



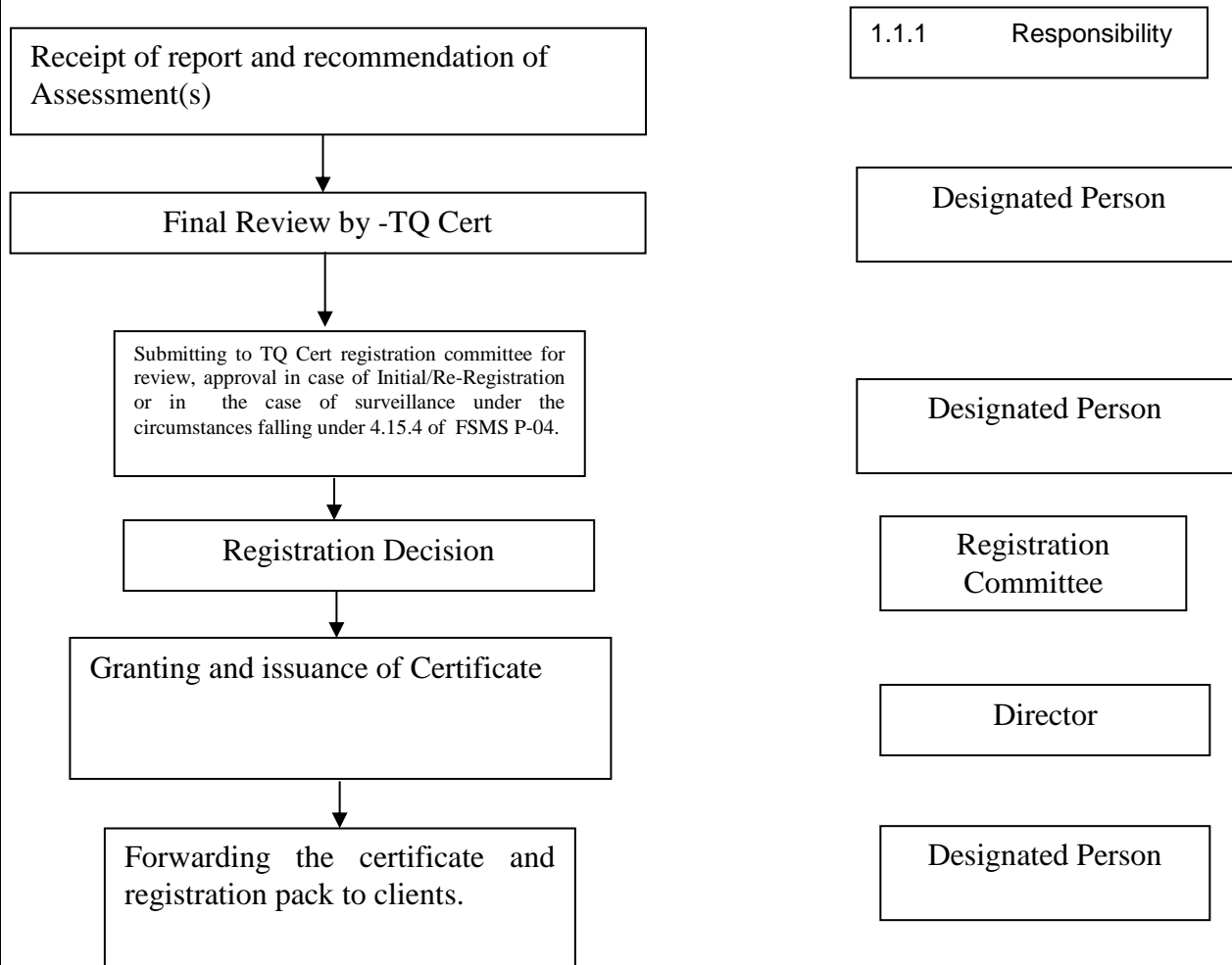
1 PURPOSE

1.1 To outline the procedure for TQ Cert Client Registrations of all applicable schemes.

2 SCOPE

2.1 Applies to all Clients who are approved for Initial/Re-registration by the TQ Cert Registration Committee.

3 PROCEDURE





- Validity of Certificate and Registration is one or three years as (or as per specific requirements of the applicable scheme) from the date of Registration Committee Decision.
- Respective Surveillance audit dates are calculated from the date of initial conformance audit.
- The date of the certification shall start from the date of registration decision ending with the period based on the duration of the certificate as per the certification scheme.
- In case of any request by the client for omission of any activity on the certificate already granted, then basing on the records TQ Cert will provide justifications for omission of activities and issue re-certificate to the client.