

Recertification Process

The certificate expires after three years. It is necessary to undergo the recertification process prior to the certificate's expiration date to remain CSC certified. The first digits of the certificate number have a direct reference to the object of the certification. During recertification, the first digits of the certificate number therefore remain unchanged.

Name	
30-CSC19-2019	<i>Recertification</i>
30-CSC17-2017	<i>First time certification</i>

Figure 1: The first digits remain unchanged during recertification

There are two ways **(a)** or **(b)** to perform a recertification of your project.

Main difference between (a) and (b): In option (a) the Toolbox checks whether there are similarities between the old and new schemes. In those cases, the requirements will be copied/pre-selected in the new scheme.

Recommendation:

If there is a substantial degree of similarity between the original and new selected scheme, it is recommended to adhere to (a). Example: First certification CSC V2.0 -> Recertification CSC V2.1.

If the scheme of the original certification and new scheme deviate significantly, it is recommended to adhere (b). Example: First certification CSC V1.0 -> Recertification CSC V2.0.

Please follow the respective steps:

(a) Make a copy of your assessment within the same project

Note: With this function you'll make a copy of your assessment, on the basis of another scheme. Your evidence will be included automatically. The requirements you have selected in this scheme will be selected in the best possible way in the new assessment. It is important that you check all of the requirements before you submit it to an Assessor.

- 1) On project level: Create new versioning of your project. Note: **When you create a new version of this project, the old one cannot be altered any more.**

Versioning

Version 1: Transportbetonwerk Berlin Nord (July 25, 2018, 11:24 AM)

Create a new version

- 2) On assessment level: Make a copy of your assessment using the function “copy for Re-Certification”

 **Copy for Re-Certification**

- 3) Select the desired scheme
- 4) By affirming to "include uploaded evidence", all evidence and explanations will be copied as well.
- 5) Carry out the certification as usual and check the validity of the copied evidence.
- 6) As soon as you register the new assessment, **the toolbox will automatically recognize the recertification because you have started an assessment in the same project.** The Toolbox automatically assigns the same first digits (see Fig.1)

Note: If a whole new number is assigned when registering a recertification, please contact the CSC helpdesk.

(b) Starting a new assessment within the same project

- 1) Create new versioning of your project. Note: **When you create a new version of this project, the old one cannot be altered any more.**

Versioning

Version 1: Transportbetonwerk Berlin Nord (July 25, 2018, 11:24 AM)

Create a new version

- 2) Create a new assessment within the same project

+ Add a new Assessment



- 3) Carry out the certification as usual.
- 4) As soon as you register the new assessment, **the toolbox will automatically recognize the recertification because you have started an assessment in the same project.** The Toolbox automatically assigns the same first digits (see Fig.1)

Note: If a whole new number is assigned when registering a recertification, please contact the CSC helpdesk.