

CIRQ Certification Process

a). Granting, Maintaining, Extending, Renewing and Reducing Certification

When the assigned Auditor (or Lead Auditor) is satisfied that the Company's QS documentation and implementation meet the requirements of the ISO Standard, a recommendation shall be made regarding certification in the report they submit to CIRQ. Any Non-Conformances identified during the audit shall be resolved before certification is granted, maintained or renewed. CIRQ's Managing Director informs the CIRQ Board Chair that an initial or recertification certification audit report is pending review and approval. If there are no additional questions or concerns during the Board Chair review, approval is granted and documented on the report. If there are questions/concerns, the Managing Director conferences with the Board Chair and Lead Auditor, as appropriate, to discuss and clarify the Board Chair's questions. The Lead Auditor will reference the Annex A: Reference Controls Objectives section of the audit report for real-time notes and findings documented from the audit for clarification and satisfaction that issues have been resolved.

On approval of the report by the Board Chair, CIRQ's Managing Director will send the official report and a certificate will be issued (following the Initial audit and each subsequent Re-Certification audit) and the CIRQ Certification Register on CIRQ's website will be updated with the Company's name and Statement of Applicability details. The issue of a Certificate of Compliance in no way suggests or implies that any certified activity, process, product or service of the Company is approved by CIRQ or Insights Association. The Company must establish and maintain procedures for notifying their clients of any goods or services provided or produced outside the certification Statement of Applicability registered with CIRQ.

Certification to the specified ISO standard is valid for three years subject to ongoing Surveillance Audits, which usually occur at twelve-month intervals. CIRQ will advise certified companies of any change in their Audit schedule. A Re-Certification Audit of the Company's Quality System will be undertaken prior to the expiration of certification. A successful Re-Certification Audit will result in renewal of the Company's Certificate of Compliance for a further three years. However, where the Surveillance Audits or Re-Certification Audit cannot be conducted in the timeframe mentioned above, CIRQ will grant a reasonable extension, in most cases not more than 60 days, until the Surveillance or Re-Certification Audit can be scheduled, and new certificates issued for the Re-Certification Audit.

The certified company has the right to reduce or expand its Statement of Applicability, at any time. Any requests to do so must be made in writing to CIRQ.

b). Issuing the Certificate of Compliance certification document(s).

Issued by CIRQ's Managing Director after all requirements are satisfied as listed in section a) above, the certificate document will be prepared and identify the following:

- the name and geographical location of each certified client (or the geographical location of the headquarters and any sites within the scope of a multi-site certification).
- the effective date of granting, expanding, or reducing the scope of certification, or renewing certification which shall not be before the date of the relevant certification decision.

NOTE The certification body can keep the original certification date on the certificate when a certificate lapses for a period of time provided that:

- the current certification cycle start, and expiry date are clearly indicated.
- the last certification cycle expiry date be indicated along with the date of recertification audit.
- The expiry date or recertification due date consistent with the recertification cycle
- The CIRQ issued certificate unique identification code
- Certification to ISO/IEC 27001:2013 language: "...And operates an Information Security Management System in compliance with ISO/IEC 27001:2013."

- the scope of certification with respect to the type of activities, products, and services as applicable at each site without being misleading or ambiguous. In most cases, the scope statement for the ISMS is related only to ISO 27001:2013 certification
- CIRQ's name, address, and certification of the specific standard. In the case of CIRQ's accreditation through the ANSI National Accreditation Board, an accreditation symbol will be included with the provision it is not misleading or ambiguous and leads the client to imply, promote or communicate, that its management system is accredited.
- any other information required by the standard and/or other normative document used for certification.

In the event of issuing any revised certification documents, CIRQ will communicate the implementation of the revised documents and issue the revision from any prior obsolete documents shall include the direction to destroy old documents and the revision of CIRQ's online Registry of Certified Clients.

c). Suspension or Withdrawal of Certification

CIRQ reserves the right to suspend or withdraw the Certificate of Compliance at any time. The Certificate may be suspended should the Company:

- a. fail to complete corrective actions within the agreed time;
 - b. misuse the Certification Mark(s);
 - c. fail to comply with the financial requirements of the Agreement entered into with CIRQ;
- or
- d. brings CIRQ into disrepute in any way.

CIRQ will assist the Company in taking appropriate remedial steps following suspension of the Certificate of Compliance, but should Company fail to do so within a reasonable time frame the Certificate of Compliance will be withdrawn.

Where withdrawal of Certification occurs, CIRQ will update its Register and website to make note of the withdrawal, request the return of the Certificate, and request that the Company discontinue the use of the Certification Mark(s) in any way. Certificates and marks of compliance remain the property of CIRQ.