

# Certification Suspension, Withdrawal or Scope Reduction

## 1. Purpose

The policy defines and communicates to CBIP members, the conditions that may lead to the suspension, withdrawal, or reduction of scope of a CBIP-issued certification.

This policy should be read in conjunction with CBIP's:

1. Constitution
2. Code of Professional Conduct and Ethics and
3. Incidents and Improvements policy and procedure.

## 2. Scope

This policy applies to any certificate issued by CBIP identified by CBIP's logo and the JASANZ accreditation mark.

## 3. Definitions

For clarification, the following definitions are set out in ISO 17024 clause 3:

### **Certificate**

Document issued by a certification body under the provisions of this International Standard, indicating that the named person has fulfilled the certification requirements.

### **Certification requirements**

Set of specified requirements, including requirements of the scheme to be fulfilled in order to establish or maintain certification.

Note: Certification requirements in CBIP's context are defined within the Certification Standards: General Requirements and the Certification Standards for the relevant inspection discipline. Certification Standards within the scope of CBIP's accredited Certification Scheme are publicly accessible via CBIP's Website.

## 4. Responsibilities

4.1 The Governance Board is responsible for:

- specifying the conditions that may lead to suspension, withdrawal, or scope reduction of a CBIP certification within CBIP's Code of Professional Conduct and Ethics
- carrying out impartial investigation and, where necessary, implementing corrective actions where breaches of the Professional Code of Conduct warrant suspension, withdrawal, or reduction of certification scope.

## 5. Policy

- 5.1 The Governance Board will investigate breaches of CBIP's Professional Code of Conduct and Ethics.
- 5.2 Where required, the Governance Board will establish the Professional Conduct Committee to safeguard impartiality.
- 5.3 Where necessary, the Governance Board will seek legal advice to assist with issue resolution.
- 5.4 The Governance Board will endeavour to resolve issues amicably. A suspension or withdrawal of certification will only be applied for serious breaches that constitute a health and safety risk.
- 5.5 If the Governance Board has issued a suspension, failure to resolve the issue(s) leading to the suspension within the prescribed timeframe will result in the withdrawal of certification or the reduction of the scope of certification.
- 5.6 In the event of a certification suspension, the certified person must not promote his or her certification while suspended. Failure to comply with this requirement will be managed as a breach of the Professional Code of Conduct.
- 5.7 In the event of certification withdrawal, the certified person must not continue to reference their CBIP certification status. Failure to comply with this requirement will be managed as a breach of the Professional Code of Conduct and may result in legal action.

## 6. Procedures

An actual or alleged breach of the Professional Code of Conduct is managed by the Governance Board in accordance with the Incidents and Improvements policy and procedure.

## 7. Record Management

The following record must be maintained for compliance purposes:

Record	Filed	Retention
Incident/Improvement Report	OneDrive	4 years
Investigations and Actions Register	WeCertify	4 years
Governance Board Meeting Minutes	OneDrive	4 years

## 8. Quality Standard

ISO/IEC 17024, 2<sup>nd</sup> edition, clause 9.5 Suspending, withdrawal or reducing scope of certification.

## 9. Revision History

This document replaces Suspension or Withdrawal of Certification revision 01 issues 30 November 2023. Clauses 5.6 and 5.7 add to comply with ISO 17024 clause 9.5.3 and 9.5.4.