

Recertification Process

Once a certificate is issued, it is valid for 3 years. The full recertification process needs to be performed before the end of the 3 years validity period. During recertification, the first digits of the certificate number remain unchanged. The first digits have a direct reference to the object of the certification.

Name
30-CSC19-2019
30-CSC17-2017

Figure 1: The first digits remain unchanged during recertification

There are two ways **(a)** or **(b)** to perform a recertification of your project. Please follow the respective steps:

(a) Starting a new assessment within the same project

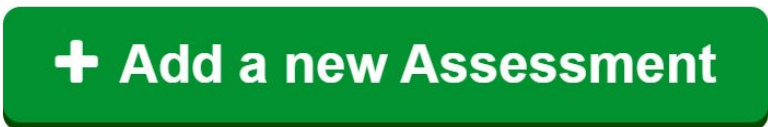
- 1) Create new versioning of your project. Note: **When you create a new version of this project, the old one cannot be altered any more.**

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



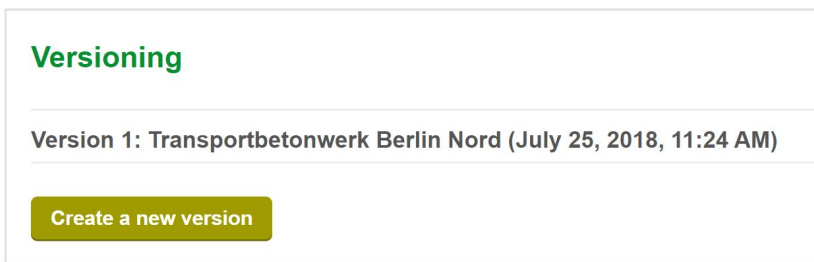
- 3) Carry out the certification as usual.
- 4) As soon as you register the new assessment, **the toolbox will automatically recognize the recertification because you have started an assessment in the same project.** The Toolbox automatically assigns the same first digits (see Fig.1)

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

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



- 2) Make a copy of your assessment within the same project



- 3) Select the new scheme
- 4) Carry out the certification as usual.
- 5) 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.

Main difference between (a) and (b): In option (b) 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 the scheme of the original certification and new scheme differs too much, it is recommended to follow (a). Example: First certification CSC V1.0 -> Recertification CSC V2.0.

If there are many similarities between the original and new selected scheme, it is recommended to follow (b). Example: First certification CSC V2.0 -> Recertification CSC V2.2.