

QP-05

CERTIFICATION PROCEDURE

Application

The certification process starts when an applicant submits a formal application to XDS for product certification. The application must include complete and accurate information about the product, manufacturer, and applicable certification scheme, along with the required supporting documentation. Only legally registered companies are eligible to apply for certification.

Application Review

Upon receipt of the application, XDS conducts an initial review to confirm that all required information and documents have been provided and that the application falls within XDS's approved scope of certification. If the application is incomplete or unclear, the applicant is requested to provide additional information before the certification process proceeds.

Evaluation

XDS performs a detailed technical evaluation of the product against the applicable certification requirements. Depending on the certification scheme, this may include document review, assessment of technical files, review of test reports from competent laboratories, inspection activities, and factory audits. Any identified non-conformities are communicated to the applicant, who is given the opportunity to implement corrective actions.

Review and Certification Decision

Once the evaluation activities are completed, the evaluation results are independently reviewed by authorized personnel who were not involved in the evaluation process. The certification decision is based on objective evidence, documented results, and compliance with the applicable certification requirements, ensuring impartiality and consistency.

Granting of Certification

When all certification requirements are satisfied and a positive decision is reached, XDS issues a Certificate of Conformity. The certificate clearly defines the certified product, scope of certification, applicable standards or regulations, and any conditions related to its validity. Where applicable, newly issued certificates replace and invalidate previous certificates.

Surveillance and Maintenance of Certification

For certification schemes that require surveillance, XDS carries out ongoing activities during the certification period to verify continued compliance. Certificate holders are required to cooperate with surveillance activities and provide relevant information related to production processes or management systems. Certification remains valid as long as compliance is maintained.

Changes Affecting Certification

Certified clients are required to inform XDS of any changes that may affect the conformity of the certified product, such as changes in design, materials, manufacturing processes, production sites, or applicable regulations. XDS will assess the impact of such changes and determine whether additional evaluation or reassessment is required.

Extension or Reduction of Scope

Certificate holders may request changes to the scope of their certification, including extensions or reductions. Such requests are subject to evaluation in accordance with XDS certification procedures. Where approved, XDS issues an updated certificate reflecting the revised scope and updates relevant certification records.

Suspension of Certification

XDS may suspend certification if certification requirements are not continuously met, corrective actions are not implemented within agreed timeframes, certification rules are breached, or misuse of certification is identified. During suspension, the certificate holder must stop using the certification and any related claims until the suspension is resolved.

Withdrawal of Certification

Certification may be withdrawn if the conditions leading to suspension are not resolved, serious or persistent non-compliance is identified, or certification is misused. Upon withdrawal, the certificate holder must cease all references to certification and comply with XDS instructions regarding the return of certification documents and use of marks.

Refusal of Certification

XDS may refuse to grant certification where the applicant fails to meet the applicable certification requirements, does not provide the necessary information for evaluation, or where compliance cannot be demonstrated.

Complaints and Appeals

XDS maintains a documented process for handling complaints and appeals related to certification activities and decisions. Complaints and appeals are reviewed independently and handled in a fair, impartial, and timely manner in accordance with established procedures.

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