

Ningbo Xuntong Standard Technology Service Co., Ltd.

QUALITY PROCEDURE

For

Certification Processing

No.: XT-CP-QP-07

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Status:

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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						
3						
4						
5						

1. PURPOSE

The purpose of this procedure is to specify the operational procedure for the processing and issuing of Certificate of Conformity (COC) by XunStd.

2. SCOPE

This procedure sets out the processes for staffs of XunStd to follow in the processing and issuing of COC.

3. DEFINITION

COC – Certificate of Conformity

CAR – Certification Application Reviewer

PCE – Product Certification Engineer

PCO – Product Certification Officer

4. PROCEDURE

4.1 Certification Application

- 4.1.1 XunStd will provide the documents (such as public documents for product certification, implementation rules for certification, detailed rules, "Product Certification Application Form", etc.) or information required for applying for product certification to the public and the certification applicants through public channels (such as websites, promotional materials, etc.).
- 4.1.2 The certification applicant can access the official website of XunStd or obtain the application materials for certification, or also can contact the sales of XunStd to obtain the relevant information.
- 4.1.3 After receiving the certification application materials, the CAR will first conduct a preliminary review of the submitted materials in accordance with the requirements to determine whether the product falls within the scope of XunStd. CAR will then decide whether to accept the application. Applications that do not meet the requirements will not be accepted and the certification applicant will be promptly notified.
- 4.1.4 After CAR review the certification application, if the application materials submitted by the certification applicant is found not meet the requirements, CAR should notify the certification applicant to make corrections within 2 working days.
- 4.1.5 For certification applications that clearly do not meet the requirements, or if the applicant needs to make corrections and still fails to provide a compliant application

after the corrections, CAR should reject the application within 2 working days and notify the applicant.

4.2 Processing of Certificate of Conformity

4.2.1 The PCE reviews the certification application materials and the test reports of the products, and fills out the assessment report. If the application documents are found to be in violation of the certification procedures, the PCE will reject the applicant and inform the applicant of the reasons.

4.2.2 The turnaround time of certification review is 3 working days, during which the rectification time is not included.

4.2.3 After review, if the certification application is deemed to meet the certification requirements, PCE will submit the supporting documents, evaluation report and draft certificate to PCO for approval.

4.3 Approving of Certificate of Conformity (COC)

4.3.1 PCO will review the evaluation report, the supporting documents and validating all the points contained in the evaluation report.

4.3.2 After reviewing, PCO will approve the certification and sign the evaluation report and COC.

4.4 Award of Certificate of Conformity (COC)

4.4.1 After PCO approved, CAR shall then e-copy the COC and file in the technical file. The original COC and invoice shall be sent to the applicant.

4.4.2 Directory of certified products shall be updated and maintained by the CAR.

5. ATTACHED FORMS

XT-CP-QP-07-01 Application Form for Certification

XT-CP-QP-07-02 Evaluation Report for Certification