



Recertification Audit Process ISO Certification

A **Recertification Audit** (also called **Renewal Audit**) is conducted at the end of a **3-year ISO certification cycle** to evaluate whether the organization's management system still meets the applicable ISO standard and can be **certified for a new cycle**.

It is more comprehensive than a surveillance audit and is similar in depth to the **initial Stage 2 audit**.

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Purpose of Recertification Audit

- Confirm the **continued conformity and effectiveness** of the management system.
- Ensure the system supports **continual improvement** and meets all **regulatory and customer requirements**.
- Decide whether to **renew the ISO certificate** for another 3-year term.

Key Activities in Recertification Audit

1. Audit Planning:

- Review of audit scope, prior findings, and organizational changes.
- Finalize audit schedule and logistics.

2. Opening Meeting:

- Confirm objectives, scope, and plan of the audit.
- Re-introduce the audit team and review previous audit results.

3. Comprehensive System Review:

Evaluation of the entire management system, including:

- Organizational context, leadership, planning, support, operation, performance evaluation, and improvement (as per ISO clauses).
- Internal audits and management reviews.
- Effectiveness of corrective and preventive actions.
- Performance against objectives and KPIs.
- Risk management and compliance with legal/regulatory requirements.
- Customer satisfaction and complaints handling.

4. Process Sampling, Interviews, Observations:

- Review implementation and effectiveness of processes.
- Interview staff across various levels.
- Observe operations on the ground.

5. Review of Changes:

- Assess any significant changes in processes, products, legal requirements, or organization structure since the last cycle.

6. Identification of Findings:

- Nonconformities (major/minor)
- Observations
- Opportunities for improvement (OFIs)

7. Closing Meeting:

Discuss audit findings and next steps.

Set timelines for corrective actions (if needed).

Deliverables

Recertification Audit Report, containing:

- Summary of audit findings
- Nonconformities and evidence
- Recommendation for recertification

Outcome

- **Certification renewed** for a new 3-year cycle if no major issues.
- If **major nonconformities** are found:
- Certification is put on **hold** until corrective actions are implemented and verified.
- If unresolved: certificate may be **suspended or expired**.

Important Note

- The recertification audit must be completed **before the current certificate expires**.
- Certification bodies usually recommend scheduling it **at least 2-3 months before expiry** to allow time for corrective action if needed.