

## APPLICATION & RENEWAL PROCESS & SCHEME FLOWCHART

Certification must be renewed every three years. You will notified by email when your company certification is about to expire, at 60 days, 30 days and 7 days prior to expiry; and on expiry when certification is suspended (if not previously renewed)

Apply online via our website www.refcom.org.uk

## RE-CERTIFICATION

We will advise you why your application or re-certification is being held – this may be because more information is required

We consider your application for certification/re-certification

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## REJECT

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We will notify you that your application or re- certification has not been accepted. Reasons for rejection will be provided, together with details of how to appeal against the decision

Company Certificate. Business details are entered on the public listing website

We notify you that your business meets the

certification standard and issues your Full

Your business may be selected for a risk-based assesment and/or an onsite audit. Audits are carried out on-site following a risk-based desk-top audit or third party complaint.

Old Mansion House, Eamont Bridge, Penrith Cumbria CA10 2BX Website: Email: Telephone:

www.refcom.org.uk refcom.info@thebesa.com 01768 860 409 Application & Renewal process & scheme flowchart V8 July 2016 Page 1 of 1