



Rules of certification and supervision over multi-site organization management systems.

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1 INTRODUCTION

This bulletin applies with bulletin CC-IN1 "Rules of certification and supervision over organization management systems".

2 DEFINITIONS, ADDITIONAL INFORMATION

- a) PCC – PCC-CERT Sp. z o.o. Sp. K
- b) Multi-site organization – An organization covered by a single management system, including an identified central function (not necessarily understood as the headquarters of the organization), in which specific processes / activities are planned and supervised, and several branches (permanent, temporary or virtual) where these processes / activities are implemented in whole or part.
- c) Additional information regarding certification under accreditation is available on the website of Polish Center for Accreditation: www.pca.gov.pl.

3 CERTIFICATION AND SUPERVISION OVER MULTI-SITE ORGANIZATION MANAGEMENT SYSTEMS

3.1 Multi-site organization

A multi-site organization should meet the following conditions:

- The organization should have a single management system.
- The organization should identify its central function. The central function is part of the organization and should not be subcontracted to an external organization.
- The central function should have organizational rights to define, establishing and maintaining a single management system.
- A single organization management system should be centralized management review.
- All branches should be subject to the internal organization's audit program.
- The central function should be responsible for ensuring the collection and analysis of data from all branches and should be able to demonstrate its authority and ability to initiate organizational changes necessary, among others, but not exclusively in the context of:
 - system documentation and changes in the system,
 - management audits,
 - claim,
 - assessment of correction actions,
 - planning internal audits and assessment of their results
 - the requirements of legal and regulatory provisions regarding applicable standards

For the EnMS system

The processes associated with the significant use of energy and energy consumption in a location should generally be the same or divided into similar subgroups operated using similar methods or processes.

If some of the considered branches perform similar processes, but there are fewer processes than in other branches, they can be included in the multi-division certification process, provided that the locations that implement the most energy-intensive processes are subjected to more frequent audits.

The energy result of the branch can be considered independently or in its entirety.

The EnMS system should be centrally controlled and subjected to the energy planning process and subject to a central management review (one management system review should be completed before the certification audit commences).

Prior to commencing the audit by the certification body, the appropriate locations (including the central office) should rely on the applicable central audit management program.

The headquarters should demonstrate the ability to obtain and analyze data from all locations within the scope and boundaries:

- Requirements in the scope of the management system,
 - system documentation and system changes authorized by the headquarters,



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- management review prepared in all locations,
- assessment of corrective actions,
- internal audit planning and outcome evaluation,
- demonstration of the right to collect information about legal and other requirements and initiate changes
- the results of internal audits of branches.

3.2 Auditing

In the case when a non-conformity is detected (in internal or PCC's audits), the organization should inspect them to determine whether they indicate system insufficiency and regard all sites or not. If it turns out that these non-conformities regard the whole system, it is recommended that correction actions be conducted both in the headquarters and in individual sites.

If a major non-conformity is detected in any of the sites, should be stopped further procedure regarding granting the whole network of sites certification until the correction and corrective actions are effectively introduced.

It is impossible for the organization to exclude a "problematic" site from the scope such during certification process in order to eliminate obstacles arising from the existence of non-conformities in one of the sites.

The whole certificate is suspended or canceled if the headquarters or any of the sites do not meet the criteria necessary to maintain certification.

It is required of the organization to inform of closing down any of the sites. Failure to provide such information is considered violation of certification.

All locations of the organization should be audited in the three-year-long cycle of certification in a multi-site organization.

3.3. Issuing a certificate

A single certificate is issued with the name and address of the organization's headquarters. The list of all branches covered by certification should be included in the certificate itself or in the attachment. The scope of certification should clearly specify that the certified activities are carried out through the branch network from the annex.

If a given branch performs only a part of activities included in the scope of organization, the certificate should include the sub-division of this branch. If there are temporary branches in the scope, then these branches should be identified as temporary in certification documents. Temporary branches are included in the certificate after consultation with the client.

You can issue a certificate for each of the branches covered by certification, provided that it contains the same scope as the main certificate or the relevant sub-range, and a clear reference to the root certificate.

The whole certificate is suspended or withdrawn if the headquarters or any of the branches does not meet the criteria necessary to maintain the certification

4 RELEVANT DOCUMENTS / RECORDS

- a) CC-IN1 "Rules of certification and supervision over organization management systems".

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