

# YOUR PATH TO CERTIFICATION

## Heard about Accredited UK?

Find out more at [www.accredituk.com](http://www.accredituk.com) or contact us for a Marketing Pack. Decide which segment(s) you want to apply in.



## The Application

Complete an application form online or from Marketing Pack and send us 50% of the Application Fee.

## Working Towards Status

Businesses that are committed to the Accredited UK principles, but cannot yet demonstrate the required level of evidence based compliance, may apply for the Working Towards mark. Such businesses demonstrate that they are preparing for certification over a 12 month period. This level of certification is awarded for a maximum of 12 months within which the Applicant must either book a full certification visit or withdraw from the Standard.

## Full Application

We will send you an Applicant's Pack. Reasonable access to Accredited UK Assessors is provided as soon as you apply.

## The Assessment

The Assessor visits and spends around one day with you. They will ask searching questions covering a number of areas – they want evidence that you do what you say you do.

## The Booking

Contact Accredited UK and arrange an assessment visit. Then pay the other 50% of the Application Fee. [Note: the visit must be within six months of when Accredited UK despatch the pack.] At this point, Accredited UK assigns the Assessor who will be conducting your assessment and provides the Applicant with the Assessor's contact details.

## The Self Assessment

Find out if you are ready for the Assessment by using the self-assessment Workbooks and Handbooks.

## The Award

Assessor passes recommendation to Awards Panel who make the award.

## FAIL

The business will need to re-apply for certification when ready, but this will not ordinarily be allowed earlier than 12 months from the original application. This timescale is to reflect the size of the deviations and the major work likely to be required to rectify them.

## Action Plan

An action plan will be produced, regardless of outcome, to help every business identify areas for improvement. This is intended to help achieve good practice and act as a basis for continuous improvement.

## PASS

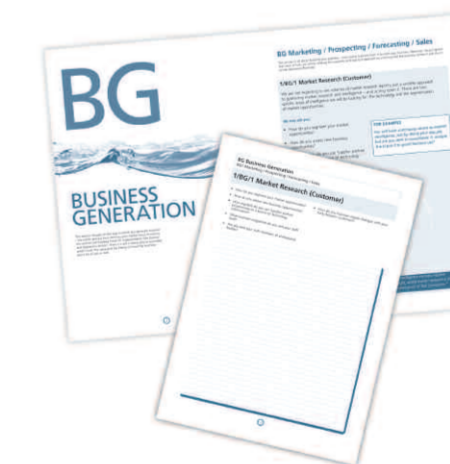
The business will be recommended to Accredited UK for certification to this Standard.

## The Review (annual light touch)

Your Assessor will revisit each year to measure progress against your action plan. Certification can be withdrawn if key issues are not addressed.

## The Reassessment

After three years, your certification will expire. Contact Accredited UK to arrange a reassessment



For further information visit:  
[www.accredituk.com](http://www.accredituk.com)

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