



**CERTIFICATION PROCESS
(FLOW DIAGRAM)**

Code:	F-CB-001
Date:	11/01/2021
Version:	00
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**CERTIFICATION PROCESS FOR
GRANT / RENEWAL-MAINTENANCE.**

PHASE

APPLICATION: Fill out the form F-ADM-033 "REQUEST FOR PERSONNEL CERTIFICATION" and send by the stipulated means accompanied with the prerequisites (according to the competence).

Verification of the prerequisites by the area in charge of the certification body (CB).

Unapproved Document.

Approved document.

He is a candidate to renew the same specialty / category and / or equipment (if applicable) ?

Yes

No

Not approved
Less than 70%

**REQUEST
(Selection)**

Scheduling the documental reviewed.

Programming and presentation of theoretical test.

Not approved

Approved
≥ 70%

Not Approved
the reexamination

**CERTIFICATION
(Review)**

Scheduling the practical test.

Not approved

Approved
≥ 70%

THE CANDIDATE HAS THE DECISION TO PRESENT A COMPLAINT OR AN APPEAL PROCESS ACCORDING TO THE PROCEDURES: P-CB-003 "APPEALS PROCESS", P-ADM-006 "ATTENTION OF CLIENT COMPLAINTS", OF PUBLIC ACCESS.

Committee decision:
Granting / renewal-maintenance.

Negative decision

Positive decision

**ISSUANCE OF
CERTIFICATION
(Decision)**

**OBTAINING THE CERTIFICATE OF
COMPETENCE**

REV NO.	DATE	PREPARED BY:	REVIEWED BY:	APPROVED BY:
00	11/01/2021	S.GARCIA	J.VARGAS	R. LEÓN

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