CONFORMITY ASSESSMENT PROCEDURE

	Name, Surname	Date	Signature
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Contents

1 Objective

This procedure has been prepared in order to describe how conformity assessment activities will be carried out for the relevant products, processes and services in accordance with TÜV AUSTRIA TURK's EN ISO/IEC 17065 Process-Product-Service Conformity Assessment Standard, EA 2/17, TÜRKAK guidance, GAC Accreditation Center guidance (and/or Other Accreditation Bodies) and the communiques published by the competent authorities.

2 Scope

Process-Product-Service Certification System is applied in order to determine that a process-product-service is in conformity with the initial assessment and quality system through surveillance audits required by relevant standards.

This procedure also defines the conditions of conformity certification and terms of use for conformity marking.

Process-Product-Service Certification System which is applied for each standard of conformity assessment service of TÜV AUSTRIA TURK is conducted as specified in Annex-A of TS EN ISO/IEC 17065 standard.

Table 1 The Scope of CAS / CPR

Poduct Group	Standards	Status
15085	EN 15085-2	Active
3834	EN ISO 3834-2,3,4	Active
98/214/EC	EN 10025-1	Active
	EN 10088-4	Active
	EN 10088-5	Active
	EN 10210-1	Active
	EN 10219-1	Active
	EN 10340, EN 10340/AC	Active
	EN 10343	Active
	EN 15048-1	Active
	EN 15088	Active
	EN 1090-1+A1	Active
	EN 13479	Active
	EN 14399-1	Active
TS 708	TS 708	Passive
EN 10080	EN 10080	Passive

Table 2 The Scope of VoC

Poduct Group	Sub - Product	Status
Food & Drug	Food	Passive
Consumer Products	Consumer Goods, Textiles, Clothing, Shoes, Pots, Kitchenware, Toys	Passive
Agricultural and Chemical Products	Chemicals, Petrochemical, Petroleum, Metals, Building Materials	Passive
Electrical Products	Electrical Equipment	Passive
Vehicles and Spare Parts	Vehicle Tools, Components	Passive
Industrial Products and Machine	Machinery, Equipment, Industrial Products	Passive

3 References

When compiling the requirements in this procedure, the requirements in the above table are based on the standards and the following standards, laws, and so on. considered:

- ✓ **305/2011/AB** "Construction Product Regulation" promulgated in Official Gazette No. 28703 dated 10 July 2013.
- ✓ **R50.80** 305/2011/EU(AB) Guidance for the Accreditation of Notified Body Candidates under Construction Product Regulation
- ✓ **MHG/2013-09** Communique on Assignment and Audit of Notified Bodies under Construction Product Regulation promulgated in Official Gazette No. 28739 and dated 18 August 2013
- ✓ **768/2008/EC** European Decision
- ✓ **EA-2/17** INF - EA Document on Accreditation for Notification Purposes
- ✓ **EN 15085-2** Production, maintenance and repair of railway vehicles and its components in accordance with
- ✓ **EN ISO 3834-2, EN ISO 3834-3, EN ISO 3834-4** Quality requirements for fusion welding of metallic materials in accordance with standards
- ✓ Products under **98/214/EC** (98/214/EC - Structural metallic products and ancillaries)
- ✓ **TS 708** Steel Bars for Concrete
- ✓ **EN 10080** Steel for the reinforcement of concrete – Weldable reinforcing Steel
- ✓ **EA-6/02** EA Guidelines on the Use of EN 45011 and ISO/IEC 17021 for Certification to EN ISO 3834
- ✓ **FAD 4.0** ISO IEC 17065 GAC Application Document and related documents
- ✓ **Saudi Standards, Metrology and Quality Organization** Ministers Decree Nº.213 of the Ministry of Commerce and Industry
- ✓ **Saudi Standards, Metrology and Quality Organization** Ministers Decree Nº6386 of the Ministry of Commerce and Industry
- ✓ General Organization for Export and Import Control **(GOEIC)** Ministerial decrees No. **961\2011** of Ministry of Trade and Industry
- ✓ General Organization for Export and Import Control **(GOEIC)** Ministerial decrees No. **991\2015** of Ministry of Trade and Industry

- ✓ General Organization for Export and Import Control **(GOEIC)** Ministerial decrees No. **992\2015** of Ministry of Trade and Industry
- ✓ General Organization for Export and Import Control **(GOEIC)** Ministerial decrees No. **43\2016** of Ministry of Trade and Industry

4 Responsibilities

Technical Regulation Officer / Directive Manager

- ✔ Planning conformity assessments and audits, controlling and reporting the results of conformity assessment and audits prior to certification decision within the scope of conformity assessment activities to be carried out by the Notified Body in accordance with the relevant technical regulation,
- ✔ Certificate issuance and registration
- ✔ Examination of certification procedure in terms of compliance with content and regulations,

Technical Expert

The examination and evaluation of the conformity to the product-process-service certification principle is carried out by the Technical Experts. Technical experts;

- ✔ Conduction examinations and/or audits and submitting their results to Technical Regulation Officer within the scope of conformity assessment activities to be carried out by the Notified Body in accordance with the relevant technical regulation
- ✔ FPC monitoring
- ✔ Supervision and evaluation of products
- ✔ Advice on availability

Operation Coordinators

- ✔ Sending the application form submitted by the client and its relevant annexes to Technical Regulation Officer,
- ✔ Making auditor and audit planning,
- ✔ Organizing work files together with records from technical experts and technical regulators,Ensuring and organizing the issuance of certificate,
- ✔ Submitting current documents to external personnel,
- ✔ To ensure and organize that the certificate is printed,

INE Department Quality Representative

- ✔ Ensuring the currency of this procedure
- ✔ Ensure that relevant current documentation is accessible
- ✔ Communicating current documents to outsourced personnel,

5 Definitions and Abbreviations

CONFORMITY ASSESSMENT BODY (CAB)

Body located in Turkey which carries out conformity assessment activities including calibration, test, certification and examination,

CONFORMITY ASSESSMENT

All operations performed to determine the conformity of the product with the relevant technical regulation

CERTIFICATE OF CONFORMITY

Written document issued if the conformity assessment process is positive.

CONTRACT

This is the agreement signed between TÜV AUSTRIA TURK and the manufacturer of Construction Materials which regulates the conditions of the right to use the certificate for the organization performing the production of construction materials deemed sufficient to be certified within the scope of this procedure.

CONSTRUCTION

Land and water, permanent or temporary, official and private, underground and surface construction, including their additional, changes and repairs including fixed and mobile facilities,

CONSTRUCTION MATERIALS

All materials produced to be used permanently in all construction works, including building and other civil engineering works,

CONSTRUCTION WORK

All construction works, including both building and other engineering works,

STANDARD

The features, processing and production methods of the product for common and repeated uses, approved by an agreed organization, intended to establish an order at the most appropriate level under the current conditions, their respective terminology, symbol, packaging, marking, labeling and conformity arrangements that specify one or more of

MANUFACTURER

A natural or legal person who produces, corrects, identifies himself as a producer by placing his name, trademark or distinguishing mark; if the manufacturer is outside of Turkey, the authorized representative of the manufacturer and / or importer; In addition, the natural or legal person in the supply chain whose activities affect the reliability of the building material.

DISTRIBUTOR

A natural or legal person in the building material supply chain whose activities do not affect the reliability of the building material

SUPPLY TO THE MARKET

Activity for the purpose of supplying the building material to the market for the purpose of supply or use, with or without charge

TECHNICAL SPECIFICATIONS

Standards and European technical approvals

HARMONIZED STANDARD

The standard numbers prepared in line with the harmonized standards within the scope of the EU Directive 305/2011 / EU published in the C series of the Official Journal of the European Union and the Turkish Standards published in the Official Gazette by the Ministry for the implementation of this Regulation,

INSPECTION

Performing certain functions such as inspecting, advising in accordance with the issuance of conformity certificate and controlling the quality control works, material selection and evaluation of the manufacturer in the factory or elsewhere, within the framework of certain criteria.

EXPERIMENT

Technical study to determine one or more characteristics of a given product, process or service according to a specified procedure

SYSTEMS FOR THE EVALUATION AND VERIFICATION OF PERFORMANCE INVARIANCE

305/2011 / EU System for the assessment and verification of the stability of the product performance specified in Annex V to the building materials directive

PRODUCT CERTIFICATION SYSTEM

Rules, procedures and management of product conformity assessment by third party (Reference ISO IEC 17067)

PRODUCT CERTIFICATION PROGRAM

Certification system of products associated with the same requirements, procedures and rules as defined See Certification program ISO / IEC 17067 Table 1 (see GUI-002a) in accordance with Article 1.3 of Annex V to the 305/2011 / EU Building Materials Regulation (Reference ISO IEC 17067). Certification Programs are based on the Schema Guide).

PRODUCT CERTIFICATION SYSTEM ELEMENTS		Product Certification System				
		98/214/EC	TS 708	EN 10080	EN 3834	EN 15085
I	Selection (Determination of mandatory documents to be the basis for certification)	X	X	X	X	X
II	Evaluation of services	X	X	X	X	X
III	Review (evaluation)	X	X	X	X	X

PRODUCT CERTIFICATION SYSTEM ELEMENTS		Product Certification System				
		98/214/EC	TS 708	EN 10080	EN 3834	EN 15085
IV	Certification Decision (Giving, expanding, maintaining, suspending, withdrawing the certification.)	X	X	X	X	X
V	Licensing					
	a- Issue of conformity certificate	X	X	X	X	X
	b- Certification and granting the right of use of TÜV AUSTRIA TURK brand	X	X	X	X	X
	c- Certificate of conformity for the product group	-	-	-	-	-
	d- The certificate and the continuation of the right to use the TÜV AUSTRIA TURK brand are subject to surveillance.	X	X	X	X	X
VI	Surveillance					
	a- Testing or inspection of samples taken from the market	-	-	-	-	-
	b- Testing or inspection of samples taken from the factory	-	X	X	-	-
	c- Evaluation of production, delivery of service or operations	X	-	-	X	X
	d- Control of management system	X	X	X	X	X

COMMISSION

European Commission

MINISTRY

Expresses the Ministry of Environment and Urbanization.

DIRECTOR OF DIRECTIVE

Technical Regulatory Officer / Technical Responsible (See Organization Chart)

CPR

The definition of CPR is used in this procedure for product groups that fall into Commission Decision 98/214 / EC of the Building Materials Directive 305/2011 / EC.

VOC (Verification of Conformity)

The VOC code is used in this procedure to describe the general country shipping programs described in HNB-CAS Article 1.

CAS

The CAS code covers the conformity assessment activities of EN ISO 3834 and EN 15085-2, which are in the voluntary area.

NOTIFIED BODY

Assessment Body, the name of which has been notified to the Commission, which is located in Turkey and which has been assigned by the Competent Authority to carry out conformity assessment activities under a technical regulation in accordance with the Regulation of Conformity Assessment Bodies and Notified Bodies and principles specified in the relevant technical legislation,

Competent Authority / Ministry for Turkey

Ministry of Environment and Urbanization under 305/2011/AB Construction Product Regulation

Technical Regulation

All kinds of legislation, CPR, PED, MAD etc. which must be obeyed to and which regulates a product by handling one or more than one of its qualifications, process and production methods or any terminology, symbol, packaging, marking, labelling or conformity assessment works thereto.

NANDO[1]

European Union's New Approach Notified and Designated Organizations

TÜRKAK

Turkish Accreditation Agency,

GAC

GCC (Gulf Cooperation Council) Accreditation Center

FOLLOW-UP AUDIT

Definition, implementation and effectiveness of corrective actions on pre-defined nonconformities.

SURVEILLANCE

Sample verification of the effectiveness of the implementation and management system after certification, if any, with sub-areas.

RE-CERTIFICATION

Random review of the implementation and effectiveness of the entire management system based on the agreed standard. Re-certification controls are often referred to as repeat checks.

NONCONFORMITY

General non-conformities, including but not limited to the following examples:

[1] *See:* *http://ec.europa.eu/enterprise/newapproach/nando/*

- ✓ A standard requirement is that the process / procedure as a whole is not defined and / or implemented to the extent required.
- ✓ Possibility of defective products / services
- ✓ Impacts that may cause product / service to be impaired or restricted
- ✓ Causes of deterioration of the management system
- ✓ Processes or practices that endanger employees
- ✓ An inability to recognize a part of the management system documentation
- ✔ Poor evidence that standard requirements are met

MAJOR (BIG) NONCONFORMITY

Major (Big) Nonconformity leads to delivery of products, which may affect the constant operation of the system in general and/or which are in nonconformity, to the client. These nonconformities decrease production competence or quality.

- ✓ Failure to comply with one or more requirements of the standard for the management system
- ✓ It is a situation where the customer's management system makes significant doubts about achieving the intended results.
- ✓ A standard requirement is that the process / procedure as a whole is not defined and / or implemented to the extent required.
- ✓ Faulty product / service to be delivered
- ✓ The cause of the use of the product / service deteriorated or restricted
- ✓ Classify the ability to control quality with processes and products
- ✓ Some minor incongruities in a standard system are questioning the effectiveness of the whole MS in the process / procedure.
- ✓ Potential for workers
- ✓ Not properly corrected small nonconformities

Important nonconformities are recorded in the checklist and approved by the customer.

MINOR (SMALL) NONCONFORMITY

Minor (Small) Nonconformity are the deviations which do not result from the structure of quality system, which do not affect the system in general and which are not systematic. They do not decrease production competence or quality.

- ✓ Lower non-conformity, which does not lead to a failure of the management system to malfunction or the ability to provide process and product quality.
- ✓ An inability to detect part of the documentation structure
- ✔ Subconformities are recorded in the detection list and approved by the customer.

OPPORTUNITIES AND DEVELOPMENT PROPOSAL

- ✔ Audit findings that cannot be classified as non-compliance but may help improve the management system for auditors.
- ✔ Opportunities and development proposals were recorded in the audit records. The potential for improvement is not a secret deviation and is not consultative.
- ✔ The Opportunities and Development Proposal is recorded in the detection list and approved by the customer.

6 Conformity Assessment Process

6.1 General

TÜV AUSTRIA TURK has certification programs which include its own certification activities and which are developed based on ISO/IEC 17067. Client's demands of Process-Product-Service assessment are generally included in specified standards and the other relevant normative references.

6.1.1 The Scope of CAS and CPR

For the standards included in the EN ISO 3834, EN 15085 standards, TS 708, EN 10080 and 98/214 / EC commission decision; certification rules and criteria are defined in the following certification programs.CP-CAS-001 EN 15085-2 Certification Program

- ✓ CP-CAS-002 EN 15085-2 Certification Program
- ✓ CP-CAS-002 EN 3834 Series of Certification Program
- ✓ CP-CAS-003 TS 708 – EN 10080 Certification Program
- ✓ CP-CPR-001 EN 1090-1 Certification Program
- ✓ CP-CPR-002 EN 10025-1 Certification Program
- ✓ CP-CPR-003 EN 10088-4 Certification Program
- ✓ CP-CPR-004 EN 10088-5 Certification Program
- ✓ CP-CPR-005 EN 10210-1 Certification Program
- ✓ CP-CPR-006 EN 10219-1 Certification Program
- ✓ CP-CPR-007 EN 10340 Certification Program
- ✓ CP-CPR-008 EN 10343 Certification Program
- ✓ CP-CPR-009 EN 15048-1 Certification Program
- ✓ CP-CPR-010 EN 15088 Certification Program
- ✓ CP-CPR-011 EN 13479-1 Certification Program
- ✓ CP-CPR-012 EN 14399-1 Certification Program

The creation of such normative documents was carried out in accordance with ISO / IEC 17067

6.1.2 The Scope of VOC

GUI-VOC-001 VOC Inspection Manual (IM) and the following programs are used for conformity assessment activities under VOC.

- ✔ PRO-VOC-001 Standard Operating Procedures – SASO
- ✔ PRO-VOC-002 PRO-VOC-002 Standard Operating Procedures – EGYPT

The following datasheet is also available for customers.

- ✓ INS-VOC-002 Datasheet for Trade – SASO
- ✓ INS-VOC-004 Datasheet for Trade - ALGERIA
- ✓ INS-VOC-005 Datasheet for Trade – EGYPT
- ✓ INS-VOC-006 Datasheet for Trade - LIBYA

These kind of normative documents are created in accordance with ISO/IEC 17067.

6.2 Application

TÜV AUSTRIA TURK supplies the following information and documents in accordance with certification programs.

- ✓ Information on product-service-process to be certified,
- ✓ Standards and / or other normative documents that the client wants to certify,
- ✓ The general characteristics of the client, including the name, address / addresses of the physical location / locations, important aspects of the processes and operations (when the relevant certification program requires it) and any related legal obligations,
- ✓ Regarding the certification area where the application is made; general information about the customer, including his / her activities, human and technical resources, including laboratories and / or assessment facilities, and functions and connections, if any, in a larger legal entity ,
- ✓ Information related to all outsourced processes that affect compliance with requirements and clients use;
  - These processes can be revised by TÜV AUSTRIA TURK based on the agreement in accordance with Certification Program.
- ✓ All other information in the context of the relevant Certification requirements, such as information for initial assessment and surveillance activities (eg. production locations of certificated products / products and personnel to be settled at these locations.

Application Forms:

- ✓ 'FRM-CAS-002a Product Certification Application Form is used under 305/2011/EC Construction Product Regulation and EN 15085 and EN ISO 3834 certifications.
- ✓ FRM-VOC-001 RFC-DOC is used for VOC scopes.

Forms which are listed above are published on TÜV AUSTRIA TURK's web site as accessible by each customer.

The Customer ID and / or Project ID sections included in the application forms are tracked through the LST-CAS-001 Tender Follow-up List for the CAS and CPR Scopes.

In addition, these numbers are carried out through the IS-Tender Tracking List under Industrial Service.

6.3 Application Revision

TÜV AUSTRIA TURK handles the information obtained from the application (which include all the information in the relevant Application Forms and sent by the client in written and/or in document) through the same Application Forms.

During application revision, it is guaranteed that

- ✓ Client and product information are adequate for the execution of certification process,
- ✓ All kinds of disagreements between TÜV AUSTRIA TURK and client has been resolved, including the relevant standards or agreement regarding other normative documents,
- ✓ Required certification scope has been defined,
- ✓ Tools are available and appropriate for the execution of all conformity assessment activities,
- ✓ TÜV AUSTRIA TURK has an adequate level of competence to perform conformity assessment activities.

Application forms are separately issued for each scope as the following:

- ✓ FRM-CAS-002a Product Certification Application Form
- ✓ FRM-VOC-001 RFC-Doc

When the client's conformity assessment demands include

- ✓ Product type
- ✓ Normative document
- ✓ Certification Program

in which TÜV AUSTRIA TURK has never had an experience before, TÜV AUSTRIA TURK shall develop Control Lists along with the procurement of harmonized standards in accordance with 'PRO-002 Document Control Procedure' and submit them to its client. In cases where these harmonized standards are required to be explained by a Certification Program, these documents shall be developed by TÜV AUSTRIA TURK and submitted to its clients. These activities can be done voluntarily within the scope of customer information for product groups that are not covered by accreditation, but all responsibility for the product-service and process belongs to the customer. TÜV AUSTRIA TURK rejects customer demand in all product groups with mandatory authorization or accreditation requirements in the area of harmonized standards. Customer shall be informed and refused that the application for services not covered by TÜV AUSTRIA TURK will not be accredited.

In the review of the application, due to any major nonconformity or an invisible document that can be obtained as a result of the examination of the records and documents received from the customer, the application cannot be passed to the audit stage until the customer's deficiencies are met.

6.3.1 Review of the Application for CAS and CPR

The 'FRM-CAS-001 Conformity Assessment Agreement ü is sent in duplicate to be approved for the customers by the positive results of the Review Review conducted by TÜV AUSTRIA TURK Industrial Division Operation Coordinators. A copy of the approved contract is taken for archiving in the TÜV AUSTRIA TURK business file.

6.3.2 Review of the Application for VOC

The Application Review for VOC Scope is carried out via the Vo FRM-VOC-001 RFC-VoC V form and its annexes. The relevant appendices and records are made through the VOC Coordinators via the FRM-VOC-016 Initial Assessment Form for VOC Files form.

For any service whose Agreement and Application Review is not completed, the Evaluation stage shall not be passed.

6.4 Assessment

TÜV AUSTRIA TURK shall initiate the conformity assessment processes with the FRM-CAS-003 Work Order Form under the CAS and CPR and the FRM-VOC-003 Inspection Instruction Form under VOC. A personnel who has been assigned through Work Order Form declares by signing that work order form that he has not provided any consultancy service for the company where he has been assigned for conformity assessment within the last

two years under the name of internal audit, training and quality documentation and he has not had any conflict of interest.

The Human Resources and Quality Coordinator assigns personnel for the relevant work file based on the Personnel Competency Matrices which are arranged in the relevant scope by the Operation Coordinators. Personnel competence matrices LST-005e (see Fig.1) developed for each scope in accordance with the format;

- ✓ LST-005e Personnel Competence Matrix (CAS-CPR)
- ✓ LST-005e Personnel Competence Matrix (VOC)-17065

6.4.1 CAS and CPR Evaluation Activity

A personnel who has been assigned through Work Order Form prepares and delivers 'FRM-CAS-004 Audit Plan' in order to contact with the client. Audit Plan has been developed in order to prevent conflict of interests and notify the clients about which auditors will participate in conformity assessment activities. Audit plans signed by the client bring out the result that there is no conflict of interests with the appointed personnel. Audit Plans are mainly designed in accordance with the flow in the content of Control Lists developed by using the relevant harmonized standards. They are also accessible by the appointed auditors. Control lists can not only include such activities as design and documentation revision, sampling, testing, examination and inspection but also assessment of information which are conveyed to external sources.

TÜV AUSTRIA TURK provides the access of procedures, instructions and control lists to the auditors defined in Staff Competence Matrix over sharepoint in accordance with 'PRO-002 Document Control Procedure'.

This list has been issued as IV-CAS, CAS Content List. If the auditor is an external personnel, audit documents are shared by Operation Coordinators prior to each audit.

TÜV AUSTRIA TURK holds an opening and final meeting with the client prior to assessment; and 'FRM-CAS-005 Opening Closing Meeting Form' is used in order to ensure that opening and final meetings are held within periods in accordance with audit plan. This form must be signed by the client representatives and TÜV AUSTRIA TURK staff prior to and at the end of audits.

The audit starts with the introduction speech by the participants. The method to be used in the audit should be explained. Chronology is presented on the basis of the audit plan and, if necessary, corrected or added. Within the scope of the company audit, technical experts check and evaluate the effectiveness of the quality management system offered on the basis of the certification standard. Additional questions can be added to the situation.

The task of the clients during certification is to discuss and demonstrate the practical applications of the procedures and procedures defined within the company.

The task of technical experts is to review the practical applications of the management system and the established procedures and to assess their conformity to standard requirements. This includes interviewing and quality control documentation, records, orders, instructions, etc. It is done by examining.

To evaluate the quality system, auditors should take a representative overview of the activities carried out in the departments. Answers are documented in the form of records in connection with the checklist. It is also possible to record via a laptop. The technical expert ensures the traceability of personal findings in all cases.

TÜV AUSTRIA TURK uses ter FRM-CAS-006 Non-Conformity Reporting Form adına to inform the customer about all nonconformities detected during the evaluation.

Major (Big) Nonconformity; Major (Big) Nonconformity leads to delivery of products, which may affect the constant operation of the system in general and/or which are in nonconformity, to the client. These nonconformities decrease production competence or quality.

Minor (small) Nonconformity; Minor (Small) Nonconformity are the deviations which do not result from the structure of quality system, which do not affect the system in general and which are not systematic. They do not decrease production competence or quality.

Follow-up audits are required for major nonconformities; however no follow-up audit is conducted for major nonconformities which can be validated through documents of records in some cases. This decision is made by the chief auditor. Proofs of corrective actions conducted for minor nonconformities are sent by the company to the chief auditor within the prescribed time

Final meeting is held with the participation of at least one person from company management and the representatives regarding the process-product to be certified. At least the employees who have executive duties and who take part in the audit should be present at this meeting. The technical expert reports on the standard requirements of the standard and explains the positive and negative consequences. In the case of re-inspection or inadequate documentation, the technical expert may only recommend the company after consideration for certification. Assessment results, nonconformities and deficiencies, if any, suggestions and/or follow-up audit information, when required, are notified to the company officer through 'FRM-CAS-006 Nonconformity Notification Form'. Issues which are discussed in the meeting are recorded under the relevant section of 'FRM-CAS-005 Opening Closing Meeting Form'. In case of follow-up audit, audit is planned for a date which is mutually agreed with the company.

6.4.2 VOC Evaluation Activities

VOC activities are carried out in accordance with the GUI-VOC-001 Inspection Manual. The evaluators assigned with FRM-VOC-003 Inspection Instruction Form are again to comply with the sampling rules over the same form.

During the assessment, all information is recorded in the FRM-VOC-002 Inspection Report and is shared with the customer on the same day. In case of nonconformity during the audit, Deviation Found is included in this form.

6.5 Evaluation (Audit) Times

The audit period is determined by taking into account the parameters specific to the sectors of the customers. These include, but are not limited to:

- ✓ Number of welded operations used
- ✓ Company size
- ✓ Materials and materials
- ✓ Product variety
- ✓ Number of source supervisors
- ✓ Number of welders
- ✓ Number of company addresses
- ✓ Number of Employees
- ✓ Certification scope: with / without design, with corrosion protection / unprotected

- ✓ Consideration of other existing certificates; for example: The process is certified according to EN ISO 3834.
- ✓ All other issues affecting the audit period

It is the responsibility of the technical experts to determine the inspection time.

The total inspection period consists of the inspection period in the production line and the inspection period of the quality system.

At least 50% of the total inspection period of 8 hours shall be performed on site in the production area. On-site evaluation should last for at least 4 hours.

In combination inspections (such as EN 1090 with EN ISO 3834), the duration of each additional certification can be reduced by taking into account the overlap of the subjects.

After the effect of company-specific parameters, X parameter:

If one (or several) parameters do not meet the expected standard conditions for the relevant certification level (X value = 0 = for the standard condition), the total time is up and down ("+") or down ("-") is customized by the X parameter.

Experience has shown that X is a maximum of 0.5 man-days, but may be higher in exceptional cases. In determining the time of inspection, special attention should be paid to the proportionality of the activities of the notified body to the manufacturer.

Total process monitoring / re-certification:

The total time for surveillance and recertification is equal to 70% of the total audit period for the initial certification. The audit period is determined using Table 3 below:

<table>
<tr><th>Product Group</th><th>Standard</th><th>Initial Certification Time</th></tr>
<tr><td>[15085]</td><td>EN 15085-2</td><td></td></tr>
<tr><td>[3834]</td><td>EN ISO 3834 2 - 4</td><td>
<table>
<tr><th>Level</th><th>Man/day</th><th>Effect of company-specific parameters</th></tr>
<tr><td>3834-4</td><td>1,5</td><td>± X</td></tr>
<tr><td>3834-3</td><td>2</td><td>± X</td></tr>
<tr><td>3834-2</td><td>3</td><td>± X</td></tr>
</table>
</td></tr>
</table>

Product Group	Standard	Initial Certification Time
[98/214/EC]	EN 1090	EXC / man/day / Effect of company-specific parameters: 1 / 1 / ± X; 2 / 1,5 / ± X; 3 / 1,5 / ± X; 4 / 2 / ± X
	Other standards	After consultation with the certification body for manufacturer approvals
VOC	Products in the scope	According to shipment volume
[708]	TS 708	1 Man / day
[10080]	En 10080	1 Man / day

6.6 Evaluation of Tests

The audit team that performs the Factory Production Control audit evaluates the product type tests that are subject to certification and provide an input to the factory manufacturing control system.

Evaluation; examination of test results, consistency with process control outputs, regular calibration of devices and equipment where measurement and / or testing is performed, accuracy of test method and examination of personnel's ability to perform tests.

Evaluation of initial type tests is examined within the framework of determining the performance of at least 1 basic characteristic in accordance with Article 8 f) of 305/2011 / EU Building Materials Regulation.

In case the tests are performed in outsourced laboratories, evaluation and acceptance of initial type tests shall be carried out according to the following conditions.

The laboratory where the type tests are performed is accredited according to ISO / IEC 17025 standard in the related method,

If the outsourced laboratory is an accredited laboratory according to ISO / IEC 17025 standard:

Provided that the type test reports (in case no doubt occurs) are provided by an official institution's laboratories (laboratories affiliated to T.C. Ministries, Kosgeb Laboratories, Turkish Standards Institute Laboratories, State Hydraulic Works Institution Laboratories, General Directorate of Highways, etc.),

Within the scope of Factory Production Control system evaluation by TÜV AUSTRIA TURK;

I. Calibrations of measurement and / or test equipment,

ii. The accuracy of the test method,

iii. The competence of the personnel performing the measurement and / or testing,

Provided that it is carried out in a manufacturer's laboratory evaluated on the basis of,

The factory production control system is being evaluated by the subcontractor laboratory,

I. Calibrations of measurement and / or test equipment,

ii. The accuracy of the test method,

iii. The competence of the personnel performing the measurement and / or testing,

Test reports are accepted if it is able to present the evaluation results and evidence that it has carried out on the basis of the above conditions and the evidence can be provided.

6.7 Revision and Certification Decision

Results of all assessment activities under CAS and CPR are documented prior to revision and delivered to Technical Regulation Officer through 'FRM-CAS-007 Job File Control Form'. Technical Regulation Officer can make a decision of certification, suspension, cancellation or scope reduction by controlling the documents which are submitted prior to taking certification decision in accordance with the relevant form.(see. Article 6.12).

The results of all evaluation activities under the VOC are documented prior to the rerview and submitted to the VOC Coordinators with the M FRM-VOC-004 Checklist for VOC Files. The certificate is issued with the approval of the VOC Coordinators.

TÜV AUSTRIA TURK is responsible for and authorized for certification decisions. Certification decision is given by TÜV AUSTRIA TURK which is not included in the evaluation process and by the Technical Regulatory Officers under Operational Control.

When the revision made by TÜV AUSTRIA TURK's Technical Regulatory Officers or VOC Coordinators and the decision of not giving the certification is revealed, this issue shall be notified to the customer along with the reasons. This statement is made in accordance with the Ask PRO-AUD-004 Document Validity Suspension Cancellation Notification and Communication Procedure defined in the Communication Procedure and all notices are recorded.

6.8 Conformity Assessment Documentation

TÜV AUSTRIA TURK provides official certification documentation (certificate) to its clients to enable explanation and definition of the following:

- ✔ TÜV AUSTRIA TURK's name and address,
- ✔ Date of issuance of certification (date must be earlier than the date of completion of certification decision),
- ✔ Client's name and address,
- ✔ Certification scope,
- ✔ Certification period or expiration date if the certification loses its validity at the end of a specific period
- ✔ All kinds of other information required by certification program

6.9 Certified Product Database

Certified Products Database is kept along with the information specified in the relevant conformity assessment procedures and certificate follow-up lists; and includes at least the following:

- ✔ Product description,
- ✔ Standard/standards and other normative document/documents which certify the conformity,
- ✔ Customer definition.

The information defined in the TÜV AUSTRIA TURK certification programs has been published via the website (www.tuvaustriaturk.com) or through different software (tuvcoc.com) to be inquired by the customers or interested parties. Also query channels are always open via infoturkey@tuv.at.

This database is created in accordance with R 50.04 and EN ISO/IEC 17065 Article 7.8; and notified to TÜRKAK in December and June.

- ✓ FRM-AUD-004c Customer Area - Certification List
- ✓ FRM-AUD-004d Required Field Customer - Certification List

6.10 Surveillance

6.10.1 Routine Surveillances

TÜV AUSTRIA TURK shall establish surveillance when it is allowed to use a certification mark constantly as a result of conformity assessment activities of a product or service to cover EN ISO/IEC 17065 Article 7.9.3 and 7.9.4. Surveillance is defined as periodical activities in order to ensure that product-service-process requirements are fulfilled.

Surveillance criteria are included in the relevant certification programs or procedures.

Supervision activities are not applicable under VOC services. All certification activities are valid for the relevant shipment period.

6.10.2 Follow-up Audit

Follow-up Audits are carried out when it is determined that the company is not entitled to obtain a certificate as a result of audits, corrective actions are not efficiently applied in nonconformities which are identified during the audits or certificate of the certified company is suspended.

Client's request of continuing the certification activity is primarily taken into consideration and his written feedback is taken in this issue.

Company is provided with a period of 3 months at the maximum following the date of certification audit which requires follow-up audit. If the company requests time extension (may be in written) at the end of this 3-month period, this request is examined by technical regulation officer and it is provided with an additional 3-month period if it is deemed as appropriate.

Execution period of follow-up audit cannot exceed 6 months. If it is observed in follow-up audits that major – minor nonconformities have not been removed or the company does not confirm the follow-up audit date specified in follow-up audit notification letter sent by Operation Coordinator, the application of the organization is cancelled. If there are any nonconformity which could not been removed within this period, the application of the company is cancelled.

After the technical expert verifies and closes the non-conformities, the audit file is sent to the Technical Regulatory Officer for review and decision.

If the company does not apply for follow-up audit within 3 months following the date of decision made by Process-Product Certification/Directive Manager that the document will be suspended, Certification Agreement is terminated and the document is withdrawn.

The follow-up audit activities are not applied within the scope of VOC services. In this context, since the product is ready for shipment, inspection cannot be performed and certification cannot be carried out.

6.11 Changes Affecting Certification

TÜV AUSTRIA TURK shall notify its clients about the changes in certification standards and relatively certification programs within **fifteen** business days at the latest.

Certificates are recalled and cancelled in order to be able to make changes which must be made in certificates due to these changes. They are changed, revised and the new versions are sent to the clients again. If this change requires surveillance activity, the client is notified by Technical Regulation Officer; then the activity is performed and certification documentation is published on the specified date..

Changes affecting certification are taken into consideration including the changes which will be submitted by the client; and the required activities are decided by Technical Regulation Officer(VOC Coordinators if available).

TÜV AUSTRIA TURK is entitled to make all decisions regarding certificate renewal.

6.12 Termination, Reduction, Suspension or Withdrawal of Certification

6.12.1 Termination and Withdrawal of Certificate

Certificate may be withdrawn by Technical Regulation Officer in some cases. Decision of withdrawal is notified by Technical Regulation Officer to the client in written. Withdrawn documents are removed from the list of certified companies on TÜV Austria Turk's web site.

In the following cases, TÜV Austria Turk is entitled to withdraw the certificate by notifying the certificate holder in written:

- ✓ If surveillance audit results indicate that there is a serious nonconformity,
- ✓ If certificate holder does not comply with the financial agreement,
- ✓ If there are any issues contradicting to the certificate agreement,
- ✓ If the authorized personnel whose name is written in the document has changed,
- ✓ If the certificate holder takes inadequate precautions in case of suspension,
- ✓ If the certificate holder does not want to extend the certificate,
- ✓ If the standards or rules change and the certificate holder cannot or does not guarantee that he will obey to new requirements,
- ✓ If the process is stopped or the certificate holder goes bankruptcy,
- ✓ On the grounds of the other provisions in certificate agreement,
- ✓ If it is determined that the Certified Body has intentionally provided incomplete or misleading information to TÜV AUSTRIA TURK before or after the audits,
- ✓ If it is decided that certificate will be cancelled depending on the assessment of complaints about the certified company.

6.12.2 Scope Extension or Reduction

Scope reduction can be proposed to the producer to include the parts he can afford in case he does not continue the production of one or more than parts within its scope starting from the previous audit or in case it is determined that he could not fulfill the competency in some part of the scope under surveillance audit. If the producer accepts it, certificate is issued again to include the agreed parts. If the producer does not accept scope reduction, first of all the certificate is suspended and then cancelled/withdrawn if the nonconformities are not removed

Certificate holder can request extension or reduction of certificate scope by adding new products or new welding methods or material qualities etc. or by decreasing the relevant production processes, respectively.

He can apply to TÜV Austria Turk by filling an application form for scope extension or reduction. This form is assessed by Operation Coordinators by considering the requirements of the relevant standard and then the activities are decided. In this phase, Article 6.4 shall apply.

If it is decided to extend or reduce the scope, the previous certificate is recalled and cancelled. Then, a new certificate is prepared. If it is decided not to accept scope extension or reduction, Technical Regulation Officer notifies the client in written.

Scope extension or reduction audits can be combined with surveillance audits.

6.12.3 Suspension

Certificates may be suspended by Technical Regulation Officer for a specific period based on the following reasons. Decision of suspension is notified by Technical Regulation Officer to the client in written. Suspended certificates are also explicitly announced on the list of certified companies on TÜV Austria Turk's web site. For example;

- ✓ In cases which are not in conformity with the requirements specified in the relevant certification program but where it is not required to withdraw the certificate immediately during surveillance audit,
- ✓ If the certificate holder does not conduct any withdrawal or corrective actions in case of improper use of certificate or logo (for example, misleading publications or advertisement) (Logo Usage Procedure)
- ✓ If Certification Body's process certification program or procedures are violated,
- ✓ If the company does not fulfill the contractual liabilities,
- ✓ If major nonconformities could not be removed in follow-up audits,
- ✓ If major nonconformities are identified at the end of audits.
- ✓ If the Notified Body voluntarily requests for temporary suspension.

Certificate holder is prohibited from describing any process-product as certified in which the certificate is suspended.

Certificate may be suspended for a limited period of time (maximum 3 months) because of such reasons other than production or any other reasons at the end of the mutual agreement between TÜV Austria Turk and certificate holder.

Reason for suspension of certificate by TÜV Austria Turk is notified by Technical Regulation Officer to the certificate holder in written as well as explaining the conditions of removal of suspension. If suspension period exceeds 3 months, the certificate is cancelled and it is notified by Technical Regulation Officer to the client in written.

Companies whose certificates are suspended notify Technical Regulation Officer about removal the reasons for suspension in written. Company is audited in order to confirm that reasons for suspension have been removed. When appropriate circumstances are achieved, decision of suspension is abolished by Technical Regulation Officer. Operation Coordinators make the necessary corrections in the list of certified companies on TÜV AUSTRIA TURK's web site; and notify the certificate holder in written.

7 Records

Records obtained during conformity assessment activities are kept and/or archived in accordance with PRO-003 Records Control Procedure.

8 Management of Complaints and Objections

TÜV AUSTRIA TURK applies 'PRO-010 Objections, Complaints and Disputes Procedure' for the transactions regarding the complaints and objections in the issue of conformity assessment. All of our clients and interested parties can participate in the process through 'FRM-010a Objection, Complaint and Dispute Form' which is published in "Contact Us" section on our web site.

9 Notification Requirements

TÜV AUSTRIA TURK shall notify the Ministry of Science and Industry about

- ✓ rejected, restricted, suspended or cancelled certificates,
- ✓ all kinds of cases which affect the notification scope or requirements,
- ✓ information request which is requested within the framework of market surveillance and audit regarding the assessment and verification activities for the constancy of performance which is being executed,
- ✓ duties of TÜV AUSTRIA TURK, as the Notified Body, which are executed in accordance with assessment and verification systems for the constancy of performance which is being executed as well as all kinds of duties including its cross border activities and contractor's activities, upon requested

in accordance with 'PRO-AUD-004 Notice of Document Validity Suspension Cancellation and Communication Procedures' as an obligation of the relevant regulations and (EA 2/17, 305/2011/AB, MHG 2008/09, TÜRKAK R50.08, FAD 4.0)

Furthermore; TÜV AUSTRIA TURK, as the Notified Body, shall notify the other bodies which are assigned for the products under the scope of harmonized technical specification as well as assessment and verification systems for the constancy of the similar performance about the negative results and positive results, upon request, regarding assessment and verification activities for the constancy of performance.

10 Other Related Documents

Internal processes, standards, rules and regulations such as forms necessary in the process. conformity assessment activities should be continued with reference to all other documents.

Related forms and procedures; For the scope of CAS and CPR, IV-CAS can be obtained via the IV-VOC for VOC coverage.

11 Revision Date

The following list always presents a list of changes which are made in this quality certificate over time.

#	Revision Date	Revision Description	Prepared by	Controlled by	Approved by	Annual Review
0	14.08.2015	First publication	SYI	-	HÇA	-
1	01.02.2016	"Changes" were added.	SYI	-	HÇA	-
2	30.09.2016	"Issues of Notice to the Ministry" were added	SYI	-	HÇA	-
3	20.04.2018	Flow Chart was published in addition to the procedure.	SYI	EAS	HÇA	-
4	09.08.2018	The application requirements were expanded to GCC Accreditation Center.	SYI	EAS	HÇA	-
5	05.10.2018	VOC Scope has been added	SYI	EAS	CKE	-
6	17.04.2019	Application has been added under VOC.	SYI	EAS	CKE/HCA	-
7	12.07.2019	CAS Extension is processed.	SYI	EAS	HCA	-