MACHINERY CERTIFICATION PROGRAMME

INDEX

Description

Machinery	For the purposes of the Machinery Safety Regulation, except for partially completed machines, the products specified in the first paragraph of Article 2 (This Regulation; machines, interchangeable equipment, safety components, lifting accessories, chains, ropes and belts, detachable mechanical transmission assemblies, partially completed machines.), equipped or intended to be equipped with a drive system other than direct human or animal power application, at least one of the associated parts or parts is mobile and assembled for a specific application; a collection of machine parts which are ready to be assembled or which are ready to be assembled and capable of working only when installed on a means of transport or when installed in a building or structure, or which are arranged and controlled or partially completed to work as a whole to achieve the same result, and a collection of parts consisting of interconnected parts and components, at least one of which is movable, for load lifting purposes and whose power source is directly applied human power.
Partially completed machine	It refers to a collection of parts, such as a drive system, which, by being incorporated into another machine or partially completed machine, is intended to constitute a machine within the scope of this Regulation, which is almost in the state of a machine, but cannot perform a specific application on its own.
Customer	Legal entity applying for product certification service from UDEM within the scope of TS EN ISO/IEC 17065 standard and 2006/42/EC Machinery Safety Regulation.
Technical Expert	UDEM A person appointed in the product certification personnel list, who examines and reports the technical files and / or production processes of the organisations in relation to the machine product certification activities and meets the provisions of Article 17065 of the TS EN ISO / IEC 6.1 Certification body personnel.
Certification Body	Impartial organisation meeting the requirements of TS EN 17065 Standard. In this programme, UDEM ULUSLARARASI BELGELENDİRME A.Ş. will be referred to as "UDEM".

Certificate of Conformity	Document showing that the requirements of the relevant harmonised standards in the 2006/42/EC Machinery Safety Regulation are met
Non-conformity	Non-conformity with TS EN ISO/IEC 17065 standard and 2006/42/EC Machinery Safety Regulation or provisions defined by the manufacturer.
Minor (Minor) Non-Conformity	Minor (Minor) Nonconformities are practices that do not affect product safety but do not comply with the defined issues in the production control documentation (Quality Manual). It is checked by examining the documents and records whether these nonconformities, which are requested to be corrected immediately by the manufacturer, have been eliminated. The decision to issue a certificate / certificate continuation decision cannot be taken until the corrective actions related to minor nonconformities are fulfilled and found sufficient by UDEM.
Major Non-Compliance	Major Nonconformities are the failure to adequately define and/or implement any of the standard items or sub-headings affecting product safety. There are deficiencies and defects that will affect the healthy operation of the system. Corrective actions related to major nonconformities cannot be taken until the corrective actions related to major nonconformities are fulfilled by the manufacturer and found sufficient by UDEM. For major nonconformities, a follow-up inspection can also be carried out at the production site.
Observation	Observations are issues that do not directly affect product safety and do not comply with the provisions of the regulation and standard. These observations stated in the inspection report must be eliminated by the manufacturer with corrective action until the next inspection.
Certification Programme	Guidance document defined in TS EN ISO / IEC 17065 standard and 2006 / 42 / EC Machinery Safety Regulation, which sets out the rules applied by the certification body and the activities required by the customer for certification purposes.
Quality Manual	Documentation prepared for the fulfilment of the matters contained in a standard and/or an outsourced document. This documentation may be referred to as something other than "Quality Manual".

Logo, Mark and Use of CE Marking	Use of UDEM logo, Türkak accreditation brand and CE mark in accordance with the relevant guidance documents and TLM.02-01 Product Logo Brand and Document Usage Instruction published on www.udem.com.tr website.
ONTEK	Notified Bodies and Technical Services Information System Ministry of Industry and Technology online service.
Sanction	It is the penalty in the form of suspension or cancellation of the certificate issued by UDEM for violations against the rules specified in the contract between the customer and UDEM.
Force Majeure	Force majeure events are extraordinary circumstances such as earthquake, flood, fire, hurricane, revolution, war, general strike, epidemic disease and economic crisis.

Article 1 SCOPE

In addition to the TS EN ISO/IEC 17021 system, this Certification Programme covers TS EN ISO/IEC 17065 and the 2006/42/EC Machinery Safety Regulation and related harmonised standards.

Article 2 CERTIFICATION BODY

Address and contact information for all communication and official correspondence are given below.

UDEM ULUSLARARASI BELGELENDİRME DENETİM EĞİTİM MERKEZİ SAN. ve TİC. A.Ş.

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

Article 3 CONFORMITY CONTROL

The manufacturer or his authorised representative before placing the machine on the market and/or putting it into service;

2006/42/EC Machinery Safety Directive,

a) fulfil the relevant basic health and safety rules in Annex I,
b) provide the technical dossier referred to in Part A of Annex VII,
c) Provide the necessary information, in particular instructions,
ç) fulfil the procedures required for the conformity assessment referred to in Article 13,
d) prepare the EC Declaration of Conformity, the content of which is given in Annex II Part 1 Section A, in accordance with the machine,
e) must affix the "CE" conformity mark in accordance with the provisions of Article 16.

The manufacturer or his authorised representative shall carry out the procedure referred to in Article 14 before placing the partially completed machine on the market.

For the purposes of the procedures referred to in Article 13, the manufacturer or his authorised representative shall take the necessary measures to have or have access to the means necessary to ensure the basic health and safety rules set out in Annex I.

If the machine falls within the scope of other regulations requiring "CE" marking in relation to other matters, the "CE" marking indicates that the machine also complies with the provisions of these other regulations. However, if one or more of these regulations allows the manufacturer or his authorised representative to choose the system to be applied during a transition period, the "CE" conformity marking only indicates compliance with the provisions of the regulations applied by the manufacturer or his authorised representative.

Information on the applicable regulation shall be stated in the EC Declaration of Conformity as published in the Official Journal.

The manufacturer shall prepare a file containing the relevant substances to ensure the relevant basic health and safety rules in Annex I. During the inspection, the items in this dossier that the manufacturer or his legal representative undertakes to comply with shall be checked.

Article 3.1 Technical File for Machinery

This chapter describes the procedures for preparing the technical file. The technical file must show that the machine complies with the requirements of the regulation. The technical file should cover the design, manufacture and function of the machine to the extent necessary for this assessment. Except for instructions relating to machinery to which the special provisions of paragraph 1.7.4.1 of Annex I apply, the technical file shall be prepared in Turkish or in a Community language which the competent authority and the conformity assessment body consider appropriate.

The technical file shall consist of the following:

a) A manufacturing file containing the following:

- A general description of the machine,

- A general drawing of the relevant machine and drawings of the control circuits, as well as suitable descriptions and explanations to understand the operation of the machine,

- Full detailed drawings with calculations, test results, documentation necessary to confirm that the machine complies with the basic safety and health requirements,

- Documentation on the risk assessment showing the procedures followed, including

(i) a list of the essential health and safety requirements applicable to the machine,

(ii) a description of the protective measures implemented to eliminate the identified hazards or reduce the risks or, where appropriate, a description of the risks associated with the machine that cannot be eliminated,

- The standards and other technical specifications used and a demonstration of the basic health and safety rules covered by these standards,

- Any technical report containing the results of tests carried out by the manufacturer or by an organisation selected by the manufacturer or its authorised representative,

- A copy of the instructions for the machine,

- Where appropriate, the Manufacturer's Declaration for partially completed machines and the relevant assembly instructions for such machines,

- Where appropriate, copies of EC Declarations of Conformity for the machine and other products fitted to it,

- A copy of the EC Declaration of Conformity

(b) for mass production, internal measures to be taken to ensure that the machinery complies with the provisions of this Regulation.

The manufacturer shall carry out the necessary investigations and tests on the completed machinery, components or equipment in order to determine that they are capable, by design and construction, of being safely installed and put into service. Relevant reports and results should be attached to the technical file.

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

The technical dossier need not be located in Turkey and/or in the Community, nor does it have to be permanently available in concrete form.

However, the technical file must be able to be compiled and made available by the person named in the EC Declaration of Conformity within a period of time commensurate with the complexity of the machine.

The technical file does not have to contain detailed plans of the subcomponents used in the manufacture of the machine or other specialised information, unless this information is necessary to verify compliance with the basic health and safety rules.

Failure to submit the technical dossier in response to a reasoned request by the competent national authorities may constitute sufficient reason to suspect that the machine in question does not comply with essential health and safety requirements.

Article 3.1.1 Technical file for partially completed machines

Technical file for partially completed machines (a) A manufacturing file containing

- A general drawing of the partially completed machine and drawings of the control circuits - Full detailed drawings, supported by calculations, test results, documents, etc., as required to confirm that the partially completed machine complies with the basic health and safety rules applicable,

- Documentation on the risk assessment showing the procedures followed, including the following:
(i) List of essential health and safety requirements implemented and fulfilled,

(ii) A description of the protective measures implemented to eliminate the identified hazards or reduce the risks or, where appropriate, a description of the risks that cannot be eliminated,

(iii) The standards and other technical specifications used and an indication of the basic health and safety rules covered by these standards,

(iv) Any technical report containing the results of tests carried out by the manufacturer or an organisation selected by the manufacturer or his authorised representative, (v) Kısmen tamamlanmış makinalar için hazırlanmış birleştirme talimatlarının bir kopyası,
(b) for mass production, the internal measures to be taken to ensure that partly completed machinery complies with the basic health and safety rules applicable.
The manufacturer shall carry out the necessary investigations and tests on partly completed machinery, components or equipment in order to determine that they are capable, by design and construction, of being safely installed and put into service. Relevant reports and results should be attached to the technical file.
The relevant technical file should be kept for at least 10 years following the date of manufacture of the partially completed machine, or in the case of mass production, the date of manufacture of the last unit, and should be made available for inspection by the Ministry upon request.
The technical file need not be located in Turkey and/or in the territory of the Community, nor does it have to be permanently available in concrete form. However, the technical dossier should 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 be sufficient reason to suspect that the partially completed machine in question does not comply with the essential health and safety requirements.

Article 3.1.2 Conformity Assessment Procedures of Machines

(1) The manufacturer or his authorised representative shall apply one of the conformity assessment procedures specified in the second, third and fourth paragraphs of this Article in order to certify that the machines comply with the provisions of this Regulation.

(2) If the machines are not included in Annex IV, the manufacturer or his authorised representative should apply the conformity assessment procedure by internal controls in the manufacture of machinery specified in Annex VIII.

(3) For the machines included in the list given 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 basic health and safety rules, the manufacturer or his authorised representative;

a) the procedures for the assessment of conformity by internal controls in the manufacture of machinery specified in Annex VIII or

b) In addition to the EC Type examination procedure given in Annex IX, the internal control procedures in the manufacture of machinery specified in paragraph 3 of Annex VIII or) full quality assurance procedures specified in Annex X.

(4) In the case of machines which are not manufactured in accordance with the harmonised standards in Annex IV and referred to in the second paragraph of Article 9, or when they are manufactured in partial compliance with these standards, or where the harmonised standards do not cover all the relevant basic health and safety rules, or where there is no harmonised standard for such machines, the manufacturer or authorised representative;

a) the EC Type examination procedure given in Annex IX as well as the internal control procedure in the manufacture of machinery specified in paragraph 3 of Annex VIII or b) the full quality assurance procedure given in Annex X.

Article 3.1.3 EC declaration of conformity of machines

This declaration and its translations must be prepared in the same conditions as the instructions (Annex I, paragraphs 1.7.4.1.(a) and (b)) and must be typed or handwritten in capital letters.
This declaration relates only to the machine in the state in which it is placed on the market and does not cover subsequently added components and / or subsequent operations by the end user.

The EC Declaration of Conformity shall contain the following:
1) The trade name and full address of the manufacturer or its authorised representative, if any,
2) The name and address of the person authorised to prepare the technical dossier, who must be resident in Turkey or in the Community,
3) Description and identification of machines, including generic coding, function, model, type, serial number and trade name,
4) A statement declaring in a direct manner that the machinery fulfils the relevant provisions of this Regulation and, where appropriate, a similar sentence declaring compliance with other regulations and/or relevant provisions to which the machinery conforms. These references must be texts published in the Official Journal of the European Union,
5) Where appropriate, the name, address and identification number of the Notified Body carrying out the EC Type Examination specified in Annex IX and the EC Type Examination Certificate number,
6) Where appropriate, the name, address and identification number of the Notified Body approving the Full Quality Assurance System specified in Annex X,
7) Where appropriate, reference to the harmonised standards used, as referred to in the second paragraph of Article 9 of this Regulation,
8) Where appropriate, reference to other technical standards and specifications used,
9) Place and date of the declaration,
10) Identification details and signature of the person authorised to prepare the declaration on behalf of the manufacturer or its authorised representative.

Article 3.1.4 Manufacturer's declaration for partially completed machines

This declaration and its translations should be prepared in the same conditions as the instructions (Annex I, paragraphs 1.7.4.1.(a) and (b)) and should be typed or handwritten in capital letters.
The manufacturer's declaration should include the following points:
1) The trade name and full address of the manufacturer of partially completed machines or, if applicable, of the authorised representative,

2) the name and address of the person authorised to prepare the relevant technical dossier, who must be resident in Turkey or in the Community,
3) Description and presentation of partially completed machines, 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 Part B of Annex VII and, where appropriate, a sentence declaring that the partially completed machine 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 about the partially completed machine in response to a reasonable request from the competent authorities. This commitment should include the method of provision and should not prejudice the intellectual property rights of the manufacturer of the partially completed machine,
6) A declaration that partially completed machines, where applicable, may not be put into service until they are combined with the final machine declared to comply with the provisions of this Regulation,
7) Place and date of the declaration,
8) Identification details and signature of the person authorised to prepare the declaration on behalf of the manufacturer or its authorised representative.

Article 3.1.5 Declaration retention

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

Article 4 MACHINE PRODUCT CERTIFICATION APPLICATION

Customers who wish to obtain a Machinery Certificate of Conformity apply to UDEM in writing or by e-mail. UDEM sends UDPR.04 Machinery Certification Programme and UDFRM.04-1 Machinery Safety Regulation Product Certification Application Form to the customer.

Notification of the requirements for certification to the customer is carried out by publishing the UDFRM.04-1 Product Certification Requirements document on the web address https://www.udem.com.tr/2006-42-at-makine-emniyeti-yonetmeligi.

The application received is reviewed by the Technical Regulation Officer within the scope of the following information with the UDFRM.05-1 Machinery Safety Regulation Application Review document.

- Application scope is available in UDEM

- UDEM's previous experience within the scope of the application
- Presence of Technical Expert appointed within the relevant scope
- Previously obtained CE certificate for the product
- Commitment not to apply to another OC within the scope of the product/module
- Applicant's management system
- Whether the product covers Annex IV of the 2006/42/EC Machinery Safety Regulation
- Module selection
- Audit language
- Man/day calculation

UDFRM.07-1 Machinery Safety Regulation Certification Proposal and Agreement is signed with the customers whose application is approved and the following documents are requested from the customer together with the Agreement;

- Trade Registry Gazette
- Tax Certificate
- Signature Circular
- Technical File
- Introductory Documents, if any
- System Documents, if any
- Certificate of Activity
- Room Registration Certificate, if any
- Trademark Registration Certificate, if any

UDEM accepts only Turkish and English documents and records of its customers.

Article 5 REVIEWS and AUDITS

Article 5.2 Planning the Certification Audit

If the preliminary examination is positive, the date, accommodation, transportation etc. organisations are arranged with the customer by the Planning Officer and the team to perform the audit is determined according to the Machine Auditor Technical Expert Matrix.

The audit plan including the audit date, scope and audit team information is finalised by confirming with the company. In case the company objects to the audit team for justified reasons, the process is repeated.

Article 5.3 Process of Certification

Certification process; It consists of technical file review, initial certification, periodic surveillance audits, recertification audit, suspension, withdrawal or narrowing of the scope of certification, audits arising from the need to expand the scope or short-term audits arising from certain situations.

All audit procedures are carried out according to UDEM UDPD.23 Machinery Safety Regulation Product Certification Procedure. In the certification audit; Reporting is done using UDFRM.10.Machinery Audit Report and related question lists. At the end of the audit, a copy of the report is given to the customer. As a result of the audit, the non-conformities identified by the audit team are notified to the customer by the technical expert using the MFRM.08 Non-Conformity Form.

Article 5.3.1 Initial Certification Process

The relevant technical files submitted by the customers to be certified by UDEM for the first time during the application are examined and the field audit process is initiated. At the opening meeting of the field audit, preliminary examination findings are shared with the customer and the scope of certification is confirmed with the customer. Field audit is carried out according to the certification process defined in Article 5.3. The customer is expected to submit the corrective action plan to UDEM within 15 days as of the audit date and the evidence of the implementation of the activities within 3 months. The documents and records of the corrective actions submitted by the customer are evaluated by the audit team. If the activities communicated by the customer are not found sufficient, the customer is informed and additional activities are requested.
Some of the major nonconformities may require follow-up audit. Follow-up audit is carried out within 3 months at the latest for the evaluation of nonconformities requiring follow-up audit. . If it is seen in the follow-up audit that nonconformities have not been eliminated or new nonconformities have occurred, the customer's application is suspended. At the end of the suspension period, if it is seen that the non-conformities are still not eliminated, the certification application is returned and the customer must reapply.
When it is decided that the non-conformities of the customer have been adequately closed, the certification decision process is started. UDEM's certification decisions are made by the product certification committee independent from the audit team. When the certification decision is positive, the document printing process starts. The printed document is entered and approved by the Ministry of Industry and Technology Ontek Information System and shared with the customer.

Article 5.3.2 Recertification Audit Process

Recertification audit is the audits performed for the recertification of customers whose certification cycle will end. The recertification audit is planned and carried out in the same way as in the initial certification process.

When reviewing an EC Type Examination certificate, the Notified Body shall examine the technical dossier of the machine in the light of significant developments in the state of the art over the past five years. Where necessary for the assessment, the Notified Body shall carry out verifications on a sample of the machine.

The customer to be re-certified shall be contacted at least two months before the date on which the audits are to be carried out and information about the changes, if any, of the customer organisation shall be obtained and an assessment shall be made.
The recertification decision must be made before the end of the certification period. Exceeding this period is only possible due to force majeure. This period can be extended for a maximum of 3 months upon written declaration of force majeure. If this period is exceeded, the customer's certificate is suspended and an additional 3 months are given. At the end of this period, if the audit still cannot be performed, the document is cancelled with the decision of the committee.
Recertification audit is conducted according to the certification process defined in Article 5.3. The customer is expected to submit the corrective action plan to UDEM within 15 days as of the audit date and the evidence of the implementation of the activities within 3 months. The documents and records of the corrective actions submitted by the customer are evaluated by the audit team. If the activities communicated by the customer are not found sufficient, the customer is informed and additional activities are requested.
Some of the major nonconformities may require follow-up audit. Follow-up audit is carried out within 3 months at the latest for the evaluation of nonconformities requiring follow-up audit. . If it is seen in the follow-up audit that nonconformities are not eliminated or new nonconformities occur, the customer's certificate is suspended. If it is seen that the customer still does not eliminate the nonconformities at the end of the suspension process, the certificate is cancelled.

When it is decided that the non-conformities of the customer have been closed sufficiently, the certification decision process is started. UDEM's certification continuation decision is made by the product certification committee independent from the audit team. A new document is issued upon the decision to recertify the product. The date of the first document issue is also indicated in the new document.

Article 5.3.3 Special Audit Process

Scope Extension Audit Process:
The requests of our customers who apply to our organisation to extension the scope of certified products are received with an official letter. The customer's scope extension request is examined by the relevant Technical Regulatory Officer and if appropriate, the scope extension audit is planned. If the scope extension is requested by the customer to be carried out immediately, the scope extension audit is planned, otherwise the scope extension audit is carried out together with the surveillance audit.

The extension audit is conducted according to the certification process defined in clause 5.3.

Short-Term Audit Process:
The certification body may need to audit its certified client at short notice or without notice to investigate complaints, address changes or follow up on suspended clients. These audits shall be planned at short notice, the client shall be notified and approval shall be obtained.
Short-term audits are conducted according to the certification process defined in Article 5.3.

Article 6 Use of Outsourced Laboratory
İlgili faaliyet bazında dış kaynaklı laboratuvar kullanımı gerekli olduğu durumlarda laboratuvar seçimi, akreditasyon durumunun kontrol edilmesi, gerekli ise periyodik değerlendirme yapılması ve müşteri tarafından onaylanması süreçleri yürütülür.

The organisation used as a laboratory cannot take any decision regarding the granting, maintenance, renewal, expansion, contraction, suspension or withdrawal of the certification. Information on the laboratories to be used is communicated to the client to be certified by the Certification Body. An outsourced laboratory that has not been approved by the client for any reason shall not be used.

Article 7 PROCUDT CERTIFICATE

Article 7.1 Scope of Product Certificate

CE Product conformity certificate is issued to cover the products deemed appropriate as a result of the audit report and final evaluation.

Article 7.2 Delivery of Product Certificate

After confirming that all technical conditions have been fulfilled and the certification decision has been made, the documents are printed and sent to them after the customers have completed their payments. In cases where technical, administrative and financial conditions are not met, the Certificate is not issued.
The validity of the certificate is 5 years from the date of certification decision.

Article 7.3 Product Certificate Enquiry

Organisations certified by UDEM can be queried via http://www.udem.com.tr/belge-sorgulama web address.

Article 7.4 Suspension of the Certificate

UDEM suspends the certificate in the following cases;

- The customer continuously and seriously fails to meet the certification requirements for the certified product,
- The customer does not allow the re-assessment to be carried out as often as necessary,
- The customer voluntarily requests a temporary suspension,

- Failure of the customer to pay the contract amount.

During the suspension period, the client's certificate is temporarily invalid. For this reason, during the suspension period, the customer should avoid any activity that will advertise the document. If the certification is suspended or withdrawn, the organisation must stop using the logo and document.

The suspension of the certificate is again carried out by the decision of the Certification Committee. The suspension period is maximum 6 months.

The information of the customer whose certificate is suspended is made available on the UDEM website. In addition, the Ministry of Industry and Technology is notified via ONTEK system.

Article 7.5 Withdrawal of the Certificate

If it is seen that the customer whose certificate is suspended does not eliminate nonconformities during the suspension period or does not comply with the certification requirements in any way, the certification is withdrawn. Withdrawal of certification means cancellation of the customer's certification by our organization and termination of the contract. The customer whose certification is withdrawn must reapply for service from our organisation.

The document is withdrawn in the following cases.
- Customer's request,
- Bankruptcy of the customer or termination of its activity within the scope of the document,
- Change of legal entity of the customer,
- The customer does not accept the terms of the suspension,
- Failure of the customer to remove the grounds for suspension,
- The customer fails to provide confirmation for a follow-up inspection at the end of the suspension period,
- Failure to close the non-conformities identified in the follow-up inspections carried out to lift the suspension within the stipulated periods,
- The customer's misleading and unfair use of the document in areas other than the product or service specified in the document,
- The customer cannot be found at the facility address specified in the document,
- Falsification of the document by the client.

In case of withdrawal of the certificate, the organisation must fulfil the following obligations
- Stop the use of the UDEM document and logo,
- Waiver of any rights under the cancelled document,
- Removing CE marking from the product,
- Payment of unpaid certification or audit fees.

The information of the customer whose certificate is withdrawn is made available on the UDEM website. In addition, the Ministry of Industry and Technology is notified via ONTEK system.

Article 7.6 Restriction of the Scope of the Certificate

If the customer demonstrates a persistent or serious failure to meet the certification requirements for a portion of the product certification scope, UDEM will restrict the customer's product certification scope to exclude the portion that does not meet the requirements. When the scope of product certification is restricted, the customer must change all advertising materials. CE Marking must be removed from the Products that are out of scope. However, the scope of certification can be restricted at the customer's own request. EC Declaration of Conformity and UDEM product certificate are requested from the customer whose scope of certification is reduced and the new certificate is issued and sent to customer. The need to reduce the scope may arise if the customer fails to comply with the conditions to be complied with during the certification process or during audits. The information of the customer whose scope of certification is reduced is made available on the UDEM website. The Ministry of Industry and Technology is notified via ONTEK system.

Article 7.7 Decision on Refusal of Certification

Any decision regarding certification shall be notified in writing to the client organisation by the Planning Officer.

Article 8 OBJECTIONS AND COMPLAINTS

Article 8.1 Complaints

Any written complaint submitted to UDEM shall be evaluated according to PD.09 Complaint and Appeal Evaluation Procedure. In the complaints made to UDEM regarding the product related to the manufacturer, the evidence will be examined and information will be requested from the customer. UDEM may decide to carry out a short-term audit process according to the status of the complaint.

Article 8.2 Objections

A producer who disagrees with any decision made or sanction imposed by UDEM has the right to appeal in writing to the UDEM Certification Appeals Committee. The appeal must be made in writing within 1 week following the receipt of the notification of the relevant sanction. UDEM may decide to conduct a short-term audit process depending on the status of the appeal.

Certification Appeal Committee carries out its activities according to PD.09 Complaint and Appeal Evaluation Procedure.

Article 8.3 Appeal

It is possible to appeal to 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 in January each year and announced to its customers.

Article 10 DISAGREEMENTS

Ankara Courts and Enforcement Offices are authorised for the settlement of disputes in case of disagreements arising from the implementation or interpretation of the contracts signed between the Customer and UDEM and the provisions of standards and regulations.

ANNEX 1 MACHINE PRODUCT CERTIFICATION LIST

Product/ Product Group	Certtification Document
Machines covered by Annex-4	EC Type Examination
Partially completed machines	EC Declaration of Conformity