

Ningbo Xuntong Standard Technology Service Co., Ltd.

QUALITY PROCEDURE

For

Certification Change

No.: XT-CP-QP-08

Version: A/0

Status:

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Reviewed by:

Jesset

Approved by:

Kevin Huang

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 the changing of certification.

2. SCOPE

This procedure sets out the processes for staffs of XunStd to follow in the processing of certification change.

3. PROCEDURE

3.1 Type of changes

3.1.1.1 Technical changes

- a) Changes in model numbers
- b) Additions in derived models
- c) Any other technical changes

3.1.1.2 Changes due to Misprints and changes to names or address and similar

- a) Misprints in original test certificate
- b) Changes of company names or addresses
- c) Adding factory locations to previous issued Test Certificate

3.2 Implementing the change

3.2.1 Application of change

3.2.1.1 The certification applicant can access the official website of XunStd or obtain the application materials for change, or also can contact the sales of XunStd to obtain the relevant information.

3.2.1.2 After receiving the change 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 change applicant will be promptly notified.

3.2.1.3 After CAR review the change application, if the application materials submitted by the applicant is found not meet the requirements, CAR should notify the certification applicant to make corrections within 2 working days.

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3.2.1.4 For change 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.

3.2.2 Evaluation of change

3.2.2.1 The PCE reviews the **Application Form for Certification Change** and materials and the supporting materials, and fills out the **Evaluation Report for Certification Change**. 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.

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

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

3.2.3 Approving of change

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

3.2.3.2 After reviewing, PCO will approve the change and sign the evaluation report of change and the changed COC.

3.2.4 Award of changed Certificate of Conformity (COC)

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

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

4. REALATED DOCUMENTS

None

5. ATTACHED FORMS

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

XT-CP-QP-08-02 Evaluation Report for Certification Change