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1. Purpose:

To describe the certification process of YQ Business Assurance Pvt. Ltd.

2. Scope:

Auditors, Top Management, Customers

3. Responsibilities

Technical Manager has the overall responsibility for certification process.

4. Procedure

4.1 Enquiry:

Received the generic enquiry through mail, phone, associates etc.

4.2 Application:

Based on the enquiry, application form is send for further information.

4.3 Review of Application:

Application reviewed for specific requirement of client and YQBAPL's ability to provide such services, competent resources are also identified

4.4 Audit program and team identification:

As the initial certification requires two stage of auditing the competent audit team is identified based on scope of client.

4.5 Quotation:

Quotation enlisting all services and charges as applicable is sent for confirmation.

4.6 Selection and appointment of auditor:



The competent auditor is selected for conducting audit.

4.7 Planning :

The audit plan along with the information of auditor and dates is sent to client and confirmation received along with any other issues like traveling or other arrangement

4.8 Conduct Audit:

Audit is conducted as per the procedure for auditing

	
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4.9 Audit conclusion:

The report of auditor along with the objective evidences, photographs etc. will be uploaded on portal and copy of all documents will be saved in office. Certificate will be issued instantly, once documents are uploaded on portal.



4.10 Certificate Period:

The certificate is issued for a maximum period of two years.

5. Records:

Sr. No.	Name of record	Document number	Location/ Custodian
1.	Agreement with FE	YQ/HR/06	Technical Manager
2.	Fees Structure	YQ/HR/07	Technical Manager
3.	Feedback Form	YQ/HR/19	Technical Manager
4.	Audit Note Sheet	YQ/HR/17	Technical Manager
5.	Hygiene Rating Checklist	YQ/HR/19	Technical Manager

6. References: QCI/HRAA/HRA/Ver1/Jul20

	
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