



EFR Certification
Standard Operating Procedure
Suspension, Withdraw and Scope Revision

SOP96 rev00

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Revision History

Rev. No.	Effective Date	Page	Description of Change	Change Reason
00	09.09.2009	All	New Release	Nil

Approved by:
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Principal

1. OBJECTIVES

1.1 This document details the EFRC policy and procedure for suspension, withdrawal, scope revision of certification.

2. REFERENCES

- 2.1 ISO/IEC 17021
- 2.2 EFRC Manual
- 2.3 Rules for achieving IATF recognition

3. DEFINITIONS

- 3.1 Decertification process:** actions or decisions to be taken by the certification body when events occur indicating that the initial conditions of the issue of the certificate to a organization are no longer satisfied. The starting point could be information coming from the organization (significant changes of ownership, interruption of activity,...), from the certification body (non conformity observed during a surveillance audit, delayed surveillance audits requested by the organization, non-compliance with a clause of the certification contract by the organization,...), from customer (poor quality performance of the organization, ...) or from claims from other customers of the organization or information from the field.
- 3.2 Granting of a certificate:** A certificate is issued by a certification body, with a defined period of validity and with a defined scope of certification.
- 3.3 Maintaining a certificate:** A certificate's validity is subject to the ongoing surveillance audits, recertification audits, and other conditions defined in the contract with the EFRC.
- 3.4 Suspension:** Suspension is a temporary status not exceeding 120 days (unless approved by the Accreditation body) which can only end by the full reinstatement, or withdrawal of the certificate. During the suspension period, the certificate remains valid and is still recognized.



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- 3.5 Withdrawal of a certificate:** definitive interruption of the validity of certificate, as a sanction from the EFRC following a organization non-compliance of the certification contract.
- 3.6 Cancellation of a certificate:** action to nullify a certificate at the request of the certified company to interrupt the certification contract, or by decision of the certification body after verification of the definitive end of the certified activity, EFRC shall cancel the certificate. This is not a sanction. In the case of withdrawal or cancellation, the previously certified entity is delisted from the current certified data base of the EFRC.
- 3.7 Corporate Site Certification:** In the event of corporate site certification, if a single corporate site loses its certificate based upon performance issues, then all related corporate sites also lose their certification.
- 3.8 Scope Reduction:** In event of organization request or identified through audit that the scope of certification is changes, notification will be issued requested organization to take corrective action (update manual etc), and the process as per procedure below.



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4. PROCEDURES

4.1 As per flow chart

