1. OBJECTIVE

This document describes the process by which SGS Colombia S.A.S carries out conformity assessment for the certification of products, processes and services, in accordance with the requirements of ISO/IEC 17065:2012 Conformity assessment, requirements for bodies that certify products, processes and services.

2. SCOPE

This Document applies to the certification of all products, processes and services that SGS COLOMBIA S.A.S can certify in accordance with the Scope of its Accreditation, that is:

- Certification of Technical Regulations.
- Certification of Voluntary Technical Standards.

3. DEFINITIONS

For the purposes of this Document, the following definitions apply:

- **Conformity Assessment Activity:** Demonstration that the specified requirements relating to a product, process or service are met.
- **Product**: Result of a process
- **Sampling:** Obtaining a representative sample of the conformity assessment object, in accordance with a procedure.
- **Sampling in the market:** It is the sampling activity carried out directly at the points of sale (where the direct purchase of the product would be required) or, failing that, in the storage warehouses.
- **Homogeneous lot:** is a set of product units, manufactured by the same manufacturer, whose use and physical characteristics are similar. A homogeneous batch may consist of one or more references.
- **Essay/Test:** Determination of one or more characteristics of a conformity assessment object, in accordance with a procedure.
- **Inspection:** Examination of the design of a product or product and determination of its conformity with requirements or, on the basis of professional judgment, with general requirements.
- **Audit:** Systematic, independent and documented process for obtaining records, statements of fact or other relevant information and objectively evaluating them to determine the extent to which the specified requirements are met.
- **Selection:** Selection involves planning and preparation activities in order to gather or produce all the information and inputs necessary for the next stage of DETERMINATION.
- **Determination:** The activities of the determination are carried out in order to obtain complete information regarding compliance with the requirements specified by the object of conformity assessment or its sample.
- **Revision:** It constitutes the final stage of verification before making the important decision on whether or not it has been reliably demonstrated that the conformity assessment object meets the specified requirements. If compliance with the specified requirements has not been demonstrated, the finding of non-conformity can be reported.
- **Attestation/Certification Decision:** Stage in which a statement is given regarding the compliance or not of the product. At this stage it is decided whether the Review's recommendation is endorsed or denied. At this stage the issuance of the result to the client is carried out.
- **Accredited laboratory:** laboratory that has successfully completed an accreditation process in accordance with ISO/IEC 17025:2005 with an ILAC member body and in whose scope specific testing methodologies are found.
- **Laboratory evaluated:** Laboratory that has been subject to review by SGS Colombia in

accordance with applicable requirements of ISO/IEC 17025:2005.

- **Objective Evidence:** Information whose veracity can be demonstrated, based on facts and obtained by observation, measurement, testing or other means.
- **Family:** group of product references that share similar technical characteristics (material, place of manufacture, characteristics, end use, applicable standard, among others).
- **Certificate (Main License):** Document resulting from an initial Conformity Assessment process in which compliance with a Standard or Technical Regulation has been evidenced.
- **Sub-License (Co-license):** A certificate that is issued based on the results of a Certificate (Main License).
- **Renovation:** Renewal of a Certificate is understood when the evaluation activities ended before their expiration date.
- **Maker:** It is any organization dedicated to manufacturing products for consumption. You can have one or more plants in the same country as long as they share senior management, structure and procedures.

4. RESPONSIBLE

N.A.

5. REFERENCES.

- ISO/IEC 17000:2004
- ISO/IEC 17020:2012.
- ISO/IEC 17021-1:2015.
- ISO/IEC 17025:2017.
- ISO/IEC 17065:2012.
- ISO/IEC 17067:2013.

6. PROCEDURE

The Product Certification (Conformity Assessment) process consists of a series of sequential, logical and grouped activities into 4 different stages described below:

- SELECTION: Service Planning Stage.
- DETERMINATION: Stage of execution of the activities necessary to make subsequent decisions.
- REVIEW: Stage of comparison of the results of the DETERMINATION against the requirements of the standard being evaluated.
- DECISION OF CERTIFICATION AND ATTESTATION: Stage in which it is declared on the Conformity or Non-conformities of a product with respect to the requirements of a standard. Additionally, the activities of issuing the final document (certificate or report of non-conformity) are included.

6.1 SELECTION

6.1.1 Initial Application: The Product Certification process begins with the receipt of an express request from a customer regarding the need to certify a product, modify the conditions of a certificate already issued, add references or apply to a Sub-License.

For initial evaluations, the Product, Process and Service Certification Application forms should be used; these

documents can be obtained by requesting them directly from SGS Colombia S.A.S. By completing this form, the Legal Representative of said company:

a) Makes the formal request for conformity assessment.

b) It proposes the scope of certification.

c) Declares that the information provided is true and valid and that the body it represents complies with all the legal requirements required to operate in Colombia.

d) In addition, once the Service Offer has been accepted, you agree to comply with the requirements of the certification and to provide any additional information necessary for the evaluation of the products, processes or services to be certified.

Note: Where the requested certification has regulatory implications or is to be used by technical regulatory authorities in designation, authorisation or similar processes, it is the responsibility of the applicant company to ensure that the scope of the certification it requests is that required by the competent authority in each case.

6.1.2 Review of the Application: Any product, process or service certification service offering must go through a planning and review stage before being issued. This in order to establish the following information:
:

- Rule or Regulation to evaluate.
- Certification scheme including the necessary activities to be executed.
- Applicable sampling plans.
- Laboratories, Inspection Bodies or Management Systems Evaluation Bodies that are required outsource.
- Associated cost of the service.
- Notes and other particular conditions of the activities to be executed within the certification process.

6.1.3 Issuance of offer: The ACCOUNT EXECUTIVES/COMMERCIAL ASSISTANTS of SGS Colombia S.A.S. are responsible for the generation of the offers (which can be Initial Commercial Offers or Annexes to the commercial offer in cases of Closings of non-conformities or changes to the conditions). It is important to keep in mind that any change that is required to the conditions of service established in the Commercial Offer, require a new stage of Review of the Application. Once the service is formally accepted, the Determination stage will proceed.

6.2. DETERMINATION

6.2.1 Programming of activities: The LOGISTICS PROFESSIONAL of SGS Colombia S.A.S. must ensure that each required activity is carried out in accordance with the agreement and considering the availability and internal personnel approved for them. These activities include: sampling/visual inspections, Audits (Factory Inspections) and execution of laboratory tests**.**

Every scheduled activity generates logs. These records arrive at very different times in the process and it is the work of the LOGISTICS PROFESSIONAL of SGS Colombia S.A.S. their collection and order. This in order to proceed with the Review stage.

6.3 REVISION

6.3.1 Programming of the EVALUATOR: When all the activities of the DETERMINATION stage have been completed and when the LOGISTICS PROFESSIONAL ensures that the file is complete, proceed to schedule

the review of the dossier by an authorised EVALUATOR. This applies to certification schemes 1a, 1b, 3, 4, 5 or other provisions of Annex A (all risk levels). For the cases of certification scheme 6, the REVIEW stage is generated by the AUDITOR through the Audit Report.

The task of the EVALUATOR is to determine if the requirements of the Standard or Regulation established in the scope of the process are being met or not, considering the Objective Evidence collected in each of the records generated at the stage of the DETERMINATION.

6.3.2 Generation of the Results Analysis Report: The EVALUATOR must perform its job considering the applicable product checklists. The report generated at the REVIEW stage is called the Results Analysis Report. This document lists all the requirements applicable to the product and the result of the tests/tests or visual inspections carried out. Each result will be accompanied by its respective concept of compliance or not and the reference to the corresponding Laboratory Results Report or Inspection Report. If the evidence is composed of a single document (Laboratory Results Report or Inspection Report), it may be referred to only once in the body of the Report.

The Results Analysis Report should finally contain a full conclusion of the product conformity assessment process.

Important note: There are requirements that do not depend on a value established by the reference standard, but correspond to what the manufacturer establishes. (Example: the Internal Resistance to the cutting of the Friction Material for motor vehicles). In these cases it is necessary that the evaluator:

- Ask the customer for the declaration corresponding to the particular feature that requires it. Including applicable tolerances.
- Execute the review considering the result of the test and the manufacturer's statement.

Important Note: where design requirements have been identified during the Application Review activity (see paragraph 6.1), SGS Colombia will accept laboratory test supports carried out outside the assessment process if the following conditions are met:

- That the test report has been executed by a laboratory accredited to an ILAC member.
- That the design of the product being evaluated does not differ from the one that was subjected to initial Design (Type) tests. Type tests that have been considered by SGS Colombia in a previous certification cycle are also acceptable, as long as an activity is planned to verify the maintenance of the design.

A requirement will be considered CONFORMING when objective evidence collected within the DETERMINATION stage indicates that the evaluated characteristic is within established tolerances or specifications. Otherwise the requirement will be considered NON-CONFORMING.

In cases where the EVALUATOR considers that a requirement is not applicable to the evaluated product, he must clearly indicate the reasons in the Results Analysis Report.

6.3.3 Preparation of the Dossier: At the time of receiving the Results Analysis Report, the LOGISTICS PROFESSIONAL must ensure that he includes it in the related File and execute a general review of all the records of the process in order to proceed to execute the stage of CERTIFICATION AND ATTESTATION DECISION.

6.4 CERTIFICATION AND ATTESTATION DECISION

6.4.1 Execution of the Evaluation Panel: the Designated Head of Certification or Technical Supervisor must

clearly inform their decision to both the corresponding LOGISTICS PROFESSIONAL and the OPERATIONS ASSISTANT. In cases where the decision is to CLOSE NON-CONFORMITIES or KEEP ON HOLD, the person responsible for the decision must give clear instructions to the LOGISTICS PROFESSIONAL regarding the necessary activities that must be carried out by the client or SGS Colombia S.A.S.

6.4.2 Information of unsatisfactory results to the client: Once the results of the evaluation panel activity have been received, the LOGISTICS PROFESSIONAL of SGS Colombia S.A.S. must report the detailed results to the client and the comments of the one who made the decision. You must also request confirmation of whether or not you want to continue with the process.

Once the client accepts the results of the decision and the activities that must be carried out, it must proceed with all the stages from the REVIEW until the process reaches the CERTIFICATION AND ATTESTATION DECISION again. It is the responsibility of the LOGISTICS PROFESSIONAL OF SGS Colombia S.A.S. to maintain control over the process whose results were not satisfactory.

6.4.3 Certificate Issuance: The issuance involves an internal administrative process that includes the registration, approval, upload of certificate to applicable platforms and the subsequent sending of the document by the LOGISTICS PROFESSIONAL of SGS Colombia S.A.S. to the client.

The delivery of the physical document will be executed according to what was agreed with the client (if required by him).

6.5 USE OF THE CERTIFICATION SEAL

Once certified, the Organization has the right to make use of the SGS Colombia S.A.S mark on its products with reference to their status as certificates, in accordance with the conditions set out in document C&P-F-12-01 GUIDELINES USE OF PRODUCT CERTIFICATION SEAL FROM SGS.

The use of the certification mark or reference to certificate status by applicants is explicitly prohibited until certification has been granted. Applicants for certification should avoid in their documentation or advertising the use of terms such as "with SGS application number...", "in the process of certification..." or any reference to SGS Colombia S.A.S that may give the impression that its products, processes or services are certified.

The Product Certification Body shall provide information, upon request, on the validity of a given certification.

In case of Evidencing misuse of the certification seal, SGS Colombia S.A.S must take appropriate action, at the customer's expense, to deal with incorrect or misleading references to the certification or use of Certificates and certification marks. These include suspension or withdrawal of the Certificate, legal action and/or publication of the infringement.

The following explains the steps to be followed by SGS Colombia S.A.S, for the improper use of the seal.

- Suspension of certification.
- Notification of SGS Colombia S.A.S to the end customer and the corresponding surveillance and control entity
- Notification to the legal area.

For the survey of this finding, the end customer must implement the following corrective actions.

- Replacement of the poorly marked product on the market
- Adjustments to the corresponding models
- Applicable public notifications

When the proper implementation of a corrective action is evident, SGS Colombia S.A.S will send the end customer a formal letter indicating that the imposed suspension has been lifted and that the use of the certification seal is authorized, and with a copy to the surveillance and control entity.

In accordance with the RAC-3.0-03 Regulations for the use of the accredited and/or associated symbols of the NATIONAL ACCREDITATION Body ONAC, customers with products certified by SGS Colombia should avoid the use of the ONAC Accreditation Symbol and/or Reference to accredited Status in their publications, advertising, commercial or transactional documents. Any breach that SGS Colombia identifies with respect to this provision. will be communicated directly to the National Accreditation Body of Colombia, so that it can initiate the pertinent actions.

6.6 ACTIVITIES ARISING FROM THE ISSUANCE OF A CERTIFICATE

The issuance of a certificate may involve additional activities arising from customer needs or from the very conditions of the certification scheme. Without prejudice to the nature of the activities to be implemented (and described below), the steps mentioned in 6.1, 6.2, 6.3 and 6.4 MUST be carried out.

6.6.1 Issuance of Sub-Certificates (Sub-Licenses) o Co-license): The issuance of Sub-Licenses occurs when a certificate that has been issued considering a scheme 3, 4, 5 or another provided in Annex A, requires to be used by a third party. The Sub-Licenses are based on the results of an evaluation already completed and executed by SGS Colombia S.A.S.

In this case, it is the person responsible for the initial certificate who will authorize SGS Colombia S.A.S. to issue a Sub-Certificate, complying with the conditions and procedure indicated below:

a. Completion of the Sub-License Application: Using the format *C&P-F-06-03 Sublicense Application,* The person responsible for the certificate initially issued must accurately indicate the following information

   - Name and address of both the person responsible for the initial certificate and the organization to which the Sub-License will be issued (for the latter contact and mail details are required in addition)
   - Name and address of the manufacturer of the certified product
   - Original Certificate Number
   - The certified product
   - Authorization time (in cases where the Sub-License has less than one year of validity).
   - Exact product references to be authorized and equivalent references applicable to the Organization to which the Sub-License will be issued.

   IMPORTANT NOTE: The Organization to which the Sub-License will be issued must always correspond to a company in Colombia that will be responsible for the product before the national authorities.

   In addition to the format, the person responsible for the certificate initially issued must provide the additional documents necessary to execute the required activities of the Determination.

   The format *C&P-F-06-03 Sublicense Request* it must be signed both by the person responsible for the certificate initially issued and by the representative of the Organization to which the Sub-License will be issued.

b. Selection: Upon receipt of the signed Application, the Organization to which the Sub-License will be issued must be contacted in order to finalize commercial matters and have the Commercial Offer signed (including the conditions of service). In other words, at the time of receiving the Sub-License application,

the Stage mentioned in paragraph 6.1 must begin.

c. Determination: Once the commercial offer is signed by the representative of the Organization to which the Sub-License will be issued, the activities mentioned in paragraph 6.2 must be executed. The activities to be carried out for the issuance of a Sub-License may vary depending on the standard. Like an initial certification, these activities must be clear from the issuance of the Work Plan by the TECHNICAL LEADER. However, it should be clear that most of the activities of the Determination Stage executed during the Initial Certification are taken into account for the Issuance of Sub-Licenses.

d. Revision: It is executed according to numeral 6.3.

e. Certification Decision: executed in accordance with numeral 6.4. It should be noted that the Sub-License is, at the end of the day, a certificate. Therefore, you must have all the information set out in numeral 6.4.4.3, however, both the issue date and the expiration date MUST coincide with the expiration date of the Original certificate. The date of issue of the Sub-License must be next to the version of the certificate as follows:

"Version 1
Sublicense issued since 2018-04-17"

The Sub-License certificate will be linked to the initial certificate or origin (Main License).

Additionally it is crucial that the Sub-License certificate mentions the following sentence:

"The validity of this sublicense is linked to the certificate of origin XXXXXXXX"

6.6.2 Surveillance (follow-up): Certificates issued in accordance with Scheme 3, 4, 5, 6 or other provisions of Annex A must be subject to surveillance. It is also the obligation of the client to ensure that the surveillance of his certificate is executed. A Surveillance is considered executed when conformity is evidenced.

Surveillance activities should begin with sufficient time to ensure that completion is earlier than established according to the scheme. The surveillance should follow the conditions established in the initial Commercial Offer and comply with what is required from paragraphs 6.1 to 6.4 of this procedure. However, the following situations should be taken into account:

a. The logistics professional and / or Commercial Manager will send an email to the client informing about the proximity of the execution of the follow-up, consulting him about his intention to continue with the certificate. This activity should be done up to 3 times in a maximum period of 2 weeks. In case of not receiving a response after this number of attempts, the Suspension of the certificate must be proceeded by applying numeral 6.4 (Certification and Attestation Decision Stage) and the Procedure *C&P-P-05 Maintenance, Suspension lifting, withdrawal and certification changes.*

b. In cases in which the client requires to continue with the certificate, but requires to execute changes to the conditions of this or the Initial commercial proposal, the LOGISTICS PROFESSIONAL will activate the process by applying numeral 6.1 of this follow-up (Selection Stage).

c. Any certificate of schemes 3, 4, 5, 6 or other provisions of Annex A that is not subject to surveillance must be Suspended and subsequently Withdrawn considering the guidelines of the procedure *C&P-P-05 Maintenance, Suspension lifting, withdrawal and certification changes.* (see 6.6.4 of this procedure).

6.6.3 Changes to certification conditions: In the event that the certification process requires to be modified in any of its stages (even after the certificate has been issued), said modification must be formalized through

an ANNEX TO THE COMMERCIAL OFFER, prior activation of numeral 6.1 (Selection Stage) by the LOGISTICS PROFESSIONAL or ACCOUNT EXECUTIVE and from there on the execution of 6.2 (Determination Stage), 6.3 (Review Stage) and 6.4 (Certification and Attestation Decision Stage). The causes of such a modification may be (but not limited to) the following:

a. Update of the technical framework under which the products have been evaluated or are being evaluated, which generates the evaluation of new, additional requirements or modifies the test method under which the analysis of any of the requirements is developed.

b. Update of any of the operating procedures of SGS Colombia S.A.S that affect the process.

c. At the request of the State surveillance and control entity and/or the national accreditation body.

d. In case of a complaint or claim that a user of the certified product issues to the Supplier or manufacturer of the products.

e. In case the customer carries out any modification in the specifications of design, manufacture, labeling of the certified product or addition of references.

f. Changes in the scope of certification requested by the client.

6.6.4 Suspension or withdrawal of certificates: The decision to Suspend or Withdraw Certificates is taken exclusively during the stage described in paragraph 6.4 (Certification and Attestation Decision) and taking into account the guidelines of the procedure *C&P-P-05 Maintenance, suspension, lifting, withdrawal and certification changes.*

In general, the following are grounds for a Suspension:

- When a Non-Conformity has been identified, related to applicable laboratory tests.
- When the customer refuses to have the product inspected or the Audited System and prohibits SGS personnel from accessing its premises or taking samples for testing.
- When a surveillance (follow-up) could not be carried out.
- The customer makes improper or illegal use of the Certificate of Conformity and/or product certification seal.
- Certifications may also be suspended when the customer fails to comply with the requirements of the Commercial Offer, including non-payment of certification services.
- At the request of the Client, a certification may be suspended, under analysis of the justification by the head of certification or Technical Supervisor.

In general, the following are grounds for a withdrawal:

- An unattended suspension.
- Misuse of the product certification seal and not contained in the document *C&P*-F-12-01 "SgS Product Certification Seal Use Guidelines".
- The certificate has expired.
- The technical reference under which the product has been certified has expired, and the certificate loses validity.
- If the surveillance and control entity (SIC) considers it appropriate.
- By express request of the client.

6.6.5 Renewals to a Certificate (Re-Certifications): A Certificate of Conformity can be renewed for a cycle

equal to the one initially granted. This as a consequence of a new application of the steps mentioned in 6.1, 6.2, 6.3 and 6.4. Renewal (re-certification) activities should be planned in such a way that they culminate before the expiration date of the certificate. However, the fact that the product, process or Service is already known and has completed at least one certification cycle, the stages of the Conformity Assessment of these numerals must be carried out inasmuch the following:

a. Selection
   - The intention of the Renewal of a certificate must be expressed by the client before it has expired and with sufficient time to ensure that the activities are completed before the expiration.
   - The Technical Leader must ensure that the follow-ups of the previous cycle of the certificate to be renewed have been satisfactorily completed. It is important to check if the Renewal application shows changes of manufacturers, rules or regulations applicable with respect to the Certificate of the current cycle.
   - Renovation activities can follow the dynamics of surveillance (follow-up) in terms of sampling and testing. This is provided that the configuration of applicable surveillance (follow-ups) of the new cycle is raised in the Work Plan.
   - In the case of Products in the Electrical Sector, the Technical Leader will identify if the Type tests that are applicable for the process will be the same as those evaluated for the Certificate of the current cycle or if additional information is required. This in accordance with what is mentioned in paragraph 6.2.2.3 regarding the Design requirements.
   - Both the Work Plan Document and the Commercial Offer must refer to the fact that the service to be provided will be a Renewal (re-certification) and must indicate the applicable Certificate number.

b. Determination
   - When conducting Audit Activities to certified product manufacturers (scheme 5) within a Renewal process, the format should be considered *C&P-F-06-22 Summary Audit Report* in particular numerals 9, 10 and 11, which have to do with maintenance characteristics of the certification conditions (use of the brand, changes in the conditions of the certified product and review of results of previous audits).
   - For products in the electricity sector, the routine tests dealt with by the *C&P-F-06-22 Summary Audit Report* they must be carried out in the manufacturer's laboratory.
   - The execution of the samples for the Renewals (re-certifications) should be able to be carried out on product taken from the factory or the market.
   - In ProCert the project must be created as a RENEWAL by the Logistics Professional.

c. Revision
   - Results Analysis reports should refer to whether the process is a Renewal (re-certification) and the corresponding certificate number.

d. Certification and Attestation Decision
   - When renewal (re-certification) activities are successfully completed prior to the expiration of the existing certificate, the expiration date of the new certificate may be based on the expiration date of the current certificate. The date of issue of a new certificate must be the date of the renewal decision or a subsequent one.
   - If the Renewal (re-certification) activities have not been completed (including those relating to non-conformity closures) before the certificate expiration date, then the renewal should not be approved and the validity of the certificate should not be extended by a new cycle (according to the scheme).
   - If the Renewal (re-certification) activities are completed after the expiration date of the certificate (including those related to closures of non-conformities), the process must be considered as Initial Certification and a new certificate will be issued with different consecutive and with new validity counted from the date of the renewal decision or a subsequent one.

6.7. DUTIES OF CUSTOMERS WITH CERTIFIED PRODUCT, PROCESS OR SERVICE

Customers with a product, process or service certified by SGS Colombia S.A.S. MUST:

a) Always comply with the provisions for certification, set forth in this document and in the Commercial Offer.
b) communicate to SGS Colombia S.A.S the changes it intends to carry out in relation to:

- Your legal, property, commercial or organizational situation;
- Your certified products, processes or services;
- Your facilities and other resources where relevant;
- The normative references and documents specified in the scope of the certification;
- Aspects that may affect your ability to meet certification requirements.
- Any other fundamental changes that occur in the initial conditions under which the certification is granted.

  Note: In the event of a change communication, SGS Colombia S.A.S will proceed with its review and establish the corresponding evaluation activities.

c) Make all necessary arrangements for the conduct of evaluation and monitoring including provisions for the review of documentation and access to all areas, records (including internal audit reports), personnel for evaluation purposes (e.g., testing, inspection, evaluation, monitoring, re-evaluation), subcontractors, investigation and resolution of complaints, and participation of observers (if applicable).
d) Make statements about certification consistent with the scope of certification.
e) Make proper use of your product certification in a way that does not discredit SGS Colombia S.A.S The use of the certification mark must be made in accordance with the provisions of document C&P-F-12-01 Guidelines Use of Product Conformity Seal SGS. In any case, certification can only be used to indicate that products are certified to conform to the specified standards.
f) Any supplier, whose certification of its products, processes or services has been suspended or withdrawn, must discontinue its use in all advertising material that contains reference to it and return to SGS Colombia S.A.S the certificate of conformity when required.
g) If the customer supplies copies of the certification documents to others, they must be reproduced in full.
h) Pay the amounts established by SGS Colombia S.A.S. through the Commercial Offer, within the agreed deadlines.
i) For schemes 3, 4, 5, 6 or other provisions of Annex A, the product, service or process must be subjected to at least one annual follow-up during the validity of the certificate issued, and allow the activities by which the due maintenance of the initial certification conditions will be verified by applying sampling, tests, audits and applicable evaluations. The costs associated with these activities will be described in the commercial offers issued before proceeding with the initial certification. During the Follow-up activities, reviews of documentation and records, complaints to the certified product, personnel, areas and subcontractors that are pertinent may be included. Additionally, and if required, the Accreditation Body may witness such activities when it deems appropriate.
j) Use the seal granted only on the product units stipulated in the corresponding certification document. Additionally, you must refrain from using this seal once the period for which it was granted has expired.
k) Keep a record of all complaints that have been made known to the supplier, in relation to their certified products and have these records available to SGS Colombia S.A.S, when requested.
l) Take appropriate action with respect to such complaints and any deficiencies found in products or services that affect compliance with certification requirements.
m) Keep records of the actions taken from the complaint.

6.8. RIGHTS OF CUSTOMERS WITH CERTIFIED PRODUCT, PROCESS OR SERVICE

The terms and conditions, including duties and rights of SGS Colombia S.A.S are set out in the document "General Conditions of Service" that can be found on the website **http://www.sgs.co/**. Additionally, the following are considered RIGHTS of customers with certified product, process or service (also applies to service applicants).

a) Every applicant has the right to initiate, finalize and know the result of the certification process of their products, processes and services, unless their processing is not legally permitted, or has been contravened with any of the applicable conditions.
b) Receive respectful, objective and impartial treatment throughout the certification process by all SGS Colombia S.A.S. staff.
c) To file an appeal so that the decision related to the result of the certification is reconsidered by SGS Colombia S.A.S In case of non-conformity in the provision of the service, applicants have the right to formally file a complaint, which will be resolved through the internal procedures established by SGS Colombia S.A.S.

6.9. DUTIES OF THE CERTIFICATION BODY

The following are THE DUTIES of SGS Colombia S.A.S. as a Certification Body:

a) Comply with and maintain those established in this document.
b) Make available to the CONTRACTOR the officials necessary for the timely provision of the services offered.
c) Issue the Seal Model to be used in accordance with the product and standard evaluated, in accordance with the guidelines provided in the C&P-F-12-01 "Guidelines for the use of product certification seal".
d) Carry out the applicable annual monitoring activities (execution of tests, inspections, audits and applicable evaluations).
e) Suspend or withdraw the certificate and the right to use the seal to the evaluated product, when the certified product supplier gives improper use or fails to comply with the maintenance conditions established in this document.
f) Be responsible for the management of all information obtained or created during the performance of certification activities. With the exception of information that the client makes publicly available or when there are agreements within the CO and the client, all other information is considered private information and should be considered confidential.
g) Provide authorities or the National Accreditation Body (if required) with information regarding a certification process. In this case the customer must be notified.

6.10. INFORMATION AVAILABLE TO THE PUBLIC

The Product Certification Body makes available upon request the following information:

- Information about certification schemes, including evaluation procedures, rules and procedures for granting, maintaining, extending or reducing the scope of certification or for suspending, withdrawing or denying certification.
- Description of the means by which the certification body obtains financial support and general information.
- Information on procedures for handling complaints and appeals

For certificate validation, SGS Australia makes available four means to validate certificates as shown below:

1. QR Code: Each certificate will carry a unique QR code. This can be scanned using applications or smartphone camera that allows the reading of barcodes. Subsequently, a link will be generated which

will take you to a website so that once you have entered, you can view basic information of the certificate. (medium enabled since the second half of 2019)

2. WEB page: entering the link https://www.sgs.com/en/certified-clients-and-products, by selecting the option "Search the SGS Certified Electrical Product Customer Directory" and entering the certificate number. (Here you can consult any certificate regardless of whether it is not an electrical product.)
3. By contacting the telephone line: (+57-601) 7422274 ext. 13602
4. Making the request by email: co.servicioalcliente@sgs.com, in any case SGS Colombia S.A.S will provide the following information.
    - Certificate number.
    - Customer.
    - Product
    - Regulation and/or technical standard
    - Date of issue
    - Certificate Status
    - Expiration date

    To provide the above information, the interested party must provide at least the number of the certificate to be consulted.

6.11. DECLARATIONS

NON-DISCRIMINATORY CONDITIONS

Considering the internal policies of SGS Colombia S.A.S, it is stated that the services provided by our Organization are accessible to those who require them regardless of the size of the Organization, nor their membership of any association or group or the number of certifications already issued.

However, SGS Colombia S.A.S may decline to accept a request or maintain a customer's certification contract when there are fundamental or demonstrated reasons, such as customer involvement in illegal activities, a history of repeated non-compliance with product or certification requirements, or similar customer-related issues.

FINANCIAL SUPPORT AND FEE INFORMATION

SGS is a company whose shares are listed on the stock exchange, so it has an obligation to disclose information, so that investors can make fair decisions in a timely manner. SGS provides consistent, accurate, transparent and clear information about its business and activities to its shareholders and investors, the market and the community. Only authorized persons have the right to communicate information about SGS, its business and its economic performance to shareholders, investors, the press and the general public.

The rate of the product certification service is evaluated according to the client's request by competent personnel of SGS Colombia S.A.S., verifying the scope of the activities and taking into account the requirements that are evaluated for the presentation of a commercial offer, which are:

- Product, process or service to be certified
- Regulation or technical standard to be certified
- Certification scheme
- Product Families
- Product Requirements
- Place where the activities will be carried out

COMPLAINTS AND APPEALS:

Complaints and appeals may be reported to SGS Colombia S.A.S. through any of the following mechanisms:

- Web page: **http://www.sgs.co/**

  By entering the CONTACT US link, a form is generated with the necessary basic data that the client must fill out.

  The information that is registered on this page will be directed to the mail co.servicioalcliente@sgs.com which is managed by the quality area.

- Email: co.servicioalcliente@sgs.com or by phone 601-7422274 extension 13602.
- Postal mail: Carrera 100 No. 25 C - 11, bodega 3. Bogota- Colombia.
- Personally and phone calls.

If the customer communicates his dissatisfaction by telephone or personal means, the person who has the contact with the client is responsible for taking the customer's contact details, recording their observations and sending the data to the email co.servicioalcliente@sgs.com, for management

Complaint Resolution

Initial Response

After receipt of the complaint, a communication is sent to the notifier of the complaint or appeal ratifying the registration of the complaint/appeal.

Customer Response

After registering the complaint, there is a maximum time of 15 working days to respond to the client.

Closing Complaints

Complaints should be closed as long as they have sufficient evidence confirming that a response was given that satisfies the complainant's request; likewise, analysis of causes and action plans that merit it must be carried out to avoid its repetition in accordance with the provisions of the QA-P-04 procedure.

Complaints against the Certificate

Any complaint concerning a certified customer, or having been tested among other services, SGS must communicate to the customer and request action plans on the complaint within 5 working days.

Complaints against the certificate will be closed once the action plan submitted by the client is in place and a response will be sent to the person who filed the complaint.

The actions taken by our client will be reviewed in audit or follow-up inspection and will be documented in the audit report.

Appeals Solution

Any certification process in which the client is requested to reconsider the decision made in relation to that object.

The appeal will be resolved by personnel who have not participated in the certification or inspection process and who have the technical knowledge relevant to the case. The appeal reviews only the points or issues raised by the appellant.

The appeal will be resolved within twenty-one (21) business days of its submission to SGS. If the committee or group of people that resolves the appeal considers that it is necessary to be able to make its decision, that a specific audit be carried out on the appealed activity, in these cases, the deadline for deciding will be extended until the final concept is reached.

In all cases the certification decision will be taken only by SGS Colombia S.A.S personnel taking into account the recommendations of the parties involved.

The response will be issued by means of an official communiqué to the appellant where the reasons under which the decision is maintained or on the contrary is resolved in favor of the appellant will be established.

The entire process will be supervised by the Product Manager or its equivalent.

In no event shall anyone, including management, be assigned to investigate any appeal, complaint or dispute if that person has any relationship that may compromise the impartiality of the investigation.

In the event that as a result of the analysis of appeals, complaints and disputes possible non-conformities are established, appropriate corrective actions will be taken according to the procedure QA-P-04 Corrective, preventive, and improvement actions.

If, after the development of the above-mentioned activities for the Appeals solution, the SGS Colombia S.A.S Client still persists in his position and wishes a further review of the decision, the Client may request an opinion from another instance. In such a case, the entire process will be reviewed by the Impartiality Committee/Advisory Council or its industry equivalent, which will issue an impartial concept. Against the decisions adopted by the Committee there is no new appeal, these concepts will be taken into account to determine the decision of the certification by the body.

7. RECORDS

CODE/NAME	RESPONSIBLE	LOCATION	PERIOD
C&P-F-12-01 Guidelines for the use of product certification seal.	Head of Certification	Share Point	Permanent

8. CHANGE CONTROL

Prepared by: Camilo Ramirez **Charge:** Technical Coordinator

CHANGE CONTROL				
Version	**Date**	**Check**	**Approved**	**Change**
1	September 2010	Camilo Ramirez	Operating Committee	First Edition of the Document
2	January 2011	Alejandro Moreno	Juan Salazar	Numeral 23 Complaints to suppliers is included
3	January 2011	Alejandro Moreno	Juan Salazar	Changes are made to numerals 20.1, 20.2, 20.3
4	April 2011	N.A.	N.A.	Mistake made in identification
5	April 2011	Camilo Ramirez	Juan Salazar	The numeral 20.1 Suspension of certification is changed
6	September 2012	Camilo Ramirez	Juan Salazar	Modification conditions are added to certificates
7	July 2013	Camilo Ramirez	Juan Salazar	The option to approve results as valid is removed to demonstrate conformity in scheme 5 and 4
8	October 2013	Alejandro Moreno	Camilo Ramirez	Review of the adequacy of Annex B
9	March 2014	Julian Maple	Camilo Ramirez	Extension of Annex D for the new products included in Resolution 90708 of 2013 of the Ministry of Mines and Energy - Technical Regulation of Electrical Installations-RETIE (Colombia)
10	October 2014	Sonia Medina	Camilo Ramirez	The duties of certification bodies and applicants and suppliers were included. In addition to aligning the complaints and appeals process with the OI-QA-P-05 procedure. Management of complaints and appeals.
11	November 2014	Camilo Ramirez	Juan Salazar	Reference is made to ISO/IEC 17065:2013, ISO/IEC 17067:2012, ISO/IEC 17020:2012 and ISO/IEC 17021:2011 in the applicable numerals. Numeral 6.20 NON-DISCRIMINATORY CONDITIONS is added CTS-F-12-01 GUIDELINES USE OF PRODUCT CERTIFICATION SEAL FROM SGS. In paragraph 6.10.

CHANGE CONTROL				
Version	**Date**	**Check**	**Approved**	**Change**
12	July 2015	Camilo Ramirez	Juan Salazar	Update of complaint information and Certification Schemes.
13	August 2015	Camilo Ramirez	Juan Salazar	Paragraph 6.5 is updated with the inclusion in the responsibility of the technical coordinator for the review of compliance with iso/IEC 17025 against the evidence collected in the test report. The terminology of audit of the production process and audit of the management system is established.
14	October 2015	Camilo Ramirez	Juan Salazar	The numeral 6.8.1 Information of Non-Conformities to the client is added.
15	November 2015	Camilo Ramirez	Juan Salazar	ANNEX E. Regarding the CEA Evaluation Instructions is added
16	January 2016	Sonia Medina / Quality Professional	Juan Salazar / Product Manager	The sector name is changed from CTS to CRS.
17	March 2016	Camilo Ramirez / Technical Coordinator	Juan Salazar / Product Manager	Note is entered in scheme 5.
18	June 2016	Jhon Cediel / Technical Supervisor	Juan Salazar / Product Manager	The inclusion of numeral 6.7.1 MANAGEMENT OF UNCERTAINTIES is made
19	April 2017	Diego Chiquiza / Technical Leader	Andres Payan / Operations Coordinator	Criteria are added for the lifting of the suspension of certification.
20	April 2017	Diego Chiquiza / Technical Leader	Andres Payan / Operations Coordinator	Actions are added for the misuse of the certification seal, other cases for the withdrawal of certification are clarified, numeral 6.21 Information available to the public is added
21	July 2017	Diego Chiquiza / Technical Leader	Andres Payan / Operations Coordinator	Article Compliance 2.2.1.7.9.3 of Decree 1595 of 2015. Update of Annex D.
22	January 2018	Diego Chiquiza / Technical Leader	Andres Payan / Operations Coordinator	It includes what is related to the risk levels taking into account the CRS-P-20 procedure and the certification schemes are modified. Normative references are added and numerals 6.5 and 6.17 are updated
23	December 2018	Camilo Ramirez / Head of Certification	Andres Payan / Head of Operations	The entire document is reviewed and the information is reorganized. Paragraphs 6.1 to 6.4, 6.6 to 6.9, Annexes A and B are amended.

CHANGE CONTROL				
Version	**Date**	**Check**	**Approved**	**Change**
24	August 2019	Norma Galeano / Quality professional, Maria Martinez / Technical supervisor	Camilo Ramirez / Head of Certification	Guidelines of the RAC-3.0-03 Regulation of use of the symbols of accredited and / or associated of the National Accreditation Body are included in numeral 6.5 Use of the certification seal. Annex C EXECUTION TIMES FOR EVALUATION ACTIVITIES OF THE TOURISM SECTOR (SCHEME 6) is modified.
25	May 2020	Carlos Romero / CRS Evaluator, Diego Chiquiza / Technical Leader	Camilo Ramirez / Head of Certification	The inclusion of the certification scheme is made **"Total production".** Considering that it is required by Salvadoran regulations RTS 23.01.02:15, RTS 23.01.01:15, RTS 23.01.03:15, RTS 97.01.01:15 and RTS 97.02.01:15, in the conformity assessment process. The means for validating certificates and other provisions are updated.
26	June 2020	Maria Martinez / Technical Supervisor	Camilo Ramirez / Head of Certification	Identification of scheme 6 applicable to the Certified Check In Seal.
27	August 2020	Diego Chiquiza / Technical Leader	Camilo Ramírez / Head of Certification	Specification of activities related to Renewals (re-certifications). Adjustments are also made to numeral 6.7.
28	June 2021	Maria Camila Martinez / Technical Supervisor	Camilo Ramírez / Head of Certification	Annex C adjusts the biosecurity certification times for the processes of "certified check-in and "Biosafe Company Colombia Certificate" taking into account Resolution 777 of June 2, 2021 and adjusts the wording of the observations on the applicability of the NAC of each sampling process for the Tourism sector.
29	July 2021	Natalia Parra / Technical Coordinator	Camilo Ramírez / Head of Certification	Inclusion of conditions relating to scheme 3 and 1B for evaluation of processed food products in accordance with the Regulation mentioned in Resolution 2013 of 2020.
30	August 2021	David Mendez, César Meléndez, Jhon Cediel, Camila Martínez, Natalia Parra / Technical Supervisors	Camilo Ramirez / Head of Certification	The evaluation conditions of scheme 5 are updated. The food product expiration date criterion is included for schedule 1b. The name of the sector and the coding are modified according to the new structure defined by the parent company.
31	January 2022	Norma Galeano / Quality Professional,	Camilo Ramirez / Head of	It includes the footer of numeral 6.1.1 that the certification request information can be sent by the client by email. The callsign

CHANGE CONTROL				
Version	**Date**	**Check**	**Approved**	**Change**
		Camilo Ramirez / Head of Certification	Certification	for telephone line communication is modified.

ANNEX A - PRODUCT CERTIFICATION SCHEMES.

SGS Colombia S.A.S. evaluates the conformity of products, processes or services, according to one or more of the certification schemes described in this paragraph. The detailed activities for each application for certification shall be specified in accordance with the application of the procedure *C&P*-P-20 Qualification of risk profiles and in all cases in which a particular technical regulation applicable to the product defines mandatory activities, those established therein shall apply.

The description of the schemes depending on the level of risk of the service and the activities that are executed in each case, are described below:

General application of certification schemes:

Scheme 1a: This scheme focuses on the validation of a prototype of a product in order to determine its compliance with a standard or technical regulation, before it is going to be mass-produced. While it is true that the certificate issued applies only to the samples evaluated, this scheme is a tool that allows the user to determine shortcomings, improvements, differentiating aspects of the design of the product.

Scheme 1b: This scheme applies to customers with the need to certify batches of a product in a timely manner. It also applies to product importers who are not direct distributors of a manufacturer and who therefore have no control over production.

Scheme 3: This scheme applies to those manufacturers or importers with direct control of manufacturing. Its monitoring requires a periodic review of the conditions in which the certified product is manufactured.

Scheme 4: This scheme applies to those manufacturers or importers with direct control of manufacturing. The manufacturer that applies to this scheme does not have a Management System implemented that covers the manufacture of the products to be evaluated. This scheme should not apply to importers without control and direct contact with the manufacturer.

Scheme 5: This scheme applies to those manufacturers or importers with direct control of manufacturing. The manufacturer that applies to this scheme has a Management System implemented that covers the manufacture of the products to be evaluated. This scheme should not apply to importers without control and direct contact with the manufacturer.

Scheme 6: This scheme applies to conformity assessment of Processes and Services. The evaluation is always carried out through an on-site audit in order to determine compliance with the requirements established in the reference Standard or Technical Regulation.

Scheme "Verification of total production": This scheme only applies to the evaluation of products contained in the Salvadoran technical regulations RTS 23.01.02:15, RTS 23.01.01:15, RTS 23.01.03:15, RTS 97.01.01:15 and RTS 97.02.01:15; where the structure of the manufacturer of the product includes procedures, processes and resources provided by him to ensure that said product complies with the requirements of energy performance and labeling established by each regulation. For this reason, the activities of SELECTION, DETERMINATION, REVIEW, CERTIFICATION DECISION AND ATTESTATION correspond to the activities related to this document.

Description of the activities to be carried out in accordance with the certification scheme and level of risk identified:

SCHEME 1A

ISO IEC 17067 SCHEMATICS	GENERAL ACTIVITIES COVERED IN THE SCHEME	HOW ACTIVITIES SHOULD BE CARRIED OUT DEPENDING ON THE LEVEL OF RISK		
		LOW RISK	MEDIUM RISK	HIGH RISK
1A	**SAMPLING**	Sampling does not apply. The customer can directly provide the samples to SGS	Sampling does not apply. The customer can directly provide the samples to SGS. For this level of risk, 2 different samples should be inspected and tested	Sampling does not apply. The customer can directly provide the samples to SGS. For this level of risk, 3 different samples should be inspected and tested
	VISUAL INSPECTION (labelling requirements)	Carried out by an SGS inspector on samples taken during the sampling activity	Carried out by an SGS inspector on samples taken during the sampling activity	Carried out by an SGS inspector on samples taken during the sampling activity
	LABORATORY TESTS	Accredited or evaluated laboratory (subject to availability)	Accredited or evaluated laboratory (subject to availability)	Accredited or evaluated laboratory (subject to availability)
	REPORT	Conducted by an SGS reviewer (evaluator)	Conducted by an SGS reviewer (evaluator)	Conducted by an SGS reviewer (evaluator)
	CERTIFICATION DECISION	Performed by SGS Technical Supervisor or Head of Certification	Performed by SGS Technical Supervisor or Head of Certification	Performed by SGS Technical Supervisor or Head of Certification
	VALIDITY OF THE CERTIFICATE	Only for the samples evaluated	Only for the samples evaluated	Only for the samples evaluated

Important notes of application of the scheme:

- The classification of the service between the established risk levels (Low, Medium High) will determine the number of samples to be evaluated. That is, if the validation of a prototype is required, the customer must provide as many units as necessary to ensure the execution of inspection and tests for the number of samples required.

SCHEME 1B

ISO IEC 17067 SCHEMATICS	GENERAL ACTIVITIES COVERED IN THE SCHEME	HOW ACTIVITIES SHOULD BE CARRIED OUT DEPENDING ON THE LEVEL OF RISK		
		LOW RISK	MEDIUM RISK	HIGH RISK
1B	**CLASSIFICATION OF PRODUCTS INTO FAMILIES**	Criterion 1: According to the manufacturer Criterion 2: Technical criteria related to the product	Criterion 1: According to the manufacturer Criterion 2: Technical criteria related to the product Criterion 3: Technical criteria related to the product	Criterion 1: According to the manufacturer Criterion 2: Technical criteria related to the product Criterion 3: Technical criteria related to the product Criterion 4: Technical criteria related to the product
	SAMPLING	Reduced inspection, Level S1. 1 sample may be taken only if the homogeneous batch is of 1 single reference.	Reduced inspection, Level S1. 2 samples may be taken only if the homogeneous batch is of 1 single reference.	Reduced inspection, Level S1. 3 samples may be taken only if the homogeneous batch is 1 single reference.
	VISUAL INSPECTION (labelling requirements)	Carried out by an SGS inspector on samples taken during the sampling activity	Carried out by an SGS inspector on samples taken during the sampling activity	Carried out by an SGS inspector on samples taken during the sampling activity
	LABORATORY TESTS	Accredited or evaluated laboratory (subject to availability)	Accredited or evaluated laboratory (subject to availability)	Accredited or evaluated laboratory (subject to availability)
	REPORT	Conducted by an SGS reviewer (evaluator)	Conducted by an SGS reviewer (evaluator)	Conducted by an SGS reviewer (evaluator)
	CERTIFICATION DECISION	Performed by SGS Technical Supervisor or Head of Certification	Performed by SGS Technical Supervisor or Head of Certification	Performed by SGS Technical Supervisor or Head of Certification
	AUTHORIZATION FOR THE USE OF THE SGS MARK	YES	NO	NO
	VALIDITY OF THE CERTIFICATE	For the evaluated lot and for the case of food, the validity	For the evaluated lot and for the case of food, the validity	For the evaluated lot and for the case of food, the validity

		of the certificate will also be subject to the expiration date of the product.	of the certificate will also be subject to the expiration date of the product.	of the certificate will also be subject to the expiration date of the product.

Important notes of application of the scheme:

At the selection stage

- A homogeneous batch is not the same as an order. An order is covered by an invoice and may contain more than one homogeneous lot. This is how it can happen that in the same application there is a need to evaluate several homogeneous lots separately.

- The classification by families in scheme 1b aims to establish the homogeneity of the lot. The higher the level of risk, the greater the number of families identified and the higher the level of homogeneity of the lot.

  Although it is true that the activities of scheme 1b between different levels of risk do not undergo changes, the greater the risk, as there are more homogeneous batches (families), the greater the number of samples is evaluated.

- In cases where a request corresponds to that of an order with several homogeneous lots (families), the Commercial Offer will specify the quantities of each of them. Sampling shall be carried out on the basis of partial quantities and not the total order.

- In cases where the application includes 1 homogeneous batch of a single reference, there shall be the possibility of not proceeding with statistical sampling and taking 1 sample for low risk, 2 samples for medium risk and 3 samples for high risk. The acceptance criterion in these cases will always be the non-existence of samples outside specification.

- For the conformity assessment of Resolution 2013 of 2020, the classification by families must be associated with the requirements of the regulation. So criterion 1 of classification by families will be the PRODUCTION PLANT and criterion 2: THE TYPE OF PRODUCT AND ITS FORMULATION. For this reason, a risk-based activity establishment will not apply.

At the Determination stage:

- In order to demonstrate the conditions of homogeneity (families) established from the work plan, the inspector must ensure the collection of the following evidence at the time of the execution of the sampling / visual inspection (this without prejudice to the evidence requested in the reference standard or regulation):

  - Photographic record of the labeling of each of the selected samples, where the name of the manufacturer is evidenced. This must match between all the samples of the same homogeneous batch/family. In case the labeling does not have it, a copy of invoices or production orders where the selected references can be related to the applicable manufacturer.

  - Photographic record of the labeling of all the selected samples of a given family where the reference number is clearly identified. This must coincide with those established in the

corresponding work plan/commercial offer.

- Photographic record of the labeling of all the selected samples of a given family where the batch number or production date is identified.

SCHEME 3 – Resolution 2013 of 2020. Issued by the Ministry of Health and Social Protection:

	SGS AUSTRALIA - 17065 CERTIFICATION SCHEMES		
	ISO IEC 17067 SCHEMATICS	**GENERAL ACTIVITIES COVERED IN THE SCHEME**	**HOW ACTIVITIES SHOULD BE CARRIED OUT**
INITIAL CERTIFICATION	3	**CLASSIFICATION OF PRODUCTS BY FAMILIES**	Criterion 1: Production Plant Criterion 2: By Product Type and Formulation
		SAMPLING	Carried out by an SGS inspector on samples taken during the sampling activity. Normal inspection, NTC/ISO 2859-1, level S3 (on the number of references x family).
		VISUAL INSPECTION (labelling requirements)	Executed on all the samples selected during the sampling activity.
		LABORATORY TESTS	Tests should be run on one sample per family. The sample must be composed of the units necessary to complete the grammage required by the laboratory to perform an analysis. Tests must be carried out in accredited laboratories.
		FACTORY INSPECTION (Production evaluation)	Evaluation of the production process is required for the initial certification. This must be carried out according to the format *C&P*-F-06-26. In the event that the manufacturer has a valid Certificate issued under the ISO 22000: 2018, BRC V9, IFS FOOD V 6.1 or FSSC 22000 V5 standard, which covers the scope to the specific manufacture of the products that are going to be evaluated, the activity of Factory Inspection (Production Evaluation) will not be applicable.

		REPORT	Conducted by an SGS reviewer (evaluator)
		CERTIFICATION DECISION	Performed by the TECHNICAL Coordinator or Head of Certification at SGS
		AUTHORIZATION FOR THE USE OF THE SGS MARK	NO
		VALIDITY OF THE CERTIFICATE	2 years
		FREQUENCY OF FOLLOW-UP	Annual

	ISO IEC 17067 SCHEMATICS	**GENERAL ACTIVITIES COVERED IN THE SCHEME**	**HOW ACTIVITIES SHOULD BE CARRIED OUT**
TRACKING	3	**SAMPLING**	1 sample of some of the references that make up the family
		VISUAL INSPECTION (labelling requirements)	Performed on the selected sample
		LABORATORY TESTS	Tests should be run on one sample per family. The sample must be composed of the units necessary to complete the grammage required by the laboratory to perform an analysis. Tests must be carried out in accredited laboratories.
		FACTORY INSPECTION (Production evaluation)	Evaluation of the production process is required for the initial certification. This must be carried out according to the format *C&P*-F-06-26. In the event that the manufacturer has a valid Certificate issued under the ISO 22000: 2018, BRC V9, IFS FOOD V 6.1 or FSSC 22000 V5 standard, which covers the scope to the specific manufacture of the products that are going to be evaluated, the activity of Factory Inspection (Production Evaluation) will not be applicable.
		REPORT	Conducted by an SGS reviewer (evaluator)
		CERTIFICATION DECISION	Performed by the TECHNICAL Coordinator or Head of Certification at SGS
		Document to be delivered	QR code information is updated

	ISO IEC 17067 SCHEMATICS	GENERAL ACTIVITIES COVERED IN THE SCHEME	HOW ACTIVITIES SHOULD BE CARRIED OUT
ADDITION OF NEW REFERENCES	3	ADDITION OF REFERENCES WITHOUT INSPECTION	The addition of references is executed by reviewing the formulation and labeling model of the product to be included. This can be done in a documentary manner. The addition is only proceeded if the reference to be included corresponds to the same product in different presentation, or what is the same, product of the same family initially certified.

Determination

- The validation of ISO 22000:2018, BRC V9, IFS FOOD V 6.1 or FSSC 22000 V5 certificates in the initial certification or follow-up activities may be based on these or the most recent versions of the aforementioned standards.

Attestation

When the manufacturer of the certified product is not in the country, the Sub-License mechanism (mentioned in paragraph 6.5.1 of this procedure) may be used so that it can authorize one or more importers to use the results of its evaluation.

SCHEME 4

	SGS AUSTRALIA - 17065 CERTIFICATION SCHEMES				
	ISO IEC 17067 SCHEMATICS	GENERAL ACTIVITIES COVERED IN THE SCHEME	HOW ACTIVITIES SHOULD BE CARRIED OUT DEPENDING ON THE LEVEL OF RISK		
			LOW RISK	MEDIUM RISK	HIGH RISK
INITIAL CERTIFICATION	4	**CLASSIFICATION OF PRODUCTS INTO FAMILIES**	Criterion 1: According to the manufacturer Criterion 2: Technical criteria related to the product	Criterion 1: According to the manufacturer Criterion 2: Technical criteria related to the product Criterion 3: Technical criteria related to the product	Criterion 1: According to the manufacturer Criterion 2: Technical criteria related to the product Criterion 3: Technical criteria related to the product Criterion 4: Technical criteria related to the product
		SAMPLING	1 sample per family. Each sample composed of all the units necessary for inspection/testing	1 sample per family. Each sample composed of all the units necessary for inspection/testing	1 sample per family. Each sample composed of all the units necessary for inspection/testing
		VISUAL INSPECTION (labelling requirements)	Carried out by an SGS inspector on samples taken during the sampling activity. Normal inspection, level S3 (over the number of references x family)	Carried out by an SGS inspector on samples taken during the sampling activity. Normal inspection, level S3 (over the number of references x family)	Carried out by an SGS inspector on samples taken during the sampling activity. Normal inspection, level S3 (over the number of references x family)
		LABORATORY TESTS	Accredited or evaluated laboratory (subject to availability)	Accredited or evaluated laboratory (subject to availability)	Accredited or evaluated laboratory (subject to availability)
		FACTORY INSPECTION	Production Process Assessment required for initial certification	Production Process Assessment required for initial certification	Production Process Assessment required for initial certification
		REPORT	Conducted by an SGS reviewer (evaluator)	Conducted by an SGS reviewer (evaluator)	Conducted by an SGS reviewer (evaluator)
		CERTIFICATION DECISION	Performed by SGS Technical	Performed by SGS Technical	Performed by SGS Technical

SGS AUSTRALIA - 17065 CERTIFICATION SCHEMES				
ISO IEC 17067 SCHEMATICS	**GENERAL ACTIVITIES COVERED IN THE SCHEME**	**HOW ACTIVITIES SHOULD BE CARRIED OUT DEPENDING ON THE LEVEL OF RISK**		
		LOW RISK	**MEDIUM RISK**	**HIGH RISK**
		Supervisor or Head of Certification	Supervisor or Head of Certification	Supervisor or Head of Certification
	AUTHORIZATION FOR THE USE OF THE SGS MARK	YES	YES	YES
	VALIDITY OF THE CERTIFICATE	3 years	2 years	1 year
	FREQUENCY OF FOLLOW-UP	Annually	Annually	At the end of the first 6 months of certification

	ISO IEC 17067 SCHEMATICS	GENERAL ACTIVITIES COVERED IN THE SCHEME	HOW ACTIVITIES SHOULD BE CARRIED OUT DEPENDING ON THE LEVEL OF RISK		
			LOW RISK	MEDIUM RISK	HIGH RISK
TRACKING	4	**SAMPLING**	1 sample per family. Each sample consists of all the units necessary to perform inspection/testing. The sample can be taken at the manufacturer's premises or customer's warehouse	1 sample per family. Each sample consists of all the units necessary to perform inspection/testing. The sample should be taken on the market	1 sample per family. Each sample consists of all the units necessary to perform inspection/testing. The sample should be taken on the market
		VISUAL INSPECTION (labelling requirements)	Carried out by an SGS inspector on samples taken during the sampling activity	Carried out by an SGS inspector on samples taken during the sampling activity	Carried out by an SGS inspector on samples taken during the sampling activity
		LABORATORY TESTS	A set of tests must be performed during follow-up. In this case we have two follow-ups: one at the end of the first year of certification and the other at the end of the second year of certification. Then, the required laboratory tests can be divided into two parts the first part is tested in the first follow-up and the second part is tested in the second follow-up. The above does not apply if the routine tests are defined in the regulation/standard, in this case during the follow-ups only the routine tests will be carried out.	A full set of tests should be performed during follow-ups. In this case, we have a follow-up and therefore the test conditions are the same as the initial certification	A full set of tests should be performed during follow-ups. In this case, we have a follow-up and therefore the test conditions are the same as the initial certification

ISO IEC 17067 SCHEMATICS	GENERAL ACTIVITIES COVERED IN THE SCHEME	HOW ACTIVITIES SHOULD BE CARRIED OUT DEPENDING ON THE LEVEL OF RISK		
		LOW RISK	MEDIUM RISK	HIGH RISK
	FACTORY INSPECTION	Evaluation of the Productive Process is required in each follow-up	Evaluation of the Productive Process is required in each follow-up	Evaluation of the Productive Process is required in each follow-up
	Conducted by an SGS reviewer (evaluator)	Conducted by an SGS reviewer (evaluator)	Conducted by an SGS reviewer (evaluator)	Conducted by an SGS reviewer (evaluator)
	Performed by SGS Technical Supervisor or Head of Certification	Performed by SGS Technical Supervisor or Head of Certification	Performed by SGS Technical Supervisor or Head of Certification	Performed by SGS Technical Supervisor or Head of Certification
	Document to be delivered	The follow-up letter is issued informing that the initial certificate is still valid (in case of demonstrating conformity)	The follow-up letter is issued informing that the initial certificate is still valid (in case of demonstrating conformity)	The follow-up letter is issued informing that the initial certificate is still valid (in case of demonstrating conformity)

	ISO IEC 17067 SCHEMATICS	GENERAL ACTIVITIES COVERED IN THE SCHEME	HOW ACTIVITIES SHOULD BE CARRIED OUT DEPENDING ON THE LEVEL OF RISK		
			LOW RISK	MEDIUM RISK	HIGH RISK
ADDITION OF NEW REFERENCES	4	**ADDITION OF REFERENCES WITHOUT INSPECTION**	The addition of new references to the scope of the initial certificate applies if the final quantity of references (including the initial and new references) does not change the sampling level (initial letter of level S-3).	The addition of new references to the scope of the initial certificate applies if the final quantity of references (including the initial and new references) does not change the sampling level (initial letter of level S-3).	The addition of new references to the scope of the initial certificate applies if the final quantity of references (including the initial and new references) does not change the sampling level (initial letter of level S-3).
		ADDITION OF REFERENCES WITH INSPECTION/LABORATORY TESTS	The addition of new references to the scope of the initial certificate applies, BUT WITH AN EXTRA INSPECTION, if the final number of references (including the initial and new ones) changes the sampling level (initial letter of level S-3).	The addition of new references to the scope of the initial certificate applies, BUT WITH AN EXTRA INSPECTION, if the final number of references (including the initial and new ones) changes the sampling level (initial letter of level S-3).	The addition of new references to the scope applies, BUT WITH AN EXTRA INSPECTION AND LABORATORY TESTS, if in the end the number of references (including the initial and the new ones) changes the sampling level (initial letter of the S-3 level).

Important notes of application of the scheme:

In the review of the application:

- It should be particularly important to review whether or not the service applicant is a Manufacturer or whether he is an Importer with direct control over manufacturing.
- In cases where the applicant is an importer, it should be clear from the work plan notes that during the

determination activities he may be asked to complete the form. *C&P-F-08-85 Binding Registration Importer Manufacturer* or, failing that, a confirmation from the manufacturer regarding his knowledge, acceptance of certification conditions and responsibility for the evaluated product will be required.

- For applications for energy efficiency certification for Peru (DS-009-2017-EM), the technical leader must clarify in the WORK PLAN whether the initial certification activities contemplate sampling stage and laboratory tests. Taking into account that the regulation of Peru (DS-009-2017-EM) does not contemplate within the certification scheme the obligation for the OCP to carry out sampling and laboratory testing activities, the option of accepting conformity results generated before the request or supplied by the client (this as permitted by the ISO/IEC 17065 standard and according to article 5.2.3. of the ISO/IEC TR report) must be contemplated for low and medium risk. 17026 of 2015). To accept the results, the following criteria must be met.

    - The test report generated prior to the request or supplied by the customer must have been issued by a laboratory accredited under ISO/IEC 17025.
    - Within the scope of accreditation, the laboratory must have the test method required by the peruvian regulation (DS-009-2017-EM) for each type of product according to the annex of the same regulation.
    - The model under conformity assessment must be identified and tested in the test report. If the model evaluated in the test reports was the manufacturer's model, a letter signed and stamped by the manufacturer indicating the list of components of the manufacturer's tested model and the equivalent model of the applicant (importer) must be sent by the applicant (importer). In this case, attach photographic record if possible.
    - If the test report complies with the above points, it must be ensured that the tests do not have an execution date greater than 12 months from the date of application for certification to SGS.

In the Determination (INITIAL CERTIFICATION):

- In cases where the applicant is an importer, it should be clear from the work plan notes that during the determination activities he may be asked to complete the form. *C&P-F-08-85 Binding Registration Importer Manufacturer* or, failing that, a confirmation from the manufacturer regarding his knowledge, acceptance of certification conditions and liability for the evaluated product will be required..

  The foregoing without prejudice to the programming of the activities of the scheme.

- Regardless of the level of risk of the service, scheme 4 requires that in the initial Certification the Evaluation of the Productive Process be carried out in accordance with the format *C&P-F-06-26 Checklist productive processes*. The Evaluation of the Production Process is only omitted when the manufacturer of the product has a certified Quality Management System (ISO 9001) and the risk of the service is low or medium. The veracity of the design information received from the client must be checked as part of this visit to the plant.
- RETIQ (Technical Regulation of Energy Efficiency Labeling): In accordance with numeral 18.2 of Resolution 40298 of 2018, For scheme 4 (regardless of the level of risk in which the service is catalogued) the Production Process can be evaluated through an on-site evaluation (Factory Inspection) applying the entire checklist that mentions the format *C&P-F-06-26 Checklist productive processes* or through a documentary validation of the Production for which supports related to:

    - Supply of Raw Materials or critical components (Numeral 2 of the C&P-F-06-26).
    - Configuration and Organization of the Production Line (Numeral 1 of the C&P-F-06-26).

- Production Records and Records of Conformity Inspections on the Production Line (Numeral 3 of C&P-F-06-26).

This must be evaluated and recorded in a report in the form of C&P-F-06-26 by an authorized auditor. The documentation previously required must be specified in the Work Plan.

In the Determination (FOLLOW-UP):

- For products covered by the RETIE/RETILAP regulations, follow-up activities MUST include:

a. Evaluation of the production process according to the format *C&P-F-06-26 Summary Report Inspection of the production process.*
b. Attestation of routine rehearsals for each family. These must be carried out at the manufacturer's facilities. In case of impossibility of its execution, samples must be taken to carry out routine tests in an accredited laboratory.
c. Inspection of labeling/marking conditions in accordance with the requirements of the Regulation.

d. **Note:** Renewals (re-certifications) must be carried out according to the considerations of numeral 6.6.5 of this procedure.

SCHEME 5.

	SGS AUSTRALIA - 17065 CERTIFICATION SCHEMES				
	ISO IEC 17067 SCHEMATICS	GENERAL ACTIVITIES COVERED IN THE SCHEME	HOW ACTIVITIES SHOULD BE CARRIED OUT DEPENDING ON THE LEVEL OF RISK		
			LOW RISK	MEDIUM RISK	HIGH RISK
INITIAL CERTIFICATION	5	**CLASSIFICATION OF PRODUCTS INTO FAMILIES**	Criterion 1: According to the manufacturer. Criterion 2: Technical criteria related to the product	Criterion 1: According to the manufacturer Criterion 2: Technical criteria related to the product	Criterion 1: According to the manufacturer Criterion 2: Technical criteria related to the product Criterion 3: Technical criteria related to the product
		SAMPLING AND VISUAL INSPECTION	At the time of visual inspection (and considering the quantity of product available), a plan in accordance with NTC/ISO 2859-1 (levels S1, S2 or S3) will be applied. It should be aimed at ensuring that the number of units to be inspected should cover as many references from the family as possible.	At the time of visual inspection (and considering the quantity of product available), a plan in accordance with NTC/ISO 2859-1 (levels S1, S2 or S3) will be applied. It should be aimed at ensuring that the number of units to be inspected should cover as many references from the family as possible.	At the time of visual inspection (and considering the quantity of product available), a plan in accordance with NTC/ISO 2859-1 (levels S1, S2 or S3) will be applied. It should be aimed at ensuring that the number of units to be inspected should cover as many references from the family as possible.
		SAMPLING AND LABORATORY TESTING	Laboratory tests shall be carried out on a sample of product from each family (unless the regulation or standard evaluated provides otherwise). The sample must be composed of the number of units sufficient to carry out the tests.	Laboratory tests shall be carried out on a sample of product from each family (unless the regulation or standard evaluated provides otherwise). The sample must be composed of the number of units sufficient to carry out the tests.	Laboratory tests shall be carried out on a sample of product from each family (unless the regulation or standard evaluated provides otherwise). The sample must be composed of the number of units sufficient to carry out the tests.

		EVALUATION OF THE MANUFACTURER'S QUALITY MANAGEMENT SYSTEM	**Option 1:** By executing an audit (face-to-face or remote). **Option 2:** By validating an ISO 9001:2015 or ISO TS 16969 certificate, issued by an accredited body and covering the manufacturing activities of the products involved in the certification process.	By executing an audit (face-to-face or remote).	By executing an audit (face-to-face or remote).
		RESULTS REPORT	Conducted by an SGS reviewer (evaluator)	Conducted by an SGS reviewer (evaluator)	Conducted by an SGS reviewer (evaluator)
		CERTIFICATION DECISION	Performed by SGS Technical Supervisor or Head of Certification	Performed by SGS Technical Supervisor or Head of Certification	Performed by SGS Technical Supervisor or Head of Certification
		AUTHORIZATION FOR THE USE OF THE SGS MARK	YES	YES	YES
		VALIDITY OF THE CERTIFICATE	5 years	4 years	3 years
		FREQUENCY OF FOLLOW-UP	Annually	Annually	Annually

	ISO IEC 17067 SCHEMATICS	GENERAL ACTIVITIES COVERED IN THE SCHEME	HOW ACTIVITIES SHOULD BE CARRIED OUT DEPENDING ON THE LEVEL OF RISK		
			LOW RISK	MEDIUM RISK	HIGH RISK
TRACKING	5	SAMPLING AND VISUAL INSPECTION	1 sample per family. The sample can be taken at the manufacturer's premises or customer's warehouse. The sample must NOT have previously been subject to inspection or testing by SGS.	1 sample per family. The sample can be taken at the manufacturer's premises or customer's warehouse, preferably taken from the market. The sample must NOT have previously been subject to inspection or testing by SGS.	1 sample per family. The sample must be taken from the market. The sample must NOT have previously been subject to inspection or testing by SGS
		SAMPLING AND LABORATORY TESTING	Laboratory tests shall be carried out on a sample of product from each family (unless the regulation or standard evaluated provides otherwise). The sample must be composed of the number of units sufficient to carry out the tests. Two sets of tests must be performed during follow-up. In this case we have to carry out four follow-ups: one at the end of the first year of certification, the other at the end of the second year of certification, the other at the end of the third year of follow-up, the other at the end of the fourth year of	Laboratory tests shall be carried out on a sample of product from each family (unless the regulation or standard evaluated provides otherwise). The sample must be composed of the number of units sufficient for the performance of the tests In this case we have to carry out three follow-ups: one at the end of the first year of certification, the other at the end of the second year of certification, the other at the end of the third year of certification. Then, the required laboratory tests can be divided into two parts the first part is tested in	Laboratory tests shall be carried out on a sample of product from each family (unless the regulation or standard evaluated provides otherwise). The sample must be composed of the number of units sufficient for the performance of the tests A set of tests must be performed during follow-up. In this case we have to carry out two follow-ups: one at the end of the first year of certification and the other at the end of the second year of certification. Then, the required laboratory tests can be divided into two parts, the first

			certification. Then, the required laboratory tests can be divided into two parts, the first part is tested in the first follow-up and the second part is tested in the second follow-up. The same should be done with the third and fourth follow-up. This does not apply if routine tests are defined in the regulation/standard, only routine tests will be performed during follow-ups. Nor does it apply if the tests are considered cyclical or the norm establishes a specific order for their realization.	the first follow-up and the second part is tested in the second follow-up. During the third follow-up the first part should be tested again. This does not apply if routine tests are defined in the regulation/standard, only routine tests will be performed during follow-ups. Nor does it apply if the tests are considered cyclical or the norm establishes a specific order for their realization.	part is tested in the first follow-up and the second part can be tested in the second follow-up. This does not apply if routine tests are defined in the regulation/standard, only routine tests will be performed during follow-ups. Nor does it apply if the tests are considered cyclical or the norm establishes a specific order for their realization.
		EVALUATION OF THE MANUFACTURER'S QUALITY MANAGEMENT SYSTEM	If the **Option 1** in Initial Certification: An audit must be carried out (face-to-face or remote). If the **Option 2** in Initial Certification: The verification of the continuous validity of the evaluated certificate continues. During some of the surveillances, the documentary review of the application notes of the scheme	**Option 1:** By executing an audit (face-to-face or remote). **Option 2:** By validating an ISO 9001:2015 or ISO TS 16969 certificate, issued by an accredited body and covering the manufacturing activities of the products involved in the certification process.	By executing an audit (face-to-face or remote).

			must be carried out (additionally).		
		REPORT	Conducted by an SGS reviewer (evaluator)	Conducted by an SGS reviewer (evaluator)	Conducted by an SGS reviewer (evaluator)
		CERTIFICATION DECISION	Performed by SGS Technical Supervisor or Head of Certification	Performed by SGS Technical Supervisor or Head of Certification	Performed by SGS Technical Supervisor or Head of Certification
		DOCUMENT TO BE DELIVERED	If there are variations within reach during the surveillance, a new certificate will be issued. In any case, the update of the surveillance information will be executed automatically in Procert (at the time of decision making) and the information will be displayed in the QR code associated with the latest version of the certificate.	In the event that there are variations available during surveillance, a new certificate shall be issued. In any case, the update of the surveillance information will be executed automatically in Procert (at the time of decision making) and the information will be displayed in the QR code associated with the latest version of the certificate.	In the event that there are variations available during surveillance, a new certificate shall be issued. In any case, the update of the surveillance information will be executed automatically in Procert (at the time of decision making) and the information will be displayed in the QR code associated with the latest version of the certificate.

	ISO IEC 17067 SCHEMATICS	GENERAL ACTIVITIES COVERED IN THE SCHEME	HOW ACTIVITIES SHOULD BE CARRIED OUT
ADDITION OF NEW REFERENCES	**5**	ADDITION OF REFERENCES	To make reference additions, the technical leader must determine if the product to be added has similar characteristics to the product evaluated in the initial certification or follow-up. For this you can rely on: • Technical data sheets and marking/labelling model • Manuals Depending on the nature of the addition, the execution of any of the following activities may be required: • Request for type tests or factory tests to the reference of greater specification to be added. • Labeling/visual inspection in case the sampling exceeds (in case of exceeding the initial level of sampling). • Face-to-face or remote audit. • Letter from the manufacturer requesting confirmation of origin of the product • New laboratory tests.

Important notes of application of the scheme:

In the review of the application:

- RETIE: The sampling and visual inspection activity must consider the verification of the general conditions of warehousing of the product. This should be mentioned in the generated Work Plans.
- It should be particularly important to review whether or not the service applicant is a Manufacturer or whether he is an Importer with direct control over manufacturing.
- In cases where the applicant is an importer, it should be clear from the work plan notes that during the determination activities he may be asked to complete the form. *C&P-F-08-85 Binding Registration Importer Manufacturer* or, failing that, a confirmation from the manufacturer regarding his knowledge, acceptance of certification conditions and responsibility for the evaluated product will be required.

  This applies regardless of the level of risk of the service and without prejudice to the execution of the Audit to the Quality Management System of the manufacturer.

- For applications for energy efficiency certification for Peru (DS-009-2017-EM), the technical leader must clarify in the WORK PLAN whether the initial certification activities contemplate sampling stage and laboratory tests. Taking into account that the regulation of Peru (DS-009-2017-EM) does not contemplate within the certification scheme the obligation for the OCP to carry out sampling and laboratory testing activities, the option of accepting conformity results generated before the request or supplied by the client (this as permitted by the ISO/IEC 17065 standard and according to article 5.2.3. of the ISO/IEC TR report) must be contemplated for low and medium risk. 17026 of 2015). To accept the results, the following criteria must be met.

    - The test report generated prior to the request or supplied by the customer must have been issued by a laboratory accredited under ISO/IEC 17025.
    - Within the scope of accreditation, the laboratory must have the test method required by the peruvian regulation (DS-009-2017-EM) for each type of product according to the annex of the same regulation.
    - The model under conformity assessment must be identified and tested in the test report. If the model evaluated in the test reports was the manufacturer's model, a letter signed and stamped by the manufacturer indicating the list of components of the manufacturer's tested model and the equivalent model of the applicant (importer) must be sent by the applicant (importer). In this case, attach photographic record if possible.
    - If the test report complies with the above points, it must be ensured that the tests do not have an execution date greater than 12 months from the date of application for certification to SGS.

- For Technical Regulations of the TRANSPORT sector (TRP), for the Toy Regulation and for the RETE/RETILAP the evaluation of those characteristics that require a test may be carried out (alternatively) by reviewing results issued by a laboratory outside the Conformity Assessment process. This as long as the following conditions are met:

    - That the report is issued by a laboratory accredited to a member of ILAC or IEECEE (for electrical product) under the parameters of the ISO/IEC 17025 standard and that it includes in its scope any of the standards that are considered valid according to the applicable Technical Regulations.
    - That the report does not exceed 12 months of having been issued (for products related to transport or Toys) or 24 months (for electrical products that the RETIE/RETILAP deals with) counted from the date of issuance of the work plan.
    - That, for each identified family, at least 1 report is provided that includes some reference / model (that is part of the scope to be evaluated) and that covers all the tests required by the applicable Technical Regulation. In the products related to RETIE/RETILAP, the report provided must be the result of the tests applied to the reference that is considered most demanding.
    - That the report is issued under any of the rules that are considered valid, in force or that are within the transitory period according to the applicable Technical Regulations.
    - That the execution of the audit to the (or factories) is allowed in accordance with document C&P-F-06-22 Summary Audit Report and design verification (for electrical product).

    This will apply exclusively to INITIAL CERTIFICATION processes. Does not apply to FOLLOW-UPS. Likewise, this applies to any level of risk identified.

The assessment of those labelling, leaflet or marking characteristics shall be carried out by inspection on samples taken by SGS.

In the Determination (INITIAL CERTIFICATION):

- In cases where the audit of the management system is executed (considering the level of risk), the veracity of the design information received by the client must be verified as part of the visit.
- For Technical Regulations of the TRANSPORT sector (TRP) the Logistics Professional must consider the way in which the service was planned and if the process will involve review of reports issued outside the process of evaluation or execution of new tests. Likewise, if it will require the execution of an audit of the factory.
- RETIQ (Technical Regulation of Energy Efficiency Labeling): In accordance with numeral 18.3 of Resolution 40298 of 2018, For scheme 5 (regardless of the level of risk in which the service is catalogued), the manufacturer's Quality Management System can be evaluated through an on-site audit (according to the format *C&P-F-06-22 Summary Audit Report* or by document validation of a quality management management certificate from the manufacturer.
- RETIQ (Technical Regulation of Energy Efficiency Labeling): In accordance with numeral 18.3 of Resolution 40298 of 2018, For scheme 5 (regardless of the level of risk in which the service is catalogued), the Production Process can be evaluated through an on-site evaluation (Factory Inspection) applying the entire checklist that mentions the format *C&P-F-06-22 Summary Audit Report* or through a documentary validation of the Production for which supports related to:

    - Supply of Raw Materials or critical components (Numeral 2 of the *C&P*-F-06-22).
    - Configuration and Organization of the Production Line (Numeral 1 of the *C&P*-F-06-22).
    - Production Records and Records of Conformity Inspections on the Production Line (Numeral 1 of the *C&P*-F-06-22).

    The above must be evaluated and recorded in a formatted report *C&P*-F-06-22 by an authorized auditor. The documentation previously required must be specified in the Work Plan.
- RETIE: The sampling and visual inspection activity must consider the verification of the general conditions of warehousing of the product. This must be recorded in the Observations field of the Sampling Act.

In the Determination (FOLLOW-UP):

- Unless the Regulation or Standard evaluated says otherwise, for the processes initially classified as Low Risk and with option 2 to evaluate the Manufacturer's Quality Management System, during any of the surveillances the documentary review of the Production must be carried out (additionally) for which supports related to:

    - Supply of Raw Materials or critical components (Numeral 2 of the *C&P*-F-06-22).
    - Configuration and Organization of the Production Line (Numeral 1 of the C&P-F-06-22).
    - Production Records and Records of Conformity Inspections on the Production Line (Numeral 1 of C&P-F-06-22).

    This must be evaluated and recorded in a report in the form of C&P-F-06-22 by an authorized auditor. The documentation previously required must be specified in the Work Plan.

- RETIQ (Technical Regulation of Energy Efficiency Labeling): In accordance with numeral 18.3 of Resolution 40298 of 2018, For scheme 5 (regardless of the level of risk in which the service is catalogued), the manufacturer's Quality Management System can be evaluated through an on-site audit (according to the format *C&P-F-06-22 Summary Audit Report* or by document validation of a quality

management management certificate from the manufacturer.

- RETIQ (Technical Regulation of Energy Efficiency Labeling): In accordance with numeral 18.3 of Resolution 40298 of 2018, For scheme 5 (regardless of the level of risk in which the service is catalogued), the Production Process can be evaluated through an on-site evaluation (Factory Inspection) applying the entire checklist that mentions the format *C&P-F-06-22 Summary Audit Report* or through a documentary validation of the Production for which supports related to:

    - Supply of Raw Materials or critical components (Numeral 2 of the C&P-F-06-22).
    - Configuration and Organization of the Production Line (Numeral 1 of the C&P-F-06-22).
    - Production Records and Records of Conformity Inspections on the Production Line (Numeral 1 of C&P-F-06-22).

    This must be evaluated and recorded in a report in the form of C&P-F-06-22 by an authorized auditor. The documentation previously required must be specified in the Work Plan

- For products covered by the RETIE/RETILAP regulations, follow-up activities MAY include:

    - Evaluation of the management system by auditing the Manufacturer's Quality Management System with the format *C&P-F-06-22 Summary Report Audit.* In cases where the Management System Assessment is carried out in accordance with Option 1, i.e. the execution of a face-to-face or remote audit, the approach of these evaluations for follow-ups should contemplate changes in the design of the certified product. If it is evident that there have been no changes in the design or that they do not affect the characteristics related to the regulation or Standard evaluated, the execution of laboratory tests in addition to those of routine will not be required.

        - This audit must be carried out in a mandatory manner for cases in which the certified product is not manufactured frequently, but you want to maintain its certification.
    - Attestation of routine rehearsals for each family. These must be carried out at the manufacturer's facilities. In case of impossibility of its execution, samples must be taken to carry out routine tests in an accredited laboratory.
    - Inspection of labeling/marking conditions in accordance with the requirements of the Regulation.

- RETIE: The sampling and visual inspection activity must consider the verification of the general conditions of warehousing of the product. This must be recorded in the Observations field of the Sampling Act.

In the Renewals:

- Renewals (re-certifications) must be carried out according to the considerations of numeral 6.6.5 of this procedure.

For services or certificates issued under energy efficiency regulations. If the renewal process is requested before the certificate is valid, it will be possible to select one unit per model for sampling, visual inspection and laboratory testing activities.

SCHEME 6

	ISO IEC 17067 SCHEMATICS	GENERAL ACTIVITIES COVERED IN THE SCHEME	HOW ACTIVITIES SHOULD BE CARRIED OUT DEPENDING ON THE LEVEL OF RISK		
			LOW RISK	MEDIUM RISK	HIGH RISK
INITIAL CERTIFICAITON	6	**PROCESS/SERVICE INSPECTION**	It is always done on site. All requirements of the standard must be assessed	It is always done on site. All requirements of the standard must be assessed	It is always done on site. All requirements of the standard must be assessed
		AUDIT OF THE QMS OF THE FACTORY	In case the standard of the service/process to be evaluated does not have a component of the QMS, an audit should be made to the QMS.	In case the standard of the service/process to be evaluated does not have a component of the QMS, an audit should be made to the QMS.	In case the standard of the service/process to be evaluated does not have a component of the QMS, an audit should be made to the QMS.
		REPORT	Not applicable. The audit report generated goes directly to decision and certification.	Not applicable. The audit report generated goes directly to decision and certification.	Not applicable. The audit report generated goes directly to decision and certification.
		CERTIFICATION DECISION	Performed by SGS Technical Supervisor or Head of Certification	Performed by SGS Technical Supervisor or Head of Certification	Performed by SGS Technical Supervisor or Head of Certification
		AUTHORIZATION FOR THE USE OF THE SGS MARK	YES	YES	YES
		VALIDITY OF THE CERTIFICATE	3 years	2 years	1 year
		FREQUENCY OF FOLLOW-UP	Annually	Annually	At the end of the first 6 months of certification

	ISO IEC 17067 SCHEMATICS	GENERAL ACTIVITIES COVERED IN THE SCHEME	HOW ACTIVITIES SHOULD BE CARRIED OUT DEPENDING ON THE LEVEL OF RISK		
			LOW RISK	MEDIUM RISK	HIGH RISK
TRACKING	6	**PROCESS/SERVICE INSPECTION**	It is always done on site. All requirements of the standard must be met	It is always done on site. All requirements of the standard must be met	It is always done on site. All requirements of the standard must be met
		AUDIT OF THE QMS OF THE PROCESS/SERVICE	In case the standard of the service/process to be evaluated does not have a component of the QMS, an audit should be made to the QMS.	In case the standard of the service/process to be evaluated does not have a component of the QMS, an audit should be made to the QMS.	In case the standard of the service/process to be evaluated does not have a component of the QMS, an audit should be made to the QMS.
		REPORT	Not applicable. The audit report generated goes directly to decision and certification.	Not applicable. The audit report generated goes directly to decision and certification.	Not applicable. The audit report generated goes directly to decision and certification.
		CERTIFICATION DECISION	Performed by SGS Technical Supervisor or Head of Certification	Performed by SGS Technical Supervisor or Head of Certification	Performed by SGS Technical Supervisor or Head of Certification
		DOCUMENT TO DELIVER	The follow-up letter is issued informing that the initial certificate is still valid (in case of demonstrating conformity)	The follow-up letter is issued informing that the initial certificate is still valid (in case of demonstrating conformity)	The follow-up letter is issued informing that the initial certificate is still valid (in case of demonstrating conformity)

Important notes of application of the scheme:

In the review of the application:

- The input information must allow the technical leader to determine the number of production or service units to be evaluated. Determination of on-site audit times, phase applicability and sampling guidelines (where applicable) are in the procedure *C&P*-P-09 Sampling and Sample Storage Procedure.

In the review of the determination:

- The standards that are evaluated have a specific checklist. The application of the checklist must be done within the times established within the Work Plan.
- The execution times of activities in PHASE 1, PHASE 2 and Report are transversal to the level of risk established to the service. However, the difference will lie in the validity that is given to the certificate

that is eventually issued. (See procedure *C&P*-P-09 Sampling and Sample Storage Procedure.).

Application of SCHEME 6 – ISO/IEC 17067 to the assessment of the Conformity of Resolutions:

- **Resolution No. 0576 of May 27, 2020 "By means of which the CHECK IN CERTIFICADO seal is created and the conditions for obtaining its use are established", issued by the Ministry of Commerce, Industry and Tourism.**

- **Resolution 1288 of December 14, 2020 of the Ministry of Commerce, Industry and Tourism. By means of which the quality seal "Biosegura Colombia Company Certificate" is created and the conditions for obtaining its use are established.**

General

- Taking into account paragraph 5 of Article 17, the period for granting stamps may not exceed 2 years, during which at least one annual surveillance must be carried out. The client may request the renewal before the end of the cycle. For this reason, all the requirements of certification services of these Resolutions will be treated as MEDIUM RISK, whose activities and duration are consistent with what is required by them.
- SGS Colombia, following the provisions of Article 13 of the **Resolution 0576 of May 27, 2020**, will ensure to submit to the Ministry of Commerce, Industry and Tourism the weekly report of those airlines, tourism service providers, tourist areas/attractions or other applicants who are granted the use of the seal, its validity and status of the certification. This will be carried out using the means available to the Ministry for this purpose.
- SGS Colombia, following the provisions of Article 13 of the **Resolution 1288 of December 14, 2020**, shall ensure that it submits to the Ministry of Trade, Industry and Tourism the periodic report of the companies that are granted this seal. This will be carried out using the means available to the Ministry for this purpose.
- According to the provisions of Article 16 of the resolutions in question, the Conformity Assessment process must have a maximum duration of 45 calendar days. This time includes a period of 15 calendar days, in case closure of non-conformities is required by the client.
- Apart from the criteria of the scheme established in Resolution 0576 of 2020 and **Resolution 1288 of December 14, 2020**, the applicable technical criteria shall be those laid down in **the Resolution 777 of 02 June 2021**, with regard to the Occupational Health and Safety Management System.

In the Selection

- The service must be requested by using the form established in the format *C&P*-F-08-113 FSC Certified Checkin Service and Biosafe Company Colombia "
- The particular conditions of "use of the quality seal CHECK IN CERTIFICADO" and "EMPRESA BIOSEGURA COLOMBIA" and the additional conditions of "cancellation of the right to use the seal", which are dealt with in articles 18 and 19 of the Resolution in question, must be established in the Work Plans generated and, consequently, as notes in the offers generated for these purposes.
- In the execution of the Work Plans, mention should be made that, in addition to the applicable biosafety requirements, the conditions of use of the CHECK IN CERTIFICADO quality seal and "BIOSEGURA COLOMBIA COMPANY" mentioned in article 20 of Resolutions 0576 of May 27, 2020 and Resolution 1288 of December 14, 2020 must be met. This point will be reviewed in particular during surveillance activities.

In the Determination

- The execution of the activities will be in accordance with article 15 "Conformity Assessment Process" of Resolution 0576 of 2020 and Resolution 1288 of December 14, 2020
- The information regarding the implementation of the Biosafety protocol applicable to the sector should be reviewed in a STAGE 1, as mentioned in the procedure *C&P*-P-09 "Sampling and Sample Storage Procedure".
- An on-site visit must be made to verify all the requirements and evidence that support compliance with the requirements of the biosafety protocols by the client.
- In case of identifying Non-Conformities, the client will have a maximum period of 15 calendar days to identify causes, make corrections, implement actions that avoid recurrence and allow the subsequent verification of the SGS auditor.

At the Attestation

- The certificate will be issued using the ProCert system.
- The information of the certificate will include what is mentioned in Article 17 "Certification and report of the granting of the right to use the seal" of Resolution 0576 of 2020 and Resolution 1288 of December 14, 2020.
- SGS will notify the Ministry of Trade, Industry and Tourism when the conformity assessment process determines that the applicant does not comply with biosecurity protocols. Likewise, it will inform the competent authorities about any irregularity that occurs in the process of granting the right to use the Seal so that the pertinent investigations can be initiated.

Note: Renewals (re-certifications) must be carried out according to the considerations of numeral 6.6.5 of this procedure.

Particular conditions of use of / quality seal "Check in Certificate" and "Biosegura Colombia Company Certificate" **.**

The certified user must maintain compliance with the requirements of the biosafety protocol in which it was certified and update its certification in accordance with the substantial modifications of the protocols that are issued during the validity of the certification. At the end of the term, the certification process must begin again, under penalty of being canceled. The use of the Seal must comply with at least the following conditions:

1. It may be used in the media considered by the user. In case of using the logos of the conformity assessment body, they must be used in accordance with the user manual of each of these.
2. It shall be displayed only in establishments that are certified to satisfactorily comply with the applicable biosafety protocols.
3. The use of the Seal must comply with the graphic manual of the same, which is part of this resolution.
4. The advertising made by users must also respond to the graphic manual and the instructions for use of the Seal established in Resolution 0576 of 2020 and **Resolution 1288 of December 14, 2020**.

Cancellation of the right to use the Seal. The conformity assessment body must cancel the user's right to use the Seal, when any of the following grounds are presented:

1. User request within the period granted for its use.
2. Expiration of the period for which the Seal was awarded.
3. Justified determination of the Ministry of Commerce, Industry and Tourism or the conformity assessment body.

4. Imposition of sanctions on the user by the Superintendence of Industry and Commerce, Superintendency of Transport or the competent health authorities, as the case may be, except when the sanction imposed is that of reprimand or is not related to non-compliance or violation of biosecurity protocols.
5. The competent territorial authority reports that, in the exercise of its surveillance functions, it determined that the user does not comply with any of the protocols.
6. Non-compliance with the criteria required in the applicable biosafety protocols and their substantial modifications.
7. Failure to comply with the conditions required for the use of the Seal.
8. Provision of false information to the conformity assessment body.
9. The timely non-renewal of the National Tourism Registry, when it applies in the particular case of Resolution 0576 of 2020.

SCHEME VERIFICATION OF TOTAL PRODUCTION.

	SGS AUSTRALIA - 17065 CERTIFICATION SCHEMES		
	REGULATIONS SALVADORAN TECHNICIANS	**GENERAL ACTIVITIES COVERED IN THE SCHEME**	**HOW ACTIVITIES SHOULD BE CARRIED OUT**
INITIAL CERTIFICATION	**VERIFICATION OF TOTAL PRODUCTION**	**CLASSIFICATION OF PRODUCTS INTO FAMILIES**	Criterion 1: According to the manufacturer Criterion 2: Technical criteria related to the product (Model), in accordance with the parameters established in salvadoran regulations.
		SAMPLING	Samples will be taken in accordance with the parameters established in Salvadoran technical regulations; as follows: • **Refrigerators and freezers appliances**, 3 units per model. • **Self-contained commercial refrigeration equipment,** 1 Unit per model with witness sample option. • **Split Air Conditioners, free discharge and without open air ductor,** 1 Unit per model with witness sample option • **Room Type Air Conditioners,** 1 Unit per model with witness sample option. • **Air Conditioners Central type, package or split,** 1 Unit per model with witness sample option.
		VISUAL INSPECTION (labelling requirements)	Carried out by an SGS inspector on samples taken during the sampling activity
		LABORATORY TESTS	Accredited or evaluated laboratory (subject to availability)
		AUDIT OF THE QMS OF THE FACTORY	The QMS audit of the factory does not apply if the manufacturer has validated the ISO 9001 certificate, issued by an accredited body and covering the manufacturing activities of the products involved in the certification process. Otherwise, the factory audit must be carried out.
		REPORT	Conducted by an SGS reviewer (evaluator)
		CERTIFICATION DECISION	Performed by SGS Technical Supervisor or Head of Certification
		AUTHORIZATION FOR THE USE OF THE SGS MARK	YES
		VALIDITY OF THE CERTIFICATE	3 years

		FREQUENCY OF FOLLOW-UP	Annually

	ISO IEC 17067 SCHEMATICS	GENERAL ACTIVITIES COVERED IN THE SCHEME	HOW ACTIVITIES SHOULD BE CARRIED OUT DEPENDING ON THE LEVEL OF RISK
TRACKING	VERIFICATION OF TOTAL PRODUCTION	SAMPLING	Samples will be taken in accordance with the parameters established in Salvadoran technical regulations; as follows: • **Refrigerators and freezers appliances**, 1 unit per model. • **Self-contained commercial refrigeration equipment,** 1 Unit per model with witness sample option. • **Split Air Conditioners, free discharge and without open air ductor,** 1 Unit per model with witness sample option • **Room Type Air Conditioners,** 1 Unit per model with witness sample option. • **Air Conditioners Central type, package or split,** 1 Unit per model with witness sample option.
		VISUAL INSPECTION (labelling requirements)	Carried out by an SGS inspector on samples taken during the sampling activity
		LABORATORY TESTS	The set of tests must be performed during the award and each of the follow-ups. In this case we have to carry out two follow-ups: one at the end of the first year of certification and the other at the end of the second year of certification. Then, all the required laboratory tests must be carried out at each stage of the certification (Granting and follow-ups.)
		AUDIT OF THE QMS OF THE FACTORY	Factory QMS audit must be run for follow-ups
		REPORT	Conducted by an SGS reviewer (evaluator)
		CERTIFICATION DECISION	Performed by SGS Technical Supervisor or Head of Certification

		DOCUMENT TO BE DELIVERED	The tracking certificate issued (QR code) informs that the certificate granted maintains the initial certification conditions.

	ISO IEC 17067 SCHEMATICS	GENERAL ACTIVITIES COVERED IN THE SCHEME	HOW ACTIVITIES SHOULD BE CARRIED OUT DEPENDING ON THE LEVEL OF RISK		
			LOW RISK	MEDIUM RISK	HIGH RISK
ADDITION OF NEW REFERENCES	TOTAL PRODUCTION	ADDITION OF REFERENCES WITH INSPECTION	To obtain the certificate extension, the following documents must be submitted: a) Copy of the certificate of which the extension is desired. b) Manifest of the applicant, under protest of telling the truth, indicating the country of origin and provenance that you want to extend in the certificate or Manifest of the manufacturer, which indicates the models that make up a model, their differences, what is the representative model of the production line and its justification. c) The extension will proceed only for those models that justify belonging to the same model. SGS will evaluate, by means of photographs of the product and the test report covered by the product certificate, the validity of the correspondence of the grouping of models of the Salvadoran regulations and that do not represent changes in the technical characteristics of the equipment (energy performance). As well as provisions given above		
		ADDITION OF REFERENCES WITH INSPECTION/LABORATORY TESTS	The addition of new references to the scope of the initial certificate applies to any reference that you want to add through an inspection that will be executed in the subsequent follow-ups.		

Important notes of application of the scheme:

In the review of the application:

- It should be particularly important to review whether or not the service applicant is a Manufacturer or whether he is an Importer with direct control over manufacturing.

- In cases where the applicant is an importer, it should be clear from the work plan notes that during the determination activities he will be required to complete the form. *C&P-F-06-03 SGS (Colombian Regulations) Sub-license Application Form.* Failure to complete this format by the importer and the applicable manufacturer(s) will constitute a non-conformity and restrict the issuance of the applicable

certificate (if compliance with the rest of the requirements is evident).

This applies without prejudice to the execution of the Audit to the Quality Management System of the manufacturer (When applicable).

In the Determination (INITIAL CERTIFICATION):

- In addition, for all importers, the completion of the form will be requested *C&P-F-06-03 SGS (Colombian Regulations) Sub-license Application Form.*

  The foregoing without prejudice to the programming of the activities of the scheme.

- In cases where the audit of the management system is executed, the veracity of the design information received by the client must be verified as part of the visit.

In the Determination (FOLLOW-UP):

- For products covered by Salvadoran regulations, follow-up activities MUST include:

  - Evaluation of the management system by auditing the Manufacturer's Quality Management System with the format *C&P-F-06-22 Summary Report Audit.*
  - Attestation of the tests in case they are carried out in the manufacturer's facilities (First Part Laboratory)

ANNEX B - MANAGING UNCERTAINTIES

For the results of quantitative tests that have associated uncertainty in their measure SGS has defined within its conformity assessment exercise that the result including its uncertainty must be within the range or limit value allowed by the requirement.

As can be seen in the figure below there is a zone T (range of conformity) in which the result should be found to obtain a conformal concept, however, when the associated uncertainty is applied there is a possibility that the true value is outside specification, so there is a probability that the result is non-compliant. Considering this risk, we must proceed as follows:

- When a measure with its uncertainty leaves the specification zone the result to be reported will be **Non-Compliant**.
- Only when a measure with its uncertainty is within the specification zone will the result to be reported be **Conformable**.

ANNEX C – IMPLEMENTATION TIMES FOR EVALUATION ACTIVITIES OF THE TOURISM SECTOR (SCHEME 6)

- **SUSTAINABILITY REQUIREMENTS IN LODGING ESTABLISHMENTS - NTS TS 002: 2014 / NTC 5133: 2006**

		Small Hotel From 1 to 50 rooms.		Medium Hotel From 51 to 100 rooms.		Hotel Grande + of 101 rooms.	
Certification and recertification	**Time**	**Phase 1**	0.5 days	**Phase 1**	0.5 days	**Phase 1**	0.5 days
		Phase 2	0.5 days	**Phase 2**	1 day	**Phase 2**	1.5 days
		Account	0.5 days	**Account**	0.5 days	**Account**	0.5 days
	Quantity of Hab. to review	One room of each type of hotel should be checked					
Follow-up 1 or Follow-up 2	**Time**	**Phase 2**	1 day	**Phase 2**	1 day	**Phase 2**	1.5 days
		Account	**0.5 days**	**Account**	**0.5 days**	**Account**	**0.5 days**
	Quantity of Hab. to review	One room of each type of hotel should be checked					

Note 1 : In case of presenting additional headquarters, it will be 0.5 days on site as well, as long as you have an integrated quality system.

Note 2 : It should be noted that the reporting time specified in this procedure but will not be taken into account at the time of generating the commercial offer, that is, this time will not be charged.

Note 3: NAC will not apply, because all rooms must meet the parameters required by the reference standard.

Note 4 : As for the sampling of rooms to be inspected, a room of each type must be verified, taking into account that all rooms by type are uniform.

Note 5 : Para Perform the determination of audit times should be considered the document IAF MD5: 2013 where it is defined that the working day of each audit day is 8 hours.

- **CATEGORIZATION OF STARS IN HOTELS – NTSH 006 : 2009**

		3 Stars			4 Stars			5 Stars		
Number of Rooms		1 to 50 Rooms.	51 to 150 rooms	+ of 150 Hab.	1 to 50 Rooms.	51 to 150 rooms	+ of 150 Hab.	1 to 50 Rooms.	51 to 150 rooms	+
Certification and Re-certification	**Qty. Room. to inspect**	**2 bedrooms.**	3 bedrooms.	5bdrms.	**2 bedrooms.**	3 bedrooms.	5bdrms.	**2 bedrooms.**	3 bedrooms.	5
	Audit Time	**1 day**	1 day	1.5 days	**1 day**	1 day	2 days	**1 day**	1.5 days	3
	Reporting Time	0.5 days	0.5 days	0.5 days	0.5 days	0.5 days	0.5 days	0.5 days	0.5 days	0
Follow-up 1 and 2	**Qty. Room. to inspect**	**2 bedrooms.**	3 bedrooms.	5bdrms.	**2 bedrooms.**	3 bedrooms.	5bdrms.	**2 bedrooms.**	3 bedrooms.	5
	Audit Time	**1 day**	1 day	1 day	1 day	1 day	1.5 days	1 day	1 day	2
	Reporting Time	0.5 days	0.5 days	0.5 days	0.5 days	0.5 days	0.5 days	0.5 days	0.5 days	0

Note1 : Phase 1 or Phase 2 does not apply, the audit must be executed on SITE. In case of presenting additional headquarters, it will be 0.5 days on site as well, as long as you have an integrated quality system.

Note 2 : It should be noted that the reporting time specified in this procedure but will not be taken into account at the time of generating the commercial offer, that is, this time will not be charged.

Note 3: In case of presenting additional headquarters, it will be 0.5 days on site as well, as long as you have an integrated quality system.

Note 4: The number of rooms to inspect will depend on the total number of rooms in the establishment. A reduced sampling, level S4, will be carried out in accordance with ISO 2859-1. NAC will not apply, because all rooms must meet the parameters required by the reference standard.

Note 5 : For carry out the determination of audit times should be considered in the IAF document MD5:2013 where it is defined that the working day of each audit day is 8 hours.

Note 6: NAC will not apply, because 100% of the reference standard must be met.

- **TOURIST QUALITY IN TRAVEL AGENCIES**

	TIME TO AUDIT	
	Phase 1	**Phase 2**
NTS AV 01 AND AV 02		
Certification and Re-certification	0.5 days	**0.5 days**
Account	0.5 days	
Follow-up 1 and 2	0.5 days	0.5 day
Account	0.5 days	
NTS AV 01, AV 02, AV 03 AND AV 04		
Certification and Re-certification	0.5 days	**1 day**
Account	0.5 days	
Follow-up 1 and 2	0.5 days	0.5 days
Account	0.5 days	

- ***Sectoral Technical Standard NTS – AV 001: Reservations in travel agencies, 2002.***
- ***Sectoral Technical Standard NTS – AV 002. Customer service in travel agencies, 2014.***
- ***Sectoral Technical Standard NTS – AV 003. Infrastructure in travel agencies, 2002.***
- ***Sectoral Technical Standard NTS – AV 004. Design of tourist packages in travel agencies, 2003.***

Note 1 : It should be noted that the reporting time specified in this procedure but will not be taken into account at the time of generating the commercial offer, that is, this time will not be charged.

Note 2: In case of presenting additional headquarters, it will be 0.5 days on site as well, as long as you have an integrated quality system.

Note 3: For Perform the determination of audit times should be considered the document IAF MD5: 2013 where it is defined that the working day of each audit day is 8 hours.

Note 4: NAC will not apply, because 100% of the reference standard must be met.

- **SUSTAINABILITY REQUIREMENTS IN TRAVEL AGENCIES - NTS TS 003:2018**

STANDARDS TO BE AUDITED	TIME TO AUDIT	
	Phase 1	Phase 2
NTS TS 003 ; 2018		
Certification and Re-certification	0.5 days	0.5 day
Account	0.5 days	
Follow-up 1 and 2	0.5 days	0.5 day
Account	0.5 days	

Note 1 : It should be noted that the reporting time specified in this procedure but will not be taken into account at the time of generating the commercial offer, that is, this time will not be charged

Note 2: In case of presenting additional headquarters, it will be 0.5 days on site as well, as long as you have an integrated quality system.

Note 3 : For carry out the determination of audit times should be considered in the IAF document MD5:2013 where it is defined that the working day of each audit day is 8 hours.

Note 4: NAC will not apply, because 100% of the reference standard must be met.

- **SUSTAINABILITY REQUIREMENTS IN GASTRONOMIC ESTABLISHMENTS AND BARS - NTS TS 004:2018**

	TIME TO AUDIT	
	Phase 1	Phase 2
NTS TS 004 ; 2008		
Certification and Re-certification	0.5 days	0.5 day
Account	0.5 days	
Follow-up 1 and 2	0.5 days	0.5 day
Account	0.5 days	

Note 1 : It should be noted that the reporting time specified in this procedure but will not be taken into account at the time of generating the commercial offer, that is, this time will not be charged

Note 2: In case of presenting additional headquarters, it will be 0.5 days on site as well, as long as you have an integrated quality system.

Note 3 : For Perform the determination of audit times should be considered the document IAF MD5: 2013 where it is defined that the working day of each audit day is 8 hours.

Note 4: NAC will not apply, because 100% of the reference standard must be met.

- **NTS TS 005: 2009: SPECIALIZED AUTOMOTIVE LAND TRANSPORT COMPANIES, CHIVAS OPERATING COMPANIES AND OTHER MOTOR VEHICLES THAT PROVIDE TOURIST TRANSPORT SERVICE. SUSTAINABILITY REQUIREMENTS.**

	TIME TO AUDIT	
	Phase 1	Phase 2
NTS TS 005;2009		
Certification and Re-certification	0.5 days	0.5 day
Account	0.5 days	
Follow-up 1 and 2	0.5 days	0.5 day
Account	0.5 days	

Note 1 : It should be noted that the reporting time specified in this procedure but will not be taken into account at the time of generating the commercial offer, that is, this time will not be charged

Note 2: In case of presenting additional headquarters, it will be 0.5 days on site as well, as long as you have an integrated quality system.

Note 3 : Para Perform the determination of audit times should be considered the document IAF MD5: 2013 where it is defined that the working day of each audit day is 8 hours.

Note 4: NAC will not apply, because 100% of the reference standard must be met.

NTS AV 009:2007: ***Quality in the provision of the automotive land transport service regulatory requirements.***

Total Number of Vehicles or Buses	Sample to Take	Type of Activity	Phase 1	Phase 2
1 to 15	2 vehicles or Buses	**Certification and Re-certification**	0.5 days	0.5 days
		Account	0.5 days	
		Follow-up 1 and 2	0.5 days	0.5 days
		Account	0.5 days	
16 to 50	3 vehicles or Buses	**Certification and Re-certification**	0.5 days	0.5 days
		Account	0.5 days	
		Follow-up 1 and 2	0.5	0.5
		Account	0.5 days	
		Certification and Re-certification	0.5	1

+ from 51	5 vehicles or Buses	**Account**	0.5 days	
		Follow-up 1 and 2	0.5	0.5
		Account	0.5 days	

This sample scheme is taken from the Colombian Technical Standard NTC-ISO-2859-1 (Level S3).

Note 1 : It should be noted that the reporting time specified in this procedure but will not be taken into account at the time of generating the commercial offer, that is, this time will not be charged

Note 2: In case of presenting additional headquarters, it will be 0.5 days on site as well, as long as you have an integrated quality system.

Note 3 : Para Perform the determination of audit times should be considered the document IAF MD5: 2013 where it is defined that the working day of each audit day is 8 hours.

Note 4: NAC will not apply, because 100% of the reference standard must be met.

- **NTS TS 006-1; 2012: MANAGEMENT SYSTEM FOR SUSTAINABILITY PROFESSIONAL ORGANIZERS OF CONGRESSES, FAIRS AND CONVENTIONS**

	TIME TO AUDIT	
	Phase 1	**Phase 2**
NTS TS 006-1 ; 2012		
Certification and Re-certification	1 day	0.5 days
Account	0.5 days	
Follow-up 1 and 2	0.5 days	0.5 day
Account	0.5 days	

Note 1 : It should be noted that the reporting time specified in this procedure but will not be taken into account at the time of generating the commercial offer, that is, this time will not be charged

Note 2: In case of presenting additional headquarters, it will be 0.5 days on site as well, as long as you have an integrated quality system.

Note 3 : Para Perform the determination of audit times should be considered the document IAF MD5: 2013 where it is defined that the working day of each audit day is 8 hours.

Note 4: NAC will not apply, because 100% of the reference standard must be met.

NTS TS 2012-006-2; *Venues for events, congresses, fairs and conventions sustainability requirements*

	TIME TO AUDIT	
	Phase 1	**Phase 2**
NTS TS 006-2 ; 2012		
Certification and Re-certification	0.5 days	0.5 days
Account	0.5 days	
Follow-up 1 and 2	0.5 days	0.5 day
Account	0.5 days	

Note 1 : It should be noted that the reporting time specified in this procedure but will not be taken into account at the time of generating the commercial offer, that is, this time will not be charged

Note 2: In case of presenting additional headquarters, it will be 0.5 days on site as well, as long as you have an integrated quality system.

Note 3 : Para Perform the determination of audit times should be considered the document IAF MD5: 2013 where it is defined that the working day of each audit day is 8 hours.

Note 4: NAC will not apply, because 100% of the reference standard must be met.

CERTIFICATION PROCESS IN SEAL "CHECK IN CERTIFICATE"

- **Requirements established in Resolution 777 of June 2, 2021;** By means of which the criteria and conditions for the development of economic, social and State activities are defined and the biosecurity protocol is adopted for the execution of these and in turn the **Resolution 0576 of May 27, 2020** – Ministry of Trade, Industry and Tourism. *By means of which the seal of quality "certified check in" is created and the conditions for obtaining its use are established.*

"Check in Certificate"
The times will be taken into account according to the amount of economic activities that the company has.
INITIAL CERTIFICATION

Phase 1	Phase 2	Account
0.5 days	1 day	0.5 days
FOLLOW-UP (annual)		
Phase 1	**Phase 2**	**Account**
0.5 days	1 day	0.5 days

Note 1: It will apply to airlines, providers of tourist services registered in the National Tourism Registry with establishment, tourist areas and tourist attractions that wish to be certified and carry the quality seal "Check in Certificate. ***(Article 3 resolution 576 of 2020)***

Note 2: It should be noted that the reporting time specified in this procedure but will not be taken into account at the time of generating the commercial offer, that is, this time will not be charged.

Note 3: For Perform the determination of audit times should be considered the document IAF MD5: 2013 where it is defined that the working day of each audit day is 8 hours.

Note 4: NAC will not apply, because 100% of the reference standard must be met.

Note 5: In case of presenting additional headquarters, it will be 0.5 days on site others, as long as you have an integrated management system

SEAL CERTIFICATION PROCESS "BIOSEGURA COLOMBIA COMPANY CERTIFICATE "

- **Requirements established in Resolution 777 of June 2, 2021;** By means of which the criteria and conditions for the development of economic, social and State activities are defined and the biosecurity protocol is adopted for the execution of these and in turn the **Resolution 1288 of December 14, 2020 of the Ministry of Commerce, Industry and Tourism. By means of which the quality seal "Biosegura Colombia Company Certificate" is created and the conditions for obtaining its use are established".**.

"Biosegura Colombia Company Certificate"		
The times will be taken into account according to the amount of economic activities that the company has.		
INITIAL CERTIFICATION		
Phase 1	**Phase 2**	**Account**
0.5 days	1 day	0.5 days
FOLLOW-UP (annual)		

Phase 1	Phase 2	Account
0.5 days	1 day	0.5 days

Note 1: This process will be applied to formalized companies that produce goods or services from the productive and commercial sectors that implement the biosecurity protocols established by the Ministry of Health and Social Protection, that wish to be certified and carry the seal. ***(Article 3 resolution 1288 of 2020)***

Note 2: It should be noted that the reporting time specified in this procedure but will not be taken into account at the time of generating the commercial offer, that is, this time will not be charged.

Note 3: For Perform the determination of audit times should be considered the document IAF MD5: 2013 where it is defined that the working day of each audit day is 8 hours.

Note 4: NAC will not apply, because 100% of the reference standard must be met.

Note 5: In case of presenting additional headquarters, it will be 0.5 days on site others, as long as you have an integrated management system

- **NTS-TS 004:2008 GASTRONOMIC ESTABLISHMENTS AND BARS. SUSTAINABILITY REQUIREMENTS**

	TIME TO AUDIT	
	Phase 1	Phase 2
NTS-TS 004: 2008		
Certification and Re-certification	0.5 days	0.5 days
Account	0.5 days	
Follow-up 1 and 2	0.5 days	0.5 day
Account	0.5 days	

Note 1 : It should be noted that the reporting time specified in this procedure but will not be taken into account at the time of generating the commercial offer, that is, this time will not be charged.

Note 2: In case of presenting additional headquarters, it will be 0.5 days on site as well, as long as you have an integrated quality system.

Note 3: For Perform the determination of audit times should be considered the document IAF MD5: 2013 where it is defined that the working day of each audit day is 8 hours.

Note 4: NAC will not apply, because 100% of the reference standard must be met.

- **NTS-TS 007:2016 COMPANIES MARKETING TIMESHARE AND TIMESHARE SCHEMES. SUSTAINABILITY REQUIREMENTS**

	TIME TO AUDIT	
	Phase 1	Phase 2
NTS-TS 007: 2016		
Certification and Re-certification	0.5 days	1 day
Account	0.5 days	
Follow-up 1 and 2	0.5 days	1 day
Account	0.5 days	

Note 1 : It should be noted that the reporting time specified in this procedure but will not be taken into account at the time of generating the commercial offer, that is, this time will not be charged.

Note 2: In case of presenting additional headquarters, it will be 0.5 days on site as well, as long as you have an integrated quality system.

Note 3: For Perform the determination of audit times should be considered the document IAF MD5: 2013 where it is defined that the working day of each audit day is 8 hours.

Note 4: NAC will not apply, because 100% of the reference standard must be met.