Certification scheme review procedure

	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

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

1.0 PURPOSE

This procedure defines the process for the development, maintenance, and periodic review of all certification schemes operated by ABCON SAFETY CONSULTANCY It ensures that schemes are technically sound, current, impartial, and developed with input from relevant experts to meet the requirements of ISO/IEC 17024 and the needs of the industry.

2.0 SCOPE

This procedure applies to the development, approval, and review of all certification scheme documents and related criteria used in the certification activities of ABCON SAFETY CONSULTANCY

3.0 RESPONSIBILITY

3.1 Certification Committee: A committee comprising the Certification Manager, Quality Manager, and relevant Technical Experts is responsible for the technical review, approval, and revision of certification schemes.

3.2 Certification Manager: Chairs the Certification Committee, initiates reviews, and is responsible for implementing approved changes to the schemes.

3.3 Quality Manager: Ensures the development and review process complies with ISO/IEC 17024 and the organization's management system. Maintains records of committee meetings and decisions.

4.0 PROCEDURE

4.1 Certification Committee Structure and Impartiality

4.1.1 The Certification Committee shall be composed to ensure a balanced representation of relevant interests. No single interest shall dominate the committee's decisions, safeguarding impartiality.
4.1.2 Members shall possess the necessary technical expertise, knowledge of certification practices, and understanding of the relevant industry sectors.

4.2 Development and Review Cycle

4.2.1 Each certification scheme shall be formally reviewed by the Certification Committee at least **once every six months**, or more frequently if triggered by:
* Changes in international standards, regulations, or technology.
* Feedback from applicants, certified persons, or other stakeholders.



* Outcomes of management reviews or internal audits.
* Identified systemic issues or opportunities for improvement.

4.3 Scope of Review

The committee review shall encompass, but not be limited to, the following elements of each certification scheme:

- **Prerequisites:** Entry requirements for candidates (experience, training, medical fitness).
- **Competence Requirements:** The defined knowledge, skills, and abilities to be certified.
- **Assessment Methods:** The validity, reliability, and fairness of written, oral, and practical examinations.
- **Examination Administration:** Procedures for conducting secure and consistent assessments.
- **Recertification & Scope Expansion:** Requirements for maintaining certification and adding specialties.
- **Suspension & Withdrawal:** Criteria and procedures for disciplinary action.
- **Scheme Objectives:** Alignment with industry needs and organizational goals.

4.4 Review Process

4.4.1 The Certification Manager prepares an agenda and convenes the committee meeting.
4.4.2 The committee examines all relevant inputs, including stakeholder feedback, assessment performance data, and regulatory updates.
4.4.3 Decisions on changes to the scheme are made by consensus or majority vote, documented in the **Certification Committee Meeting Minutes (PR-14-F03)**.

4.5 Implementation of Changes

4.5.1 Approved changes to a certification scheme shall be documented via a formal change request, following the **Control of Documents (CB-PR-01)** procedure.
4.5.2 An amendment history shall be maintained for each scheme document.
4.5.3 Significant changes that affect the assessment process shall be made publicly available and communicated to all relevant parties, including existing certified persons, in a timely manner.

4.6 Records

4.6.1 Records of all Certification Committee meetings, including attendance, agendas, minutes, and decisions, shall be maintained as quality records.

5.0 REFERENCES

- ISO/IEC 17024:2012, Clause 8.4 (Development of certification schemes)
- CB-PR-01: Control of Documents
- CB-PR-05: Management Review Procedure

6.0 FORMS/EXHIBITS

- **PR-05-F01:** Certification Committee Meeting Agenda
- **PR-05-F02:** Certification Committee Attendance Record
- **PR-05-F03:** Certification Committee Meeting Minutes

