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|  | COTECNA Certification Services | DOC: PCM-P-7.2-1 Author: M.Yüzüak |
| | System Procedure - Application for Certification-1.2 | |

Objective of this procedure

To define the detailed requirements for certification, applicants rights and duties of the suppliers for which we have certified the products including fees to pay by the applicant (supplier/ manufacturer).

Procedure

PPC-7.2.1 Certifiable products and applicable standards

7.2.1.1 Requirements for Organizations applying for certification

- I. Applications for the certification referred to in the present rules shall only be filed by the Supplier/ manufacturer.

The Supplier is fully responsible for continuous compliance of product with applicable requirements and therefore undertake any and all obligations derived thereof) in respect of its own products and/or by any organization having signed a specific declaration of conformity.

- II. Certifications shall be granted if manufacturer and/or relative suppliers have applied suitable documented procedures in order to guarantee product compliance with relative standards and / or technical specifications.


In addition, Technical team may determine the number of tests and relative procedures required to guarantee compliance of certain categories of products. Said tests may be performed at factory of manufacturer or relative suppliers and/or at the laboratory of third party upon prior approval on the part of COTECNA.

7.2.1.2 Product delivery and collection for Organizations applying for certification

- I. Organizations applying for certification (hereinafter referred to as “Applicant”) shall send products to the laboratory indicated by COTECNA for relative testing together with the documentation required in accordance with legislations in force.

In exceptional circumstances products to be submitted to testing may be directly transported or imported by COTECNA. In this case, any expenses incurred by COTECNA shall be duly invoiced in accordance with extra charges provided for in its scale of fees in force at that moment.

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- II. The organization to whom certification and permission of use of compliance marks have granted (hereinafter referred to as “Licensee”) shall send the products selected by COTECNA for verification and control to the laboratory said by the company.
Licensee shall take all precautions to guarantee products reach destination in good conditions within two(2) months from the date on which surveillance inspection on the part of COTECNA representatives took place.
- III. The samples tested by COTECNA shall be collected by the organization owner of said samples within two(2) months from the notice served with the results obtained, unless an appeal was made against the decision of COTECNA as referred to in chapter 7 of procedures.

Should Licensee not collect said samples within the time period above COTECNA shall be authorized to send them back to Licensee at the expense of the latter and /or to destruct and place said samples in a public waste disposal site with no obligation to provide documentary evidence in this case.

The type of solution and procedure adopted to get rid of the said sampled shall fall within the exclusive competence of COTECNA. Should tested prototypes and samples be returned in their actual condition, the organization owner of said samples shall be charged with relative shipping expenses.

7.2.1.3 Publication of certification application


Applicant shall not be entitled to publish certification application until relative license for permission of use has been granted. However, in certain cases (such as call for tenders) COTECNA may allow applicant to communicate to a third party that the certification application has been filed and is under evaluation, provided due request is made to COTECNA stating relative grounds.

7.2.1.4 Certification granting and maintenance – Fees Due

7.2.1.4.1 Amount and fees due for certification maintenance

Amounts due for certification granting and maintenance as well as relative terms and conditions of payment are usually indicated in the **quotation** (see sub-paragraph 7.2.2.1) or the **notice** referred to in sub-paragraph 7.2.2.2, both documents written in accordance with the fees indicated in the COTECNA Scale of Fees in force on the basis on the information supplied to the Organization.

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7.2.1.4.2 – COTECNA Scale of Fees variations

Due notice shall be given to Licensees and Applicants by registered letter in case of variation of annual fees for maintenance certification.

Licensee shall be entitled to renounce to the certification with in **one (1) month** from date of receipt of notice informing about annual fees variations. No renunciation shall imply acceptance on the part of Licensee of said variations.

Fees applied in case of renunciation of Licensee shall be those in force before variations, until cancellation of contractual relationship.

7.2.1.5 COTECNA resources used for compliance assessment

7.2.1.5.1 - All tests, surveillance inspections and checks on products applying for certification shall be performed by COTECNA at its own laboratory and/or outside laboratories, including that of manufacturer or suppliers qualified pursuant to specific procedures in conformity with applicable standards.

7.2.1.5.2 Testing at the laboratory of manufacturer and/or suppliers, if any shall be performed by COTECNA personnel and/or outside personnel, duly qualified pursuant to specific procedures and also in compliance with applicable standards who shall undertake to maintain professional secrecy.

7.2.1.6 – Licensee Obligations

In agreement with the manufacturer (if different from Licensee), Licensee shall undertake to:


- a) Guarantee constant compliance with the requirements referred to in above paragraphs 7.2.1.1 clause (II);
- b) Keep under control activities and processes having an impact on product quality in accordance with the requirements of the certification scheme(s) for which certification has been obtained;

Note: COTECNA undertakes to place at the disposal of Licensee any documentation relative to said requirements.

- c) To periodically check and test compliance of certified production – either directly or through third party laboratories, upon prior consent on the part of COTECNA (see sub-section 7.2.1.2 clause (II). To that end, the instruments and equipment used for testing and inspection shall be in good operating conditions;

Note: the test criteria and procedures defined by the Technical Team are specified in the “Special Requirements” of the relative sector”.

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- d) To give due prior and detailed notice to COTECNA of any modification made of certified products. In this case, COTECNA reserves the right to accept any modification proposed an/or to request further tests and inspections at the expense of the same Licensee and/or request modification of reference type and model number;
- e) To give due notice to COTECNA in case of transfer of the production site indicated in the approval certificate in which case COTECNA reserves the right to carry out further inspections;
- f) To provide product, upon request of COTECNA, with any reference required to trace back production date either through registration number or any other coding system;
- g) To communicate to COTECNA the quantity of certified products manufactured whenever requested by the same COTECNA;
- h) To avoid any type of ambiguity or confusion between own certified and uncertified products in catalogues, lists and advertisements in general and also avoid any type of unauthorized or ambiguous declarations and/or advertisements of own certification;
- i) Do not use own certification in such a way so as to throw discredit on COTECNA.
- j) To start legal proceedings against anybody who made incorrect use of the marks granted by COTECNA with own trademarks and identification marks;
- k) To keep records of claims lodged and legal actions taken in respect of certified products and demonstrate relative management whenever requested by COTECNA;
- l) To guarantee access to production sites to Accreditation Body personnel accompanied by COTECNA representatives whenever in connection with the COTECNA accreditation status; due prior notice shall be given in respect of said inspections which are intended to evaluate operation on the part of COTECNA personnel; Not to deny access to Accreditation Body personnel, except for cases of justified rejection of single individuals appointed for assessment, under penalty of cancellation or suspension of certification granted;
- m) Pay any fees due for certification maintenance as well as for any other expenses incurred for tests and inspections provided for in the present Rules;
- n) To consent to and facilitate COTECNA carry out any inspection required to check compliance of production site(s) or other areas involved with the certification granted even within six (6) months after expiry of Certification Contract.

7.2.1.7 – Certification modification

Should Licensee intend to modify certification validity, written request shall be made to COTECNA who shall decide whether it is necessary to carry out further tests and inspections or not.

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Any costs incurred in connection with said request shall be charged to Licensee.

7.2.1.8 – Transfer of certification – Obligation of notice

Use of certification is reserved to the Organization and the sphere of application indicated in the relative certificate.

Transfer of certification shall not be allowed, except in case of transfer, transformation, merger, division or sale of a branch of business of the Organization holding the certification.

In such case, the Organization shall serve immediate notice to COTECNA within fifteen (15) days from relative registration at the Register of Companies (if any); Default in sending said notice within the aforesaid time period shall imply suspension or revocation of the certification.

In those cases, written request shall be sent to COTECNA to maintain certification in the new name derived from any such transfer, transformation, merger, division or sale of branch of business, accompanied by a copy of the relative certificate of registration at the Chamber of Commerce and any other documentation considered necessary or fit for that purpose. IMQ shall check compliance of the subject-matter of the certification with the standards or technical specifications of reference to ensure no modification has been made, even by requesting additional tests and inspections.

Any expense met for certification updating and/or for additional tests and inspections shall be charged to the Organization derived from the aforesaid structure modification.

7.2.1.9 – Industrial safety – Information report


In compliance with the legislative provisions in force in the field of industrial safety and accident prevention, Licensee, in agreement with the manufacturer (if different from Licensee), shall undertake to provide COTECNA with a complete and detailed information report on the specific risks related with the working environment in which COTECNA personnel shall operate. In agreement with the manufacturer (if different from Licensee), Licensee shall undertake to promote coordination and cooperation for implementing accident prevention and protection measures and actions in the work environment in which COTECNA personnel shall operate. Utilizing its own personnel assigned to the task, Licensee shall guarantee protection to workers and all persons working within the same environment.

PPC-7.2.2 Certification

7.2.2.1 To apply for certification, applicant shall fill in the certification application with the following information

I. Company name and address

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- I. Type of certification requested
- II. Identification of product for which application is made (product type, model, item code, name and/or trading name, etc.)
- III. Name and address of the manufacturer, location of manufacturing plant(s) of product for which the application is made;
- IV. Standard or technical specifications in respect of which certification is requested;
- V. Name and contact person of own company and manufacturer
- VI. Offer acceptance - Generally a man-day rate will be offered to the client for inspection and for analysis 20% of analysis cost will be charged over and above the analysis cost.


In exceptional case, the above required details can be collected from the client and can be filled by the COTECNA personnel in the application form and get the acknowledgment by duly signed/ stamped.

Certification application and offer acceptance form must be duly sealed and signed by the legal representative or holder of power of attorney of the applicant company.

The following documentation should be attached to the first application for certification:

- I. Certificate of registration of applicant at the chamber of commerce of the country of origin or equivalent document;
- II. Mark logo or identification marks used in the products as per below
 - a. trademark or identification mark of the manufacturer must be affixed to products pursuant to the standards and technical specification used for certification, including **special requirements**
 - b. holders of certification shall deposit a copy of manufacturer trademark or identification mark with COTECNA
 - c. In case of variation, Licencee shall send a copy of the new trademark and identification mark to COTECNA.
- III. Copy of the quality system management certificate of the manufacturer, if any;
- IV. Successive applications shall only include other documentation not in the possession of COTECNA.

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7.2.2.2- Application Instructions, Upon receiving the application, Cotecna Shall:-

- I. Register the application after carefully examining form data and documentation attached.
- II. Request further documentation different from above whenever considered necessary or fit for certification purposes.
- III. If the documents provided are not meeting the requirements of the certification process or not competent, then the application shall be rejected by stating the reasons.
- IV. Give due notice to applicant in respect of the fees due for certification procedure if no preliminary quotation has been made.
- V. Agree with applicant – and also with manufacturer if different from the applicant – on the inspections intended to check compliance with the requirements referred to in 7.2.2.1.
- VI. Inform applicant on the selection of samples to be sent free of charge to COTECNA laboratory for relative testing and inspection.
- VII. Make applicant sign the contract governing relations with COTECNA.
- VIII. COTECNA may not carry out certain activities required by the certification procedure when applicant submits test and/or assessment reports issued by bodies acknowledged by COTECNA on the basis of mutual agreements and procedures, provided said omission is compatible with reference requirements of the application involved. A written justification can be provided to the client in case the client request by considering all confidentiality and Non-disclosure principles.

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