



CERTIFICATION SCOPE CHANGE, SUSPENSION AND CANCEL PROCEDURE

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Prepared and Controlled by	Approval
Quality Management Representative	General Manager
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OBJECTIVE AND SCOPE

Objective of this document is defining the policies on suspension, cancellation and limiting the scope of the certificates of the companies certified by **Karteppe Sertifikasyon Hizmetleri Ltd. Şti.**

It includes products or service activities of the company.

SCOPE OF APPLICATION

- It shall be applied for the products or services of the company.

DEFINITIONS

- **Suspension:** Temporary abrogation of the certificate
- **Cancellation:** Permanent abrogation by withdrawal of the certificate

RESPONSIBILITIES

Management Representative, Certification Committee, Auditors and General Manager are responsible for the application of this procedure.

APPLICATION

Suspension of the Certificate

If the following conditions occur, the certificate is suspended for not more than six (6) months upon decision taken by Certification Committee.

- Request by the company,
- As a result of audits, detecting major nonconformities
- Failure in eliminating minor-major nonconformities detected during audits within defined period
- Company's breach of liabilities defined in the contract to the extent that it does not require cancellation of the certificate.
- Detection of nonperformance of legal sanctions except for the related standard on product/service within the scope of certification.

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- Suspension of activities by request of the company due to strike, lock out , reorganization, natural disasters, lack of raw material, failure to take orders, change of facility address or halting production/service by the company due to similar reason,
- Constant request by the company for deferment of surveillance audit,
- Nonconformity to certification rules,
- Misuse certificate and logo,
- Failing to pay certificate or audit charge

If constant or crucial failure occurs in meeting system conditions for a certain part of the scope, our institution limits certificate scope of our customer in a manner to exclude the part for which the conditions are not met.

Any defect observed at any stage of process or production line shall cause review, suspension of cancellation of all certification conditions.

Certification committee decides to suspend the certificate. Suspension is notified in writing to related company. If our institution deems necessary, it may extend suspension time one more time and no longer than 3 months upon decision of Certification Committee. Certified company shall not misinform with promotional materials and advertorials during suspension period.

If the companies, certificates of which are suspended, notify our institution in writing to inform about elimination of suspension reason, suspension is cancelled. Suspended companies are shown at **www.kartepebelgelendirme.com.tr**

An audit is conducted in the company to be sure whether suspension reason is actually eliminated or not.

The results of suspension:

- The certificate is temporarily invalid.
- The customer should disclose certification status.
- State of suspension is made available to public. It is accessible for the public.
- Certification body may take other precautions which it seems necessary in the framework of the contract.

Certification body may take other precautions which it seems applicable in the framework of the contract.

Type, scope and term of audit conducted within the scope of cancellation of suspension are defined on the basis of suspension reason.

State of suspension is lifted for the company, conformance of which is verified as a result of audit. If suspension reasons are not eliminated, the necessary steps are taken to cancel the certificate.

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Failure in settlement of problems within defined period must result in withdrawal or limitation of certification.

When suspension is lifted, the company is informed in writing.

Cancellation of Certificate

The following conditions shall result in cancellation of certificate, if:

- The company does not allow for an audit before the end of suspension period
- The company does not correct nonconformity within anticipated time for the activities (audit, examination of documents etc.) to lift suspension
- The company goes bankruptcy or stops the activity in the scope of the certificate,
- The company uses the certificate for the purposes other than the main purpose, for which the certificate is issued for product or service defined in the scope of Management System Document.
- The company gives missing and misleading information during audit,
- The company uses the certificate wrongly and in a misleading way
- The company fails to pay the charges accrued by our institution in 30 days' time following the invoicing,
- It is found during the audit within validity period of the certificate that the company completely fails to comply with management system,
- The company refuses suspension conditions,
- The company doesn't eliminate suspension reasons,
- The company doesn't confirm to enable follow-up audit at the end of suspension period,
- The company doesn't reside in facility address stated in the certificate,
- Legal entity of the company changes,
- The company falsifies documents and its annexes,
- For any reason whatsoever, the company requests for deferment of surveillance audit for an indefinite date or cancellation of surveillance audit notified by our institution.
- It is notified to our institution in written for company request,
- The company rejects surveillance audit.

Following the cancellation of certificate, the company must remove the logo from all kinds of correspondence and promotional material in one month time. Otherwise, our institution;

- Declares the situation to related accreditation agencies and other certification companies,
- announces in various media that the company uses the certificate illegally by breaching terms of the contract
- Takes legal action to compensate financial and emotional damages arising because of this.

On the other hand, if the company does not apply for renewal of the certificate or production/service delivery in the scope of the certificate is stopped or the institution is closed, the certificate is cancelled and announced to the public.

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Limiting the Scope

If constant or crucial failure occurs in meeting certification conditions for a certain part of the scope, certification institution limits certificate scope of the customer in a manner to exclude the part for which the conditions are not met. Such a kind of limitation should be in accordance with the provisions of the standard used for certification.

If requested, our institution will declare accurate state of certification, the scope of which is limited, suspended or withdrawn itself.

Audit for Change of Address

If the address of the company changes, the certificate may be suspended in case of failing to apply related articles of reference standard.

DOCUMENTATION

The records pertaining to this documentation shall be kept by Management Representative.

RELATED DOCUMENTATION AND FORMS

- T14 Directions for Use of Logo
- F77 Disposition form of Certification Committee
- F79 Follow-Up Form for Suspension Termination Decision

REFERENCES

- ...

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