



STQC IT Certification Services Amendment to the Scope of Certification

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Issue : 01
Revision : A
Date : 14-09-2007
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0.1 Approval and Issue

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Reviewed by : Management Representative

Approved by : Chief Executive Officer

Note:

1. Management Representative is responsible for issue and distribution of this document including amendments.
2. Holder of this copy is responsible for incorporation of all the amendments and currency of the document.



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0.2 Amendment Record

Amendment No.	Date of Amendment	Nature of Amendment	Page Ref.
1	14-09-2007	Condition for signing a revised certification agreement included.	4



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1.0 Purpose and Scope

- 1.1 The purpose of the procedure is to enable Certification Body to consider any amendment to Scope of Certificate of Registration already granted to a client.
- 1.2 The scope of this procedure covers any amendment to scope of certification : based on changes in Infrastructures Personnel or

2.0 Responsibility

- * Operation Personnel at Certification Body : Responsible for all administrative actions leading to an amendment
- * Certification Committee : Responsible for advising CEO on amendments
- * Chief Executive Officer (CEO) : Responsible for decision on amendments

3.0 Associated Document

- [ITCERT/D01](#) - IT Manual
- [ISMS & ITSMSD01](#) - ISMS & ITSMS Certification Manual
- [ISMS & ITSMS/P01](#) - Product Manual –
- [ITCERT/D06](#) - Schedule of Charges

4.0 Definitions

For the purpose of this document, the definitions contained in clause 1.3 of Doc. [ITCERT/D01](#) shall apply.

5.0 Resources

For the purpose of the activities defined in this document, the personnel resources are identified in [ITCERT/D03](#).

6.0 Procedure

- 6.1 Amendment to Scope of Certificate of Registration will be done:
- * At the request of a certified client
- 6.2 Following a request from a certified client for an amendment to the Scope of Certification (extension/reduction), operations' personnel at Certification Body.
- * Review the request to determine whether
 - a) It can be complied with straight away (in case of a request for reduction of scope)



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- b) STQC Certification Services have the capability to comply with the request (in case of request for expansion of scope). In case of any doubt, consult MR/CEO as appropriate.
- c) The revised "Statement of Applicability"
- d) The revised certification agreement will be signed.

6.3 After reviewing the request, Operations' Personnel

- a) Issue an amended certificate to the client in cases of request for reduction of scope after the approval of certification committee
- b) Determine a suitable method and, period for complying with the clients request. This may include
 - Partial/full re-assessment
 - Expansion following Surveillance Visit or a special visit as appropriate
 - To verify the revised statement of Applicability

Accordingly, the visits shall be organised with appropriate briefing to the Assessment Team by operation personnel.

6.4 Following receipt of assessment report from Lead Assessor, the Operation Personnel shall review the report for its completion and approach the Certification Committee for its recommendations for scope expansion. Simultaneously, the client shall be invoiced for all the related expanses as per schedule of charges.

6.5 On approval from CEO, Operations Personnel shall arrange to issue revised certificate after incorporating necessary amendments and conforming receipt of invoiced amount.