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1 INTRODUCTION

This bulletin is used together with bulletin CC-IN1, “Certification and surveillance rules for the management systems of organisations”.

2 DEFINITIONS AND ADDITIONAL INFORMATION

a) PCC - PCC-CERT Group Sp. z o.o.

b) Multi-site organisation - An organisation covered by a single management system, comprising an identified central function (not necessarily understood as the organisation’s headquarters), where certain processes and activities are planned and controlled, and several sites (permanent, temporary or virtual) at which those processes and activities are carried out in full or in part.

c) Additional information on certification under accreditation is available on the Polish Centre for Accreditation website: www.pca.gov.pl.

3 CERTIFICATION AND SURVEILLANCE OF THE MANAGEMENT SYSTEMS OF MULTI-SITE ORGANISATIONS

3.1 Multi-site organisation

A multi-site organisation should meet the following conditions:

- The organisation should have a single management system.
- The organisation should identify its central function; the central function is part of the organisation and should not be subcontracted to an external organisation.
- The central function should have the organisational authority to define, establish and maintain the single management system.
- The organisation’s single management system should be subject to a centralised management review.
- All sites should be subject to the organisation’s internal audit programme.
- The central function should be responsible for ensuring the collection and analysis of data from all sites and should be able to demonstrate its authority and ability to initiate organisational changes necessary in relation to, among other things, but not limited to:
  a) system documentation and changes to the system;
  b) management reviews;
  c) complaints;
  d) evaluation of corrective actions;
  e) planning of internal audits and evaluation of their results;
  f) statutory and regulatory requirements relating to applicable standards.

3.2 Auditing

When nonconformities are identified during internal audits or PCC audits, the organisation should review them to determine whether they indicate system ineffectiveness affecting all sites. If the nonconformities are found to relate to the entire system, it is recommended that corrective actions be taken both at headquarters and at the individual sites.

If a major nonconformity is identified at any site, further steps towards granting certification to the entire network of sites must be suspended until corrections and corrective actions have been effectively implemented.

An organisation is not permitted to exclude a “problematic” site from the scope during the certification process in order to remove obstacles arising from a nonconformity at that site.

The entire certificate is suspended or withdrawn if headquarters or any site fails to meet the criteria necessary to maintain certification.

The organisation is required to provide notification of the closure of any site. Failure to provide this information is treated as misuse of certification.

All the organisation's locations should be audited during the three-year certification cycle of a multi-site organisation.

3.3 Issuing the certificate

A single certificate is issued bearing the name and address of the organisation's headquarters. A list of all sites covered by certification must be included in the certificate itself or in an annex. The scope of certification should clearly state that the certified activities are carried out by the network of sites listed in the annex.

If a site performs only some of the activities included in the organisation's scope, the certificate should include the sub-scope for that site.

If temporary sites are included in the scope, they should be identified as temporary in the certification documents. Temporary sites are included on the certificate following agreement with the client.

A certificate may be issued for each site covered by certification, provided that it contains the same scope as the main certificate, or the relevant sub-scope, and an explicit reference to the main certificate.

The entire certificate is suspended or withdrawn if headquarters or any site fails to meet the criteria necessary to maintain certification.

4 RELATED DOCUMENTS / RECORDS

a) CC-IN1 "Certification and surveillance rules for the management systems of organisations".

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