

# ISO 10015(+) Certification Process

1. Arrange an initial - no obligation - meeting
2. Formally register interest and supply documents as part of the application process,
3. Receive self-assessment package for initial benchmarking against the Standard
4. Pre-audit visit done by a Certificated Auditor with an initial report with a preliminary assessment
5. Meeting to discuss outcomes of pre-audit report and progress to Certification first audit

In cases where there appears to be full conformity at stage 5, the following procedure would be undertaken to progress to Certification.

- Certification first audit arranged with verification of conformity report completed
- Submission of report and application for issue of Certificate and company registration
- Maintain standard through annual check-ups' and re-registration every three years

In cases where there are non-conformities identified at stage 5, the following procedure would be undertaken as many times as is necessary to provide evidence to meet the standard.

6. Meeting with your OFQT consultant to discuss outcomes of pre-audit report and identify ways to meet non-conformities from report

7. Establish an internal quality management group to address needs and drive forward changes

8. Determine actions to be taken (work through independently or with support from your OFQT consultant)
9. Undertake actions and quality improvements (work through independently or with support from your OFQT consultant)
10. Second audit arranged with a Certificated OFQT auditor and conformity report completed
11. Provided report indicates that standard has been met, progress to stage 12
12. Submission of report and application for issue of Certificate and company registration
13. Maintain standard through annual check-ups' and re-registration every three years

Contact us to arrange a no-obligation discussion and become one of the first organisations in the UK to work towards this International Standard.

## Organisation For Quality In Training

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