Date: January 2, 2020

To: Accreditation Bodies (ABs)
    Certification Bodies (CBs)
    OASIS Sector Representatives
    OP Assessors

Subject: Audits/Certificates modification approval shut down

Audits/Certificates modification approval shut down

Effective 2 January 2020, OASIS Certificate and Audit modifications will no longer need to be approved by the IAQG Sector Representative. Each CB will be able to publish the changes directly.

The CB’s who use the “Indirect” Audit/Certificate data entry process, will still need approval from the assigned Approver for your CB.

Audits modification

When a CB Audit Entry Admin begins an audit modification, they are presented with the option to enter the type of modification and reason.

Also, a similar screen is presented if the CB Audit Entry Admin selects to edit his/her previous selection during the audit modification process.
Both of the below screens have been modified to require the CB to confirm they understand the importance of deleting, if they select the “Delete Audit” option.

Certificate modification
When a CB Technical Reviewer begins a certificate modification, they are presented with the option to enter the type of modification and reason.
The below screen has been modified to require the CB to confirm they understand the importance of deleting data, if they select the “Delete Certificate” option.

**CB Oversight**

It is requested that the CB collect internal process metrics relating to the number of certificate modifications that are generated, the reason for the modification and any internal CB actions taken to prevent recurrence. It is important that we measure the use of this process in order to obtain information to support oversight and future OASIS updates.

It is expected that this internal process data will be evaluated by AB and IAQG Other Party assessors during annual oversight activities.

In case of questions, please contact the IAQG support function at: [IAQGsupport@sae.org](mailto:IAQGsupport@sae.org) or your OASIS Sector Representative:

- **Americas** - Becky Lemon [rebecca.lemon@sae.org](mailto:rebecca.lemon@sae.org)
- **Asia/Pacific** - Takayoshi Maehata [takayoshi.maehata@sjac.or.jp](mailto:takayoshi.maehata@sjac.or.jp)
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Sincerely,

IAQG Database Team