



PROCEDURE FOR QUALITY OR ENVIRONMENTAL MANAGEMENT SYSTEM REGISTRATION

Action by	Action
Company	Expresses formal interest in Quality or Environmental Management System Registration.
TTBS	<i>Responds in writing and submits information letter and questionnaire on the quality or environmental management system.</i>
Company	Submits completed questionnaire.
TTBS	<i>Submits application package and quotation on audit process.</i>
Company	Agrees to quotation by submitting completed application form with application fee.
TTBS	<i>Acknowledges application form and invites company to submit their quality or environmental manual and procedures for appraisal.</i>
Company	Submits quality or environmental manual / system documentation for approval along with registration fee.
TTBS	<i>Appraises company's quality or environmental manual / system documentation and submits a report</i>
Company	Makes corrections, if any, to quality manual and resubmits for approval.
TTBS	<i>Notifies company of approval of manual and prepares/ submits audit plan and schedule.</i>
Company	Reviews audit plan and schedule and agrees on audit dates.
TTBS	<i>Conducts audit of company's Quality Management System in conformance with the ISO 9001:2008 Standard or Environmental Management System in conformance with the ISO 14001:2004</i>
TTBS	<i>Submits audit report to company. Requests company to apply corrective action if there are nonconformities.</i>
TTBS	<i>When audit is successful, TTBS informs company of its success and prepares Quality or Environmental Management System Certificate.</i>
Company	Accepts Quality or Environment Management System Certificate and Terms and Conditions and pays administration fees.
TTBS	<i>Performs surveillance audit at set intervals.</i>