Special Arrangement of Certifications during the Novel Coronavirus (COVID-19) Epidemic

Due to the novel coronavirus (COVID-19) epidemic, the audit and certification process is affected.

With reference to “IAF ID3:2011 IAF Informative Document for Management of Extraordinary Events or Circumstances Affecting ABs, CABs and Certified Organizations”, HKQAA has established contingency measures for auditing and certification activities as follows:

1. **New application will be accepted as normal**
2. **Certificate will be issued as normal and distributed to certified clients via courier**
3. **General arrangement on audit activities**
   a. Audit in Hubei Province is not arranged until further notice and based on the announcement of the local government and the control progress of the outbreak
   b. HK auditors will not travel to China for audits until quarantine policy is removed by HKSAR government
   c. Audits in China (except Hubei Province) shall be arranged to auditors living in the same province only until further notice
4. **Arrangement on 1st Surveillance Visit (SV) following Certification Audit (CA)**
   a. Provided that a certified organization can enter into the 1st surveillance visit (SV1) following the certification audit (CA) by a partial audit, HKQAA allows an extension to complete the SV1 for 6 months. (i.e. 18 months from certificate issue date)
   b. The partial audit may be conducted on-site or off-site and shall be conducted within 12 months from the certificate issue date
   c. Failure to conduct partial SV1 within 12 months from the certificate issue date will lead to certification suspension
   d. The whole SV1 shall be completed before the extended completion date of SV1 to maintain the validity of the certification

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e. Failure to complete the whole SV1 before the extended completion date of SV1 will lead to certification suspension

5. Arrangement on Renewal audit (REA)
   a. Provided that a certified organization can enter into the recertification process by a partial renewal audit, HKQAA allows an extension of the current certification validity for six months.
   b. The partial renewal audit may be conducted on-site or off-site, and shall be conducted before the original certificate expiry date.
   c. The whole renewal audit shall be completed before the extended expiry date.
   d. After the completion of the whole renewal audit, a renewed certificate with the validity of three years from the original expiry date (i.e. two and a half years from the extended expiry date) will be issued.
   e. If the renewal audit cannot be completed before the extended expiry date, a new application for certification is required.

6. For certificate bearing CNAS mark only or certified clients in PRC without any accreditation marks
   a. Suspension of certificate shall happen three (3) months after the epidemic ceases.
   b. Certification expiry date will extend three (3) months after the epidemic ceases.

Should you have any further inquiry, please feel free to contact us.