



**TRINIDAD AND TOBAGO BUREAU OF STANDARDS
CERTIFICATION DIVISION**

**SUSPENSION, WITHDRAWAL AND REDUCTION OF THE
SCOPE OF CERTIFICATION POLICY**

Control Number	Revision Number	Date Issued	Date Revised	Approved by
CERT-AD-POL-004	1	2017-04-20	2021-04-13	R Ramnath

- 1.0 TTBS suspends management system certifications under exceptional circumstances and on a case by case basis due to the following:
 - 1.1 the client's certified management system, product or service has persistently or seriously failed to meet certification requirements, including requirements for the effectiveness of the management system as demonstrated by:
 - 1.11 the inability to comply with legal requirements for the product, service or process
 - 1.12 the inability to comply with customer requirements for the product, service or process
 - 1.13 the inability to comply with the requirements listed in TTBS product certification licence agreements
 - 1.14 the inability to take actions on nonconformities within the required timeframes
 - 1.15 consecutive recurrence of major nonconformities
 - 1.2 the certified client does not allow surveillance or recertification audits to be conducted at the required frequencies;
 - 1.3 the certified client has voluntarily requested a suspension.
 - 1.4 non-payment of fees related to the certification service
- 2.0 Under suspension, the client's management system certification is temporarily invalid.
- 3.0 Where issues are resolved within 6 months certifications can be restored. The actions must be verified by TTBS personnel as being acceptable prior to the restoration of the certification.
- 4.0 If actions cannot be taken to resolve the issues within a period of 6 months, certificates shall be withdrawn or where possible the scope of certification shall be reduced to exclude the products, services or operations not meeting the requirements.
- 5.0 TTBS maintains the right to make the final decision on the possibility of a reduction of the scope of certification to ensure that certifications remain credible.