

The process for DAA Group certification

-  **Proposal for Certification Services requested by client**
-  **Proposal and Services Agreement received and accepted by client**
-  **Signed Services Agreement forwarded to the DAA Group**
-  **Agreement on timeframes with client management team**
-  **Pre-assessment (optional)**
-  **Documentation review approximately four to six weeks prior to on-site event. Findings presented to client as a Documentation Review Report**
-  **Certification event on-site. Findings presented to client at end of event in form of corrective action requests**
-  **Certification Report completed, peer reviewed and received by client**
-  **Plans to address Corrective Action Requests forwarded to the DAA Group within a month of the last date of audit. Corrective actions reviewed by the DAA Group Client notifies DAA of acceptance of draft report**

Either:

 - **Recommendation for certification forwarded for internal certification approval; or,**
 - **Recommendation and file forwarded to sector body (external Independent Assessment Committee) for peer review and acceptance of recommendation for certification**
-  **Certification awarded for three years**
-  **Ongoing surveillance**

