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

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The certification procedure for products according to the TN-H2-001 criteria catalog consists of the offer and contract phase, project preparation including application assessment, evaluation, assessment of the required documentation, the certification decision, the issuance of the certificate and monitoring/re-certification. The experts and any parties/external resources to be involved for the evaluation as well as specialist managers are selected for the evaluation by the certification body of TÜV NORD CERT GmbH according to approval and competence. The provision of services relates to the contents of the criteria catalog TN-H2-001. Other services such as the verification of the CO<sub>2</sub> footprint are not part of the service, but must be submitted by the client for the evaluation according to TN-H2-001.

## **1. CERTIFICATION PROCEDURE**

### **1.1. Project Preparation**

In a first step, the submitted documents are reviewed to determine the certifiability of the products. If the result is positive, a kick-off meeting takes place at the customer's site to determine the limits of the scope of certification. Also, the skills required for the project in terms of personnel are determined and the respective roles for evaluation, assessment and certification decisions are defined.

### **1.2. Evaluation/Assessment**

Depending on the category, product and area of application of the assessment is carried out according to the criteria catalog TN-H2-001. This evaluation must be carried out by the persons named and authorized in the associated competence matrix. The results of the evaluation must be documented in an appropriate manner and confirmed with the signature of the assessor.

### **1.3. Review**

The results of the evaluation process - and the documentation - are checked for completeness and compliance with the relevant requirements of the certification process. The review must be carried out by the persons named and authorized in the associated competence matrix. The results of the review are summarized in a project checklist A75-S041-F-001 and confirmed with the signature of the evaluator. The result of the review is the certification recommendation by the evaluator, documented with his/her signature on the project checklist.

### **1.4. Certificate Issuance**

The certification decision is made on the basis of the evaluation and review documentation. The certification decision must be made by the TIC manager or his representative and must be documented in the project checklist A75-S041-F-001. The certificate must be signed by the TIC manager or his representative. In the event of a negative certification decision, no certificate will be issued and customer must be informed, stating the reasons.

**2. SURVEILLANCE**

The certification body is obliged to monitor the certificates during the period of validity. It fulfills this obligation through various measures. Monitoring takes place through the annual examination of documents. The monitoring is carried out annually according to the TN-H2-001 criteria catalog.

**3. RECERTIFICATION**

Recertification must be done before the original certificate expires. It is recommended to commission TN CERT with the recertification 6 months before the certificate expires. A separate offer is prepared for recertification and will follow the assessment procedure from the first point.

**4. EXTENSION OF CERTIFICATE**

The certificate can be extended to other locations or products. TÜV NORD CERT GmbH must be informed about this extension. The necessary assessments for the extension are offered to the customer separately. The extension of the certificate is only effective after the completion of the assessment and the written notification of TÜV NORD CERT GmbH to the customer.

**5. TRANSFER OF CERTIFICATION FROM OTHER CERTIFICATION BODIES**

Acceptance is not possible because the certification is based on a TÜV NORD CERT GmbH standard

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

If the customer uses several locations, these can be considered with reduced effort provided the locations are comparable and are grouped in a category of the TÜV NORD-H2-label. Each location must be checked. The reduced effort is based on a risk-based approach.