

AG/LP/NSI/001/16

25 January 2016

**To: All NSI Gold approved companies**

Dear Colleague

**RECERTIFICATION REQUIREMENTS WITH REFERENCE TO BS EN ISO/IEC 17021-1:2015**

The accreditation we hold from the United Kingdom Accreditation Service (UKAS) requires us to adhere to BS EN ISO/IEC 17021-1:2015, which details requirements for bodies providing audit and certification of management systems. This new version of the standard precludes us from extending your certification beyond the expiry date, which is printed on your NSI certificate of approval.

Your management system certification normally lasts for 3 years and a recertification process needs to be completed within the 3-year period in order for a new certificate of approval to be issued. Your certificate will expire if the recertification process is not completed in time and we will not be allowed to issue you with an extension.

Having reviewed our procedures, we consider it would be beneficial to you if we schedule the recertification audit to take place two months ahead of the expiry date instead of one month in order to provide more time to complete the recertification process before the expiry date. This should help to ensure your certificate remains valid and will minimise the potential risk to your business of having a certificate that has expired.

These changes will not affect the date of your recertification so you will not lose anything by completing the process a little earlier and also this will help to ensure the continuity of your approval.

We kindly request your assistance when arranging audits and would ask you to submit your root cause analysis and proposed corrective actions promptly in relation to any outstanding improvement reports along with evidence of corrective action where required.

In the unlikely event your certificate expires we will write to you explaining the steps needed to complete the recertification process in a timely manner.

If you have any questions regarding the content of this letter, please feel free to contact me.

Yours sincerely

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