



Global Sustainability  
Certification & Inspection  
Services

**GSCI SERVICES**

**SCOPE  
CERTIFICATION  
PROCEDURE**

**FOR BETTER  
FUTURE THINK  
SUSTAINABLE**



# SCOPE CERTIFICATION PROCEDURE



# REGISTRATION AND APPLICATION



WE WILL SEND INQUIRY FORM AND RECEIVE FILLED INQUIRY FORM FROM CLIENT.



WE WILL SEND THE PROPOSAL FOR APPROVAL AND CLIENT NEED TO REVERT US WITH SIGNED PROPOSAL COPY.



AFTER RECEIVING SIGNED PROPOSAL WE WILL SHARE OUR APPLICATION PACKET AND CLIENT WILL NEED TO SEND THE FILLED FORMS FOR OUR APPLICATION REVIEWING PROCESS WHICH IS ALSO OUR SECOND STEP.

# APPLICATION REVIEW



AFTER RECEIVING DULY FILLED FORMS FROM CLIENT WE WILL PERFORM APPLICATION REVIEW OF THESE DOCUMENTS.



SHARE THE REVIEW FINDINGS OR SHORTCOMINGS WITH THE CLIENT WHICH THEY NEED TO FULFILL PRIOR TO THEIR ON-SITE AUDIT.



AFTER THIS WE WILL SHARE SYSTEM PLAN ALONG WITH AUDIT PLAN WITH THE CLIENT AND MOVE TO OUR THIRD STEP WHICH IS ON-SITE AUDIT.

# ON SITE AUDIT



WE WILL DO THE ON-SITE INSPECTION OF ALL THE SITES AS PLANNED WITH THE CLIENT ON THE PLANNED DATES.



IT WILL COVER ASPECTS LIKE OPENING MEETING, VERIFICATION OF THE PROCESS AND PRODUCT LINE, RECORD VERIFICATION, TRACEABILITY, SOCIAL OR ALL OTHER ASPECTS AS PER THE APPLIED STANDARD.



AFTER COMPLETING THE ON-SITE AUDIT, AUDITOR WILL DO THE CLOSING MEETING, INFORM THE CLIENT FOR NON-COMPLIANCES IF ANY.



AUDITOR WILL DO THE REPORT WRITING AND PLACE ALL THE EVIDENCES AND DOCUMENTS IN THE CLIENT FILE.



# FINAL REVIEW



ONCE THE AUDITOR IS DONE WITH THE REPORT WRITING, THE PARTICULAR FILE WILL BE ALLOTTED FOR FINAL REVIEW.



REVIEWER WILL DO THE COMPLETE CHECKING AND VERIFICATION PROCESS ON THE ALLOTTED FILE AND SHARE THE FINDINGS IF ANY IN THE GIVEN TIMELINES



AUDITOR WILL CLEAR ALL THE FILE FINDINGS RAISED BY THE REVIEWER AND INFORM TO THE REVIEWER WHO WILL CHECK THE CORRECTIONS AND MOVE THE FILE FOR FINAL STEP WHICH IS DECISION MAKING PROCESS.

# DECISION MAKING AND RELEASE OF SCOPE



AFTER COMPLETION OF FINAL REVIEW, DECISION MAKING WILL BE DONE



POST DECISION MAKING, DRAFT CERTIFICATE WILL BE SHARED WITH THE CLIENT TO CROSS VERIFY/CHECK THE CORRECTNESS AND COMPLETENESS OF THE SCOPE CERTIFICATE AND AFTER RECEIVING THE CONFIRMATION FINAL SCOPE CERTIFICATE WILL BE RELEASED.



THE COMPLETE 5 PROCESS OR STAGES WILL TAKE 4-6 WEEKS. IT CAN BE LESS OR MORE DEPENDING ON MANY THINGS LIKE URGENCY, CO-OPERATION ETC. FROM CLIENT TO CLIENT



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