



TRINIDAD AND TOBAGO BUREAU OF STANDARDS

PROCEDURE FOR MANAGEMENT SYSTEM REGISTRATION

<u>ACTION BY</u>	<u>ACTION</u>
Company	Expresses interest in Quality/Environmental Management System Registration
<i>TTBS</i>	<i>Sends Management System Questionnaire to aid in preparing quotation for certification and to ensure capability of carrying out audit before acceptance of application.</i>
Company	Company submits completed Quality/Environmental Management System Questionnaire.
<i>TTBS</i>	<i>Responds with quotation for Quality/Environmental Management System Registration in writing and submits application package which includes application form, procedure, flow chart and other information.</i>
Company	Submits completed application form together with application fee of <u>TT\$ 1000 plus Vat.</u>
<i>TTBS</i>	<i>Acknowledges application and arranges preliminary visit to determine company's readiness for audit if necessary.</i>
Company	Submits management system documentation along with audit fee.
<i>TTBS</i>	<i>Appraises company's management system documentation.</i>
Company	Makes corrections, if any, to their management system documentation and resubmits for approval.
<i>TTBS</i>	<i>Notifies company of approval of manual and submits audit plan.</i>
Company	Reviews audit plan and agrees on audit dates.
<i>TTBS</i>	<i>Conducts site audit of company's Quality/Environmental Management System in accordance with TTS/ISO 9001:2002 ; ISO 9001:2000 or TTS/ISO 14001:1997.</i>
<i>TTBS</i>	<i>Submits audit report to company. Requests company to apply corrective action if there are nonconformities.</i>
<i>TTBS</i>	<i>When audit is successful, informs company of its success and prepares Quality/ Environmental Management System Certificate.</i>
Company	Accepts Quality/Environmental Management System Certificate and documentation on the Use of the Quality System Mark
<i>TTBS</i>	<i>Performs surveillance audit at set intervals.</i>