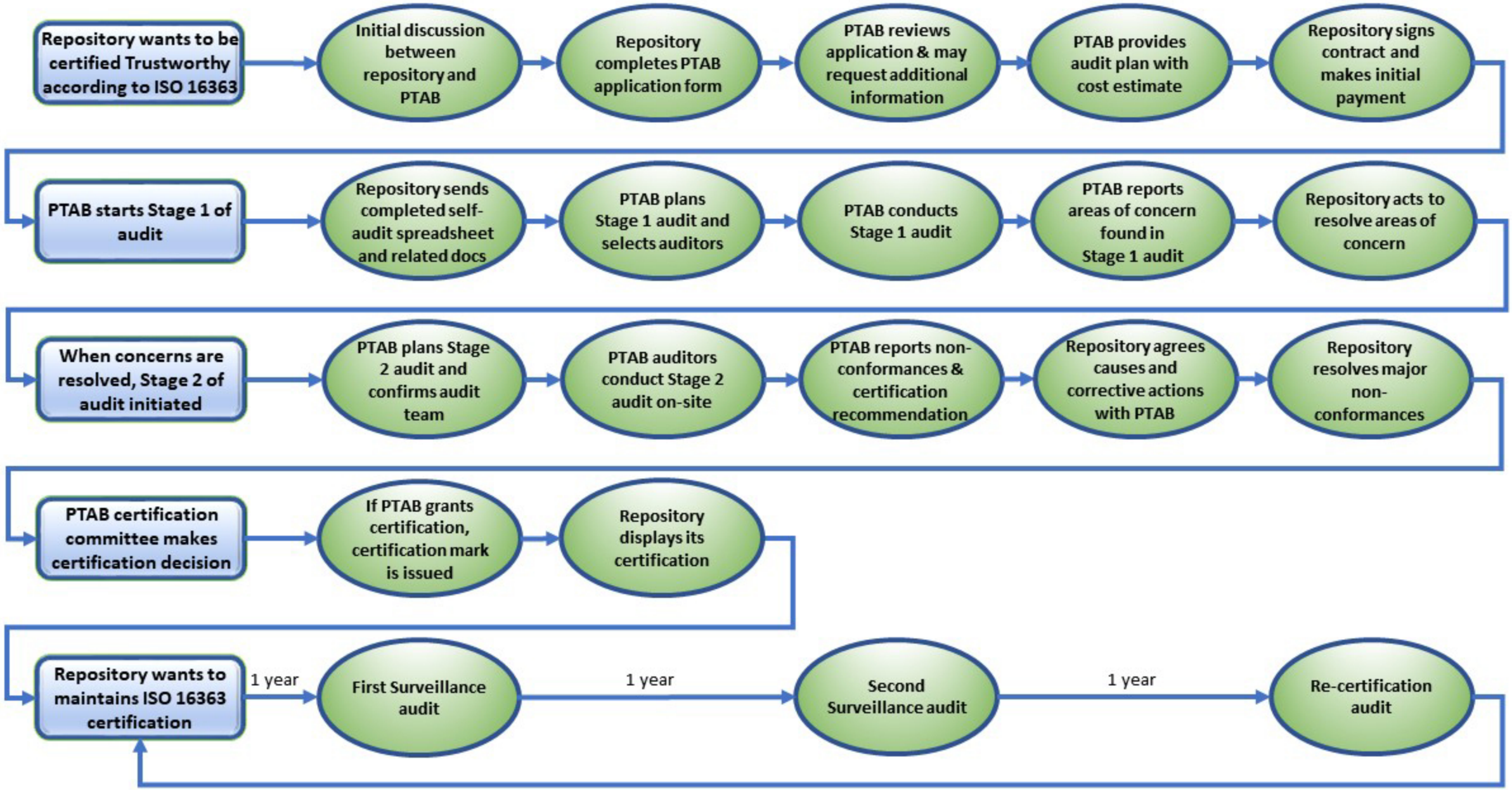
Repository wants to be certified Trustworthy according to ISO 16363
Initial discussion between repository and PTAB
Repository completes PTAB application form
PTAB reviews application & may request additional information
PTAB provides audit plan with cost estimate
Repository signs contract and makes initial payment
PTAB starts Stage 1 of audit
Repository sends completed self-audit spreadsheet and related docs
PTAB plans Stage 1 audit and selects auditors
PTAB conducts Stage 1 audit
PTAB reports areas of concern found in Stage 1 audit
Repository acts to resolve areas of concern
When concerns are resolved, Stage 2 of audit initiated
PTAB plans Stage 2 audit and confirms audit team
PTAB auditors conduct Stage 2 audit on-site
PTAB reports non-conformances & certification recommendation
Repository agrees causes and corrective actions with PTAB
Repository resolves major non-conformances
PTAB certification committee makes certification decision
If PTAB grants certification, certification mark is issued
Repository displays its certification
Repository wants to maintains ISO 16363 certification
1 year
First Surveillance audit
1 year
Second Surveillance audit
1 year
Re-certification audit