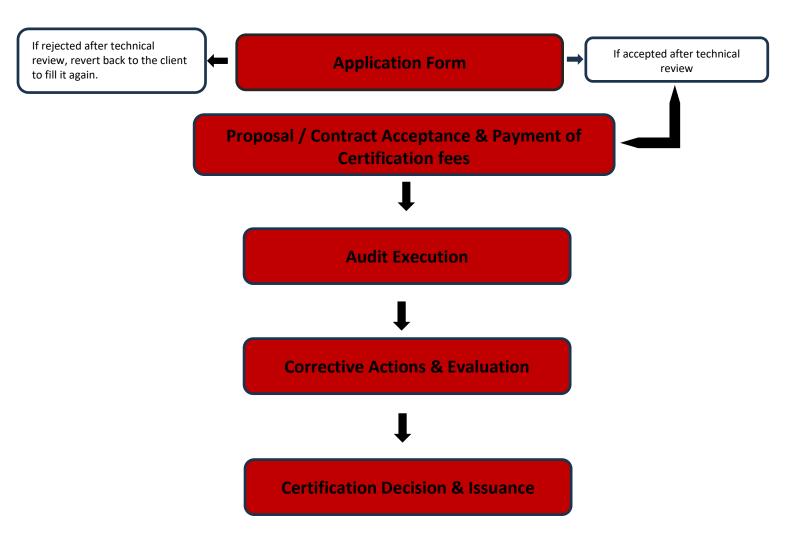
Step 5: Certification Decision & Issuance

- The Decision committee, independent of the audit team, reviews the audit report and corrective action evidence.
- Based on the review, the committee makes a decision to grant, defer, or deny certification.
- If granted, ACI issues the Certificate, including details such as scope, validity period and site/sites.
- Certified clients are subjected to surveillance audits during the certification cycle to ensure continued compliance.





PROCESS FLOW OF CERTIFICATION



ACI- F051/ REV-01 REV DATE: 15-11-2024