



Ningbo Xuntong Standard Technology Service Co., Ltd.

# QUALITY PROCEDURE

## For

### Termination, Suspension, Recovering, Withdrawal, or Cancelling of Certification

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## 0. REVISION HISTORY

No.	Version	Date	Changes	Revised by	Reviewed by	Approved by
1	A/0	2025/1/10	Initial version issued	Chen Qiu jun	Jesse Liu	Kevin.Huang
2						
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## 1. PURPOSE

The purpose of this procedure is to specify the operational procedure for the termination, reduction, suspension or withdrawal of Certificate of Conformity (COC) by LCSXT.

## 2. SCOPE

This procedure sets out the processes for staffs of LCSXT to follow in the processing termination, reduction, suspension or withdrawal of COC.

## 3. PROCEDURE

### 3.1 Conditions

#### 3.1.1 Termination

- a) By request of the applicant;

#### 3.1.2 Suspension

The certificate is suspended when one of the following conditions occurs and the business department within 5 days informs the certificate holder to stop using the certificate and the certification mark in written form by letter or equivalent:

- a) The certification client/related party (including producers, sellers, importers, manufacturers, the same below) violates national laws and regulations, national or provincial supervision and test results prove that the product is unqualified, but there is no need to cancel the certification immediately;
- b) The certification basis or implementation rules applicable to the certified product are changed or changed, and the certification client fails to perform the change procedure as required within the prescribed time limit, or the product fails to meet the change requirements;
- c) If the certification client/relevant party fails to use the certification certificate and certification mark as required, an investigation shall be carried out according to the circumstances;
- d) The certification client/relevant party does not accept or cannot accept the supervision and inspection or supervision sampling test of the relevant national departments or certification bodies within the prescribed period of time without justifiable reasons;
- e) The information of the certification certificate (such as the name or address of the
- f) applicant/producer/factory, the model or specification of the certified product, etc.)



- g) has changed or there is evidence that the organizational structure and quality
- h) assurance system of the production plant have undergone major changes, and the
- i) certification client has not applied to the certification body for approval or filing of
- j) the change;
- k) Due to seasonal production, production according to order and other reasons, the certification client applies for suspension of the certification certificate;
- l) The quality of the product is complained about and confirmed, and no serious consequences do not constitute a condition for cancellation;
- m) overdue payment of certification fees;
- n) Product performance decline, not up to the standard requirements and its supplementary technical conditions;
- o) By request of the holder of certificate;
- p) Other conditions under which the certification should be suspended.

### 3.1.3 Recovering

- a) During the suspension period, the enterprise has been rectified to meet the requirements.

Note: Certificates beyond the suspension period cannot be reinstated and withdrawn.

### 3.1.4 Withdrawal

In the event of any of the following circumstances, the certificate shall be withdrawal and LCSXT shall notify the holder of the certificate in writing means to stop using the certificate and certification mark:

- a) At the expiration of the suspension period of the certification, the certification client has not submitted an application for the restoration of the certification, has not taken corrective measures or is still unqualified after rectification;
- b) The product has serious safety risks;
- c) The certification client/relevant party violates national laws and regulations, the national or provincial supervision and random inspection results prove that the product has serious defects, the product safety test items are unqualified or the consistency of serious problems;
- d) Quality and safety accidents caused by defects in certified products;

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- e) If the certification client/relevant party fails to use the certification certificate or certification mark as required, rent, lend or transfer the certification certificate or certification mark, the circumstances are serious;
- f) Resorting to fraud, using fraud, bribery and other improper means to obtain certification, or other serious violations of laws and regulations that directly affect the validity of the certification results;
- g) Forging certificates and certification marks;
- h) refuse to pay the certification fee;
- i) Other conditions under which the certification should be withdrawn.

### 3.1.5 Cancelling

The certificate is canceled by one of the following circumstances: The business department uses the registered letter or equivalent means to notify the certificate holder to stop using the certificate and certification mark:

- a) By request of the holder of certificate;
- b) the certificate has expired and the holder of the certificate has not applied for an extension;
- c) The holder/manufacturer no longer produces the certified products due to enterprise bankruptcy, bankruptcy, dissolution, production structure adjustment and other reasons, and the holder voluntarily gives up maintaining the certification;
- d) There is an error in the issuance of the certification certificate, and the holder of certificate applies for cancellation;
- e) The enterprise no longer produces certified products;
- f) Due to major changes in the content of the certification standard or its supplementary conditions, the certificate holder meets the certification requirements and issues a new certificate, the original certificate shall be cancelled;
- g) Due to major changes in the content of the certification standard or its supplementary conditions, the certificate holder believes that the changed requirements can not be met, no longer apply for/maintain certification;
- h) Other conditions under which the certification should be cancelled.

### 3.2 Procedure



- 3.2.1 The PCE is responsible for reviewing the relevant conditions and filling out the evaluation report. Based on the assessment, submit the handling suggestions to the PCO.
- 3.2.2 The PCO reviews the evaluation report which is submitted by PCE, checks the relevant supporting materials, and makes the final decision on the certification.
- 3.2.3 CAR will notify the certificate holder of the final certification decision and update the certificate directory.

#### **4. REALATED DOCUMENTS**

None

#### **5. ATTACHED FORMS**

LCSXT-CP-QP-09-01 Evaluation Report for Termination, Suspension, Recovering, Withdrawal, or Cancelling of Certification