













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

