

Istituto Italiano Certificazione Qualità

*** ORGANISMO DI CERTIFICAZIONE NOTIFICATO ***

CERTIFICATION RULES/认证实施规则

1) Purpose 目的

The regulation outlines the procedures adopted by I.I.C.Q. for the issuance and maintenance of the Certificate of Quality and trace the lines of conduct for access to the services of the Institute
这个规定是用来说明，如公司需要获得研究所发布质量认证服务以及相应维护质量认证服务，应该遵从 I.I.C.Q. 规定的哪些程序步骤

2) Applicability 适用性

The regulation relates to the activities of "Certification of Quality Systems" developed by I.I.C.Q. which conform to International Standards of Reference (EA - IAF - FIODA)
这个规定跟 I.I.C.Q. 发布的“质量认证体系”相关的，这个规定也符合国际统一参考标准 (EA-IAF-FIODA)

3) Regulation 管理办法

The application for certification is filed and recorded on the appropriate form provided by I.I.C.Q., must be completed and returned by the Company together with the documents requested in it/
申请质量认证首先需要填写 I.I.C.Q. 要求的相关表格，并且连同相关证明材料一起交付到 I.I.C.Q. Upon reception of documentary materials will be returned to the Company's confirmation of order
收到申请材料后，申请公司会收到一个确认的序列号码
I.I.C.Q., after examining the documents the Company will report any findings emerged with the acceptance of the documentation provided
经过审查公司提交的申请材料后，I.I.C.Q. 会给予一份确认信息，说明哪些申请材料已经收到

4) Check inspection Pre-Certification 初步认证的审查

I.I.C.Q. Inspection Timing will make a preliminary order to identify the needs related to the nature of the activities of the Company to be certified.

The group will consist of verification A EVALUATOR Senior (possibly assisted by technicians of the sector chosen by the Institute) who will carry out an initial reconnaissance company in the presence and with the help of the Plant Manager

I.I.C.Q. 首先会确认哪些内容需要审查。审查小组会有一个有资历的高级审查员（很有可能会有研究所委派相关部门的技术人员担任），在有公司管理人员在场以及其协助下，审查员对申请者进行初步审查。

The Inspection Timing will be preceded by a meeting of the College in which the Audit Team of IICQ, in consultation with the referent of Company, determine the scan, the timing and how useful certification path

接下来，审查小组咨询申请公司的意见，开会决定审查的内容，审查时间以及有效的认证方式

The Audit Team of I.I.C.Q. Company reserves the right to send such suggestions and corrections if necessary binding considered indispensable

如果认为与之相关并且不可或缺，申请公司拥有对审查小组提建议和更改的权利

The Company will communicate to I.I.C.Q. times and procedures relating to corrective actions that must be activated no later than 90 days

申请公司可以与 IICQ 对更改的时间以及相关程序进行商议，而更改的事项在 90 天以内启动

I.I.C.Q. We reserve the right to interrupt the process of certification if the Company fails to comply with the conditions agreed

如果申请的公司没有符合相关条件，I.I.C.Q. 保留中止审查程序的权利

The Company unilaterally may require discontinuation of certification path at the time of Inspection Timing of Pre-Certification

申请的公司也可以在初步审查过程中单方面停止认证过程

5) Use the certificate 认证的用途

The data relating to certificates issued by Quality I.I.C.Q. are listed in the Register of Certified Companies and made Repertoire by topic and chronological order. Data are not available to the public but available to the institutional authorities

I.I.C.Q. 认证的资料数据包含公司的注册信息以及相关认证内容。认证数据不会公开，但是相关的权威机构可以查询到

The Registrar of Companies and the Protocol shall be updated quarterly 公司的注册信息和相关条款每季度更新一次

the Certified Companies have the right to use the document as a means of promotional Certification (Newspaper, Radio, TV, etc.). to use according to convenience 在适当的情况下，认证通过的公司有权利使用相关认证文件做宣传（例如在报纸，广播以及电视上）

If use is made of the Certificate improper or prejudicial to the credit and prestige IICQ The Institute reserves the Right to Revoke 如果公司使用证明不恰当或者对 I.I.C.Q. 造成偏颇的影响，机构有权利吊销其认证

6) Check inspection surveillance and maintenance 审查的监督和维持

I.I.C.Q. reserves the right to Supervisory Inspections and Maintenance on a quarterly and / or semi-annual and / or annual basis, based on the schema of the Institute and in bargaining. 根据公司和机构所商谈的框架，I.I.C.Q. 保留每个季度/或者每半年/或者每年监督和维持的权利

I.I.C.Q. reserves the right, in exceptional cases, the right to conduct additional audits where resorted serious reasons and / or substantial changes made by the Company to its Quality System 除了特殊情况，I.I.C.Q. 还保留额外审查的权利，这些审查主要是针对公司质量体系中特别严重的问题以及/或者基本情况的改变。

If during the inspection were found Surveillance and Maintenance serious inefficiencies in the Quality System, IICQ reserve the right to suspend the certificate for a period of time or require its complete withdrawal in case of substantial non-compliance 如果在监督和维持过程中发现公司的质量体系严重的不合格，IICQ 有权停止其证书一段时间或者在大量不属实的情况下，收回其认证。

7) Renewal of contract 合同续约

With a notice period of 30 days from the date of expiry of the certificate, IICQ Company will send how to renew the certification document for a further period (annual, biennial, triennial). 在证书到期前的 30 天内，IICQ 公司会通知公司如何延长认证（一年，两年或者三年）

I.I.C.Q. Renew the Quality Certificate as a result of Services inspection which will succeed and which will have to be made within the month prior to the due date, in case of serious non-compliance or non-acceptance of the Services inspection will be necessary to open a new practice of Certification IICQ 会在认证到期一个月内给出调查结果哪些公司可以继续延长认证，而对一些严重不符合或者没有通过检查的公司，他们会被要求重新申请新的认证

The Regulation requires the parties with the signing of the Service Contract related to it /法规要求相关人签名确认此合同。

In the event of default or non-compliance with contractual agreements freely entered into each other and IIPC We reserve the suspension or revocation of the Certificate already issued with the publication of the measure on the websites of reference.

在默认或不遵守合同协议的情况下，我们保留暂停或撤销已经公布在网站上的证书。

Reference websites : www.fioda.org - www.accreditamentoveritas.org - www.iipc.it

Place /地点:

Date /日期:

VERITAS
ACCREDITAMENTO ORGANISMI CERTIFICAZIONE

Stamp and signature for acceptance
/盖章并署名验收