	EN ISO/IEC 17024 QUALITY PROCEDURES	<i>Procedure No:</i>	SOP 902
		<i>Issue No:</i>	4
	<i>Title:</i>	<i>Issued By:</i>	S O'Shea
	Recertification, Suspension, and Withdrawal of Certification	<i>Issue Date:</i>	18/06/2020

1. Purpose and scope

The objective of this procedure is to make clear the grounds on which recertification, suspending or withdrawal of certification applies.

2. Method

902.01 Suspension and withdrawal of certification.

Metlab certification body may, at its discretion suspend or withdraw a certification. Cause for suspension or withdrawal include but not limited to fraud, deceit, submission of inaccurate data to obtain certification.

Suspension shall be used in the event a certificate holder has been shown incapable of fulfilling his role as a certified person by his/her performance.

Withdrawal would occur when Metlab has evidence of willful deflection or fraudulent behavior. In these cases, if charges against a certificate holder are valid, the certification body shall notify the certificate holder by e-mail. Contact may also be made by other means such as phone.

The certificate holder will have the opportunity to present his or her defense to the certification body in writing.

In the event of suspension of the certification from a certified candidate, the candidate will have a period of 3 months to rectify the issues that resulted in the suspension of the certification. After the three-month period, if the issue has not been resolved the certification will be withdrawn from the candidate and become invalid. The certificate shall be returned to Metlab.

The notifying body shall be informed of such cases as stipulated in PED 2014/68/EU article 36.

All applicants are required to sign D901 *Application & certification terms of use* which outlines the area of suspension and withdrawal of certification.

902.02 Documented Procedures for Implementation of Recertification


Recertification of individuals shall be undertaken as per the certification scheme chosen by the client/applicant. Recertification shall consist of successfully passing a practical examination the design of which shall be as per certification scheme.

When recertification is due, it is the individual's responsibility to arrange for recertification before the expiration of the previous certification period.

When the individual successfully passes the examination the certification body shall update their records accordingly and issue a new certificate.

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If an individual does not successfully pass the exam, then they shall be required to re-apply.

902.03	Recertification requirements
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Certification is valid for a period from date of issue, the period being set out in the certification scheme chosen by the client/applicant.

Recertification is achieved through practical assessment.

Any changes to the scheme would not affect the currently held certification

902.04	Recertification considerations
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In accordance with the certification scheme, recertification by the certification body shall consider the successful prolongation of the cert where applicable in the previous certification period and the candidate should undertake and pass a practical assessment and set and witnessed by the certification body.

3. Revision history

REVISION HISTORY			
Rev	Description of Change	Author	Effective Date
1	Initial Release	S.C	20/08/19
2	Amended to include the candidate's period suspension.	S.C	28/11/19
3	Amended to include recertification	SOS	10/12/19
4	Change the logo – Added the INAB Accreditation	AI	18/06/20

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