**Steps for 4C certification**

To apply for 4C certification, you must fill in application documents i.e. Business Partner Mapping,(BPM), Improvement plan (IP) , application form and send to [applications@africertlimited.co.ke](mailto:applications@africertlimited.co.ke) for review and approval

4C certification follows below procedure

**Application process**

1 Managing Entity signs contract with Africert

2. Managing Entity sends application documents i.e BPM, IP and Africert Application form to Africert Ltd

Find BPM, IP and Application here….

To access current 4C documents visit 4C services website

3. Once Africert Ltd approves application documents; it registers the application in 4C portal.

4. Managing Entity to accept Term of Use (TOU) in 4C portal & confirm application

5. 4C validates application and provides registration number

6. Africert conducts risk assessment and prepares audit plan

7. Africert registers audit plan in 4C portal

**Onsite audit**

Audit team comprised of 4C trained auditors are dispatched to the Managing Entity/4C unit, the audit team audits the ME’s and BPs’ compliance to the 4C requirements on-site using the latest version of the 4C audit checklist template, BPM and IP.

2. The Africert Ltd prepares the audit report by inserting the audit results in the audit checklists and audit result page

3. The Africert Ltd uploads the audit report into the 4C portal to automatically generate the IP template for the Managing Entity

The Managing Entity fills in the IP based on the non-conformities with minor checkpoints identified during the audit that become major check-points during the next certification audits and presents it to Africert Ltd

5. The Africert Ltd evaluates and approves the IP prior to making its certification decision

**Certification decision**

Upon reviewing the audit report and Improvement Plan Africert makes a decision to approve or deny certification.

After a positive audit and evaluation of the audit report and IP, Africert Ltd issues a certificate to the ME of the audited 4C Unit with a validity period of 36months