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	Suspension, cancellation, reduction of certification scope	P a g e	1 / 6

1. Purpose

The purpose of this procedure is to smoothly maintain the organization's certification by clarifying the procedures for suspension, cancellation, and reduction of the scope of certification.

2. Scope of application

This procedure is applicable to the suspension, cancellation and reduction of the scope of certification issued.

3. Definition of terms

3.2 Suspension of certification

Suspension of certification for a certain period of time when the certification organization's management system seriously fails to meet certification requirements, avoids follow-up management or renewal audit, or when the certification organization voluntarily requests suspension of certification.

3.3 Cancellation of authentication

When the certification organization gives up certification registration and returns the certification, or invalidates the certification registration if the problem of becoming a certification official is not resolved within a specified period.

3.4 Reduction of certification scope

Reduction of part of the scope of certification if the problem of some of the scope of certification, which was a certified applicant, cannot be resolved within a specified period.

4. Responsibilities and Authority

4.1 Head of Certification Department

- (1) Deliver standards and procedures for suspension, cancellation and reduction of the scope of certification to the certification organization
 - (2) Make a list of companies subject to certification suspension or cancellation at least once a month and notify the certification organization and accreditation agency
 - (3) In the event of a reason for suspending, canceling, or reducing the scope of certification to the certification organization, take necessary follow-up measures
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(4) If it is impossible to maintain the organization's certification due to reasons attributable to the ITS, consult with the certification organization and perform all tasks for succession of certification to other certification bodies that have signed an agreement.

(5) Management of other certification bodies with agreement

4.2 Head of Verification Department

(1) Suspension of certification . Request a review to the person in charge of deciding certification for cancellation, etc.

4.3 Certification decision maker (verification examiner)

(1) Suspension of authentication, cancellation of authentication, and suspension of authentication • Decision on termination

5. Business procedure

5.1 Suspension of authentication

The certification organization's suspension of certification (all of the scope of certification, a partial suspension of the scope of certification) and its cancellation procedure are as follows.

5.1.1 The head of the certification department shall notify the head of the verification department when a certification organization that meets the “ [Attachment 1] Certification Suspension Criteria ” occurs.

5.1.2 Validation department heads are " authentication and authorization decisions registered , shall notify the results to the certification department heads to determine whether Suspension commissioned to review the authentication makers (auditor verification), depending on the procedure.

5.1.3 If the result of the review is determined to be suspension of certification , the certification department manager shall prepare a certification suspension letter containing the following matters, report it to the certification department manager, and notify the certification organization.

At this time, the authentication suspension period cannot exceed 6 months.

1) Reasons for suspension of certification and procedures for termination

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2) Certification suspension period

3) After suspension of certification, matters concerning the suspension of use of all promotional materials mentioned by the relevant organization on the status of certification and legal action in case of violation thereof

5.1.4 Information on suspension of certification shall be posted on the Internet homepage of ITS under the supervision of the certification department manager, or made publicly accessible to the relevant interested parties in an equivalent or higher way.

5.1.5 The head of the certification department must continuously monitor whether the certification organization has taken corrective actions during the certification suspension period, and if the certification organization has completed corrective actions , follow the “ certification audit operation ” procedure.

The relevant auditor must be designated so that special audits can be conducted.

5.1.6 The relevant auditor conducts a special audit, prepares an audit report, and informs the certification department head, and the certification department head informs the verification department head.

5.1.7 According to the procedure of “Certification Decision and Certification Registration”, the verification department head requests a review to the certification decision maker (verification examiner), decides whether to cancel the suspension or cancel the certification, and notify the result to the certification department manager.

Matters concerning cancellation of certification shall be in accordance with Section 5.2 of this procedure.

(1) After the suspension of certification is terminated, the post-management audit cycle remains the same.

(2) The validity period of certification following termination of certification is applied the same as the certification validity period at the time of initial certification.

5.1.8 The head of the certification department notifies the certification organization of the review result of the certification decision committee.

5.1.9 In connection with the above, the Director of Certification shall provide evidence for determining the actions to be taken by the Certification Authority, including suspension or cancellation of certification if the system is found to have

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failed seriously to meet the health and safety certification requirements. These requirements should be included in the contract between the certification authority and the organization. This requirement is also extended to paragraph 5.2.

5.2 Revocation of certification and reduction of scope of certification

The procedures for canceling certification and reducing the scope of certification by the certification organization are as follows.

5.2.1 The head of the certification department shall notify the head of the verification department of the occurrence of a certification organization that meets the following " [Attachment 2] Criteria for Revocation of Certification and Reduction of Certification Scope " .

5.2.2 The verification department head requests a review from the certification decision maker according to the procedure of “certification decision and certification registration”, decides whether to cancel the certification or reduce the scope of certification, and informs the result to the certification department manager.

5.2.3 If the result of the certification decision maker's review result is decided to cancel certification or reduce the scope of certification, the head of the certification department prepares an official letter containing the following and sends it to the relevant certification organization.

- 1) Matters concerning the reason for cancellation of certification and reduction of the scope of certification, and requests for recovery of the certificate
 - 2) Scheduled date for cancellation of certification and reduction of certification scope
 - 3) Disclosure procedure in case of cancellation of certification and reduction of certification scope (notification of ~~KAB~~-accreditation agency, etc.)
 - 4) After cancellation of certification, re-acquisition of certification will be conducted on the same basis as the initial examination.
 - 5) Guidance that if it is necessary to expand the scope of certification
 - 6) Matters concerning the suspension of use of all promotional materials mentioned by the certification organization on the certification status after loss of certification effectiveness and legal action in case of violation thereof
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5.2.4 The above information on revocation of certification shall be posted on the Internet homepage of ITS under the supervision of the certification department, or made publicly accessible to the relevant interested parties in an equivalent or higher way.

5.2.5 The head of the certification department shall report the matters to the accreditation body when reporting the certification performance and revises the scope of related certification.

6. Preparation for cancellation of accreditation and suspension of accreditation by ITS

If the authentication process for the preparation of certification organizations to maintain fault of ITS is impossible "Certification Authority Liability Management " depends on the procedure.

7. Record management

7.1 Certification return notice

7.2 Certification suspension notice

8. Related documents

8.1 Certification decision and certification registration

8.2 Certification body liability management

8.3 Committee operation

8.4 Certification audit operation

8.5 Certification Procedure Guide

9. Supplementary provisions

※ [Attachment 1] Certification suspension criteria

※ [Attachment 2] Criteria for cancellation of certification and reduction of certification scope

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[Attachment 1] Criteria for Suspension of Certification

division	Criteria for suspension of certification
Certification scope Stop all	) If the follow-up management review is not completed within one month after receiving the notice of suspension of certification because the follow-up management review is not conducted within the specified time limit) As a result of the certification audit, when the certification system does not have the resources and certification organization to meet the requirements of the applied standard, or the certification system is mostly not operated. (3) When there is no credibility in the certification system due to a claim or social question from stakeholders (4) In the event that the certification organization does not take countermeasures against changes in the certification system and certification requirements) on-site audit results confirmed the results of major nonconformities occurred examination conducted by the Central reaffirmed suitable material occurs around Yiwu (6) When corrective action is not taken within one month after receiving a corrective order due to misuse of the certification mark (7) If you have not paid the certification examination fee (8) Failure to comply with the organization's obligations under the certification contract (9) When used beyond the scope of the certificate (10) In case the information or documents provided during the certification application and examination are found to be false (11) When reorganization or major system changes are not disclosed (12) In case of violation of contract or agreement with ITS (13) When the certification organization voluntarily requests suspension of certification (14) In case of serious nonconformity, if corrective action is not taken within 90 days (15) In the case of more than one year from the date of certification after the initial audit
Certification scope Partial stop	(1) In case there is no system implementation performance for 1 years for some certification standards, certification scope, and certified workplace (2) In case that the products produced within the scope of certification have no production performance for one year

[Attachment 2] Criteria for cancellation of certification and reduction of certification scope

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division	Criteria for cancellation of certification and reduction of certification scope
certification cancel	) In case corrective action is not taken within 3 months after suspension of certification However, if there is a justifiable reason, it is documented according to the judgment of the ITS, and if the consent of the KAB-<u>accreditation body</u> and related organization is obtained, the cancellation may be suspended, and a copy of the relevant basis must be provided to the certification organization. (2) When the certification organization wants to abandon the certificate as an official document (3) When production, activities or services of products (processes) included in the scope of certification are suspended (4) In case the validity of certification is suspended three or more times within the validity period of the certificate) When the entity to be certified is lost or not confirmed due to cancellation of the certification organization or loss of contact, etc. (6) In case the certificate is not received within 1 month when requesting recovery
certification range reduction	(1) When the reason for suspension is not corrected within 2 months after partial suspension of the certification scope