OBJECT:

The purpose of this procedure is to monitor the traceability of the sample to be certified.

UPSTREAM REFERENCE DOCUMENT:

Quality Manual: QMA
ISO/IEC 17020:2012 Requirements for the operation of various types of bodies performing inspection

SUMMARY:

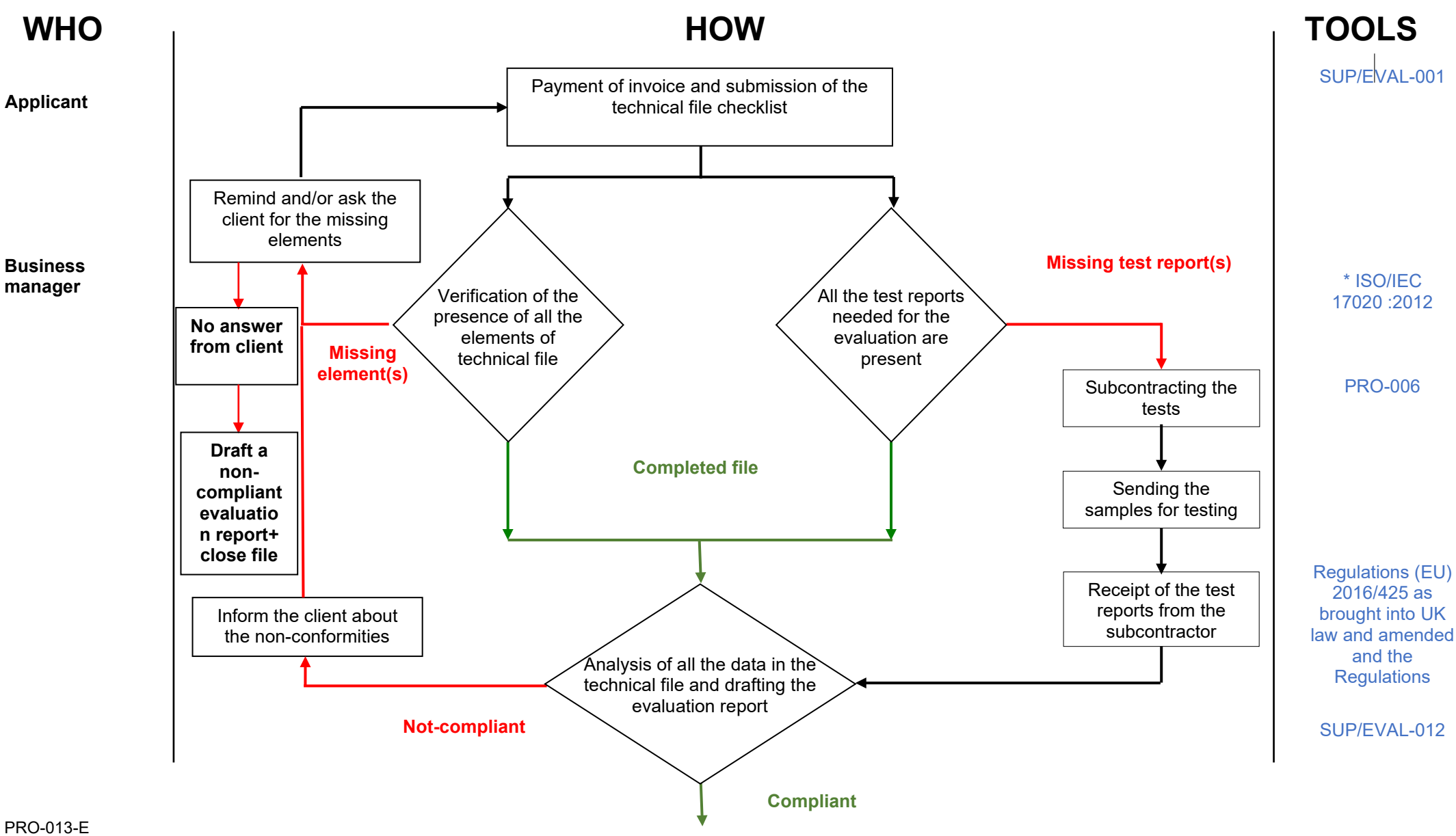
Index	Nature of evolution	Editorial	Approval
C	Improving the review process by adding that the client is notified in case of a negative decision	Name: D. MORALES Date: 02/08/2022	Name: A. ADALBERT Date: 02/08/2022
D	Improving the evaluation process by notifying of non-compliant evaluation reports. Clarification of decision maker role for §1.4 Modification of “Check of EHSR”	Name: D. MORALES Date: 12/10/2022	Name: A. ADALBERT Date: 12/10/2022
E	Addition of the ISO/IEC 17020 2012 as a reference document	Name: D. MORALES Date: 21/07/2023 Visa: **SIGNED**	Name: A. ADALBERT Date: 21/07/2023 Visa: 2023.07.24 18:56:03 +02'00'

1. GENERAL CONDUCT

1.1. Application review and certification contract

WHO	WHAT	HOW	TOOLS
Applicant		Receipt of the client application	Call, mail, application form SUP/EVAL-002
Business manager	**Review of the client application**	• Examination of the admissibility of the application • Review of the application	SUP/QUA-023 PRO-003
		Preparation and sending of the certification contract (the estimate, the general terms and conditions of certification for sale and the certification program) to the client	SUP/QUA-050 SUP/QUA-026
	Certification contract	Agreement of the certification contract **NO** **YES** Signed Estimate (Certification contract)	SUP/EVAL-021
	Invoicing	Invoice	SUP/QUA-009 SUP/EVAL-022

1.2. *Evaluation activities*



1.3. Review and decision

WHO	WHAT	HOW	TOOLS
Certification Manager	Review	Inform of non-compliant evaluation report → Review of the evaluation report and all the data necessary for the decision	SUP/EVAL-016
	Decision	Decision → Negative → Notify the client	SUP/EVAL-016 SUP/EVAL-013
Administrative Assistant President /Certification Manager	Issuance of Certificate	Positive → Drafting and issue of the Type-Examination Certificate	SUP/EVAL-010
		Transmission TE certificate + evaluation report + test report	SUP/EVAL-010 SUP/EVAL-012
Business Manager	Archiving	Destruction and/or conservation of test samples → Archiving customer file	

When verifying the presence of all the elements in the technical file, the Business manager shall ensure that it includes sufficient details in product description for safety critical items, including the full specifications of the materials used which could be a potential failure point.

In order for us to consider the test reports for our evaluation, they must be derived from:

- UKAS accredited laboratory or equivalent
  or
- Subcontractor validated by ALIENOR CERTIFICATION Ltd

In addition, the SUP/QUA-009 client file indicates the presence of accreditation or not:

- in the case of a non-accredited report, the quality manager checks that the tests concerned have been audited to judge whether the test report can be used for our evaluation report

1.4. Certification of a modified PPE type

WHO	WHAT	HOW	TOOLS
Manufacturer		Modification of the type and/or evolution of the technique	SUP/QUA-009
Business manager	**Evaluation**	Modification which calls into question the conformity of the type → Yes → **New application** for Certification as § 1.1 to § 1.3, with relevant tests for conformity of type to requirements	SUP/EVAL-002 SUP EVAL-020
Certification Manager or Top Management	**Decision**	No → Re-examination without testing OR Re-examination with testing → Additional Type-Examination Certificate Compliance → Initial Type-Examination Certificate	SUP/EVAL-010

2. CHECK OF ESSENTIAL HEALTH AND SAFETY REQUIREMENTS (EHSR)

WHO	HOW	TOOLS
Business manager	Product → Presence of designated standard? (No / Yes)	SUP/QUA-009 SUP/EVAL-027
Business manager	Designated standard(s) sufficient to characterize PPE? (No / Yes)	
Authorized person for the expert opinion	**Check** of Essential Health and Safety Requirements for the relevant PPE	SUP/EVAL-027 + integration into the SUP/QUA-023
Authorized person for the expert opinion + Subcontractor Testing Laboratory	Creation of the test protocol	
Business manager	Evaluation	SUP/EVAL-012
No one involved in the establishment of the EHSR or in the evaluation	Review and decision	SUP/EVAL-016

3. RECEIPT/DEALING WITH SAMPLES

3.1 Receipt

3.2 Management: Acknowledgement of Receipt

The person in charge of the file verifies the shipment and makes an inventory of the missing parts in the file to:

- Correct number of samples
- Technical file
- Additional certificates if necessary
- Certificate of first application for Type-Examination if PPE type II
- Certificate of first application for Module C2 if PPE type III
- Markings
- Manufacturer's instructions and information
- Estimate and/or order form
- Down payment if necessary

An acknowledgement of receipt of the samples is sent by e-mail to the client if necessary, thus drawing up an inventory of the parts present and/or missing that are necessary for examining the file.

3.3 Storage of samples

Samples are stored in the appropriate holding area in the offices.

4. MANAGEMENT OF THE CLIENT FILE

4.1. Validation of phases

Each person is responsible for the phase **performed** by affixing:

- the date of performance of the phase
- The person's initials in the "VISA" column

4.2. Follow-up of the file

When an estimate is validated, the Business Manager creates a file number using SUP/EVAL-021. All exchanges, information, anomaly, etc. concerning the case will be recorded in the client file SUP/QUA-009.

5. IDENTIFICATION OF THE SAMPLES

5.1. At the reception

Each received package shall be identified. The business managers must identify each sample before storing it in the space reserved for this purpose.

A label is printed and glued to the cardboard. It includes the date of receipt, the person who received the package, the client and the type of product.

5.2. Support

When taken on, each sample is identified by a file number issued of the type AA-MM-XXXX (where AA = last 2 digits of the year, MM = month and XXXX = chronological order of the files). This number is then written on the label in the location provided.

The Business Manager will take a snapshot(s) of each sample and file it in the client's (IT) file.

After the assessments are completed, the samples are stored in the intended holding area until the file is checked and invoiced.

ALIENOR CERTIFICATION Ltd retains control samples, upon receipt of the balance, the samples will be destroyed or sent back to the client upon request.

6. RELATED DOCUMENTS

SUP/QUA-009: Client file
SUP/EVAL-010: Type-Examination Certificate
SUP/EVAL-012: Evaluation report
SUP/EVAL-013: Refusal of Type-Examination Certificate
SUP/EVAL-016: Review and decision sheet
SUP/EVAL-021: Chronology file
SUP/QUA-023: List of testing standards
SUP/EVAL-027: Essential Health and Safety Requirements Sheet
PRO-006: Subcontracting management
PRO-003: Application review and certification contract