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2.1 ABC Certification Services Inc. Profile

2.1.1 Company Profile

For more than one decade of operations, **ABC Certification Services Inc.** has gained much experience in the India and has preserved its commitment to provide quality of audit and certification of certification of persons. Qualified and experienced staffs were retained to ensure a continuity of quality of audit and certification of persons.

ABC Certification Services Inc. is an independent certifying body and was established in the India to cater the needs of certification of persons in the various fields. Now a day, **ABC Certification Services Inc.** provides good reasonable audit and certification of persons throughout the India.

ABC Certification Services Inc. operates a comprehensive management system and a detailed Quality Policy to ensure a high standard of service and safety of personnel at all time.

Conceived in the late nineties, **ABC Certification Services Inc.** became a limited company in September 2013. It was founded by Mr. D.K. Jhaveri using their extensive knowledge of all aspects of the 'quality world'. Knowledge gained through working as Director in industry, Lead Assessors / Managers with other assessment bodies and freelance consultants.

Today, **ABC Certification Services Inc.** is a business unit of **Global Manager Group** and has its own regional assessors throughout the India and has operations worldwide.

ABC Certification Services Inc. Track Record

ABC Certification Services Inc. has certified more than 1000 persons and the number is growing daily. More and more personnel are not only realizing the benefits of being a "Certified Person", but also the benefits of using "**ABC Certification Services Inc.**" Its dislike of bureaucracy and its philosophy of being approachable mean that nearly all **ABC Certification Services Inc.** contracts stem from recommendations by quality consultants or previously certified businesses.

ABC provides certification services based on ANSI accreditations. In a year time **ABC Certification Services Inc.** India has penetrated the Indian Market providing certification of personnel in the Safety, building and constructions, mechanical designers etc.

ABC and its personnel are not engaged in any activities that may conflict with their independence of judgment and integrity in relation to their certification services.

Company Name Address etc.	Prepared by	Sign.	
		Name	
		Designation	Management Representative
Copy status CONTROLLED / UNCONTROLLED	Approved by	Sign.	
		Name	
		Designation	Director
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9.1 Application Process

9.1.1 Upon application, **ABC Certification Services Inc.** makes available an overview of the certification process in accordance with the certification scheme. As a minimum, the overview includes the requirements for certification and its scope, a description of the assessment process, the applicant's rights, the duties of a certified person and the applicable fees.

9.1.2 **ABC Certification Services Inc.** requires the completion of an application, signed by the applicant seeking certification, which includes as a minimum the following requirements;

- information required to identify the applicant, such as name, address and other information required by the certification scheme;
- the scope of the desired certification;
- a statement that the applicant agrees to comply with the certification requirements and to supply any information needed for the assessment;
- any supporting information to demonstrate objectively compliance with the scheme prerequisites;
- notice to the applicant of his/her opportunity to declare, within reason, a request for accommodation of special needs, if any.

9.1.3 **ABC Certification Services Inc.** reviews the application to confirm that the applicant complies with the application requirements of the certification scheme.

9.2 Assessment Process

9.2.1 **ABC Certification Services Inc.** has implemented the specific assessment methods and mechanisms as defined in the certification scheme. An audit programme for the full certification cycle is developed to clearly identify the audit activity required to demonstrate that the person fulfils the requirements for certification to the selected field. The same programme is prepared based on the defined certification scheme.

9.2.2 When there is a change in the certification scheme, which requires additional assessment due to any reason, the **ABC Certification Services Inc.** document and make publicly accessible without request the specific methods and mechanisms required to verify that certified persons comply with changed requirements. All such requirements are made available in the website and all certified persons are informed by e mail to comply with such changed requirements with the time limit. The transition period for implementation of such revised requirements are also defined. In few cases, the same may be complied during the

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re-certification of the persons.

9.2.3 The scheme followed by **ABC Certification Services Inc.** includes a two-stage initial audit for the certifying the personnel, yearly surveillance audits in the first, second, third and fourth years, and a re-certification audit in the fifth year prior to expiration of certification. The five year certification cycle begins with the certification or recertification decision. The determination of the audit programme and any subsequent adjustments are based on the type of personnel certification. The scheme is planned and structured in a manner to ensure that the scheme requirements are objectively and systematically verified with documented evidence to confirm the competence of the candidate.

9.2.4 **ABC Certification Services Inc.** verifies the methods for assessing candidates. This verification ensures that each assessment is fair and valid. All records related to assessment are maintained.

9.2.5 **ABC Certification Services Inc.** verifies and accommodate special needs, within reason and where the integrity of the assessment is not violated, taking into account national regulation. During certification of the persons, relevant national regulations for the type of certification and personnel requirements for the same are taken in to account. Upon fulfillment of the national requirements, the process of certification is considered as completed.

9.2.6 In case of the work related to personnel certification is outsourced, the **ABC Certification Services Inc.** ensure that, adequate supervision for the said work was maintained, and subcontractor have appropriate reports, data and records to demonstrate that the results are equivalent to, and conform with, the requirements established by the certification scheme.

9.3 Examination Process

9.3.1 Examinations are designed to assess competence based on, and consistent with, the scheme, by written, oral, practical, observational, or other reliable and objective means considering the type of certification. Mainly in case of certification of designer, the ability for evaluation, creativeness etc. is considered as a basic means for such certification including the required skill. The design of examination requirements ensures the comparability of results of each single examination, both in content and difficulty, including the validity of fail/pass decisions. All the data bank / questionnaire used in the examination are of based on the objective evidence and does not have any hypothetical means, to conclude the personnel certification at the end of exam.

9.3.2 Procedure is prepared and is followed for each types of examination to ensure consistent administration of all examinations conducted by the **ABC Certification Services Inc.**

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Reference →

a.) QP09 Procedure for examination

9.3.3 Criteria for conditions, such as lighting, temperature, separation of candidates, noise, candidate safety etc. requires administering examinations are established, documented and monitored. Records of all such things are maintained by the Management Representative.

9.3.4 **ABC Certification Services Inc.**, uses technical equipment in some of the examination process to check the capability of the candidate under the certification. All such equipments used in such certification are calibrated through ISO/IEC 17025 accredited calibration laboratory having traceability to SI units of measurement. Calibration certificate of all such equipments are maintained by Management Representative and copies of such calibration certificate is provided to examiners involved in use of identified technical equipment.

9.3.5 Appropriate methodology and procedures (e.g. collecting and maintaining statistical data) are documented and implemented in order to reaffirm, at justified defined intervals, the fairness, validity, reliability and general performance of each examination, and that all identified deficiencies are corrected. **ABC Certification Services Inc.** ensures the proper follow-up of procedure.

9.4 Decision on certification

9.4.1 During the examination, the sufficient information is gathered during the certification process, which ensures:

- a.) to make a decision on certification, and
- b.) for traceability in the event, of an appeal or a complaint.

9.4.2 **ABC Certification Services Inc.** is outsourcing the activities related examination etc. considering the expertise requirements. Decisions for granting, maintaining, recertifying, extending, reducing, suspending or withdrawing certification of the persons is done by **ABC Certification Services Inc.** and as a policy decision, it is decided that the same will not be outsourced in any circumstances.

9.4.3 **ABC Certification Services Inc.** confine its decision on certification to those matters specifically related to the requirements of the certification scheme. It is ensured that all such decisions are based on the certification scheme and as per the documented policy only.

9.4.4 The decision on certification of a candidate is made solely by the **ABC Certification Services Inc.** on the basis of the information gathered during the certification process. All

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Procedure For Certification		

1.0 Purpose

To describe a procedure for examination planning, conducting the examination of candidate, preparation of reports and submitting the reports

2.0 Scope

This procedure covers examination planning, conducting examination and reporting the results of examinations as listed below;

- Examination planning
- Conducting the examination
- Periodic examination
- Re-certification examination

3.0 Responsibility

3.1 **Management Representative** is responsible for Planning the examination and ensuring the examination reports are received timely in the office and review of the examination reports.

3.2 **Examiners / Invigilators** are responsible for conducting examination and preparation and submission of examination reports

4.0 Description of Activity

4.1 Introduction

The objective is to provide consistent service delivery norms. Examiners / Invigilators are responsible for ensuring the objectives of their assigned examinations are fully met. The various activities needed to be carried-out are;

4.2 Examination planning

4.2.1 Upon receipt of contract with the candidate, planning is done, examination paper is prepared from the standard guidelines by Management Representative and selection of examiners and invigilators is done. Mode of examination is decided based on the written as well as by interviewing the candidate.

4.3 Conducting Examination

4.3.1 Examination is conducted as per the schedule.

4.3.2 During examination, examiners and invigilators check the performance of the candidate.

4.3.3 Written exam papers are checked by the examiners and for interview marking is done. The final set of examination papers etc. are submitted to the Management Representative for further actions.

4.4 Review of examination papers

4.4.1 Management Representative reviews the examination papers / documents submitted by examiners / invigilators.

4.4.2 If required, he may consult Director and Technical Experts for such review.

4.5 Periodic examination

4.5.1 Management Representative plan and conduct the periodic exams of the certified person by deputing the examiners / invigilators.

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4.5.2 During periodic examination, the planning etc. are done as per the details given in the clause no.4.2

4.5.3 Results of periodic examinations are evaluated as per the details given in the clause no. 4.4 and based on successful completion of the examination, the continuation of the certification is informed to the certified candidate.

4.6 Re-certification examination

4.6.1 Management Representative plan and conduct the re-certification examination before the expiry of the certified person.

4.6.2 During re-certification examination, the planning etc. are done as per the details given in the clause no.4.2

4.6.3 Results of re-certification examinations are evaluated as per the details given in the clause no. 4.4 and based on successful completion of the examination, the new certificate is issued to the person as per renewal requirements.

5.0 Reference

5.1 Examination guidelines

6.0 Enclosure Nil

7.0 Formats / Exhibits

7.1 ===== Examination planning

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COMPETENCE AUTHORISATION RECORD & EVIDENCE SUMMARY

Name		Position		Location	
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Date Started		Status	
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1 **Review of Records** (e.g. CV, Work Experience, Training, Examination Reports, Appraisals etc)

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2 **Feedback** (References, Peers, Candidate / certified person etc)

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3 **Interviews** (Employment, performance review, post Examination review, structured interview etc)

--

4 **Observations** (Witnessed Examinations, ANSI/3rd Party)

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5 **Examinations** (Written Examination, Oral Examination, Practical Examination)

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6 **Justification**

Requirement (see Definitions of what is meant by required knowledge and skills)	Requirement Achieved YES/NO/N/A	Evidence/Further Action
Knowledge of business management practices		
In depth knowledge of Examination principles practices and techniques		
In depth Knowledge of specific area / documents		

Certificate No. SA/2013/08

Logo

ABC Certification Services Inc.

Mr. Nilesh Padhariya

Has been certified for “Industrial Safety Officer” for the field of dyes and dyes intermediate to conduct the routine safety inspection and safety audit for such types of Organization.

The certificate is issued based on successful completion of the written examination and interview for the chemical industry practices and applicable safety laws and acts of Republic of India.

Date of examination	10-12-2013
Date of issue	20-12-2013
Date of expiration	19-12-2016

Signed and approved for release
Mr. DK Jhaveri
Director

Annual Confidentiality, Impartiality and Competency Declaration

Director,

ABC Certification Services Inc.

I, _____ of _____ hereby agree that I shall not at any time during the continuance of my engagement or at any time thereafter directly or indirectly use, record or disclose any Confidential Information (as hereinafter defined) except as may be necessary for the proper performance of my duties or as may be specifically authorised in writing by you. I agree to take good care of any equipment which may from time to time be within my custody or control during the course of my engagement and shall not, except in the proper course of my duties, show or disclose or communicate the construction or contents thereof to anyone.

Upon termination of my engagement (for whatever reason) and at any other time at your request I shall, without retaining any copies or records thereof, immediately return all such equipment and documents to you and shall deliver up to you all copies of such documents or extracts of such documents and all other notes, memoranda, photographs, drawings, records, or other material made or procured to be made by me or issued to me during my engagement relating to the business of **ABC Certification Services Inc.** or any of its Candidate / certified persons.

For the purpose of this Undertaking I acknowledge that Confidential Information means all technical and business information of **ABC Certification Services Inc.** and its Candidate / certified persons which is of a confidential, trade secret / or proprietary nature.

With regard to any visits to candidate / certified persons arranged by you, I shall disclose any conflict of interest to you. (viz. I have interest, financial, consultancy or responsibility of any kind in the company allocated; a close relative works in the company at a senior position; I am presently working with the candidate / certified person's direct competitor).

I have understood the code of conduct (given below) and am committed to abide by the same.

Code of Conduct

1. To act in a strictly trustworthy and unbiased professional manner without any sexual, racial, political or religious comment in relation to **ABC Certification Services Inc.** and any organisation involved in an examination, personnel for whom they are responsible, or any other work in which they may be engaged.
2. To disclose to **ABC Certification Services Inc.** any relationships they may have with the organisation to be examined before undertaking any examination function of that organisation.
3. Not to accept any inducement, gift, commission, discount or any other profit from the organisations examined, from their representatives, or from any other interested person nor knowingly allow personnel for whom they are responsible to do so.
4. Not to disclose any information gained as a result of work carried out on behalf of **ABC Certification Services Inc.** either on their premises or on their candidate / certified persons' premises.
5. Not to disclose the findings, or any part of them, of the other examiner for which they are responsible, or any other information gained in the course of the examination to any third party, unless authorised in writing by both the candidate and the examination organisation to do so.
6. Not to act in any way prejudicial to the reputation or interest of **ABC Certification Services Inc.**
7. In the event of any alleged breach of the code, to co-operate fully in any formal enquiry procedure.

Other Declaration

1. Have you undergone any training/workshop? If Yes, please provide a list.
2. Have you been involved in any types of technical consultancy, HR consultancy etc.? if yes, please provide a list of candidate / certified persons.
3. Are you involved with any other certification bodies for examinations or any other candidate / certified person? If yes, please declare below.
4. Is your relative (blood relation or friend) has changed his occupation within this period. Pls. provide an information about this below.
5. If you have any professional association- Please declare.
6. Any other competency acquired during the current period under review
7. Any deviation to **ABC Certification Services Inc.** Impartiality Policy and norms. Yes / No – Please tick. If yes – Declare under Details of deviation.
8. Have you accepted any gift / favor from the Candidate / certified person or Training Institute of any kind impairing the Organizational Ethics : Yes / No
9. Have you disclosed any candidate / certified person or company information to any third party without proper consent : Yes / No