

## Process of KAT/GGE certification trough OVO Cert GmbH

Expiration	What has to be done?	Who is responsible?	Which document has to be used?	Where to find the documents?	Contact for further questions
Membership request for KAT/GGE	Send request form to KAT or GGE	<ul style="list-style-type: none"> <li>Applicant</li> </ul>	<ul style="list-style-type: none"> <li>Application of participation</li> </ul>	KAT or GGE Homepage www.kat-cert.de www.gge-cert.de	KAT or GGE Office
Placing of order to OVO Cert	System provider gives order for auditing to OVO Cert	<ul style="list-style-type: none"> <li>KAT or GGE</li> <li>EEC</li> <li>OVO Cert</li> </ul>	<ul style="list-style-type: none"> <li>Application of participation</li> </ul>		
Verification of Application	Verification of application	<ul style="list-style-type: none"> <li>OVO Cert</li> </ul>	<ul style="list-style-type: none"> <li>Application of participation</li> </ul>		
Completion of control contract	OVO Cert sends control contract to applicant	<ul style="list-style-type: none"> <li>OVO Cert</li> <li>Applicant</li> </ul>	<ul style="list-style-type: none"> <li>Control contract</li> </ul>		OVO Cert GmbH Office Tel.: 0228 / 688477-30
Coordination of Audit date	Auditors are informed by OVO Cert and coordinate an audit date with applicant	<ul style="list-style-type: none"> <li>Auditor</li> <li>Applicant</li> </ul>			Responsible Auditor OVO Cert GmbH Office Tel.: 0228 / 688477-30
Conduction of audit on site	Audit will be conducted on site in accordance with guidelines	<ul style="list-style-type: none"> <li>Auditor</li> <li>Applicant</li> </ul>	<ul style="list-style-type: none"> <li>Checklist for relevant level</li> </ul>	KAT or GGE Homepage www.kat-cert.de www.gge-cert.de	OVO Cert GmbH Barbara Künzel Tel.: 0228 / 688477-34
Audit report	Determined shortcomings are documented and corrective actions will be developed	<ul style="list-style-type: none"> <li>Auditor</li> </ul>	<ul style="list-style-type: none"> <li>Audit report and corrective action plan</li> </ul>	KAT or GGE Homepage www.kat-cert.de www.gge-cert.de	OVO Cert GmbH Barbara Künzel Tel.: 0228 / 688477-34
If necessary follow up audit on site	If the enterprise fails the audit the determined deficiencies are examined in a follow up audit	<ul style="list-style-type: none"> <li>Auditor</li> </ul>	<ul style="list-style-type: none"> <li>Checklist for relevant level</li> </ul>	KAT or GGE Homepage www.kat-cert.de www.gge-cert.de	OVO Cert GmbH Barbara Künzel Tel.: 0228 / 688477-34
Report of follow up audit	Correction of deficiencies is documented	<ul style="list-style-type: none"> <li>Auditor</li> </ul>	<ul style="list-style-type: none"> <li>Audit report and corrective action plan</li> </ul>	KAT or GGE Homepage www.kat-cert.de www.gge-cert.de	OVO Cert GmbH Barbara Künzel Tel.: 0228 / 688477-34
Decision to award the certificate	Final evaluation of the enterprise and certification	<ul style="list-style-type: none"> <li>Director/Deputy Director of Certification Body</li> </ul>	<ul style="list-style-type: none"> <li>Corrective action plan and/or certification document</li> </ul>		OVO Cert GmbH Barbara Künzel Tel.: 0228 / 688477-34