


IFC Global Sertifikasyon Muayene ve Egitim Hizmetleri Anonim Sirketi	
SUSPENSION and WITHDRAWAL OF CERTIFICATION PROCEDURE	

1. PURPOSE

The purpose of this procedure is to determine the methods and responsibilities to be applied related to the suspension or withdrawal of the certification.

2. DEFINITIONS

Certification Committee: It is a committee appointed by the General Manager. It is entitled to total decision-making related to certification by evaluating the reports to the audits.

3. RELATED DOCUMENTS AND REFERENCES

FR.221 Certification Contract

4. APPLICATION

4.1. The Suspension of Certification

The certification is suspended by not exceeding (6) six months if the following conditions occur:

- If the certified management system of the client cannot consistently or substantially meet the certification requirements including the requirements of the management system activity,
- If the certified client does not allow supervision or recertification audits to be performed at the required frequency,
- If the certified client voluntarily requests for temporary suspension,
- Failure to comply with the rules of certification,
- Non-payment of audit fees.

In the event of a recommendation to suspend the certification as a result of the audits, the decision of suspension is taken by the Certification Committee. The suspension of the certification is notified in writing to the relevant client within 3 work days following the receipt of the decision.

In other cases, the decision of suspension of the certification is taken by the Certification Manager. The suspension of the certification is notified in writing to the relevant client within 3 work days following the of the decision taken.


In the suspension, the certificate of the client management system is temporarily invalid. In case of suspension, IFC-GLOBAL guarantees that the client does not promote/advertise its certification with the contract made.

In cases that the client is determined not to comply with this, a written warning is given and if required the legal measures are taken. IFC-Global may take all other measures it deems appropriate including publishing the suspension on the web or in media.

In case that the client consistently or substantially fails to meet the requirements of the certification for a part of the scope of the certification, IFC-Global may restrict the scope of certification of the client to exclude parts that do not meet the requirements. In such a restriction, the compliance with the requirements of the standard used for certification shall be taken into account.

If the problems causing the suspension cannot be resolved within the period provided by IFC-Global, the certification shall be withdrawn, or the appropriate scope is restricted.

Document Code	Release Date	Revision No	Revision Date	Page
PR.204	20.12.2016	4	19.06.2023	1/3

IFC Global Sertifikasyon Muayene ve Egitim Hizmetleri Anonim Sirketi	
SUSPENSION and WITHDRAWAL OF CERTIFICATION PROCEDURE	

4.2. The Removal of the Suspension of Certification

In case that the clients whose certification is suspended notify of IFC-Global in writing that the justifications of the suspension are removed, the suspension process is cancelled.

For this purpose, an audit is made at the client institution by the IFC-Global for the confirmation related to the removal of the justification of suspension.

At the end of the audit, the suspension status of certification of the client institution, whose convenience is confirmed, is cancelled.

If the justifications of the suspension are not removed, the certification is withdrawn or the scope is appropriately reduced.

The client is notified of the removal of the suspension of the certification in writing within 3 work days after the decision is taken.

4.3. The Withdrawal of Certification

The certification is withdrawn in the following situations:

- At the request of the client,
- In the case of closing down or bankruptcy of the client organization, or termination of activity which is within the scope of the certification,
- If the client ceases the production/service that is within the scope of certification,
- In the case of the client organization's disapproval of terms regarding the suspension,
- If the client organization fails to improve the conditions related to the suspension,
- In the case of client organization's disapproval for follow-up audit at the end of suspension term,
- If the client fails to improve the non-conformities specified in the follow-up audits conducted for the cancellation of the suspension status on time,
- In the case of misleading and/or unfair use of the certificate in different areas beyond the scope of the certification by the client organization,
- If the client is not present at the address specified in the certificate,
- In the case of falsification of certificates and their attachments by the client organization,
- If the client refuses the surveillance audit,

If the client organization's certification has not applied for the follow-up audit within (6) six months after the suspension of the certificate, its certification is withdrawn with the decision of the Certification Manager.

In case of the withdrawal of the certification, the client is required to fulfill the following obligations guaranteed by the contract:

- Cease using the certificate and the logo of IFC-Global,
- Waiving of any right within the scope of the withdrawn certification,
- Payment of unpaid certification and audit fees.

Following the withdrawal of the certification (1) within one month, the client must remove the logo from any correspondence and promotional material. Otherwise, IFC-Global shall do the following;

- It shall announce to TÜRKAK and other certification institutions that the certification has been withdrawn,
- It shall announce to the various media organs that the client has illegally used by means of breach of the contract rules,

Document Code	Release Date	Revision No	Revision Date	Page
PR.204	20.12.2016	4	19.06.2023	2/3

- It shall take legal actions in order to eliminate material and nonmaterial damages that may arise.

If the certification of one or more management system standard/s is discussed because of the temporary suspension, restriction, or withdrawal, IFC-Global investigates the impact of certification of other management system standards. In the consequence of the investigation, it may decide on the certification of other management standard/s to be temporarily suspended, reduced, or withdrawn.

4.4. Reducing The Scope of the Certification

The certification scope shall be reduced in the following situations:

- If IFC-Global proves that its client has a certificate that exceeds their scope or capacity to meet the requirements of the scheme, it reduces the scope of the certificate accordingly.
- If the problems causing the suspension cannot be resolved within the given period.
- At the request of the client organization.

REVISION DETAILS		
Rev. No	Revision Date	Revision Description
0	-	Preliminary release.
1	01.12.2017	The procedure has been revised by excluding the statement specified in article 4.1 as “Detection of major nonconformities resulting from audits carried out, and the statement specified in article 4.3 as “The change of legal entity belonging to the client”.
2	01.10.2019	FSSC 22000 requirements have been added. (Articles 4.1-4.3 have been revised and Articles 4.4- have been added)
3	31.03.2021	For FSSC Schema Requirements V.5.1 clause 4.5 has been revised.
4	19.06.2023	The procedure was generally reviewed and the FSSC Scheme was omitted.

Prepared by	Approved by
MANAGEMENT REPRESENTATIVE	GENERAL MANAGER