 <p>مجلس أبوظبي للجودة والمطابقة Abu Dhabi Quality & Conformity Council</p>	Conformity Certification Services	Document ID: QCC-CCS-PRS-PO-03
	Personnel Certification Policy on granting, maintaining, recertifying, expanding and reducing the scope of the certification, and suspending or withdrawing the certification	Issue no: 01
		Issue Date: 18.10.2022

Abu Dhabi Quality and Conformity Council (ADQCC) has all rights on granting, maintaining, recertifying, expanding and reducing the scope of the certification, and suspending or withdrawing the certification for the identified certification scheme covered under the scope of accreditation. The policy is that the same will be done based on the successful implementation of written documents as per ISO/IEC 17024. Also, the Council may request the individual to submit any undertaking it deems appropriate before issuing, renewing or not withdrawing the certificate of conformity. The Council may, at any time during the validity of the Certificate of Conformity, verify that the individual's service is in compliance with any of the requirements for granting or renewing the certificate of conformity.


1. Granting certification

- i. The certificate of conformity is granted to the individual in accordance with the procedures and provisions of the Council, and the certificate of conformity may include any special restrictions, conditions or requirements for practicing the profession or craft.
- ii. A review by Director of Conformity Certification Services Department / Head of Conformity Certification Services Section or Deputy must be conducted prior to making a decision for granting certification.
- iii. The Director of Conformity Certification Services Department / Head of Conformity Certification Services Section or Deputy shall confirm that all information required has been provided by the Examiner, and all requirements have been met by candidate.
- iv. The Director of Conformity Certification Services Department / Head of Conformity Certification Services Section or Deputy shall confirm whether or not the Examiner has provided sufficient information with respect to the certification requirements and the scope for certification for certification to be granted.
- v. As a policy decision, the certificate is granted only to the candidate, who has successfully passed exam(s) and compliance with requirements of the conformity scheme.
- vi. The duration of the Certificate of Conformity is two years unless the Conformity scheme states otherwise, and it may be renewed according to the same terms and conditions, after paying the approved fees and amounts. Be informed that the expiration date of the certificate is linked to the expiration date of the examination report, issued by the Designated Examination Centers.

2. Maintaining certification

For maintaining the certification, the certified person has to ensure that, he / she fulfils all the requirements for the maintaining the certification and will report to the Director of Conformity Certification Services Department / Head of Conformity Certification Services Section or Deputy, when asked. Certified person is also responsible to provide the relevant documents as well as Certificate of Conformity for Personnel Services, if any asked by Director of Conformity Certification Services Department / Head of Conformity Certification Services Section or Deputy to maintain certification.

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3. Recertifying

The certificate of conformity may be renewed in accordance with the terms and conditions of granting the certificate of conformity, however the Council may change these terms and conditions when required

4. Expanding the scope of certification

Expanding the scope in the present certification scheme is entertained with the application from the certified person only. The expanding the scope of certification shall be done at any time during the period of certification. If it is requested in between then certified person has to pass through the separate exam as per the expansion requirements. If the same is requested during the recertification, then the same will be covered during the certification cycle and no separate examination will be done. The date of amendment is clearly addressed in the certificate.

5. Reducing the scope of certification

Reducing the scope in the present certification scheme is entertained any time with the written request for the reduction in the scope of certification with the reason for reduction. Upon review of request from the certified person, The Director of Conformity Certification Services Department / Head of Conformity Certification Services Section or Deputy takes decision and reduces the scope of certification. New certification with the reduction in the scope of certification will be issued to certified person only after receipt of original certificate. The date of amendment is clearly addressed in the certificate.

6. Suspending or withdrawing the certificate

- i. The Council withdraws, cancels or suspends the certificate of conformity of the individual if it is informed or has any doubts that a deviation from the related scheme occurred or if it knows or has any doubts about the individual's violation when submitting the profession or craft for any of the general requirements and conformity scheme requirement.
- ii. The certified person must be informed in written of the decision to suspend, with the reasons for this decision.
- iii. During suspension, the applicant/licensee is not allowed to use the Certificate of Conformity with regard to any of their activities.
- iv. The period of suspension shall not exceed (60) days, and the Council shall, before the expiry of this period, take a decision to lift the suspension of the Certificate of Conformity or cancel it, as appropriate.
- v. If the Certificate of Conformity is suspended or canceled, the certified person shall be prohibited from doing any of the following:
 - a. Using the Certificate of Conformity.
 - b. Marketing services thereof with reference to the Certificate of Conformity.

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