

The process for Ministry of Health certification to the Health and Disability Services Standard

-  **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 at end of event in form of Corrective Action Requests**
-  **Detailed draft certification report completed, peer reviewed and reviewed by client**
-  **Report finalised**
-  **Report submitted by the DAA Group to Ministry of Health within 20 working days of the audit and at least 20 working days prior to certificate expiry**
-  **Ministry of Health reviews report and awards certification**
-  **Ministry of Health allocates certification period**
-  **Ministry of Health defines progress reporting and surveillance requirements**

