Certificate Renewal Guide

Category: Compliance
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How expiry monitoring, reminders, and renewal submissions work.

Purpose

Define how certificate expiry is tracked and renewed before lapsing.

Expiry Monitoring

The platform checks certificate expiry daily and flags status as valid, warning, or expired.

Reminder Sequence

Automatic reminders are issued 30 days and 14 days before expiry, then an immediate expired notice if missed.

Renewal Submission

Admin uploads the renewed certificate, sets issue and expiry dates, and confirms notification recipients.

Quality Check

Verify certificate number, issuing body, scope, and expiry date before publishing to portal records.

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