

Terms of certificate/conformity report issuance, maintenance, revocation, suspension, extension, narrowing, production changes and use.

1. Certificate issuance.

1.1. The certificate is issued to the applicant after all requirements are met, if the requirements are tested and test results are positive, contract for supervision is signed (if supervision is needed) and the applicant has paid the Office work for product certification.

2. Maintenance.

2.1. Maintenance of certificate includes:

- Registration of the Certificate ;
- Giving information on changes in the certification regulations;
- Information about OFFICE agenda changes in the field of certification;
- Supervision (if necessary).

3. Certificate suspension and revocation.

3.1. Certificate validity to a specific production can be suspended for a specified period, if:

- found discrepancies nature does not require immediate revocation of the certificate;
- it is impossible to prevent misuse of the Certificate by means of corrective actions of Certificate holder (for instance, wrong description in promotional/ advertising materials);
- Other OFFICE procedures and rules indiscriminate violations.

3.2. Certificate can be revoked without its suspension, if:

- Are opened critical non-compliances;
- The owner fails to comply with financial obligations to the Office;
- The owner fails to comply with monitoring provisions of certified production;
- The owner do not take necessary actions during the suspension of the certificate;
- There are other critical offense of certification rules.

3.3. The certificate may also be canceled if:

- The owner does not want to extend the validity term of the certificate;
- Are occurred changes in the norms, but owner is unwilling or unable to comply with them;
- Stopped production or company that produces the goods is liquidated.

4. Scope of certificate extension or narrowing.

4.1. Certificate holder who wants to expand the scope of the certificate must contact the Office. In this case, the Office may be limit itself by the review of changed technical documentation of production let determine conformity. Upon receipt of positive results, the scope of the certificate is extended. In the case of technical documentation review is not sufficient, the Office has right to designate other types of tests.

4.2. OFFICE has the right to limit the scope of the certificate upon holder's application, or disclosing production non-conformity to requirements.

5. Changes in the certified production.

5.1. Performance of changes in production compared to the certified must be immediately reported to Office. The Office may require the manufacturer to perform additional tests and examinations. Changes are considered in case they affect the certified production properties.

5.2. Agenda when changes are introduced:

- To examine the got written information about the implementation of the changes;
- To decide on changes impact degree on the determined compliance;
- To decide on the possible extension the previously issued certificate operation on the modified production;
- Appoint the necessary analysis, testing, inspection;
- Formalize the decision and coordinate it with the holder of the certificate;
- Check how the certificate owner performs decision.

5.3. Until the moment, when owner has not received written permission to use previously issued certificate he is not entitled to use the certificate to a modified production.

5.4. Changes implementation option is based on the following principles:

- Is maintained the lowest level of requirements set out on the product properties and which conformity approve the Certificate;
- Are the set of mandated requirements of other products come into the force;
- Whether the requirements of procedures and methodologies used at the original certification, maintain its actuality and sufficiency.

6. The use of the certificate.

6.1. Permission to use the certificate applies only to the company and the workshops, as well as to those types of products which are listed in the certificate. In the case of production relocation or company transfer to another company or another certificate holder, the certificate holder within two weeks must inform Office about these changes.

6.2. Certificate holder must continuously control manufacturing of products, covered by the activity of the certificate on conformity with the control sample, and must make control tests in accordance with the procedure which require Office.

6.3. Only the Office may transfer certificates to third parties. Certificate holder has the right to report on checks and certificates only in full volume and provided the date of issue.

6.4. When examining the products applied for certification are identified significant deficiencies and if the applicant has made the delivery of production, which corresponds to the control sample, then the certificate for new applied and altered control sample is issued only if the manufacturer change the name of the type of production which differs from already delivered product name.

6.5. Certificate is valid only for the complete production (tested as a control sample). However, the Office may authorize the certificate holder in special cases to split production on parts for its transportation, as it usually does, with the aim to assemble the parts to the given equipment. Moreover, for transportation may be allowed further production division on parts in the case if the certificate holder shall specify the assembly place where is supposed future supervision from the Office part in the same extent as at the original production.