

General description of the certification procedure based on the applicable certification system (ISCC PLUS/REDcert²)

Certification

Table of contents

1	CERTIFICATION PROCEDURE.....	2
1.1	Audit Preparation	2
1.2	Audit process.....	2
1.3	Audit follow-up.....	2
1.4	Certification.....	2
2	SURVEILLANCE AUDIT	2
3	RECERTIFICATION AUDIT.....	2
4	EXTENSION OF SCOPE AUDIT.....	3
4.1	Short Notice Audits	3
5	TRANSFER OF CERTIFICATION FROM OTHER CERTIFICATION BODIES	3
6	CERTIFICATION OF COMPANIES WITH MULTIPLE LOCATIONS (MULTI-SITE)	3
7	MANAGEMENT OF NON-CONFORMITIES.....	3

If you should require any further information then please do not hesitate to contact us. We will be please to help you.

Please contact us via mail to info.tncert@tuev-nord.de or by telephone 0800 245 74 57 (Free-phone from within Germany) or +49 511 9986-1222 from abroad.

TÜV NORD CERT GmbH
Langemarckstraße 20
45141 Essen
Germany

www.tuev-nord-cert.com

Preliminary remarks: The applicable certification system is the certification system named on Page 1 of the offer/proposal.

1 CERTIFICATION PROCEDURE

1.1 Audit Preparation

Audit preparation consists of preliminary review and assessment of the documentation and other information submitted by the economic operator for certifiability in relation to the requirements of the applicable certification system. A risk assessment of the economic operator is carried out by the certification body based on the applicable certification system. If any non-conformities are identified, if the risk assessment reveals higher risks or if the review of the documentation is negative, the Client is informed in order to agree upon the corrective actions to be carried out by the Client and also the procedural aspects.

The detailed planning of the audit is carried out based on the results of the audit preparation.

1.2 Audit process

The inspection of the economic operator is carried out by the certification body in accordance with the requirements of the applicable certification system. (certification conditions and conditions of use).

The checklists approved by the certification body are used for the inspection. Following the end of the audit these are signed as an acknowledgement of correctness by the auditor and the person named as responsible on the Client's side.

1.3 Audit follow-up

The risk assessment carried out during the audit preparation is updated after the audit. The auditor writes an Audit Report for the certification system in accordance with the requirements of the applicable certification system.

1.4 Certification

Following the review of the audit documentation and the release by the certification body of TÜV NORD CERT GmbH:

- a certificate is issued in accordance with the applicable certification system,
- registration in the interface register of the certification body is undertaken and
- the certificate is sent to the Client and the applicable certification system.

2 SURVEILLANCE AUDIT

A surveillance audit is not applicable for the type of service.

3 RECERTIFICATION AUDIT

The recertification audit follows the same procedure as described above in the section certification procedure.

4 EXTENSION OF SCOPE AUDIT

Extension of the scope is considered as a new certification procedure. The decision, whether an on-site assessment is required for the scope extension is made by the auditors.

4.1 Short Notice Audits

Not applicable

5 TRANSFER OF CERTIFICATION FROM OTHER CERTIFICATION BODIES

Not applicable

6 CERTIFICATION OF COMPANIES WITH MULTIPLE LOCATIONS (MULTI-SITE)

Not applicable because the certification is site specific.

7 MANAGEMENT OF NON-CONFORMITIES

The non-conformities stated in the assessment report will have to be resolved by the economic operator, if these are issued. If this is not done in the final stages of the certification, it may cause the economic operator not be recommended for certification.

The number of assessments on the corrective actions for closure of non-conformities raised should be limited to two consecutive rounds. For further resolution the client and TUV may enter into an amendment for additional man-days required.