Procedure for Recertification

	Title	Signature	Date
Prepared By:	**Sahal Khaleel Ahamed**		**10.10.2026**
Reviewed By:	**Balamurugan Palanisamy**		**10.10.2026**
Approved By:	**Jaseela Thasneem**		**10.10.2026**

Revision/Review History: -

REVISION HISTORY RECORD				
Revision No.	**Revision/Reviewed**	**Change Made by**	**Description of Changes**	**Affected Pages**
00	30.12.2025	Quality Manager	Initial Issue of the document	All pages

ABCON SAFETY CONSULTANCY L.L.C DUBAI - U.A.E ASC 02

1.0 PURPOSE

This procedure defines the process, requirements, and timeframe for the recertification of individuals holding certifications issued by ABCON SAFETY CONSULTANCY It ensures that certified persons continue to meet the current competence requirements of their certification scheme, thereby maintaining the validity and credibility of the certification.

2.0 SCOPE

This procedure applies to all individuals certified under any personnel certification scheme operated by ABCON SAFETY CONSULTANCY who are required to renew their certification upon expiry.

3.0 RESPONSIBILITY

3.1 Certification Manager: Holds overall responsibility for implementing and managing the recertification process, including application review, coordinating reassessments, and presenting cases to the Certification Committee.

3.2 Quality Manager: Is responsible for ensuring the recertification process complies with ISO/IEC 17024 requirements and the organization's management system.

3.3 Certification Committee: Is responsible for reviewing recertification applications, assessment results, and making the final decision on granting recertification.

4.0 PROCEDURE

4.1 Recertification Cycle and Notification

4.1.1 The validity period for each certification scheme is defined within the respective **Certification Scheme Document**.
4.1.2 The Certification Administrator shall notify certified persons of their impending recertification requirement at least **two (2) months** prior to the certificate expiry date.
4.1.3 It is the responsibility of the certified person to apply for recertification before their current certificate expires.

4.2 Application for Recertification

4.2.1 The certified person must submit a completed **Recertification Application Form** along with all required supporting documents. The application should be submitted no later than **three (3) weeks** prior to the expiry date.
4.2.2 Required supporting documents typically include:

* Proof of continuous work experience in the certified field during the validity period.
* Evidence of any required continuing professional development (CPD) or training.
* A valid Occupational Health Card or equivalent medical fitness certificate.
* A signed declaration of ongoing compliance with the Code of Ethics and Substance Abuse Policy.

4.3 Recertification Requirements and Assessment

4.3.1 Recertification is not automatic. The certified person must demonstrate they have maintained and, where necessary, updated their competence.
4.3.2 The recertification process shall include, as a minimum, a review of the applicant's file and may include one or more of the following, as specified by the relevant certification scheme:
* **Written/Oral Re-examination:** To verify updated knowledge of standards, regulations, and safe working practices.
* **Practical Re-assessment:** To verify continued practical skill and competency.
* **Structured Interview:** To discuss experience and any changes in technology or practices.
* **Review of Logbook/Work Records:** To verify ongoing and relevant experience.

4.3.3 The specific combination of reassessment activities is determined by the Certification Manager based on the scheme requirements, the individual's performance history, and any changes in technology or standards.

4.4 Decision for Recertification

4.4.1 The Certification Committee reviews the complete application and the results of any reassessments.
4.4.2 The decision to recertify is based on verifying that the individual:
* Has remained active in the field.
* Continues to comply with all health, ethical, and policy requirements.
* Has successfully met all specified recertification assessment criteria.

4.4.3 Upon successful recertification, a new certificate with a new validity period is issued. The new certificate will bear a unique number linking it to the holder's certification history.

4.5 Failure to Recertify or Lapsed Certification

4.5.1 If a candidate fails a recertification assessment, one re-sit may be permitted as per the policy outlined in the relevant certification scheme.
4.5.2 If recertification is not completed before the expiry date, the certification status becomes **"Lapsed"** or **"Inactive."** The individual must immediately cease using the certification credential.
4.5.3 Individuals with a lapsed certification for more than one year may not apply for simple recertification. They must typically re-apply as a new candidate and successfully complete the full initial certification process.

5.0 REFERENCES

- ISO/IEC 17024:2012, Clause 9.6 (Recertification)
- Relevant Certification Scheme Documents (e.g., QI-CS-OC-01, QI-CS-MC-01, QI-CS-TC-01)
- CB-PR-07: Procedure for Handling Complaints, Appeals and Incidents

6.0 FORMS/EXHIBITS

- **PR-19-F01:** Recertification Application Form