



MACHINE CERTIFICATION PROGRAMME

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MACHINE CERTIFICATION PROGRAMME

Definitions

Machinery	For the purposes of the Machinery Safety Regulation, other than partly completed machinery, the products specified in the first paragraph of Article 2 (This Regulation covers machinery, interchangeable equipment, safety components, lifting accessories, chains, ropes and webbing, removable mechanical transmission devices, and partly completed machinery). is defined as an assembly of components, at least one of which is movable, intended to be driven by a power source other than directly applied human or animal effort, and assembled for a specific application, and of these; a collection of machine parts that are not ready for use or installation and only become capable of functioning when mounted on a means of transport or installed in a building or structure, or a collection of machine parts that are designed and controlled to function as a whole to achieve the same result, and a collection of parts and assemblies connected to at least one moving part, where the power source is applied directly by human power for lifting purposes.at least one of which is a collection of parts consisting of moving parts and components connected to each other.
Partially completed machinery	A collection of parts, such as a drive system, which is intended to be incorporated into another machine or partially completed machine to form a machine covered by this Regulation, is almost a machine but cannot perform a specific application on its own.
Customer	A legal entity applying to UDEM for product certification services under the TS EN ISO/IEC 17065 standard and the 2006/42/EC Machinery Safety Regulation.
Technical Expert	A person appointed to the UDEM product certification personnel list who reviews and reports on the technical files and/or production processes of organisations in relation to machine product certification activities and who complies with the provisions of Clause 6.1 Personnel of the certification body of the TS EN ISO/IEC 17065 standard.
Certification Body	An impartial organisation that meets the requirements of the TS EN 17065 standard. In this programme, UDEM INTERNATIONAL CERTIFICATION INC. will be referred to as "UDEM".



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Certificate of Conformity	A document indicating that the requirements of the relevant harmonised standards in the 2006/42/EC Machinery Safety Regulation have been met.
Non-conformity	Any matter that does not comply with the TS EN ISO/IEC 17065 standard, the 2006/42/EC Machinery Safety Directive, or the provisions defined by the manufacturer.
Minor Non-conformity	Minor Non-conformities are practices that do not affect product safety but are inconsistent with the defined issues in the production control documentation (Quality Manual). Whether these non-conformities, which the manufacturer is required to rectify promptly, have been resolved is verified by reviewing the documentation and records. A decision to issue a certificate/continue certification cannot be made until corrective actions related to minor non-conformities have been implemented and deemed sufficient by UDEM.
Major Non-conformities	Major non-conformities are the insufficient definition and/or implementation of any of the standard items or subheadings affecting product safety. They are deficiencies and malfunctions that affect the proper functioning of the system. The decision to issue a certificate/continue certification cannot be made until corrective actions related to major non-conformities have been implemented by the manufacturer and deemed sufficient by UDEM. Follow-up inspections may also be conducted at the production site for major non-conformities.
Observations	Observations are matters that do not directly affect product safety but are not in compliance with the provisions of regulations and standards. These observations, as stated in the audit report, must be addressed by the manufacturer through corrective action by the next audit.
Certification Programme	A guideline document that sets out the rules applied by the certification body and the activities that the customer must carry out for certification purposes, as defined in the TS EN ISO/IEC 17065 standard and the 2006/42/EC Machinery Safety Regulation.
Quality Manual	Documentation prepared to ensure compliance with the requirements set out in a standard and/or external document. This documentation may also be referred to by terms other than "Quality Manual".



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Logo, Brand and Use of the CE Mark	The use of the UDEM logo, the Türkak accreditation mark and the CE mark in accordance with the relevant guidance documents and the TLM.02-01 Product Logo, Brand and Document Usage Instructions published on the www.udem.com.tr website.
ONTEK	Approved Bodies and Technical Services Information System Ministry of Industry and Technology online service.
Sanction	A penalty imposed by UDEM in the form of suspension or cancellation of the certificate for actions contrary to the rules specified in the contract between the customer and UDEM.
Force Majeure	Force majeure events include extraordinary circumstances such as earthquakes, floods, fires, hurricanes, revolutions, wars, general strikes, epidemics, and economic crises.

Article 1 SCOPE

This Certification Programme covers TS EN ISO/IEC 17021-1, TS EN ISO/IEC 17065, the 2006/42/EC Machinery Safety Regulation, and related harmonised standards.

Article 2 CERTIFICATION BODY

Our address and contact details for all communications and official correspondence are provided below.

UDEM INTERNATIONAL CERTIFICATION AUDIT TRAINING CENTRE INDUSTRIAL AND COMMERCIAL INC.

Address : Mutlukent Mah. 2073 Sk. No:10 Ümitköy - Çankaya - ANKARA
Telephone : +90.312.443 03 90 (pbx)
Email : info@udem.com.tr

Article 3 CONFORMITY ASSESSMENT

The manufacturer or authorised representative shall, prior to placing the machine on the market and/or putting it into service;

the relevant essential health and safety requirements set out in Annex I of the **2006/42/EC Machinery Safety Regulation**,

- a) Ensure compliance with the relevant essential health and safety requirements set out in Annex I of ,
- b) Provide the technical file referred to in Annex VII, Section A,
- c) Provide the necessary information, such as instructions, in particular.
- c) carry out the necessary procedures for the conformity assessment specified in Article 13,
- d) Prepare the EC Declaration of Conformity in accordance with the machine, as specified in Annex II, Part 1, Section A,
- e) affix the "CE" conformity marking in accordance with the provisions of Article 16.

The manufacturer or authorised representative must carry out the procedure specified in Article 14 before placing the partly completed machinery on the market.

For the purposes of the procedures specified in Article 13, the manufacturer or authorised representative must have the means necessary to ensure compliance with the essential health and safety requirements set out in Annex I or take the necessary measures to have access to such means.

Where the machinery is also subject to other regulations requiring the "CE" marking in respect of other aspects, the "CE" marking indicates that the machinery also complies with

the provisions of those other regulations. However, if one or more of these regulations provide the manufacturer or authorised representative with the option to choose the system to be applied during a transition period, the "CE" conformity marking shall only indicate conformity with the provisions of the regulations applied by the manufacturer or authorised representative. Information regarding the applicable regulations is specified in the EC Declaration of Conformity as published in the Official Gazette.

The manufacturer shall prepare a file containing the relevant articles to ensure compliance with the relevant essential health and safety requirements set out in Annex I. During the inspection, the articles to which the manufacturer or its legal representative has committed to comply with shall be checked in this file.

Article 3.1 Technical File for Machinery

This section describes the procedures for preparing the technical file. The technical file must demonstrate that the machinery complies with the requirements of the Machinery Directive. The technical file shall cover the design, manufacture and operation of the machinery to the extent necessary for this assessment. Except for instructions relating to machinery to which the specific provisions of paragraph 1.7.4.1 of Annex I apply, the technical file shall be drawn up in Turkish or in a Community language deemed appropriate by the notified body and the conformity assessment body.

The technical file shall consist of the following:

a) A manufacturing file containing the following:

- A general description of the machinery,
- Appropriate descriptions and explanations to understand the operation of the machinery, along with a general drawing of the relevant machinery and drawings of the control circuits,
- Detailed drawings, together with the necessary calculations, test results and documents confirming the machine's compliance with the essential health and safety requirements,
- Documents containing the following regarding the risk assessment showing the procedures followed:
 - (i) A list of the basic health and safety requirements applied to the machine,
 - (ii) Description of the protective measures applied to eliminate identified hazards or reduce risks, or, where appropriate, indication of the risks associated with the machine that cannot be eliminated,
- The standards and other technical specifications used and an indication of the essential health and safety requirements covered by these standards,
- Any technical reports containing the results of tests carried out by the manufacturer or by a body selected by the manufacturer or its authorised representative,
- A copy of the instructions for the machinery,
- Where applicable, a Manufacturer's Declaration for partially completed machinery and the relevant assembly instructions for such machinery,

- Where applicable, copies of the EC Declaration of Conformity for the machinery and other products fitted to it,
- A copy of the EC Declaration of Conformity

(b) For series production, internal measures to be implemented to ensure that the machinery complies with the provisions of this Regulation.

The manufacturer must carry out the necessary research and tests on the completed machinery, components or equipment in order to be able to decide that it is capable of being safely assembled and put into service. The relevant reports and results must be added to the technical file.

The technical file referred to in paragraph 1 of Annex VII must be kept available for inspection by the Ministry for at least 10 years following the date of manufacture of the machine or, in the case of series production, the date of manufacture of the last unit.

The technical file does not need to be located in Turkey and/or within the Community, nor does it need to be permanently available in physical form.

However, the technical file must be compiled and made available by the person specified in the EC Declaration of Conformity within a period commensurate with the complexity of the machinery.

The technical file does not have to contain detailed plans of the sub-assemblies used in the manufacture of the machinery or other specific information, unless such information is necessary to verify compliance with the essential health and safety requirements.

Failure to submit the technical file in response to a reasoned request from the competent national authorities may constitute sufficient grounds for suspecting that the machinery in question does not comply with the essential health and safety requirements.

Article 3.1.1 Technical file relating to partly completed machinery

This section describes the process of compiling the relevant technical file. The documentation must demonstrate which requirements of this regulation have been applied and fulfilled. The technical file shall cover the design, manufacture and operation of the partly completed machinery to the extent necessary to enable the conformity with the essential health and safety requirements to be assessed. The technical file shall be drawn up in Turkish or in a Community language deemed appropriate by the competent authority and the conformity assessment body.

The documentation must include the following:

(a) A manufacturing file containing the following:

- A general drawing of the partly completed machinery and drawings of the control circuits;
- Fully detailed drawings, supported by the required calculations, test results, documents, etc., to confirm the conformity of the partly completed machinery with the applicable essential health and safety requirements;
- Documents concerning the risk assessment showing the procedures followed, including the following:
 - (i) A list of the basic health and safety requirements applied and fulfilled,

- (ii) Description of the protective measures applied to eliminate identified hazards or reduce risks, or, where appropriate, indication of risks that cannot be eliminated,
- (iii) The standards and other technical specifications used and an indication of the essential health and safety rules covered by these standards,
- (iv) Any technical report containing the results of tests carried out by an organisation selected by the manufacturer or the manufacturer's authorised representative,
- (v) A copy of the assembly instructions prepared for partially completed machinery,

(b) For series production, internal measures to be taken to ensure that partially completed machinery complies with the applicable fundamental health and safety requirements.

The manufacturer must carry out the necessary research and tests on the partly completed machinery, components or equipment in order to be able to decide whether it is capable of being safely assembled and put into service in terms of its design and construction. The relevant reports and results must be added to the technical file.

The relevant technical file must be kept for at least 10 years following the date of manufacture of the partly completed machinery or, in the case of series production, the date of manufacture of the last unit, and must be made available for inspection by the Ministry upon request.

The technical file does not need to be located in Turkey and/or within the Community territory, nor does it need to be permanently available in physical form. However, the technical file must be compiled and made available to the relevant Competent Authority by the person specified in the Manufacturer's Declaration.

Failure to submit the technical file in response to a reasoned request from the Ministry may constitute sufficient grounds for suspecting that the partially completed machinery in question does not comply with the essential health and safety requirements.

Article 3.1.2 Conformity Assessment Procedures for Machinery

(1) The manufacturer or authorised representative shall apply one of the conformity assessment procedures specified in the second, third and fourth paragraphs of this article to certify the conformity of the machinery with the provisions of this Regulation.

(2) Where machinery is not listed in Annex IV, the manufacturer or authorised representative shall apply the conformity assessment procedure involving internal controls in machinery manufacturing specified in Annex VIII.

(3) For machinery listed in Annex IV and manufactured in accordance with the harmonised standards referred to in the second paragraph of Article 9, provided that these standards cover all relevant essential health and safety requirements, the manufacturer or authorised representative shall:

- a) The conformity assessment procedures for internal controls in machinery manufacturing specified in Annex VIII, or

- b) the EC type examination procedure set out in Annex IX, as well as the internal control procedures in machine manufacturing specified in paragraph 3 of Annex VIII, or) the full quality assurance procedures specified in Annex X.

(4) In the case of machinery not manufactured in accordance with the harmonised standards set out in Annex IV and referred to in the second paragraph of Article 9, or where it is manufactured in accordance with those standards only in part, or where the relevant essential health and safety requirements of the harmonised standards are not covered in full, or where no harmonised standard exists for the machinery in question, the manufacturer or authorised representative shall:

- a) In addition to the EC type examination procedure set out in Annex IX, the internal control procedure for machinery manufacture specified in paragraph 3 of Annex VIII, or b) The full quality assurance procedure set out in Annex X.

Article 3.1.3 EC Declaration of Conformity for Machinery

This declaration and its translations shall be drawn up under the same conditions as the instructions (Annex I, paragraphs 1.7.4.1.(a) and (b)) and shall be typed or handwritten in capital letters.

This declaration applies only to the machine as supplied to the market and does not cover any additional components added later and/or any subsequent modifications made by the end user.

The EC Declaration of Conformity must include the following information:

- 1) The trade name and full address of the manufacturer or, where applicable, their authorised representative,
- 2) The name and address of the person authorised to prepare the technical file, who must be established in Turkey or the Community,
- 3) Description and identification of the machinery, including generic coding, function, model, type, serial number, and commercial name,
- 4) A statement directly declaring that the machinery complies with the relevant provisions of this Regulation and, where applicable, a similar statement declaring the machinery's compliance with other regulations and/or relevant provisions. These references must be to texts published in the Official Journal of the European Union,
- 5) Where applicable, the name, address and identification number of the Notified Body that carried out the EC Type Examination as specified in Annex IX, and the EC Type Examination Certificate number,
- 6) Where applicable, the name, address, and identification number of the Notified Body that approved the Full Quality Assurance System specified in Annex X,
- 7) Where applicable, a reference to the harmonised standards used, as specified in the second paragraph of Article 9 of this Regulation,
- 8) Where applicable, reference to other technical standards and specifications used,
- 9) The place and date of the declaration,

10) The identity and signature of the person authorised to prepare the declaration on behalf of the manufacturer or authorised representative.

Article 3.1.4 Manufacturer's declaration for partly completed machinery

This declaration and its translations shall be prepared under the same conditions as the instructions (Annex I, paragraphs 1.7.4.1.(a) and (b)) and shall be typed or handwritten in capital letters.

The manufacturer's declaration must include the following:

- 1) The trade name and full address of the manufacturer of the partly completed machinery or, where applicable, their authorised representative,
- 2) The name and address of the person authorised to prepare the relevant technical file, who must be established in Turkey or the Community,
- 3) Descriptions and presentations of the partly completed machinery, including generic coding, function, model, type, serial number, and trade name,
- 4) A statement declaring that the essential requirements of this Regulation have been met and that the relevant technical documentation has been prepared in accordance with the provisions of Annex VII Part B and, where applicable, a statement declaring that the partly completed machinery complies with other relevant regulations. These references must be to texts published in the Official Journal of the European Union,
- 5) A commitment to provide information on the partly completed machinery in response to a reasonable request from the competent authorities. This commitment must include the method of provision and must not infringe the intellectual property rights of the manufacturer of the partly completed machinery,
- 6) A declaration that partially completed machinery may not be put into service until it is combined with the final machinery declared to be in compliance with the provisions of this Regulation, where applicable,
- 7) The location and date of the declaration,
- 8) The identity and signature of the person authorised to prepare the declaration on behalf of the manufacturer or authorised representative.

Article 3.1.5 Retention of the declaration

The manufacturer or authorised representative of the machinery must retain the original EC Declaration of Conformity for a period of at least 10 years from the date of final manufacture of the machinery.

The manufacturer or authorised representative of partially completed machinery must keep the original Manufacturer's Declaration for at least 10 years from the date of final manufacture of the partially completed machinery.

Article 4 MACHINE PRODUCT CERTIFICATION APPLICATION

Customers wishing to obtain a Machine Conformity Certificate shall apply to UDEM in writing or by email. UDEM shall send the UDPR.04 Machine Certification Programme and

UDFRM.04-3 2006/42/EC Machinery Safety Regulation Product Certification Application Form to the customer.

The application must include the following:

- The name and address of the manufacturer or, where applicable, their authorised representative,
- A written declaration stating that the application has not been submitted to another approved body,
- Technical file.

In addition, the applicant must provide UDEM with a sample of the type. If a test programme is required, UDEM may request additional samples.

The conditions for certification are communicated to the customer by publishing the **UDFRM.04-1 Product Certification Conditions** document at the web address <https://www.udem.com.tr/2006-42-at-makine-emniyeti-yonetmeligi>.

The application received is reviewed by the Technical Regulation Responsible using **the UDFRM.05-1 Machine Safety Regulation Application Review document**, covering the following information.

- Whether the scope of the application is available in UDEM
- Whether UDEM has prior experience in the scope of the application
- The presence of an assigned Technical Expert in the relevant scope
- Whether a CE certificate has been previously obtained for the product
- Commitment not to apply for another OK within the scope of the product/module
- The management system of the applicant
- The product's compliance with Annex IV of the 2006/42/EC Machinery Safety Regulation
- Module selection
- Audit language
- Man-day calculation

For customers whose applications are deemed suitable, **the UDFRM.07-1 Machinery Safety Regulation Certification Offer and Contract** is signed, and the following documents are requested from the customer along with the Contract:

- Trade Register Gazette
- Tax Certificate
- Signature Circular
- Technical File
- Any promotional documents, if available
- System Documents (if any)
- Certificate of Activity
- Chamber Registration Certificate (if applicable)
- Trademark Registration Certificate (if available)

UDEM accepts only documents and records prepared in Turkish and English from its customers.

Article 5 REVIEW AND INSPECTIONS

Article 5.1 Planning the Certification Audit

If the preliminary review yields positive results, the Planning Responsible arranges the date, accommodation, transportation, etc., with the customer, and the team that will conduct the audit is determined according to the Machine Technical Expert Matrix.

The audit plan, containing the audit date, scope, and audit team information, is finalised in consultation with the company. If the company objects to the audit team for valid reasons, the process is repeated.

Article 5.2 Certification Process

The certification process consists of technical file review, initial certification, suspension, withdrawal or reduction of the scope of certification, investigations arising from the need to expand the scope, or short-term investigations arising from specific circumstances.

All audit procedures are conducted in accordance with the UDEM **UDPD.23 Machinery Safety Regulation Product Certification Procedure**. During the certification audit, reporting is carried out using **the UDFRM.10.Machinery Audit Report** and relevant questionnaires. At the end of the audit, a copy of the report is provided to the customer. Any non-conformities identified by the audit team are notified to the customer by the Technical Expert using **the MFRM.08 Non-Conformity Form**.

Article 5.2.1 Initial Certification Process

The relevant technical files submitted by customers to be certified for the first time by UDEM are reviewed, and the on-site audit process is initiated. During the on-site audit opening meeting, the preliminary review findings are shared with the customer, and the scope of certification is confirmed with the customer. The on-site audit is conducted according to the certification process defined in clause 5.3. The corrective action plan is expected to be submitted to UDEM by the customer within 15 days of the audit date, and evidence of the implementation of the actions within 3 months. The documents and records related to the corrective actions submitted by the customer are evaluated by the audit team. If the actions submitted by the customer are not deemed sufficient, the customer is informed accordingly and additional actions are requested.

Some major non-conformities may require a follow-up audit. A follow-up audit is conducted within a maximum of 3 months to evaluate non-conformities requiring follow-up. If the follow-up audit reveals that the non-conformities have not been resolved and/or new non-conformities have arisen, the customer's application is suspended. If, at the end of the

suspension period, the customer's non-conformities are still not resolved, the certification application is returned and the customer must reapply.

When it is decided that the customer's non-conformities have been adequately addressed, the certification decision process begins. When the certification decision is positive, the document printing process begins. The printed document is entered into and approved by the Turkish Ministry of Industry and Technology's Ontek Information System and shared with the customer.

Article 5.2.2 Re-certification Audit Process

Re-certification audits are audits conducted to re-certify customers whose certification cycle is about to end. Re-certification audits are planned and conducted in the same manner as the initial certification process.

When reviewing an AT Type Examination certificate, the Notified Body shall examine the technical file of the machine in light of significant developments in the state of the art during the preceding five-year period. Where necessary for the assessment, the Notified Body shall carry out verifications on a sample of the machine.

At least two months prior to the date on which the re-certification audit is to be conducted, the customer shall be contacted to obtain information about any changes made by the customer organisation, if any, and an assessment shall be carried out. Prior to the recertification audit, the customer organisation is expected to complete and submit **the UDFRM.04-3 2006/42/EC Machinery Safety Regulation Product Certification Application Form**. The current application submitted by the customer is evaluated by the Technical Regulation Responsible using **the UDFRM.05-1 Machinery Safety Regulation Application Review Form**.

The recertification decision must be made before the certification period expires. This period may only be exceeded for compelling reasons. This period may be extended for a maximum of 3 months upon written declaration of compelling reasons. If this period is exceeded, the customer's certificate is suspended and an additional 3 months are granted. If the audit still cannot be performed at the end of this period, the certificate is revoked along with the decision.

The recertification audit is conducted in accordance with the certification process defined in clause 5.3. The corrective action plan is expected to be submitted to UDEM by the customer within 15 days of the audit date, and evidence of the implementation of the actions within three months. The documents and records related to the corrective actions submitted by the customer are evaluated by the audit team. If the actions submitted by the customer are deemed insufficient, the customer is informed accordingly and additional actions are requested.

Some major non-conformities may require a follow-up audit. A follow-up audit is conducted within a maximum of 3 months to evaluate non-conformities requiring follow-up. If the follow-up audit reveals that the non-conformities have not been resolved and/or new non-

conformities have arisen, the customer's certificate is suspended. If, at the end of the suspension period, the customer's non-conformities are still not resolved, the certificate is revoked.

When it is decided that the customer's non-conformities have been adequately closed, the certification decision process is initiated. UDEM's decision to continue certification is made by the Technical Regulation Responsible, who is independent of the audit team, and/or other competent personnel assigned to this task. With the decision to re-certify the product, a new certificate is issued. The date of the initial certificate issuance is also indicated on the new certificate.

Article 5.2.3 Special Audit Process

- **Scope Expansion Audit Process:**

Requests from our customers applying to our organisation to extend the scope of certified products are received in writing. In response to the scope extension request, the customer is also expected to complete and submit **the UDFRM.04-3 2006/42/EC Machinery Safety Regulation Product Certification Application Form**. The current application submitted by the customer, containing information about the product/product group to be extended, is evaluated by the Technical Regulation Responsible using **the UDFRM.05-1 Machinery Safety Regulation Application Review Form**. The customer's request for scope extension is reviewed by the relevant Technical Regulation Responsible and, if appropriate, a scope extension audit is planned.

The scope extension audit is conducted in accordance with the certification process defined in clause 5.3.

- **Short-Term Audit Process:**

The certification body may need to subject its certified customer to an audit at short notice or without prior notice to investigate complaints, address changes or follow up on suspended customers. These audits are planned at short notice, notified to the customer and approved.

Short-term audits are conducted in accordance with the certification process defined in Clause 5.3.

Article 6 Use of External Laboratories

Where the use of an external laboratory is necessary for the relevant activity, the processes of laboratory selection, verification of accreditation status, periodic evaluation if necessary, and customer approval are carried out.

The organisation used as a laboratory cannot make any decisions regarding the granting, maintenance, renewal, extension, reduction, suspension, or withdrawal of certification.

Information regarding the laboratories to be used is communicated to the customer to be certified by the Certification Body. External laboratories that have not been approved by the customer for any reason shall not be used.

Article 7 PRODUCT CERTIFICATE

Article 7.1 Scope of the Product Certificate

The CE Product Conformity Certificate shall be issued to cover products deemed compliant based on the inspection report and final assessment.

Article 7.2 Delivery of the Product Certificate

Once all technical requirements have been met and the certification decision has been made, the documents are printed and sent to customers after they have completed their payments. The Certificate is not issued if the technical, administrative, and financial requirements are not met.

The validity of the certificate is 5 years from the date of the certification decision.

Article 7.3 Product Certificate Inquiry

Organisations certified by UDEM can be queried via the <http://www.udem.com.tr/belge-sorgulama> website.

Article 7.4 Suspension of the Certificate

UDEM suspends the certificate in the following circumstances:

- The customer's persistent and serious failure to meet the certification requirements for the certified product,
- The customer voluntarily requests a temporary suspension,
- The occurrence of major non-conformities requiring follow-up audits that threaten product safety and users,
- Misuse of the logo, brand, and certificate that cannot be rectified by appropriate corrective actions or other remedial measures taken by the CUSTOMER,
- The customer's failure to pay the contract amount and fulfil their financial obligations.

During the suspension period, the customer's certificate is temporarily invalid. Therefore, during the suspension period, the customer must refrain from any activity that involves advertising the certificate. In the event of suspension or withdrawal of certification, the organisation must cease the use of the logo, brand and certificate in accordance with **TLM.02-1 Product Logo, Brand and Certificate Usage Instructions** .

The suspension period shall not exceed 6 months. Depending on the criticality of the situation, this period may also be set to less than 6 months.

However, at the end of the suspension period (6 months), if the customer has reasonable grounds that do not affect product safety, UDEM may decide to extend the suspension period once, for a maximum total of 12 months. These grounds are as follows:

- Infrastructure improvement works,
- Supplier-related processes,
- Non-payment of the relevant conformity assessment process fee.

Information regarding customers whose certificates have been suspended is made available on the UDEM website. It is also reported to the Ministry of Industry and Technology of the Republic of Turkey via the ONTEK system.

Article 7.5 Withdrawal of the Certificate

If the customer whose certificate has been suspended fails to remedy the non-conformities during the suspension period or is found to be in any way non-compliant with the certification requirements, the certification shall be withdrawn. Withdrawal of certification means that the customer's certification is cancelled by our organisation and the contract is terminated. Customers whose certification has been withdrawn must reapply to receive services from our organisation.

Certification is cancelled in the following circumstances:

- The customer's request,
- The customer's bankruptcy or cessation of activities covered by the certificate,
- Change in the legal entity of the customer,
- The customer's failure to submit a request for certificate renewal.

Certification shall be withdrawn in the following circumstances:

- The customer's failure to accept the suspension conditions,
- The customer failing to eliminate the reasons for suspension,
- The customer's failure to provide confirmation to enable follow-up audits at the end of the suspension period,
- Failure to rectify the non-conformities identified during the follow-up audit conducted to lift the suspension within the specified timeframe,
- The customer's misleading and unfair use of the certificate in areas other than the products or services specified in the certificate,
- The customer not being present at the facility address specified in the certificate,
- The customer making alterations to the certificate,
- The customer violating regulatory requirements.

In the event of the certificate being withdrawn/cancelled, the organisation must fulfil the obligations specified below:

- TLM.02-1 Product Logo, Brand and Document Usage Instructions, in accordance with the instructions, the use of the logo, brand and document must be discontinued,
- Waiving all rights under the withdrawn/cancelled certificate,
- Removal of the CE marking from the product,
- Payment of any outstanding certificate or inspection fees.

Following the withdrawal of the certificate, the organisation must remove the UDEM logo from all correspondence and promotional materials within one month at the latest. Otherwise, UDEM will:

- Notify the relevant accreditation body and other certification bodies.
- Announce in various media outlets that the organisation has used the certificate in a manner inconsistent with the terms of the agreement.
- It will pursue legal action to recover all material and immaterial damages that may arise as a result.

The information of the customer whose certificate has been revoked will be made available on the UDEM website. It will also be reported to the Ministry of Industry and Technology of the Republic of Turkey via the ONTEK system.

Article 7.6 Narrowing the Scope of Certification

If the customer is found to have continuously or seriously failed to meet the certification requirements for part of the product certification scope, UDEM shall narrow the customer's product certification scope, excluding the part that does not meet the requirements. When the product certification scope is narrowed, the customer must change all advertising materials. The CE Marking must be removed from products excluded from the scope. However, the certification scope may be narrowed at the customer's own request. The customer whose certification scope has been narrowed is required to submit an EC Declaration of Conformity and a UDEM product certificate, and a new certificate is issued and sent to them. The need to narrow the scope may arise if the customer fails to comply with the conditions required during the certification process or during inspections. Information about customers whose certificate scope has been narrowed is made available on the UDEM website. It is reported to the Ministry of Industry and Technology of the Republic of Turkey via the ONTEK system.

Article 7.7 Decision to Reject Certification

All decisions regarding certification are communicated in writing to the customer organisation by the Planning Responsible at .

Article 8 OBJECTIONS AND COMPLAINTS

Article 8.1 Complaints

Any written complaint submitted to UDEM shall be evaluated in accordance with PD.09 Complaint and Appeal Evaluation Procedure. In complaints made to UDEM regarding a

product related to the manufacturer, evidence shall be examined and information shall be requested from the customer. UDEM may decide to conduct a short-term audit process depending on the status of the complaint.

Article 8.2 Appeals

A manufacturer who objects to any decision made by UDEM or any sanction decided to be applied has the right to appeal in writing to the UDEM Certification Appeal Committee. The appeal application must be made in writing within one week of receiving the relevant notification of the sanction. UDEM may decide to conduct a short-term audit process depending on the status of the appeal.

The Appeals Committee conducts its work in accordance with PD.09 Complaints and Appeals Assessment Procedure.

Article 8.3 Appeal

It is possible to file an appeal with the MINISTRY OF INDUSTRY AND TECHNOLOGY regarding a decision made by UDEM.

Article 9 FEES AND FINANCIAL RULES

Machinery product certification fees and financial rules are determined by UDEM each January and communicated to its customers.

Article 10 DISPUTES

In the event of any dispute arising from the application or interpretation of the contracts signed between the Customer and UDEM or the provisions of standards and regulations, and if no settlement can be reached, the Courts and Enforcement Offices of Ankara shall have jurisdiction over the resolution of such disputes.

ANNEX 1 MACHINERY PRODUCT CERTIFICATION LIST

Product/Product Group	Certification Document	Regulation Annex/Article
Machines covered by Annex 4 -9 Presses, including bending presses, used for cold working of metal materials, with manual loading and/or unloading, with a stroke of the moving working parts exceeding 6 mm and a speed exceeding 30 mm/s -10 Manually loaded or unloaded	AT Type Examination	2006/42/EC Annex IX Article 13(3)(b) Article 13(4)(a)



MACHINE CERTIFICATION PROGRAMME

injection (spray) or compression (press) plastic moulding machines 13 Manually loaded refuse collection lorries with a compression mechanism		
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