

 ESWASA STANDARDS AUTHORITY	Document Title	Extending Scope of Certification Procedure	
	Effective date	Document No.	Revision
	01 February 2026	CER_PR_012	04

1. PURPOSE

This procedure is for ensuring uniform practice for extending the scope of a certification already granted.

2. SCOPE

This procedure is applicable for extension of the scope of certification after a certificate is granted under the ESWASA Management Systems Certification Scheme (MSCS).

3. DEFINITIONS

3.1 Client - An organization that has been granted a certificate under the MSCS.

3.2 Team Leader - A registered lead auditor/auditor designated to manage a quality audit.

3.3 TM – Head Management Systems Certification Department and Management Representative responsible for day-to-day operations of MSCS and quality management systems implementation within SWASA.

3.4 Competent Authority (CA) - The Competent authority authorized to extend scope of certification in the schedule of ESWASA MSCS certificate.

4. RESPONSIBILITIES

4.1 Executive Director - is the competent authority responsible for deciding on extension of scope of certification.

4.2 SQAQ/CSO -Responsible for processing the request for extending the scope of certification.

4.3 Team Leader - Responsible for deciding on the request and arrange for verification through a visit, if necessary and make recommendation.

4.4 TM - Responsible for ensuring procedural and regulatory compliance and recommending to competent authority for extension or modification of scope of certification.

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5. PROCEDURE

No.	Task	Responsibility
5.1	Apply in writing to ESWASA along with prescribed fee.	Client
5.2	Review the request and consult the Team Leader or in his/her absence audit team members that participated in the initial/last renewal audit of the company.	TM
5.3	Decide whether the extension is of a minor nature and well within the capability of the system or whether evidence at the site should be provided.	Team Leader
5.4	If a site visit is necessary, include the areas to be covered by the applicant at the next surveillance visit or arrange special visit.	Team Leader
5.5	Report the findings and make recommendations for extending the scope of certification to MSCS	Team Leader
	Take approval from the approval committee	TM
5.6	Put up the file to Director for approval	TM
5.7	Extend the Scope of certification	Director
5.8	Extend scope of certification in the certificate Issued and prepare a fresh certificate for Director's signature	TM
5.9	Retain a copy of signed certificate and send original to client	TM
5.10	Update register of certificates	CSO

6. REFERENCES

CER_PR_012 Extending scope of certification Procedure

CER_FO_022 Certificates register

CER_FO_028 Client notice of changes