

## Certification Operations Procedure

### A) DOCUMENT APPROVALS

| No | Definition           | Action   | Created By   | Date       |
|----|----------------------|----------|--------------|------------|
| 1  | Document approved    | Approval | Nurgül Çınar | 02.05.2024 |
| 2  | Translation approved | Approval | Çağla Tufanç | 26.04.2024 |

### B) REVISION HISTORY

| No | Definition                                                                                                                                                                                                                            | Reason                                                                                                                                                               | Approval Date | Release Date |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--------------|
| 19 | Suspension period, suspension status and ONTEK process have been defined and made clearer.                                                                                                                                            | Internal audit result CPA numbered 2024-355                                                                                                                          | 02.05.2024    | 02.05.2024   |
| 18 | The use of CE certificates has been removed from certificate printing formats.                                                                                                                                                        | R10.13 Accreditation Guide for Approval Purposes TÜRKAK revision dated 06/15.11.23                                                                                   | 18.12.2023    | 18.12.2023   |
| 17 | The places that say "Voluntary Type Examination Certificate" have been changed to "Voluntary Attestation Of Compliance". Transferred to IQMemo program. Millennium last revision definition: Numbering of audit reports is explained. | Improvement work on certificates given in voluntary scope. Switching to the new program. Millennium last revision reason: Lack of audit report numbering information | 26.01.2023    | 26.01.2023   |

## 5. Purpose and Scope

The purpose of this procedure is to define the certification phase of the conformity assessment process carried out under the ATEX Regulation. This procedure covers the principles of editing, issuing, suspending, narrowing, withdrawing, canceling the certificate, and the work of the committee.

## 6. Definitions

**Company:** It is the establishment that manufactures or manufactures the product.

## 7. Responsibilities

Construction and Equipment Safety Department Manager, ATEX Unit Manager, Technical Regulation Officer and Technical Experts are responsible for the implementation of this procedure.

SZUTEST is responsible for the certification, suspension, narrowing of the scope, extension and cancellation of the certificate.

## 8. Method

### 8.1 Review and Decision Making

After the evaluation activities carried out in accordance with the Product Conformity Certification Program Procedure according to the PR.ATEX.03 ATEX Regulation, the file completed by the Technical Expert is submitted to the Technical Regulation Officer for review and decision-making activities.

Technical Regulation Officer;

- Processes from the application process to the reporting phase
- The reports, reference standards included in the quality system used in these processes,
- Whether the inspection procedures are carried out according to the desired conditions.
- The suitability of all calculations and data transfers,
- It carries out the review process by checking whether the performed transaction is in line with the demand and conditions.

The review and certification decision is made by the Technical Regulation Officer with the FR.ATEX.30 Review and Certification Decision Form at the end of these processes.

If the decision is positive, the Department Manager issues the certificate. The issued certificate is signed by the Deputy General Manager.

In the event that the decision is negative, the Technical Regulation Officer is notified in writing to the client firm with its reasons.

### 8.2 Certificate Validity Periods

The validity period of the certificate according to the scopes is as in the table below;

|                                     |            |
|-------------------------------------|------------|
| MODULE B                            | Indefinite |
| MODULE A                            | 10 Years   |
| MODULE C1                           | 1 Years    |
| MODULE D                            | 3 Years    |
| MODULE E                            | 3 Years    |
| MODULE F                            | Indefinite |
| MODULE G                            | Indefinite |
| Voluntary Attestation Of Compliance | Indefinite |

### 8.3 Editing and Issuing of The Document / Report

#### 8.3.1. Editing and Issuing The Document

After the applicant company meets the requirements specified in the standards and/or basic requirements related to the audit ATEX regulation and the certification decision is made, the company is entitled to receive a certificate of conformity.

The relevant test and examination records are uploaded by the technical expert to the Ministry's Notified Body Information System. The uploaded files are examined by the Technical Editor and confirmed as appropriate. After the approval process is completed by the ministry, the qr code is issued by the Information System of approved organizations of the Ministry and the certificate is published in this way.

The following information must be present in the edited documents;

- Title and address of SZUTEST
- Name and address of the company
- Scope Of Certification
- Relevant regulation and (if any) harmonized standard, certification method
- Certificate basis
- Certificate date and validity period, if any
- Certificate number
- Addresses and branches covered by certification

Relevant conformity assessment report number (in inspection-based product certification modules)

## Annex-3 EU - Type Conformity Certificate and Annex-9 Module G-Unit Certificate of Conformity Based on Verification

Example : 2195 19 ATEX 001 / 2195 19 ATEX 001 X / 2195 19 ATEX 001 U

2195 : Identification number representing the SZUTEST Certification Body  
19 : The year the certificate belongs  
ATEX : The code indicating that it is given under Atex directives.  
001 : Document serial no. 3 numeric characters are used and given in sequential order. (Every year starts over.)  
X : It is the symbol used to indicate special conditions of use. The 'X' symbol is used to provide layouts that describe the information required for the installation, use and maintenance of equipment to be contained within the document.  
U : The symbol used to denote an Ex component. The 'U' symbol is used to identify that the equipment is incomplete and unsuitable for the facility without further evaluation.

## ANNEX 4 and ANNEX 7 Production Quality Assurance / Product Quality Assurance Certificate of Conformity

Example : 2195 19 ATEX Q 001 / 2195 19 ATEX Q 001 X / 2195 19 ATEX Q 001 U

2195 : Identification number representing the SZUTEST Certification Body  
19 : The year the certificate belongs  
ATEX : The code indicating that it is given under Atex directives.  
Q : Quality Assurance Module Coding  
001 : Document serial no. 3 numeric characters are used and given in sequential order. (Every year starts over.)  
X : It is the symbol used to indicate special conditions of use. The 'X' symbol is used to provide layouts that describe the information required for the installation, use and maintenance of equipment to be contained within the document.  
U : The symbol used to denote an Ex component. The 'U' symbol is used to identify that the equipment is incomplete and unsuitable for the facility without further evaluation.

## ANNEX 5 Product Verification Certificate of Conformity

Example : 2195 19 N ATEX 001 / 2195 19 N ATEX 001 X / 2195 19 N ATEX 001 U

2195 : Identification number representing the SZUTEST Certification Body  
19 : The year the certificate belongs  
ATEX : The code indicating that it is given under Atex directives.  
N : Type Conformity Coding  
001 : Document serial no. 3 numeric characters are used and given in sequential order. (Every year starts over.)  
X : It is the symbol used to indicate special conditions of use. The 'X' symbol is used to provide layouts that describe the information required for the installation, use and maintenance of equipment to be contained within the document.  
U : The symbol used to denote an Ex component. The 'U' symbol is used to identify that the equipment is incomplete and unsuitable for the facility without further evaluation.

## ANNEX 6 / Certificate of Conformity to Type Based on Inspected Product Testing and Internal Control of Production

Example : 2195 19 N ATEX 001 / 2195 19 N ATEX 001 X / 2195 19 N ATEX 001 U

2195 : Identification number representing the SZUTEST Certification Body  
19 : The year the certificate belongs  
ATEX : The code indicating that it is given under Atex directives.  
N : Type Conformity Coding  
001 : Document serial no. 3 numeric characters are used and given in sequential order. (Every year starts over.)  
X : It is the symbol used to indicate special conditions of use. The 'X' symbol is used to provide layouts that describe the information required for the installation, use and maintenance of equipment to be contained within the document.  
U : The symbol used to denote an Ex component. The 'U' symbol is used to identify that the equipment is incomplete and unsuitable for the facility without further evaluation.

## Internal Production Control Technical File Receipt Document

Example : 2195 19 TF 001 / 2195 19 TF 001 X / 2195 19 TF 001 U

2195 : Identification number representing the SZUTEST Certification Body  
19 : The year the certificate belongs  
TF : Technical file receipt document.  
001 : Document serial no. 3 numeric characters are used and given in sequential order. (Every year starts over.)  
X : It is the symbol used to indicate special conditions of use. The 'X' symbol is used to provide layouts that describe the information required for the

installation, use and maintenance of equipment to be contained within the document.

U : The symbol used to denote an Ex component. The 'U' symbol is used to identify that the equipment is incomplete and unsuitable for the facility without further evaluation.

## Voluntary Attestation Of Compliance

Example : 2195 21 ATEX V 001 / 2195 21 ATEX V 001 X / 2195 21 ATEX V 001 U

2195 : Identification number representing the SZUTEST Certification Body

21 : The year the certificate belongs

V : Voluntary Attestation Of Compliance

ATEX : The code indicating that it is given under Atex directives.

001 : Document serial no. 3 numeric characters are used and given in sequential order. (Every year starts over.)

X : It is the symbol used to indicate special conditions of use. The 'X' symbol is used to provide layouts that describe the information required for the installation, use and maintenance of equipment to be contained within the document.

U : The symbol used to denote an Ex component. The 'U' symbol is used to identify that the equipment is incomplete and unsuitable for the facility without further evaluation.

The issued certificate is registered in the FR.ATEX.31 Certified Companies List.

It is given for the scope written on the document and does not reflect other fields of activity and product groups and cannot be used for this purpose.

It has been given to the company named on the certificate and cannot be transferred to any other institution or legal entity. The use of the certificate is made in accordance with the PR.10 Certificate and Trademark Usage Procedure.

The issued documents are published on www.szutest.com.tr to be submitted to the information of other notified bodies.

## **8.3.2. Preparation and Submission of Reports**

The following coding system is applied to ensure traceability in all conformity and test reports that are the basis of product certification.

### Technical File Compliance Report

#### **SZUTEST-YYGGGURNN-Rev00**

**YY:** The last two digits of the year the conformity report was written

**GGG:** On which day of the year the compliance report was written

**UR:** Indicates a compliance report

**NN:** Indicates the number of compliance reports belonging to the file

**Rev00:** Report revision number

**Example;** SZUTEST-20147UR01-Rev00

01. Compliance report of the file prepared on the 147th day of 2020

### Test Report

#### **SZUTEST-YYGGGDRNN-Rev00**

**YY:** Last two digits of the year the test report was written

**GGG:** On which day of the year the test report was written

**DR:** Indicates that it is a test report

**NN:** Indicates the number of test reports belonging to the file.

**Rev00:** Report revision number

**Example;** SZUTEST-20147DR01-Rev00

01. Test report of the file prepared on the 147th day of 2020

### Audit Report

#### **SZUTEST-YYGGGMMNN**

**YY:** The last two digits of the year the audit report is written

**GGG:** On which day of the year the audit report was written

**MM:** On which month the audit report was written

**NN:** How many audit reports on the day the audit report was issued

**Example;** SZUTEST-221640601

01. audit report prepared on the 164th day and 6th month of 2022

### Sample Label

Example : NM.01

NM : Sample code

01 : The sample sequence number uses 2 numerical characters and is given in sequential order.

## U and X Phrases

X: It is the symbol used to indicate special conditions of use. The 'X' symbol is used to provide layouts that describe the information required for the installation, use and maintenance of the equipment contained within the document.

U: he symbol used to denote an Ex component. The 'U' symbol is used to identify that the equipment is incomplete and unsuitable for the facility without further evaluation.

## 8.4 Suspending and Narrowing The Scope of The Document

The certificate may be suspended for a period not exceeding six months by the decision of the Technical Regulation Officer in the event of the following conditions. **First of all, the suspension period, which is defined as 3 months, can be extended to 6 months by the Technical Regulation Officer upon the company's notification of a valid or force majeure reason.**

- Determination of non-fulfillment of the requirements or legal sanctions that are out of the standard regarding the product within the scope of the certificate,
- The firm's voluntary written request for the suspension of the certificate.
- Misuse of SZUTEST certificate, approved identification number and CE mark for purposes other than their intended purpose,
- Failure to comply with certification rules,
- Failure to fulfill financial obligations,
- Failure to notify SZUTEST about important changes made in the products covered by the document and in the product technical file,

The company is notified in writing that the certificate has been suspended and that the suspension has been lifted, with the FR.230 Suspension Notice **and the certificate is suspended by the Technical Regulation Officer via the ONTEK Notified Bodies and Technical Services Information System. Suspended companies are notified to other notified bodies via CIRCA.** The company's pending certificate is invalid and cannot be used during the suspension period. The company is obliged to stop the use of CE mark documents and brands as of the date the certificate is suspended.

If the certified firm can not solve the problems within the given time, the certificate of the firm is canceled by the Technical Regulation Officer or its scope is narrowed. In case the certificate is suspended or canceled, the name of the company, the companies whose certificate is suspended or canceled are saved to the FR.ATEX.31 Certified Companies List.

## 8.5 Document Suspension

Companies whose certificates are suspended notify SZUTEST in writing that the grounds for suspension have been removed. Inspection / inspection of the product is carried out when deemed necessary by SZUTEST in order to confirm that the reason for suspension has been eliminated. The type, content and duration of the inspection / inspection carried out within the scope of suspension are determined depending on the suspension reason. The certificate of the company, whose conformity is confirmed at the end of the inspection / audit, is suspended with the decision of the Technical Regulation Officer. In this case, the name of the company is notified to ONTEK Notified Bodies **and Technical Services Information System.** If the reasons for the suspension are not removed during the suspension period, the document is canceled.

## 8.6 Cancellation of the Document and Results

The certificate is canceled **via the ONTEK Notified Bodies and Technical Services Information System** by the decision of the Technical Regulation Officer in case of the following conditions:

- The firm does not accept the reasons for the suspension or does not resolve it within the specified period,
- The bankruptcy of the company or cease of its activities
- The company does not use the document for the scope and address specified on it.
- If the company gives false and misleading information during the inspection / inspection
- It is determined that the product conformity has been completely lost during the controls.
- Damage to the documents and annexes of the company
- If the firm wishes to terminate the contract

In case the certificate is canceled, the name of the company is transferred to the list of canceled companies. The company is informed in writing with FR.231 Cancellation Notice. **Canceled companies are notified to other notified bodies through CIRCA.** Re-applications of companies whose contracts and certificates have been canceled can be processed at least 30 days later. When a new application is made, the certification procedures in the first application are applied.

## 8.7 Questioning Certificate Validity

The validity of the certificates can be inquired at [www.szutest.com.tr](http://www.szutest.com.tr) from the certificate query screen, with the first three letters of the company and certificate number. The suspended or canceled documents are published on [www.szutest.com.tr](http://www.szutest.com.tr) as of the date of the decision to be submitted to the public's information.

## 8.8 Certificate Printing Format

The relevant certificate is printed in the certificate formats specially prepared by SZUTEST in the printing press in the table below.

|                                 |                          |
|---------------------------------|--------------------------|
| FR.ATEX.23 (X) Annex 3 Module B | Certificate with SZUTEST |
| FR.ATEX.23 (U) Annex 3 Module B | Certificate with SZUTEST |
| FR.ATEX.24 Annex 4 Module D     | Certificate with SZUTEST |
| FR.ATEX.48 Annex 4 Module E     | Certificate with SZUTEST |

|                                                |                          |
|------------------------------------------------|--------------------------|
| FR.ATEX.25 Annex 5 Module F                    | Certificate with SZUTEST |
| FR.ATEX.26 Annex 6 Module C1                   | Certificate with SZUTEST |
| FR.ATEX.27 Annex 8 Module A                    | Certificate with SZUTEST |
| FR.ATEX.28 Annex 9 Module G                    | Certificate with SZUTEST |
| FR.ATEX.41 Voluntary Attestation Of Compliance | Certificate with SZUTEST |

The manufacturer keeps a copy of the declaration of conformity for at least 10 years after the last piece of equipment has been manufactured.

#### 8.9 Editing the Amended Documents and Reports

In case there is a need for change or correction in the certificate and / or reports, the certificate and / or report is prepared and approved by giving the revision number and revision date. The previous report or certificate is taken from the customer and canceled.

#### 8.10 Notification to the Ministry of Industry and Technology

Notifications regarding certification, suspension or cancellation of the certificate are made as described in the PR.15 Communication Procedure.