



Security.Improved

National Security Inspectorate

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MJC/NSI 012/13

12 September 2013

To: All NSI Gold & Silver Approved and Applicant Companies

Dear Colleague

CERTIFICATES OF APPROVAL

As part of our continual drive to improve our efficiency we have recently carried out a review of our processes for issue and renewal of certificates of approval.

Changes to some of the reference standards that we have to satisfy to maintain UKAS Accreditation now also provide an opportunity for us to further standardize our approach across the various Certification Schemes that we provide.

Where an approved company operates from a number of different locations, we will no longer issue certificates for each branch or supporting location (there are some limited exceptions to this on some of the BAFE schemes that we operate on the Fire Safety side of the business). We will of course continue to issue the appropriate Company (Head Office) Certificate and there will now be a linked supplement to the Company which identifies which locations are audited and therefore included in the approval.

Companies operating from various locations can display additional copies of their Company (Head Office) certificate at all locations referenced on the supplement and therefore included in the approval. If there is client or other stakeholder pressure to verify whether a particular location is included in an approval, the supplement can be referenced but it is the approved company's choice whether the supplement is displayed alongside the certificate. To avoid frequent changes to the certificate supplement, the additional locations are simply referenced under the name of the town or city but your approval number is shown in brackets such that there is always a clear audit trail to the full address of the included location.

For some of our certification schemes where historically branch certificates were never issued, issue of the supplement improves the visibility with respect to the locations that are included in the approval. On schemes where branch certificates were previously issued it reduces the potential for error as there was originally pressure to try and only include on the branch certificates the services or activities that were directly carried out at that location with the result that quite often the branch certificates did not reference the complete range of services that the company could provide.





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The changes will be implemented with effect from 1 October 2013, with respect to any new approvals. For existing approvals, unless changes need to be made to the company/head office certificate for other reasons, new certificates together with the supplement will only be issued at the end of the three-year certification period when the current certificates expire.

If you have any queries regarding this change of policy your normal contacts (both auditor and account managers) will be happy to respond and if you wish to discuss further by all means contact me by phone or email.

Yours sincerely

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