

Certification Process

Your
journey
starts
here

**STEP
1**

Request quotation
from our certification
experts

**STEP
2**

Confirm the size and
nature of your
business operations

**STEP
5**

Receive our invoice and
payment instructions

**STEP
4**

Choose your payment
terms and accept
your quote
(quotes are valid for 30
days maximum)

**STEP
3**

Receive our quotation
(usually within a few
hours)

**STEP
6**

Make initial or full payment
(if you choose to pay by instalments
you will receive a follow-up email to
set up a Direct Debit)

**STEP
7**

Get access to our
client area portal and
our certification
manager software

**STEP
8**

Should you need system
support, simply contact a
member of our
friendly team

**STEP
11**

Our auditor reviews the systems and
processes you have in place and then
provides you with a 'gap analysis' report
(This tells you what you need to complete
in order to achieve your certificate)

**STEP
10**

We will contact you
to book your stage 1
assessment

**STEP
9**

Begin work on preparing
your Business
Management System
(BMS) for audit

**STEP
12**

Once you're ready, contact
us to arrange your
stage 2 assessment

**STEP
13**

Our auditor reviews your
completed BMS

**STEP
14**

Receive your UKAS
accredited e-certificate