

	QUALITY PROCEDURE- PROFESSIONAL EVALUATION & CERTIFICATION BOARD	DOC : SOP-PECB-11 Issue NO-01 DATE :01/01/2017
	PROCEUDRE FOR RECERTIFICATION	

1.0 Purpose

To define and implement a system for impartiality and the criteria applied by our organization for the recertification.

2.0 Scope

This procedure covers for recertification of candidates by our organization. All certification holders must recertify every five years.

3.0 Responsibility:

No.	Function	Responsibility
1.	Take the exam before their certification cycle ends	Manager operations
2.	Meet the current eligibility requirements at the time Candidate to be apply for recertified by exam	Manager-Admin
3.	Reviews all recertification by examination applications	Company Executive
4.	Reviews that the candidate must follow the same exam application policies, procedures and fees as first-time exam takers	Manager operations
5.	Provide reminders with an invoice for the Certification Fee	Senior Executive
6.	Certified persons must provide evidence of current knowledge based	Manager Operations
7.	Competency through successful completion of the relevant examination for candidates	Company Invigilator
8.	Evidence of evaluation of personal attributes by the completion of previous assessment	Manager Admin

PREPARED BY	APPROVED BY



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