

Annex 18: Certification Regulation for Pest Control Services Certification									
Standard :	EN 16636:2015	Certification scheme:	CEPA Certification Scheme for Pest Control Services						
Certification Cycle:	<p>The certificate is valid for three years. To maintain the validity of the certificate, a surveillance audit shall be carried out 16 to 20 months after the certification audit. Before the expiration date of the certificate, a recertification audit is conducted in order to renew the validity of the certificate for the next three year cycle.</p> <p><u>Audit planning and time table.</u> Surveillance audit process has to be completed, with due date the last date of the stage 2 audit date of the initial audit. Correspondingly the re-certification audit process has to be completed within the same time frame. Example:</p> <table><tr><td>Initial Certification audit- stage 2</td><td>1st Surveillance audit</td><td>Re-certification audit</td></tr><tr><td>15/7/2014</td><td>15/11/2015 – 15/3/2016</td><td>15/7/2017</td></tr></table> <p>In case of exceeding time limits certificate is suspended for six months and after this period finally withdrawn.</p> <p>The decision for recertification shall be completed no later than 3 weeks after the expiry date of the certificate.</p>			Initial Certification audit- stage 2	1 st Surveillance audit	Re-certification audit	15/7/2014	15/11/2015 – 15/3/2016	15/7/2017
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15/7/2014	15/11/2015 – 15/3/2016	15/7/2017							
Audit Evaluation Criteria / Characterisation of Non Conformities:	1: Full conformity	3: Major Non Conformity (-ies): Correction through the submission of Documents							
	2: Minor Non Conformity (-ies): the effectiveness of the corrective actions are evaluated during the next audit	4: Critical Non Conformity (-ies): Correction through Re-audit for surveillance audits.							
Time allowed to close Non Conformities:	<p>Certification Audit: <u>For Major and critical NCs:</u> 3 months after the completion of stage 2.</p> <p><u>Minor NCs:</u> Certification can be granted if there are up to 3 Minor NCs given that the service provider (SP) has submitted corrective actions plan for the Minor NCs within 4 days. 2 months after the initial audit the SP shall provide TAH with evidence of completion of actions that correct NCs. If the SP fails to do so, the TAH shall upgrade the Minor NCs to Major and suspend the certificate.</p> <p>Surveillance Audit: <u>For critical NCs:</u> immediate suspension of certificate and re-audit. <u>For Major NCs:</u> submission of suitable corrective actions and closure of NCs by the auditor up to one month after the surveillance audit. <u>Minor NCs:</u> it is not necessary to provide evidence of corrective actions. Effectiveness of corrective actions evaluated at next audit.</p>								

Recertification audit:

For critical and Major NCs: see surveillance audit

For minor NCs: corrective actions shall be provided to TAH within one month of the audit. Recertification shall not be provided until NCs are closed by the auditor.