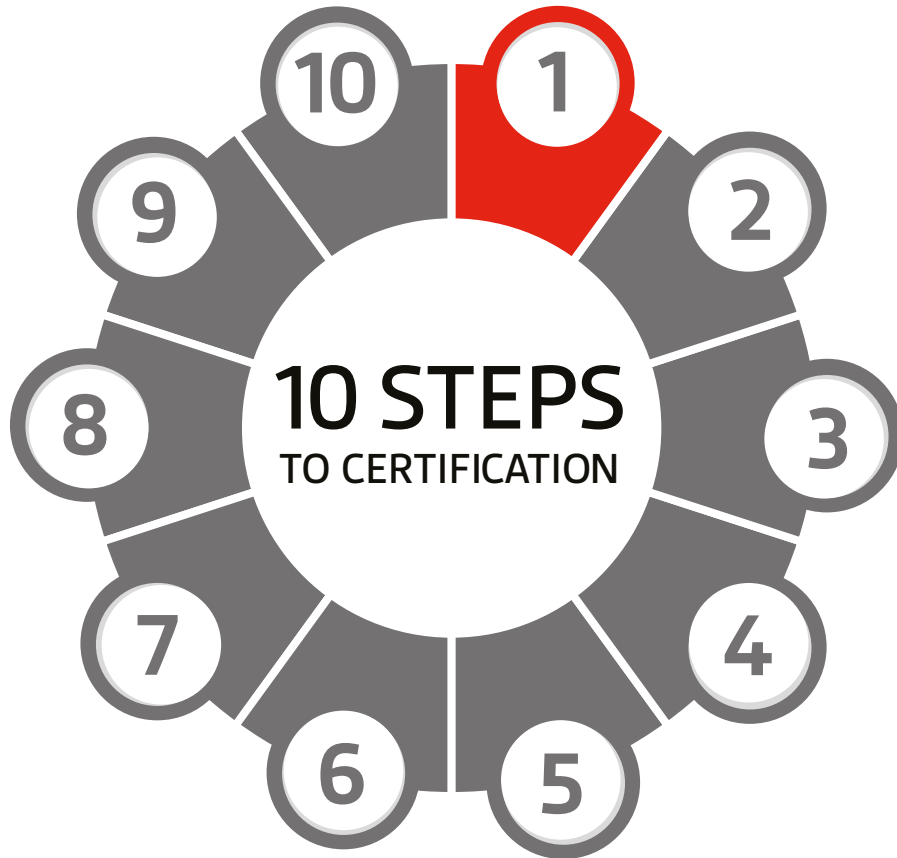


# 10 steps to Certification



**Certification** enables a business to show that they have achieved **effective best practice** against a standard within their organization.

## Step 1

### Buy a standard

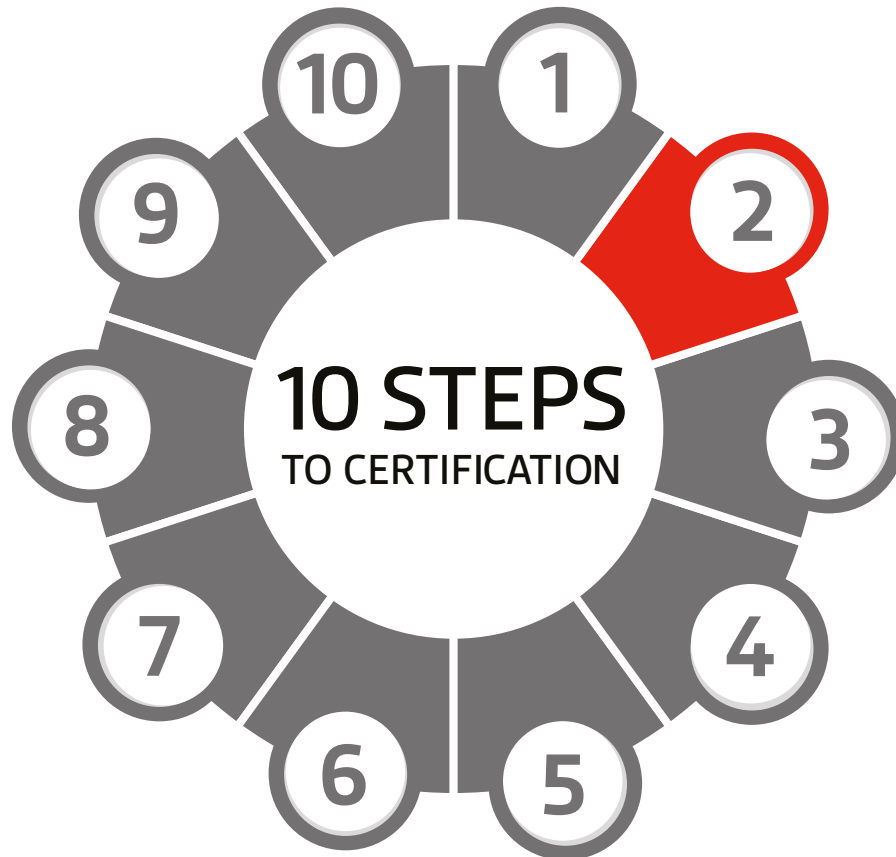
To understand what is required from your organization and begin preparing for implementation, you'll need a copy of the standard.

Click here to purchase  
the standard



**NEXT STEP >**

# 10 steps to Certification



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## Step 2

### Contact us

We can discuss what you need and recommend the best services for you. We'll help you identify ways to improve your business performance. We'll then give you a proposal detailing the cost and time involved.



Choose a contact from our Small business contact list

East Midlands - Aidan Gorge  
01604 805736

South East - Susannah Harris  
01622 808535

North East & Scotland - Sam Gregory  
0191 432 6809

South Central - Debbie Ennis  
01753 336551

North West - Martyn Colson  
0161 826 6981

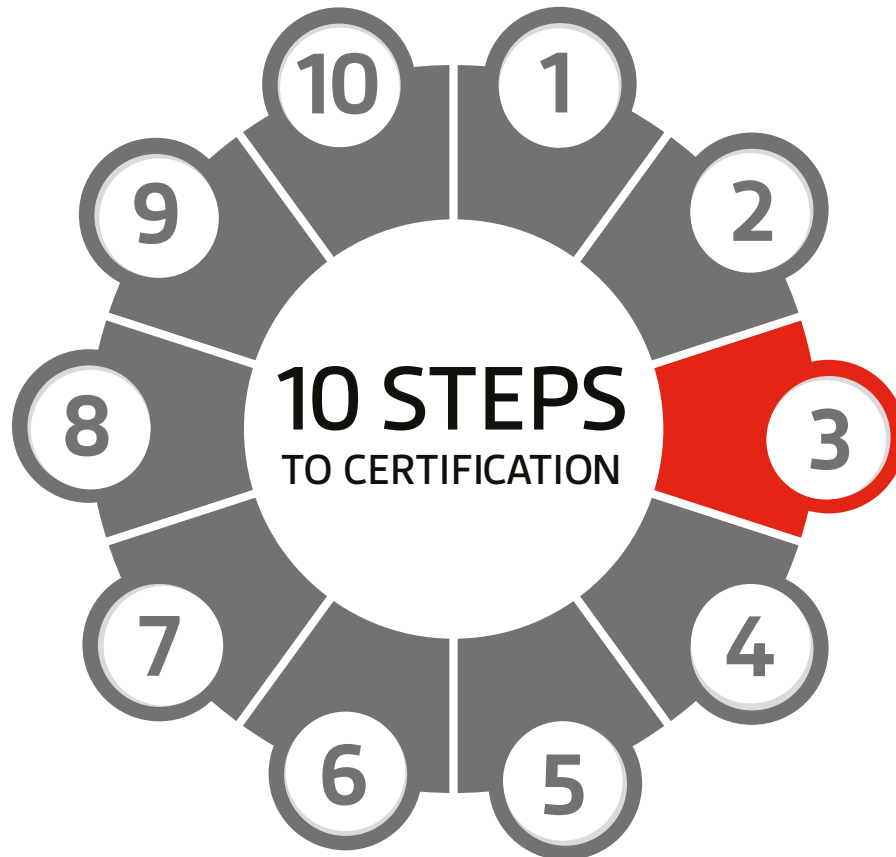
London - Hefin Morris  
020 8108 2134

West Midlands & South West -  
Aaron Bhasin  
0121 314 2707

Ireland - John Whyte  
07825 088055

**NEXT STEP >**

# 10 steps to Certification



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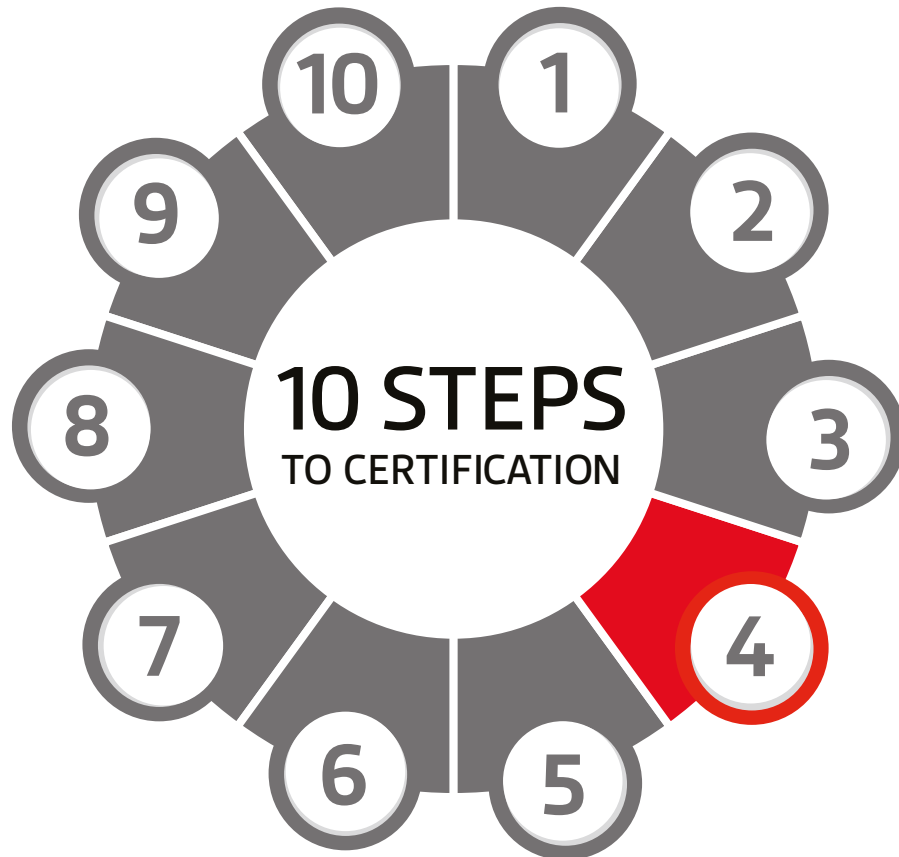
## Step 3

### The application

Completing the application is a formal recognition of your organization applying for certification with BSI.

**NEXT STEP >**

# 10 steps to Certification



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## Step 4

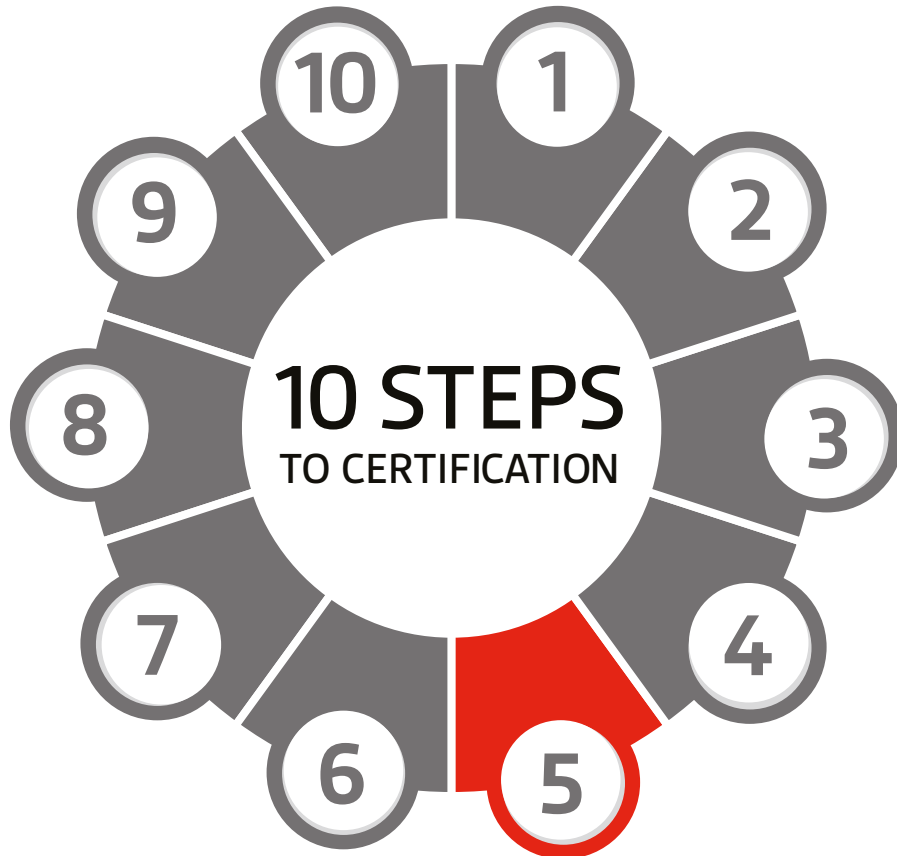
### Make sure your staff have the necessary skills and tools to implement a management system



Our range of workshops, seminars and training courses will help your staff understand your objectives and the roles they will need to play. Our Business Improvement Software provides the tools that support management system implementation. Tools available help you effectively manage core areas of a management system including document control, issues and corrective actions, audit and findings and much more.

**NEXT STEP >**

# 10 steps to Certification



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## Step 5

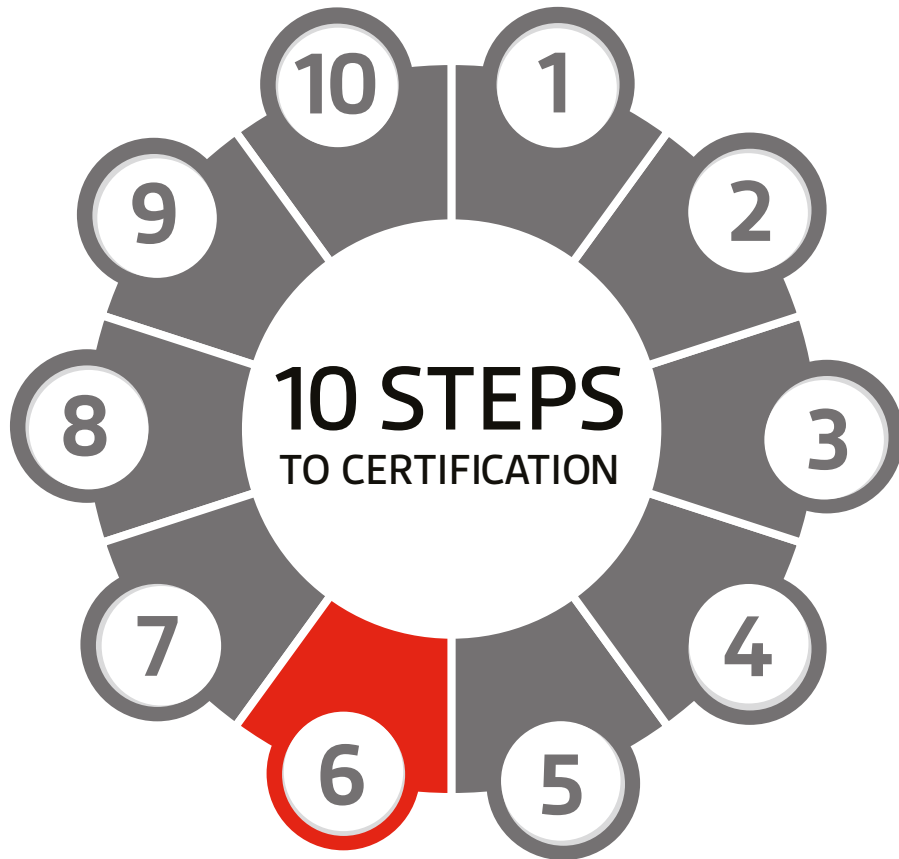
### Your assessment team is appointed



Your dedicated Customer Care Advisor will be in touch to talk you through the process. You will also be appointed a Client Manager with appropriate industry experience to ensure you are always getting the most from your certification.

**NEXT STEP >**

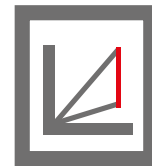
# 10 steps to Certification



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## Step 6

### Gap Analysis to make sure you are on track

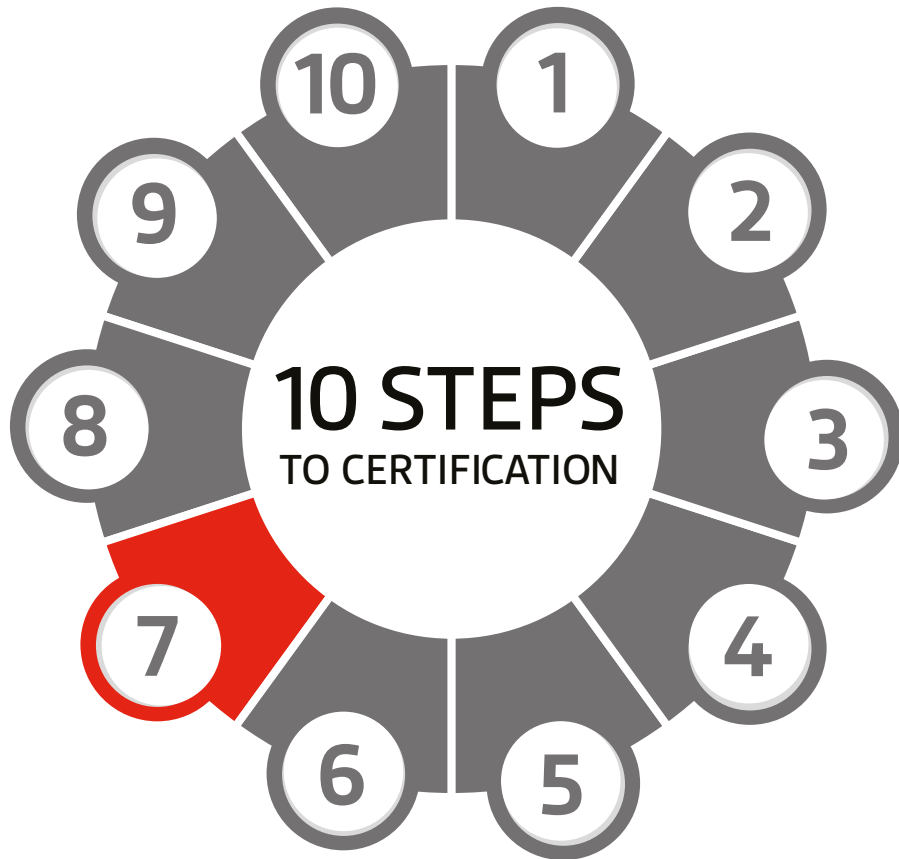


We can carry out an optional Gap Analysis - also called a pre-certification assessment. It looks at the existing processes and procedures that you have in place and compares these with the requirements of the standard.

This will help you identify any omissions or weaknesses that need resolving before formal assessment.

**NEXT STEP >**

# 10 steps to Certification



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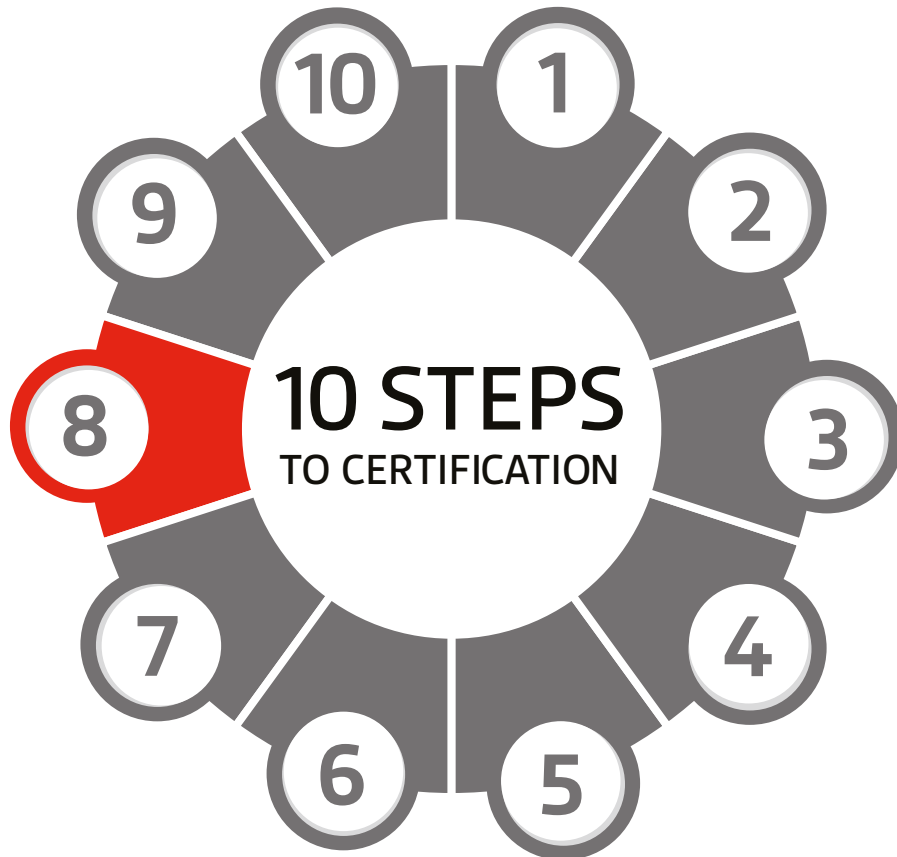
## Step 7

### Assessment – Stage 1

We can discuss what you need and recommend the best services for you. We'll help you identify ways to improve your business performance. We'll then give you a proposal detailing the cost and time involved.

**NEXT STEP >**

## 10 steps to Certification



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### Step 8

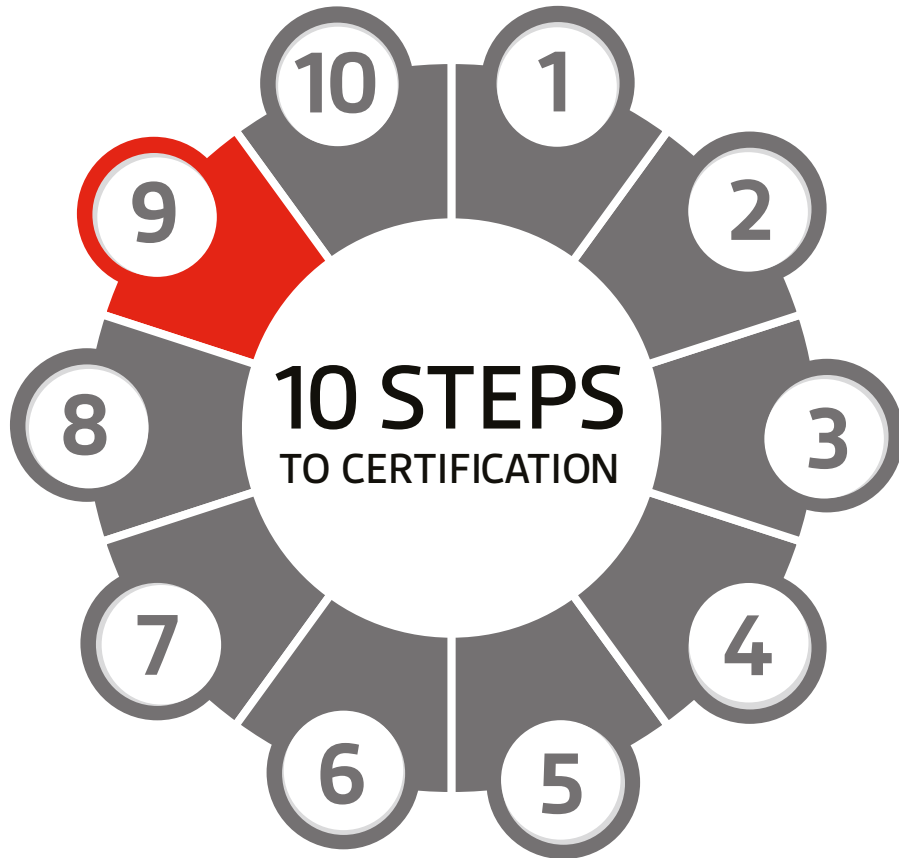
## Assessment – Stage 2

This is the final assessment. Stage 2 confirms your management system is fully aligned to the standard and is fully operational within your organization. We'll evaluate the implementation and its effectiveness, and make a recommendation for your formal certification.

**NEXT STEP >**



# 10 steps to Certification



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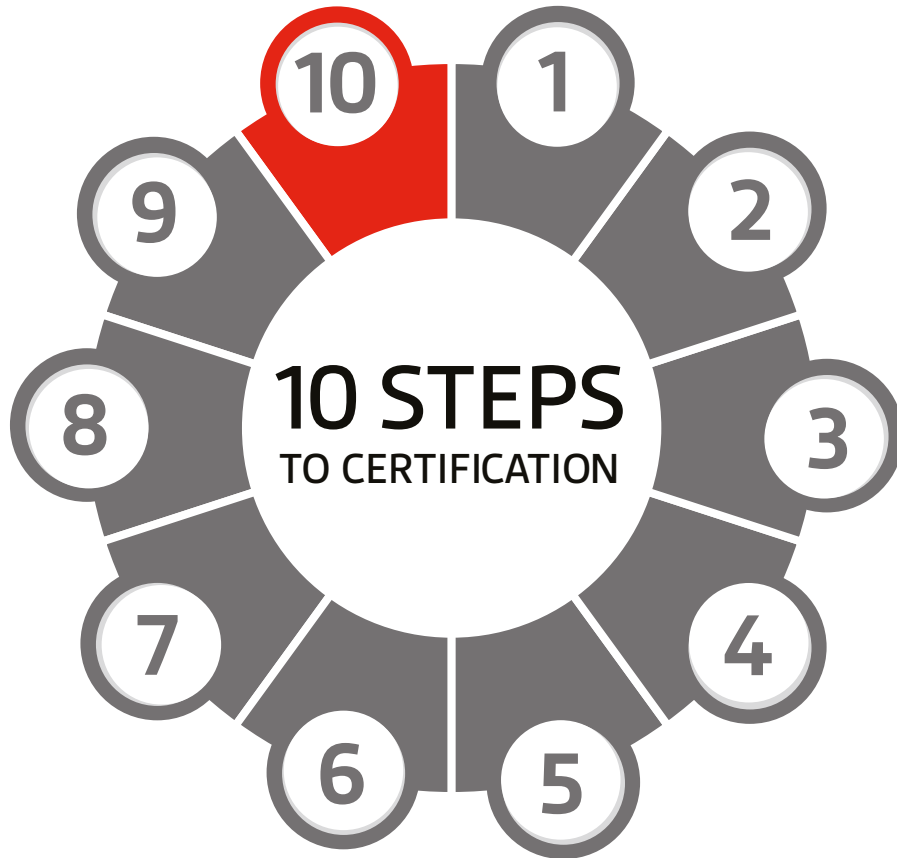
## Step 9

### Achieving your certificate

Celebrate your success internally and externally - Once you have certification, it's essential that you promote your achievement. Use your new BSI Assurance Mark as a valuable marketing tool to promote your certification, offering your company a competitive advantage.

**NEXT STEP >**

## 10 steps to Certification



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### Step 10

#### **Make excellence a habit with BSI**

Your Client Manager will visit you regularly to help you make sure you remain compliant, and support you in the continual improvement of your systems. We will communicate with you regularly to keep you updated with any events, training courses and products that could maximise the benefits of your management system.