

### Step 1 - Discuss

Contact CVC to discuss your needs. CVC can send you a rough quote for your initial consideration.



### Step 2 - Receive Proposal

Please complete our online form for new clients (scan QR code for link). CVC can then send you a detailed proposal.



### Step 3 - Accept Proposal

Please review and accept the proposal in our Qdos system, CVC are happy to answer your questions



### Step 4 - Schedule Audit

Work with CVC to schedule the date of your Stage 1 Audit. CVC will send you an Audit Plan via our Qdos system.

### Step 5 - Self Assessment

CVC will email you a self-assessment checklist. Please complete this with your team to help you prepare for the audits.



### Step 6 - Stage 1 Audit

CVC will complete your Stage 1 Audit, ensuring you are ready to proceed to your Stage 2 Audit.

### Step 7 - Prepare for Stage 2 Audit

Please action the findings from the Stage 1 Audit and work with CVC to schedule the date for your Stage 2 Audit. CVC will send you the Stage 2 audit plan to help you prepare.



### Step 8 - Stage 2 Audit

CVC will complete your Stage 2 Audit on site. We will confirm your systems are well implemented and suitable records are retained.

### Step 9 - Receive Your ISO Certificates

Please respond to any non-conformances received in the Stage 2 audit. Once CVC are happy all requirements have been met you can celebrate receiving your ISO certificates



### Step 10 - Maintain

Please maintain your systems inline with ISO requirements and conduct regular internal audits. CVC will contact you to scheduled your external ISO audit each year.