

## **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.

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### **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.

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### **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.

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### **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.

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### **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.

**ACI Certificate Issued** 😊

## PROCESS FLOW OF CERTIFICATION

