


# CERTIFICATION PROCEDURE

Document No	PRK-07	Release Date	31.03.2017	Prepared	Management Representative	
Page No	1/2	Revision No	2	Approver	General Manager	

## 1. PURPOSE

The purpose of this procedure is to determine the necessary stages for certification activities

## 2. RESPONSIBILITIES

Management representative, general manager and auditors are responsible for the implementation of this procedure.

## 3. DEFINITIONS AND ABBREVIATIONS

--

## 4. PROCEDURE

### 4.1. Applications

4.1.1. Certification applications are done according to Application Procedure.

### 4.2. Contracts

4.2.1. Contracts are prepared according to Application Procedure.

### 4.3. Planning Audits

4.3.1. Audits are planned according to Planning Procedure.

### 4.4. Preparation of Audit Plans

4.4.1. Audits are planned according to Planning Procedure.

### 4.5. Selection of the Audit Team

4.5.1. Selection of the audit team is performed according to Planning Procedure.

### 4.6. Audits of Organizations with Multiple Sites

4.6.1. Planning of audits of organizations with multiple sites is done according to Planning Procedure.

### 4.7. Informing Audit Team and Organizations

4.7.1. Before audits, informing audit team and organization to be audited is done according to Planning Procedure.

### 4.8. Initial Certification Audit


4.8.1. Initial Certification audits are performed according to Audit Procedure.

### 4.9. Surveillance Audit

4.9.1. Surveillance audits are performed according to Audit Procedure.

### 4.10. Recertification

## CERTIFICATION PROCEDURE

Document No	PRK-07	Release Date	31.03.2017	Prepared	Management Representative	
Page No	2/2	Revision No	2	Approver	General Manager	

**4.10.1.** Recertification audits are performed according to Audit Procedure.

### **4.11. Transfer Audits**

**4.11.1.** Transfer audits are performed according to Audit Procedure.

### **4.12. Special Audits**

**4.12.1.** Special audits are performed according to Audit Procedure.

### **4.13. Certification Decision**

**4.13.1.** Certification decision is made according to Certification Decision Procedure.

### **4.14. Preparing Certificates**

**4.14.1.** Certificates are prepared according to Certification Decision Procedure.

### **4.15. Suspension of Certification**

**4.15.1.** Suspension of certification decision is made according to Suspending and Withdrawing Procedure.

### **4.16. Withdrawal of Certification**

**4.16.1.** Withdrawal of certification decision is made according to Suspending and Withdrawing Procedure.

## **5. RELATED DOCUMENTS**

PRK-08 Application Procedure

PRK-09 Planning Procedure

PRK-10 Audit Procedure

PRK-11 Certification Decision Procedure

PRK-12 Suspending and Withdrawing Procedure