



OFFICIAL IBQA-USA RESOURCE

ISO Certification Application Guide

Preparation guide for management-system certification requests

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Scope note: ISO is an independent standards organisation. Where certification is offered, IBQA-USA certification applies only to the defined management-system scope and certification arrangement; it does not mean that ISO itself has certified or endorsed the organisation.

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This guide helps an organisation prepare an ISO management-system certification request through IBQA-USA. The applicable standard, edition, organisational scope, sites and certification arrangement must be clearly identified before review begins.

1. Before you apply

- ✓ Identify the ISO management-system standard requested and the edition used by your organisation.
- ✓ Define the legal entity, business activities, products/services, locations and sites to be included.
- ✓ Confirm the intended certification scope in clear operational language.
- ✓ Identify any outsourced processes, remote activities or multi-site arrangements relevant to the management system.

2. Core application information

- ✓ Legal organisation name and registration/incorporation details.
- ✓ Head office and all sites included in the certification scope.
- ✓ Number of employees or personnel relevant to the management system.
- ✓ Requested ISO standard and edition.
- ✓ Description of activities, processes and intended certification scope.
- ✓ Primary management-system contact and authorised representative.

3. Typical document evidence

- ✓ Management-system policies, objectives and scope statement.
- ✓ Process map or documented description of core processes.
- ✓ Risk/opportunity controls and operational procedures relevant to the standard.
- ✓ Internal audit records and management review evidence where applicable.
- ✓ Corrective-action records, monitoring data and key performance evidence.
- ✓ Applicable legal/regulatory registers or compliance evidence where relevant to the chosen standard.

4. Certification pathway

- ✓ **Application & scope confirmation:** organisation, standard, sites and intended scope are confirmed.
- ✓ **Document review:** relevant management-system evidence is reviewed for readiness and completeness.
- ✓ **Assessment / audit:** implementation and objective evidence are evaluated against the applicable requirements and certification arrangement.
- ✓ **Findings & corrective action:** identified findings are addressed with evidence before closure.
- ✓ **Decision & status:** a certification decision is recorded with defined scope, validity and conditions.
- ✓ **Surveillance & renewal:** continuing status is maintained through the applicable surveillance and recertification cycle.

5. Three-year certification-cycle planning

- ✓ Where a three-year cycle applies, the certificate record should distinguish the ISO standard edition from the certificate validity period.
- ✓ Typical cycle information may include Initial Certification Date, Certificate Issue Date, Valid Until / Expiry Date, 1st Surveillance Due, 2nd Surveillance Due and Recertification Due.
- ✓ Actual dates and surveillance requirements depend on the approved certification arrangement and completed assessment activity.

6. Scope and representation

- ✓ Certification applies only to the defined management-system scope and responsible certification arrangement.
- ✓ An organisation should not state or imply that ISO itself has certified or endorsed the organisation.
- ✓ Certificate marks, logos and public statements must follow the applicable permission and responsible-use requirements.

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This document is applicant guidance. The applicable application, agreement, decision record, certificate, verification record or written approval controls the actual service scope.