1. OBJECTIVE

This document describes the process by which SGS Colombia S.A.S. conducts 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 certifying 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. DEF EFFECTS

- **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 object of conformity assessment, 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.
- **Homogeneity of the batch:** A homogeneous batch is a set of product units, manufactured by the same manufacturer, whose use and physical characteristics are similar. A homogeneous batch can be made up of one or more references.
- **Test/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, based on 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 specified requirements are met.
- **Selection:** Selection involves planning and preparation activities in order to gather or produce all the information and inputs needed for the next stage of DETERMINATION.
- **Determination:** The determination activities 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 is the final stage of verification before the important decision is made as to whether or not the object of conformity assessment has been reliably demonstrated to meet 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 an affirmation is made regarding the compliance or not of the product. At this stage, it is decided whether the Review's recommendation is supported or denied. At this stage, the output to the client is carried out.
- **Accredited laboratory:** A laboratory that has successfully completed an accreditation process in accordance with ISO/IEC 17025:2005 with an ILAC member body and whose scope includes specific testing methodologies.
- **Laboratory evaluated:** Laboratory that has been reviewed by SGS Colombia in accordance with applicable requirements of ISO/IEC 17025:2005.
- **Objective Evidence:** Information that can be proven to be true, 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 technical standard or regulation has been evidenced.
- **Sub-Certificate (Sub-License or Co-license):** A certificate that is issued based on the results of a Certificate (Main License).
- **Critical non-conformity:** Finding of non-conformity that directly affects the object of the technical regulation or regulation evaluated. For example, non-conformities from laboratory tests, unannounced product design changes, unaddressed product complaints, among others.
- **Non-critical non-conformity:** Finding of non-conformity that does not directly affect the object of the technical regulation or regulation evaluated. For example, non-conformities related to labeling, packaging, management system formats, among others.
- **Maker:** It is any organization dedicated to manufacturing products for consumption. It can have one or more plants in the same country as long as they share senior management, structure and procedures.
- **Type tests:** Also called verification, it is a test/test that is carried out on one or more prototypes to demonstrate the conformity of the design of the product and materials against the requirements of a technical standard. These tests can be destructive or non-destructive.
- **Destructive testing:** They are a set of type tests that bring the product or prototype to critical operating conditions such that it can destroy, fracture or damage the physical or operational integrity of the product. The product cannot operate or function after this test.
- **Non-destructive testing:** They are a set of type tests that, when taking the product or prototype to critical operating conditions, does not cause destruction, fracture or damage to the physical or operational integrity of the product. The product can operate or function after this test.
- **Routine Rehearsal:** Also called individual, it is a test/test carried out on products during or after manufacture without negatively affecting the product and that confirms that the development of the production complies with the requirements of the design and the technical standard with which the product is developed.

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 is made up of a series of sequential, logical activities grouped 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.
- CERTIFICATION AND ATTESTATION DECISION: Stage in which the Conformity or Non-conformities of a product with respect to the requirements of a standard are declared. In addition, 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 an already issued certificate, add references or apply for a Sub-License.

For initial evaluations, the Product, Process and Service Certification Request forms must be used; these documents can be obtained by requesting them directly from SGS Colombia S.A.S. By filling out this form, the Legal Representative of said company:

a) It makes the formal request for conformity assessment.

b) It proposes the scope of certification.

c) You declare that the information provided is true and valid and that the organization you represent complies with all the legal requirements required to operate in Colombia.

d) In addition, once the Service Offering 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: When 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 requested is that required by the competent authority in each case.

6.1.2 Review of the Application: Any offer of Product, Process or Service Certification services must go through a planning and review stage before being issued. This in order to establish the following information:
:

- Scope of service (manufacturers, service providers, product references, family classification).
- Standard or Regulation to be evaluated.
- Certification scheme including the necessary activities to be executed.
- Applicable sampling plans.
- Laboratories, Inspection Bodies or Management System Evaluation Bodies that are required Hire Externally.
- Associated cost of the service.
- Notes and other particular conditions of the activities to be carried out within the certification process.

6.1.3 Issuance of bids: The ACCOUNT EXECUTIVES/COMMERCIAL ASSISTANTS of SGS Colombia S.A.S. are in charge of generating the offers (which may be Initial Commercial Offers or Annexes to the commercial offer in cases of Closures of non-conformities or changes to the conditions). It is important to take into account

that any change that is required to the conditions of the service established in the Commercial Offer, requires 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 what was agreed 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 records. These records arrive at very different times in the process and it is the job of the LOGISTICS PROFESSIONAL OF SGS Colombia S.A.S. to compile and order them. 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, will proceed to schedule the review of the file by an authorized EVALUATOR. The above applies to certification schemes 1a, 1b, 3, 4, 5 or another provided in 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 work of the EVALUATOR is to determine whether 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 in the DETERMINATION stage.

6.3.2 Generation of the Results Analysis Report: The EVALUATOR must perform his/her work considering the applicable product checklists. The report generated in 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 shall 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 consists of a single document (Laboratory Results Report or Inspection Report), it may be referenced only once in the body of the Report.

The Results Analysis Report must finally contain a total 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 Shear Strength of Friction Material for Motor Vehicles). In these cases, it is necessary for the evaluator:

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

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

- That the test report has been executed by a laboratory accredited by an ILAC member.
- That the design of the product being evaluated does not differ from that which 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 shall be considered COMPLIANT when the objective evidence gathered within the DETERMINATION stage indicates that the evaluated characteristic is within the established tolerances or specifications. Otherwise, the requirement will be considered NON-COMPLIANT.

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

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

6.4 CERTIFICATION AND ATTESTATION DECISION

6.4.1 Execution of the Evaluation panel: the Head of Certification, Technical Coordinator or designated Technical Supervisor must clearly inform both the corresponding LOGISTICS PROFESSIONAL and the OPERATIONS ASSISTANT of their decision. 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 to 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 decision-maker. You must also request confirmation of whether or not you wish to continue with the process.

Once the client accepts the results of the decision and the activities to be carried out, all the stages must proceed 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 Issuance of certificate: The issuance involves an internal administrative process that includes registration, approval, uploading of the certificate to applicable platforms and subsequent sending of the document by the LOGISTICS PROFESSIONAL OF SGS Colombia S.A.S. to the customer.

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

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 forth in document C&P-F-12-01 GUIDELINES FOR USE OF SGS PRODUCT CERTIFICATION SEAL.

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 using 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 the event of To evidence improper use of the certification seal, SGS Colombia S.A.S shall take appropriate actions, at the Customer's expense, to address 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 violation.

Below is an explanation of the steps to be taken by SGS Colombia S.A.S, for the improper use of the seal.

- Suspension of certification.
- Notification from SGS Colombia S.A.S. to the end customer and the relevant monitoring and control entity
- Notification to the legal area.

To raise this finding, the end customer must implement the following corrective actions.

- Replacement of the incorrectly marked product in the market
- Adjustments to the corresponding models
- Applicable Public Notices

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

In accordance with 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 must avoid the use of the ONAC Accreditation Symbol and/or Reference to the Accredited Status in their publications, advertising, commercial or transactional documents. Any breach identified by SGS Thailand with respect to this provision. it 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 the needs of the client or due to the conditions of the certification scheme itself. Without prejudice to the nature of the activities being carried out (and described below), the steps referred to 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 other provided in Annex A, requires to be used by a third party. 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. Filling out the Sub-License application: Using the *C&P-F-06-03 Application for Sublicenses,* The person responsible for the initially issued certificate must indicate exactly 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 email details are required additionally)
- Name and address of the manufacturer of the certified product

- Original Certificate Number
- The certified product
- Authorization time (in cases where the Sub-License is less than one year valid).
- 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 form, the person responsible for the certificate initially issued must provide the additional documents necessary to execute the required Determination activities.

The format *C&P-F-06-03 Sublicense Application* 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 the commercial matters and have the Commercial Offer (including the terms of service) signed. In other words, at the time of receiving the Sub-License application, the Stage mentioned in numeral 6.1 must be initiated.

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 numeral 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 in accordance with numeral 6.3.

e. Certification Decision: it is 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, it must have all the information established 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 sub-licence is linked to the XXXXXXXX certificate of origin"

6.6.2 Surveillance (follow-up): Certificates issued in accordance with scheme 3, 4, 5, 6 or another set out in Annex A must be subject to surveillance. It is also the customer's obligation to ensure that the monitoring of their certificate is executed. A Surveillance is considered executed when compliance 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 the requirements of numerals 6.1 to 6.4 of this procedure. However, the following situations should be taken into account:

a. The logistics professional and/or sales manager will send an email to the customer informing them about the proximity of the execution of the follow-up, asking them about their 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 with applying numeral 6.4 (Certification and Attestation Decision Stage) and the Procedure *C&P-P-05 Maintenance, Suspension Lifting, Withdrawing, and Changing Certification.*

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 diagrams 3, 4, 5, 6 or other provided for in Annex A that is not subject to surveillance must be Suspended and subsequently Withdrawn in accordance with the guidelines of the procedure *C&P-P-05 Maintenance, Suspension Lifting, Withdrawing, and Changing Certification.* (see 6.6.4 of this procedure).

6.6.3 Changes to the Certification Conditions: In the event that the conditions initially agreed with the client require to be modified (even after the certificate has been issued) SGS Colombia must decide on the actions required for the implementation of such changes in the process. This may involve additional evaluation, review, certification decision, or administrative activities.

6.5.3.1 Within the Commercial Offer issued for an initial certification or follow-up process (whichever is the most recent), the general conditions may be set out with which the following changes will be addressed, which are considered recurrent and will not require the issuance of an additional commercial document:

- Updating of references during the process or after the issuance of a certification document, whose actions required for implementation do not imply additional inspections or laboratory tests.
- Updating of the testing laboratory (in case the payment of the same is at the customer's expense).
- Updating of the place of execution of activities (when it does not imply alteration to the initially quoted value).
- Update of the mode of execution of activities (virtual/face-to-face).
- Updating of particular tests to be carried out for a follow-up activity (in case the payment of the same is borne by the client).
- Changes that imply the elimination of an activity and, consequently, a reduction in the general service fee.
- Any other changes whose management and associated cost can be foreseen from an Initial Offer or follow-up.

6.5.3.2 Notwithstanding the above, there will be cases in which the needs of implementing the change will require an additional formal agreement. To this end, an ANNEX TO THE COMMERCIAL OFFER will be applied, after activation of numeral 6.1 (Selection stage) by the LOGISTICS PROFESSIONAL or ACCOUNT EXECUTIVE and from then on the execution of 6.2 (Determination stage), 6.3 (Review stage) and 6.4 (Certification and Attestation Decision stage). This option will apply in the following situations:

- Update of the Company Name of the holder of the certification document.
- When it is necessary to agree on the activities and the applicable cost for the concept of Closures of Non-Conformities identified.

- Updating of references during the process or after the issuance of a certification document, whose actions required for implementation involve additional inspection or testing activity.
- Update of the manufacturer's company name. This is because an audit may be necessary and additional activities to implement the change may be required.
- Updates required by regulatory or regulatory change.
- In the cases mentioned in 6.5.3.1 whose initial offer does not contemplate the particular conditions of implementation of the required change.
- Update of the mode of execution of activities (virtual/face-to-face).

The foregoing implies that any ANNEX TO THE COMMERCIAL OFFER issued, will generate the opening of an OL.

6.6.4 Suspension or withdrawal of certificates: The decision to Suspend or Withdraw certificates is made 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 Nonconformity has been identified, related to applicable laboratory tests.
- When the customer refuses to have the product inspected or the Audited System and prohibits access by SGS personnel to its premises or the taking of samples for testing.
- When surveillance (monitoring) has not been able to 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 Offering, including failure to pay for certification services.
- At the request of the Client, a certification may be suspended, subject to analysis of the justification by the head of certification or Technical Supervisor.

In general, the following are grounds for withdrawal:

- An unattended suspension
- Misuse of the product certification seal and not contained in document C&P-F-12-01 "Guidelines for use of the SGS product certification seal"
- The certificate has expired.
- The technical framework under which the product has been certified has expired, and the certificate loses validity.
- If the surveillance and control entity (SIC) considers it appropriate.
- At the express request of the customer.

6.6.5 Certificate Renewals (Re-Certifications): A Certificate of Conformity may be renewed for a cycle equal to that initially granted. This is as a result of a new application of the steps mentioned in 6.1, 6.2, 6.3 and 6.4. Renewal (re-certification) activities must be planned in such a way that they are completed 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 Conformity Assessment stages of these numerals must be carried out inasmuch The following:

a. Selection
   - The intent to renew a certificate must be stated by the customer before the certificate has expired and with sufficient time to ensure that the activities are completed prior to expiration.

- The Technical Leader must ensure that the follow-ups of the previous cycle of the certificate to be renewed have been satisfactorily fulfilled. It is important to check if the Renewal application shows any changes in manufacturers, standards or applicable Regulations with respect to the Certificate of the current cycle.
- The activities of the renewals can follow the dynamics of surveillance (monitoring) in terms of sampling and testing. This is provided that the configuration of the applicable surveillance (monitoring) of the new cycle is proposed in the Work Plan.
- In the case of Electrical Sector Products, 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 is in accordance with what is mentioned in numeral 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 carrying out Audit Activities on manufacturers of certified products (scheme 5) within a Renewal process, the format must be considered *C&P-F-06-22 Summary Audit Report* especially numerals 9, 10 and 11, which have to do with characteristics of maintenance of the certification conditions (use of brand, changes in the conditions of the certified product and review of the results of previous audits).
   - For products in the electrical sector, the routine tests referred to in the *C&P-F-06-22 Summary Audit Report* They must be carried out in the manufacturer's laboratory.
   - The execution of sampling for Renewals (re-certifications) should be possible to carry 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
   - The Results Analysis reports must 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 later date.
   - If the Renewal (re-certification) activities have not been completed (including those relating to non-conformance closures) by the certificate expiration date, then the renewal should not be approved and the validity of the certificate should not be extended for a new cycle (according to the scheme).
   - If the Renewal (re-certification) activities are completed after the expiration date of the certificate (including those relating to non-conformance closures), the process shall be considered as Initial Certification and a new certificate shall be issued with a different consecutive and new validity certificate counted from the date of the renewal decision or a later date.

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. of any changes you intend to make in relation to:

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

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

c) Make all necessary arrangements for the conduct of evaluation and monitoring including arrangements for examination of documentation and access to all areas, records (including internal audit reports), personnel for evaluation purposes (e.g., testing, inspection, evaluation, monitoring, reevaluation), subcontractors, investigation and resolution of complaints, and observer participation (if applicable).
d) Make statements about certification consistent with the scope of certification.
e) Make proper use of your product certification in a manner that does not bring SGS Colombia S.A.S into disrepute. The use of the certification mark must be made in accordance with the provisions of document C&P-F-12-01 Guidelines for the Use of the SGS Product Seal of Conformity. 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 materials that contain reference to it and return the certificate of conformity to SGS Colombia S.A.S. when required.
g) If the customer provides copies of the certification documents to others, they must be reproduced in their entirety.
h) Pay the amounts established by SGS Colombia S.A.S. through the Commercial Offer, within the agreed terms.
i) For schemes 3, 4, 5, 6 or other provision in Annex A, the product, service or process must be subjected to, at least, annual monitoring 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 applicable sampling, tests, audits and evaluations. The costs associated with these activities will be described in the commercial offers issued before proceeding with the initial certification. Follow-up activities may include reviews of documentation and records, complaints to the certified product, personnel, areas and subcontractors that are pertinent. In addition, and if required, the Accreditation Body may witness such activities when it deems it appropriate.
j) Use the seal granted only on the product units stipulated in the corresponding certification document. Additionally, the applicant must refrain from using this seal once the period for which it was granted has expired.
k) Maintain a record of all complaints that have been made known to the supplier in relation to its certified products and have these records available to SGS Colombia S.A.S. upon request.
l) Take appropriate action with respect to such complaints and any deficiencies found in products or services that affect compliance with the requirements of the certification.
m) Keep records of actions taken from the complaint.

6.8. CUSTOMERS' RIGHTS 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 "General Terms and Conditions of Service" document that can be found on the website **http://www.sgs.co/**. Additionally, the following are considered RIGHTS of customers with a certified product, process or service (also applies to service applicants).

a) All applicants have the right to initiate, finalize and know the result of the certification process of their products, processes and services, unless their procedure is not legally permitted, or it has contravened any of the applicable conditions.
b) To be treated respectfully, objectively and impartially throughout the certification process by all SGS Colombia S.A.S. personnel.
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 disagreement 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 DUTIES of SGS Colombia S.A.S. as a Certification Body are:

a) Comply with and maintain the provisions of this document.
b) To make available to the CONTRACTOR the necessary officials for the timely provision of the services offered.
c) Issue the Model Seal to be used in accordance with the product and standard evaluated, in accordance with the guidelines provided in C&P-F-12-01 "Guidelines for the use of the 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 of the evaluated product, when the supplier of the certified product makes 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 is made publicly available by the customer or when there are agreements between the CB and the customer, 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 assessment procedures, rules and procedures for granting, maintaining, extending or reducing the scope of certification or for suspending, withdrawing or refusing certification.
- Description of the means by which the certification body obtains financial support and general information.
- Information on Grievance and Appeal Procedures

For certificate validation, SGS Colombia 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 by 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. WEBSITE: by clicking on the link https://www.sgs.com/en/certified-clients-and-products, 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 calling the telephone line: (+57-601) 6069292.

4. By 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
    - Regulations and/or technical standards
    - 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 anyone who requires them regardless of the size of the Organization, nor of its membership of any association or group or the number of certifications already issued.

However, SGS may decline to accept an application or maintain a customer's certification contract when there are fundamental or proven reasons, such as the customer's involvement in illegal activities, a history of repeated non-conformities with product or certification requirements, or similar issues related to the customer

FINANCIAL SUPPORT AND FEE INFORMATION

SGS is a publicly traded company 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 businesses 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 at the request of the client 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 one 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 customer must fill out.

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

- Email: co.servicioalcliente@sgs.com or to the phone 6069292.
- Mail: Carrera 100 No. 25 C - 11, warehouse 3. Bogotá- Colombia.
- In person and phone calls.

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

Any client of SGS Colombia S.A.S. may appeal a decision in writing stating the issues on which it is based, along with the evidence for its analysis and resolution. This appeal must be delivered to SGS within ten calendar days of the date of delivery of the results to the client.

Complaint Resolution

Initial Response

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

Customer Response

After the complaint is registered, there is a maximum time of 15 business days to respond to the customer.

Complaint Closure

Complaints must be closed as long as they have sufficient evidence confirming that a response was given that satisfies the complainant's request; in the same way, an 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 one who has undergone testing among other services, SGS must notify the customer and request action plans on the complaint within 5 working days.

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

Appeal Settlement

Any certification process in which the client is requested to reconsider the decision made in

relation to said object.

The appeal will be resolved by personnel who have not participated in the certification or inspection process and who have the respective technical knowledge of 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 filing with SGS. If the committee or group of people that resolves the appeal considers that it is necessary to make its decision, that a specific audit of the appealed activity be carried out, in these cases, the deadline for deciding will be extended until the final concept is available.

In all cases, the decision will be made only by SGS Colombia S.A.S. personnel, taking into account the recommendations of the parties involved. The decision taken must not lead to discriminatory actions against the person or company appealing. In addition, this decision is not subject to a new appeal, therefore, the process is terminated and it is closed in the system

The response shall be issued by means of an official communication to the appellant, which shall establish the reasons under which the decision is upheld or, on the contrary, resolved in favor of the appellant.

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

In no event will 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, the appropriate corrective actions will be taken according to the QA-P-04 procedure Corrective, preventive, and improvement actions.

7. RECORDS

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

8. CHANGE CONTROL

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

CHANGE CONTROL				
Version	**Date**	**Check**	**Approved**	**Change**
1	September 2010	Camilo Ramírez	Operating Committee	First Edition of the Document
25	May 2020	Carlos Romero / CRS Evaluator, Diego Chiquiza / Technical Leader	Camilo Ramirez / Head of Certification	The inclusion of the certification scheme is carried out **"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 Supervision	Camilo Ramirez / Head of Certification	Identification of the 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 biosafety certification times for the "certified check-in" and "Biosecure Company Colombia Certificate" processes, 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 related to scheme 3 and 1B for the evaluation of processed food products in accordance with the Regulation mentioned in Resolution 2013 of 2020.
30	August	David Mendez, César	Camilo	The evaluation conditions of the

CHANGE CONTROL				
Version	**Date**	**Check**	**Approved**	**Change**
	2021	Meléndez, Jhon Cediel, Camila Martínez, Natalia Parra / Technical Supervisors	Ramirez / Head of Certification	scheme are updated 5. The criterion of expiration date of the food product is included for schedule 1b. The name of the sector and the coding are modified in accordance with the new structure defined by the parent company.
31	January 2022	Norma Galeano / Quality Professional, Camilo Ramirez / Head of Certification	Camilo Ramirez / Head of Certification	The footer of numeral 6.1.1 is included that the certification request information can be sent by the client by email. The call sign for telephone line communication has been modified.
32	March 2023	Juan Giraldo, Astrid Jimenez/Technical Supervisors, Cesar Melendez/Technical Coordinator	Camilo Ramirez / Head of Certification	Updated conditions related to changes and updating of certification schemes are included. Conditions are included against appeals.
33	April 2025	Juan Giraldo, Technical Supervisor, Cesar Meléndez/Technical Coordinator	Camilo Ramirez / Head of Certification	The definitions section has been updated and parameters applicable to the schemas of the new RETIE/RETILAP have been included.

ANNEX A - PRODUCT CERTIFICATION SCHEMES.

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 technical standard or regulation, before it is going to be mass-produced. Although 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 product's design.

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

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

Diagram 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.

Diagram 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 in place that covers the manufacture of the products to be evaluated. This scheme should not be offered to importers without control and direct contact with the manufacturer.

Diagram 4 RETIE and RETILAP: 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 in place that covers the manufacture of the products to be evaluated. This scheme requires the manufacturer to receive annual audits in order to verify the production process and part of the Quality Management System. This scheme should not be offered to importers without control and direct contact with the manufacturer.

Diagram 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 in place that covers the manufacture of the products to be evaluated. This scheme should not be offered to importers without control and direct contact with the manufacturer.

Diagram 5 RETIE and RETILAP: This scheme applies to those manufacturers or importers with direct control of manufacturing. The manufacturer that applies to this scheme has a Management System in place that covers the manufacture of the products to be evaluated. This scheme allows the performance of annual audits of the quality management system or the possibility of documenting the certified quality management system. This scheme should not be offered to importers without control and direct contact with the manufacturer.

Diagram 6: This scheme applies to the 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.

Diagram "Total Production Verification": 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 energy performance and labeling requirements established by each regulation. For this reason, the activities of SELECTION, DETERMINATION,

REVIEW, CERTIFICATION DECISION AND ATTESTATION correspond to the activities related in 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 OUTLINE	HOW ACTIVITIES SHOULD BE CARRIED OUT DEPENDING ON THE LEVEL OF RISK		
		LOW RISK	MEDIUM RISK	HIGH RISK
1A	**SAMPLING**	Sampling does not apply. Customer can directly provide 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 (labeling requirements)	Performed by an SGS inspector on samples taken during the sampling activity	Performed by an SGS inspector on samples taken during the sampling activity	Performed 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 on the application of the scheme:

In the application review:

- The classification of the service between the established risk levels (Low, Medium-high) will determine the number of samples to be evaluated. In other words, 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.

- The Work Plan generated according to the procedure *C&P-P-17 Application Review*, shall indicate the level of risk determined and the number of units required per sample.

- The above also applies to when scheme 1A is required to evaluate samples that are going to be presented as support for public tenders.

SCHEME 1B

ISO IEC 17067 SCHEMATICS	GENERAL ACTIVITIES COVERED IN THE OUTLINE	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: Product-related technical criteria	Criterion 1: According to the manufacturer Criterion 2: Product-related technical criteria Criterion 3: Product-related technical criteria	Criterion 1: According to the manufacturer Criterion 2: Product-related technical criteria Criterion 3: Product-related technical criteria Criterion 4: Technical criteria related to the product
	SAMPLING	Normal Inspection, NTC/ISO 2859-1, Level S1 or Reduced Inspection, NTC/ISO 3951-1, Level S1	Normal Inspection, NTC/ISO 2859-1, Level S1 or Reduced Inspection, NTC/ISO 3951-1, Level S1	Normal Inspection, NTC/ISO 2859-1, Level S1 or Reduced Inspection, NTC/ISO 3951-1, Level S1
	VISUAL INSPECTION (labeling requirements)	Performed by an SGS inspector on samples taken during the sampling activity	Performed by an SGS inspector on samples taken during the sampling activity	Performed 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 TRADEMARK	YES	NO	NO
	VALIDITY OF THE CERTIFICATE	For the evaluated batch	For the evaluated batch	For the evaluated batch

Important notes on the application of the scheme:

In the application review:

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

- The risk classification criteria are typified in procedure C&P-P-20 Risk profiles.

- 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. The initial criteria for classification by families by product are found in ANNEX F of this procedure.

  Although it is true that the activities of scheme 1b between different levels of risk do not change, the greater the risk, the greater the number of homogeneous batches (families), the greater the number of samples

- In cases where a request corresponds to that of an order with several homogeneous batches (families), the generated Work Plan format will specify the quantities of each of them. Sampling will be executed on the basis of partial quantities and not the total of the order.

- In cases where the application includes 1 homogeneous batch of a single reference, there will 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 that there are no samples out of specification.

- For the conformity assessment of Resolution 2013 of 2020, the classification by families must be associated with the requirements of the regulation. Therefore, criterion 1 of classification by families will be the PRODUCING PLANT and criterion 2: THE TYPE OF PRODUCT AND ITS FORMULATION. For this reason, an establishment of activities according to the risk will not apply.

In the Determination

- In order to evidence 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 coincide between all the samples of the same homogeneous batch/family. In case the labeling does not have it, 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 date of production is identified.

Criteria for defining the sample for the Ecuadorian technical regulation RTE INEN 011 (1R) "TIRES"

For the sample size, the considerations established in the following standards must be taken into account:

NTE INEN 2099 (Type II and Type III): For testing in accordance with Annex F. For visual inspection double sampling for normal inspection, general inspection level II and AQL 2.5% of ISO 2859-1, if the batch is less than 16 units, 3 tires will be taken.

NTE INEN 2100 (Type I and Type IV): For visual inspection double sampling for normal inspection, general inspection level II and AQL 2.5% of ISO 2859-1, if the batch is less than 16 units 3 tires will be taken

DIAGRAM 1B RETIE and RETILAP

ISO IEC 17067 SCHEMATICS	GENERAL ACTIVITIES COVERED IN THE OUTLINE	HOW ACTIVITIES SHOULD BE CARRIED OUT DEPENDING ON THE LEVEL OF RISK
1B RETIE 1B RETILAP	**Samples taken by the certification body only from the batch to be certified. The determination of size and sampling must be carried out in accordance with the provisions of ISO 2859-1 or NTC-ISO 2859-1 and in accordance with all the products that make up the batch.**	For all applications associated with this scheme, sampling (units taken by the SGS product certification body) must be executed by batch sizes of products, distributed by families taking into account the following criteria: **Criterion 1:** According to the manufacturer **Criterion 2:** Homogeneous batch, same batch and production process. **Criterion 3:** Technical criteria related to the product (RETIE articles and RETILAP articles) For each batch size, samples will be selected considering the following sampling plan according to ISO 2859-1: • **Inspection:** Normal. • **Level:** Special S-1. • **NAC:** Ac:0, Re:1.
	Execution of inspection by attributes in accordance with the requirements applicable to the type of product.	Samples will be taken by the product certification body. This activity will be carried out by an SGS inspector on the units taken during the sampling activity. The inspection requirement applies to each RETIE and RETILAP article (see evaluation lists)
	Carrying out tests, in accordance with the requirements applicable to the type of product and the methods established in the Regulation.	Laboratory tests will be carried out on samples taken by the certification body SGS. Laboratories must be selected according to the following sequence: 1. Accredited laboratory in Colombia or abroad that are part of ONAC multilateral agreements 2. Laboratory evaluated **Note:** Acceptance of previously executed test reports does not apply.
	Review of all information and assessment of the conformity of process results. **Preparation of conformity assessment report.**	REVIEW stage to be carried out by an SGS assessor on the results obtained during the DETERMINATION stage, which are described above, comparing the results with the technical information and the requirements of the applicable RETIE or RETILAP regulation (see evaluation lists).
	Decision on granting certification.	Activity called evaluation panel that corresponds to the DECISION stage. It is in charge of the technical

ISO IEC 17067 SCHEMATICS	GENERAL ACTIVITIES COVERED IN THE OUTLINE	HOW ACTIVITIES SHOULD BE CARRIED OUT DEPENDING ON THE LEVEL OF RISK
		supervisor or head of certification of SGS Colombia, using PROCERT and complementing communication, when applicable, by email.
	Communication of the decision and notification to interested parties.	The OPERATIONAL staff in charge of the process will formally notify the client of the results. In addition, it will attach the additional documents that support the decision.
	Registration of information in regulatory databases.	Activity to be carried out by SGS OPERATIONAL personnel once the satisfactory or compliant results of the conformity assessment are evidenced in its SELECTION, DETERMINATION, REVIEW and DECISION stages described above. This includes uploading the certificates to SICERCO.
	Validity of the certificate	For the evaluated batch

Important notes on the application of the scheme:

In the application review:

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

- The classification by families in the 1B RETIE scheme or by category/family of the 1B RETILAP scheme aims to establish the homogeneity of the batch. The initial criteria for classification by family/category by product can be found in the database of the C&P-F-08-134 Conformity Assessment Request Form - (RETIE - RETILAP) and C&P-F-08-135 Conformity Assessment Process Form for RETIE and RETILAP - (S_PDT and E), Book 4, Article 4.2.2. and according to the product categories described in Book 2, Table 2. To. And, the criterion of category/families described in Book 2 of RETILAP.

- In cases where a request corresponds to that of an order with several homogeneous batches (families), the generated Work Plan format will specify the quantities of each of them. Sampling will be executed on the basis of partial quantities and not the total of the order.

In the Determination

- In order to evidence 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 coincide between all the samples of the same homogeneous batch/family. In case the labeling does not have it, 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 selected samples of a given family where the batch number or production date is identified

DIAGRAM 3

	SGS MALAYSIA - 17065 CERTIFICATION SCHEMES		
	ISO IEC 17067 SCHEMATICS	**GENERAL ACTIVITIES COVERED IN THE OUTLINE**	**HOW ACTIVITIES SHOULD BE CARRIED OUT**
INITIAL CERTIFICATION	3	**CLASSIFICATION OF PRODUCTS BY FAMILIES**	In accordance with ANNEX F of this Procedure
		SAMPLING	Performed 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 (labeling requirements)	Executed on all the samples selected during the sampling activity.
		LABORATORY TESTS	The tests must be performed on one sample per family. Tests must be carried out in accredited laboratories. Note: For the technical regulation of tires (Resolution 20223040044455 of 2022) and the technical regulation of pneumatic motorcycle tires (Resolution 20223040065305 of 2022) the tests may be carried out in accredited laboratories or evaluated laboratories.
		FACTORY INSPECTION (Production Evaluation)	Evaluation of the production process may be required for initial certification. This must be carried out in accordance with the C&P-F-06-26 format. See ANNEX F of this procedure
		REPORT	Conducted by an SGS reviewer (evaluator)
		CERTIFICATION DECISION	Performed by the SGS Technical Supervisor or Technical Coordinator or Head of Certification
		AUTHORIZATION FOR THE USE OF THE SGS TRADEMARK	YES

		VALIDITY OF THE CERTIFICATE	5 years
		FREQUENCY OF FOLLOW-UP	Annual

	ISO IEC 17067 SCHEMATICS	GENERAL ACTIVITIES COVERED IN THE OUTLINE	HOW ACTIVITIES SHOULD BE CARRIED OUT
TRACKING	3	**SAMPLING**	1 sample of some of the references that make up the family
		VISUAL INSPECTION (labeling requirements)	If the plant to be evaluated involves more than one family of products, the labeling inspection will be carried out on a sample of 50% of the families during follow-up No. 1. The remaining 50% will be tested during follow-up No. 2. Thus completing 2 inspection runs to each family during the 3-year cycle Note: In a given follow-up, the families that are inspected and the families that are tested must cover 100% of the total number of certified families in the factory.
		LABORATORY TESTS	The tests must be performed on one sample per family. If the plant to be evaluated involves more than one family of products, tests will be carried out on a sample of 50% of the families during follow-up No. 1. The remaining 50% will be tested during follow-up No. 2. Thus completing 2 trial runs to each family during the 3-year cycle Note: In a given follow-up, the families that are inspected and the families that are tested must cover 100% of the total number of certified families in the factory.
		FACTORY INSPECTION (Production Evaluation)	The evaluation of the production process is required. This must be carried out in accordance with the C&P-F-06-26 format. See ANNEX F of this procedure
		REPORT	Conducted by an SGS reviewer (evaluator)
		CERTIFICATION DECISION	Performed by the SGS Technical Supervisor or Technical Coordinator or Head of Certification
		Document to be submitted	QR code information is updated

	ISO IEC 17067 SCHEMATICS	GENERAL ACTIVITIES COVERED IN THE OUTLINE	HOW ACTIVITIES SHOULD BE CARRIED OUT
ADDING NEW REFERENCES	3	**ADDING 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 carried out in documentary form. The addition is only carried out if the reference to be included corresponds to the same product in a different presentation, or in other words, a product of the same family initially certified. NOTE: For the technical regulation of rims (Resolution 20223040044455 of 2022) and for the technical regulation of motorcycle pneumatic tires (Resolution 20223040065305 of 2022), for the addition of references applies if the product is from the same family initially certified, additionally you may request a technical sheet of the products or a letter from the manufacturer requesting confirmation of origin of the product
	3	ADDITION OF REFERENCES WITH INSPECTION (APPLICABLE FOR THE TECHNICAL REGULATIONS ON RIMS (RESOLUTION 20223040044455 OF 2022) AND THE TECHNICAL REGULATIONS ON PNEUMATIC MOTORCYCLE TIRES (RESOLUTION 20223040065305))	The addition of new references to the scope of the initial certificate applies if the product is from the same family initially certified, BUT WITH AN EXTRA INSPECTION, if the final number of references (including the initial and new ones) changes the initial letter of level S-3 of NTC/ISO 2859-1, additionally a technical data sheet of the products or a letter from the manufacturer requesting confirmation of origin of the product may be requested

Determination

- For Prioritized Processed Foods (Resolution 2013 of 2020): The validation of ISO 22000:2018, BRC V9, IFS FOOD V 6.1 or FSSC 22000 V5 certificates in the initial Certification activities, may be based on these or the most recent versions of the aforementioned standards.
- For Domestic Gas (Resolution 0899 of 2021): The Inspection at the factory for initial certification does not apply (according to criteria established in Article 8 of the Regulations). This Evaluation is carried out in the follow-up activity.
- For Gas Appliances (Resolution 0899 of 2021): Visual inspection and laboratory tests must be carried out on one sample per family in all surveillance.
- For pneumatic tires (Resolution 20223040044455 of 2022) and motorcycle pneumatic tires (Resolution 20223040065305 of 2022): Visual inspection and tests must be carried out on one sample per family in

all surveillances, executing 50% of the tests during follow-up No. 1 and the remaining 50% of the tests during follow-up No. 2, thus completing 2 test executions during the entire 3-year cycle.

- For Gas Appliances, the validity of the certificate will not exceed 2 years.
- For pneumatic tires (Resolution 20223040044455 of 2022) and pneumatic tires of motorcycles (Resolution 20223040065305 of 2022) the validity of the certificate will not exceed 3 years.

Attestation

- When the manufacturer of the certified product is not in the country, the Sub-License mechanism (mentioned in numeral 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.

In Renewals:

- Renewals (re-certifications) must be carried out according to the considerations of numeral 6.5.5 of this procedure.

DIAGRAM 4:

	SGS MALAYSIA - 17065 CERTIFICATION SCHEMES				
	ISO IEC 17067 SCHEMATICS	**GENERAL ACTIVITIES COVERED IN THE OUTLINE**	**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: Product-related technical criteria	Criterion 1: According to the manufacturer Criterion 2: Product-related technical criteria Criterion 3: Product-related technical criteria	Criterion 1: According to the manufacturer Criterion 2: Product-related technical criteria Criterion 3: Product-related technical criteria Criterion 4: Technical criteria related to the product
		SAMPLING	1 sample per family. Each sample made up of all units needed to perform inspection/testing	1 sample per family. Each sample made up of all units needed to perform inspection/testing	1 sample per family. Each sample made up of all units needed to perform inspection/testing
		VISUAL INSPECTION (labeling requirements)	Performed by an SGS inspector on samples taken during the sampling activity. Normal Inspection, NTC/ISO 2859-1, Level S3 or Normal Inspection, NTC/ISO 3951-1, Level S3 (on number of references x family)	Performed by an SGS inspector on samples taken during the sampling activity. Normal Inspection, NTC/ISO 2859-1, Level S3 or Normal Inspection, NTC/ISO 3951-1, Level S3 (on number of references x family)	Performed by an SGS inspector on samples taken during the sampling activity. Normal Inspection, NTC/ISO 2859-1, Level S3 or Normal Inspection, NTC/ISO 3951-1, Level S3 (on 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	Evaluation of the Production Process is required for the initial certification	Evaluation of the Production Process is required for the initial certification	Evaluation of the Production Process is required for the 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 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 TRADEMARK	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 OUTLINE	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 needed 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 needed to perform inspection/testing. The sample should be taken in the market	1 sample per family. Each sample consists of all the units needed to perform inspection/testing. The sample should be taken in the market
		VISUAL INSPECTION (labeling requirements)	Performed by an SGS inspector on samples taken during the sampling activity	Performed by an SGS inspector on samples taken during the sampling activity	Performed by an SGS inspector on samples taken during the sampling activity
		LABORATORY TESTS	A set of tests should be performed during follow-up. In this case we have to follow up twice: 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 at the first follow-up and the second part is tested at the second follow-up. The above does not apply if routine tests are defined in the regulation/standard, in this case only routine tests will be performed during follow-ups	A full suite 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 suite 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

		FACTORY INSPECTION	Evaluation of the Production Process is required for the initial certification	Evaluation of the Production Process is required for the initial certification	Evaluation of the Production Process is required for the initial certification
		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 submitted	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 OUTLINE	HOW ACTIVITIES SHOULD BE CARRIED OUT DEPENDING ON THE LEVEL OF RISK		
			LOW RISK	MEDIUM RISK	HIGH RISK
ADDING NEW REFERENCES	4	**ADDING REFERENCES WITHOUT INSPECTION**	The addition of new references to the scope of the initial certificate applies if the final number of references (including initial and new references) does not change the initial letter of level S-3 of NTC/ISO 3951-1 or NTC/ISO 2859-1	The addition of new references to the scope of the initial certificate applies if the final number of references (including initial and new references) does not change the initial letter of level S-3 of NTC/ISO 3951-1 or NTC/ISO 2859-1	The addition of new references to the scope of the initial certificate applies if the final number of references (including initial and new references) does not change the initial letter of level S-3 of NTC/ISO 3951-1 or NTC/ISO 2859-1
		ADDITION OF REFERENCES WITH INSPECTION/LABORATORY TESTS	The addition of new references to the scope of the initial certificate applies, BUT WITH EXTRA INSPECTION, if the final number of references (including initial and new references) changes the initial letter of level S-3 of NTC/ISO 3951-1 or NTC/ISO 2859-1	The addition of new references to the scope of the initial certificate applies, BUT WITH EXTRA INSPECTION, if the final number of references (including initial and new references) changes the initial letter of level S-3 of NTC/ISO 3951-1 or NTC/ISO 2859-1	The addition of new references to the scope applies, BUT WITH EXTRA INSPECTION AND LABORATORY TESTING, if in the end the number of references (including initial and new ones) changes in the initial letter of level-3 of NTC/ISO 3951-1 or NTC/ISO 2859-1

Important notes on the application of the scheme:

In the application review:

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

- For applications for energy efficiency certification for Central American countries including RTCA members, Ecuador and Peru (DS-009-2017-EM), the technical leader must clarify in the WORK PLAN whether the initial certification activities include sampling and laboratory testing. Taking into account that the regulations of the Central American countries, including the members of the RTCA, Ecuador and Peru (DS-009-2017-EM), do 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 must be considered for low and medium risk (this as allowed by the ISO/IEC standard 17065 and according to article 5.2.3. of the ISO/IEC TR 17026 report 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 an accredited laboratory under ISO/IEC 17025.
    - Within the scope of accreditation, the laboratory must have the test method required by the regulations applicable to Central American countries, including the RTCA, Ecuador and Peru (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, the applicant (importer) must send 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). In this case, attach a 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 of more than 12 months from the date of application for certification to SGS.

  This will apply both for INITIAL CERTIFICATION and for SURVEILLANCE activities

In the Determination (INITIAL CERTIFICATION):

- Regardless of the level of risk of the service, scheme 4 requires that the Evaluation of the Production Process be carried out in the initial Certification in accordance with the format *C&P-F-06-26 Production Process Checklist*. The Production Process Evaluation 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 customer must be verified as part of this visit to the plant.

- RETIQ (Technical Regulation on 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 cataloged) the Production Process may be evaluated through an on-site evaluation (Factory Inspection) applying the entire checklist mentioned in the format *C&P-F-06-26 Production Process Checklist* or through a documentary validation of the Production for which supports will be requested relating to:

    - Supply of Raw Materials or critical components (Numeral 2 of C&P-F-06-26).
    - Configuration and Organization of the Production Line (Numeral 1 of C&P-F-06-26).
    - Production Records and Records of Conformity Inspections on the Production Line (Numeral 3 of C&P-F-06-26).

  The foregoing must be evaluated and recorded in a report in format C&P-F-06-26 by an authorized

auditor. The documentation previously required must be specified in the Work Plan.

Note: Renewals (re-certifications) must be carried out according to the considerations of numeral 6.5.5 of this procedure.

DIAGRAM 4 RETIE and RETILAP:

	ISO IEC 17067 SCHEMATICS	GENERAL ACTIVITIES COVERED IN THE OUTLINE	HOW ACTIVITIES SHOULD BE CARRIED OUT
INITIAL CERTIFICATION	4 RETIE 4 RETILAP	**Samples taken by the certification body as follows:** **For domestically manufactured products, where the customer is the same manufacturer, the sample must be taken from the factory and/or the market, or both.** **For products manufactured abroad, where the customer is the national importer, or when the manufacturer also acts as an importer for Colombia, the sample must be taken from the factory and/or warehouse of the importer or marketer and/or the market**	Sampling (units taken by the SGS product certification body) must be carried out by families taking into account the following criteria: **Criterion 1**: According to the manufacturer **Criterion 2**: Technical criteria related to the product (RETIE articles and RETILAP articles). The minimum units per family required by the laboratory to perform the tests/visual inspection must be taken.
		Execution of inspection by attributes and assays/tests on the selected samples; in accordance with the requirements applicable to the type of product. **<u>Note:</u> The tests established as a product requirement and which in the technical standards are called non-destructive type must be carried out only once within the certification cycle. The other tests required for a particular product must be carried out during the certification cycle. In any case, when granting the certificate, all the tests applicable to the product to be certified must be carried out**	The samples will be taken by the certification body. This activity will be carried out by an SGS inspector on the units taken during the sampling activity. The inspection requirement for each RETIE and RETILAP article applies (see evaluation lists). The samples per family (RETIE), per category/family (RETILAP) will be composed of all the units necessary to carry out tests. Laboratories must be selected according to the following sequence: 1. Accredited laboratory in Colombia or abroad that are part of ONAC's multilateral agreements. 2. Laboratory evaluated. Evidence from the tests (laboratory reports) of all product requirements evaluated by tests must be available.
		Acceptance of previously assessed information	Destructive testing reports may be accepted under the following conditions:

ISO IEC 17067 SCHEMATICS	GENERAL ACTIVITIES COVERED IN THE OUTLINE	HOW ACTIVITIES SHOULD BE CARRIED OUT
		1. Be executed under the latest version of the applicable test standard (**See important notes on the application of the scheme**). 2. Be executed in accredited laboratories that are signatory members of multilateral agreements with ONAC (report with accreditation seal). 3. They are carried out on a representative sample of the family to be evaluated. 4. The test standard or method used for the report is within the scope of accreditation of the reporting laboratory. 5. The manufacturer must send an official communication explaining whether the manufacturing conditions and materials have been maintained since the execution of the destructive tests or if changes have been made to the production process. In case of not complying with the requirements for acceptance of destructive reports. Reports that do comply must be provided or the tests must be executed within the certification process that is being offered. Non-destructive tests and non-destructive tests may be accepted.other tests required for a particular product, taking into account the following conditions: 1. Date no older than 10 months (counted from receipt of the request) and executed under the latest version of the product standard (**See Important Notes on Scheme Application)** 2. Otherwise, the required tests must be carried out according to the laboratory selection criteria indicated in this table.
	Initial and periodic evaluation (monitoring and renewal) of the production process in order to evaluate the capacity of the	The evaluation of the production process (Fatory Inspection) will be carried out in person by the OCP (SGS), according to the conditions

ISO IEC 17067 SCHEMATICS	GENERAL ACTIVITIES COVERED IN THE OUTLINE	HOW ACTIVITIES SHOULD BE CARRIED OUT
	producer to manufacture the products, with the scope described in this section. The initial evaluation must be face-to-face, and periodic evaluations may be face-to-face or remote (virtual).	of the C&P-F-06-26 format at the manufacturer's facilities. Activity by SGS staff.
	Conformity assessment according to attribute inspection results and test/test results and evaluation of the production process. **Review of all information and results related to the evaluation process.** **Preparation of conformity assessment report**	REVIEW stage to be carried out by an SGS assessor on the results obtained during the DETERMINATION stage, which are described above, comparing the results with the technical information and the requirements of the applicable RETIE or RETILAP regulation (see evaluation lists).
	Decision on granting certification.	Activity called evaluation panel that corresponds to the DECISION stage. It is in charge of the technical supervisor or head of certification of SGS Colombia, using PROCERT and complementing communication when applicable by email. In any case, the OPERATIONAL staff will notify the customer of the result via email.
	Registration of information in regulatory databases.	Activity to be carried out by SGS OPERATIONAL personnel once the satisfactory or compliant results of the conformity assessment are evidenced in its SELECTION, DETERMINATION, REVIEW and DECISION stages described above. This includes uploading the certificates to SICERCO.
	Certification process decision, if the results of the determination, review and decision are positive	Activity called evaluation panel that corresponds to the DECISION stage. It is in charge of the technical supervisor or head of certification of SGS Colombia, using PROCERT and complementing communication when applicable by email.
	Authorization (license) for the use of the certificate during the validity period defined in the certificate.	The authorization is made with the following: 1. Issuance of certificate.

ISO IEC 17067 SCHEMATICS	GENERAL ACTIVITIES COVERED IN THE OUTLINE	HOW ACTIVITIES SHOULD BE CARRIED OUT
	Authorisation for each product included in the certified scope to bear the mark in accordance with the Regulation. The bearing or not of the conformity mark will be based on the decision taken by the producer	2. Issuance of seal use and authorization to the customer on your certified product. 3. Confirmation in SICERCO.
	Validity of the certificate	2 years
	Frequency of follow-up	12 months

	ISO IEC 17067 SCHEMATICS	GENERAL ACTIVITIES COVERED IN THE OUTLINE	HOW ACTIVITIES SHOULD BE CARRIED OUT
MONITORING/RENEWAL	4 RETIE 4 RETILAP	**Samples taken by the certification body as follows:** **From the factory and/or the market and/or warehouse of the importer or marketer, depending on the type of product.**	Sampling should be performed by SGS personnel and the minimum units per family required by the laboratory to perform the tests/visual inspection should be taken.
		Execution of inspection by attributes and assays/tests on the selected samples; in accordance with the requirements applicable to the type of product. **<u>Note:</u> The tests established as a product requirement and which in the technical standards are called non-destructive type must be carried out only once within the certification cycle. The other tests required for a particular product must be carried out during the certification cycle.**	The samples will be taken by the certification body. This activity will be carried out by an SGS inspector on the units taken during the sampling activity. The inspection requirement of each RETIE and RETILAP article applies. View Evaluation Lists The samples per family (RETIE), per category/family (RETILAP) will be composed of all the units necessary to carry out tests. Laboratories must be selected according to the following sequence: 1. Laboratory accredited in Colombia by ONAC. 2. Laboratory accredited abroad that is part of multilateral agreements of ONAC or Evaluated Laboratory. **Vigilance**: The tests that are established as product requirements must be carried out within the numeral applicable to minimum requirements and tests, **<u>except for the so-called destructive and non-destructive types</u>** **Renovation**: The tests established as product requirements must be carried out within the numeral applicable to minimum requirements and tests, including the so-called non-destructive type and **<u>except for the so-called destructive types</u>**
		Initial and periodic evaluation (monitoring and renewal) of the production process in order to evaluate the capacity of the producer to manufacture the	The evaluation of the production process (Fatory Inspection) will be carried out in person or remotely by the OCP (SGS), according to the conditions of the C&P-F-06-26 format at the manufacturer's facilities. Activity by SGS staff.

ISO IEC 17067 SCHEMATICS	GENERAL ACTIVITIES COVERED IN THE OUTLINE	HOW ACTIVITIES SHOULD BE CARRIED OUT
	products, with the scope described in this section. The initial evaluation must be face-to-face, and periodic evaluations may be face-to-face or remote (virtual).	
	Conformity assessment according to attribute inspection results and test/test results and evaluation of the production process. **Review of all information and results related to the evaluation process.** **Preparation of conformity assessment report**	REVIEW stage to be carried out by an SGS assessor on the results obtained during the DETERMINATION stage, which are described above, comparing the results with the technical information and the requirements of the applicable regulation (RETIE or RETILAP). View evaluation lists.
	Decision on maintaining certification.	Activity called evaluation panel that corresponds to the DECISION stage. It is in charge of the technical supervisor or head of certification of SGS Colombia, using PROCERT and complementing communication when applicable by email. In case of evidence of a non-conforming nature, the provisions of article 6.4 of this procedure must be followed. In any case, the OPERATIONAL staff will notify the customer of the result via email.
	Registration of information in regulatory databases.	Activity to be carried out by SGS OPERATIONAL personnel once the results of the conformity assessment are evidenced in its SELECTION, DETERMINATION, REVIEW and DECISION stages described above. Now: • If they are satisfactory, the surveillance charge to SICERCO proceeds. • If they are of a Non-Conforming nature, the status of the certificate in SICERCO must be updated.
	Authorization (license) for the use of the certificate during the validity period defined in the certificate. **Authorisation for each product included in the certified scope**	Authorization or maintenance is carried out with the following: 1. Issuance of surveillance confirmation. 2. Issuance of confirmation, use of seal and authorization to the customer on your certified product.

ISO IEC 17067 SCHEMATICS	GENERAL ACTIVITIES COVERED IN THE OUTLINE	HOW ACTIVITIES SHOULD BE CARRIED OUT
	to bear the mark in accordance with the Regulation. The bearing or not of the conformity mark will be based on the decision taken by the producer	3. Confirmation in SICERCO. In the event of suspension, it is carried out as follows: 1. Issuance of certificate suspension. 2. Issuance of suspension of use of seal and authorization to the customer on your certified product. 3. Confirmation of suspension in SICERCO

	ISO IEC 17067 SCHEMATICS	GENERAL ACTIVITIES COVERED IN THE OUTLINE	HOW ACTIVITIES SHOULD BE CARRIED OUT DEPENDING ON THE LEVEL OF RISK
ADDING NEW REFERENCES	4 RETIE 4 RETILAP	ADDITION OF REFERENCES	The addition of new references to the scope of the initial certificate applies if the product is classified within the same family conditions defined by RETIE and RETILAP. Otherwise, an initial certification process must be executed. To do this, you can rely on: • Technical data sheets and marking/labelling model • Manuals • Others that are applicable

Important notes on the application of the scheme:

When applicable, for the execution of the tests, at least one sample must be taken for each family described in the service or commercial offer.

In the review of the application (INITIAL CERTIFICATION):

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

- The initial criteria for classification by families/category by product can be found in the database of C&P-F-08-134 Conformity assessment application form - (RETIE - RETILAP) and C&P-F-08-135 Conformity assessment process format for RETIE and RETILAP - (S_PDT and E), Book 4, article 4.2.2. and according to the product categories described in Book 2, Table 2. To. And, the criterion of category/families described in Book 2 of RETILAP.

- For RETIE and RETILAP certification applications, the technical leader must clarify in the WORK PLAN whether the initial certification activities include sampling and laboratory testing. Taking into account that the regulation allows the acceptance of destructive type tests, non-destructive type tests and tests established as product requirements, only product inspection, labeling and technical information activity could be applied (depending on the case). 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 an ISO/IEC 17025 accredited laboratory that is part of ONAC's multilateral agreements.
    - Within the scope of accreditation, the laboratory must have the test method required by the regulations or applicable to the product.
    - If the test report was executed on a version prior to the applicable current standard, the technical leader must fill out the form *C&P-F-17-03 Matrix Comparison Between Test Method Versions* in order to verify if the report can be accepted for the applicable test method, if an updated report is required, if it is required to execute the test under the current method or according to the latest version of the applicable standard.
    - The reference under conformity assessment must be identified and proven in the test report. If the reference evaluated in the test reports was the manufacturer's reference, the applicant

(importer) must send a letter signed and stamped by the manufacturer indicating the list of components of the manufacturer's tested reference and the equivalent reference of the applicant (importer). In this case, attach a photographic record if possible.

- In addition to the previous points, for reports of non-destructive type tests and tests established as product requirements (other than destructive types), it must be ensured that the tests do not have an execution date of more than 10 months from the date of application for certification to SGS.
  Now, for destructive type tests, the manufacturer must send an official communication explaining whether the manufacturing conditions have been maintained since the execution of the type tests or if changes have been made in the production process. In case of significant changes, the possibility of carrying out the tests within the certification process or the receipt of new type test reports must be evaluated.

- For applications for RETIE and RETILAP certification, the technical leader must clarify in the WORK PLAN whether or not the laboratory to be used has the accredited test method. If not, you must confirm whether the laboratory and method have been evaluated by SGS as described in the Laboratory Evaluation Procedure C&P-P-07. If laboratory assessment is necessary, it must be planned and executed before carrying out the laboratory tests required for the conformity assessment process.

- THE Scope of the product certificate will correspond to a production plant, in the case of having different production plants, the products manufactured in each of them must have a different certificate of conformity supported by sampling, as established in the family and respective tests for the products covered in the certificate of each of them.

In the Determination (INITIAL CERTIFICATION/FOLLOW-UP/RENEWALS):

- Scheme 4 RETIE and 4 RETILAP requires that the Evaluation of the Production Process be carried out in the Initial Certification, therefore, in accordance with the format C&P-F-06-26 Checklist of Productive Processes, SGS will execute this activity. The veracity of the design information received from the customer must be corroborated as part of this factory visit.

- In cases where an evaluated laboratory must be used, the RETIE and RETILAP regulations require the OCP to carry out the attestation of the tests, this will be as described in the procedure C&P-P-07. Therefore, any test to be performed in an evaluated laboratory must be attested by SGS.

In the Determination (FOLLOW-UPS/RENEWALS):

- For products covered by 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 on Production Process Inspection.*
  b. Attestation of the non-destructive type tests (Renewal) and/or tests established as product requirements (other than the destructive type), of the RETIE or RETILAP when the laboratory evaluated according to procedure C&P-P-07 Laboratory evaluation is used.
  c. Tests in an accredited laboratory of non-destructive type tests (Renewal) and/or tests established as product requirements (other than destructive types).
  d. Inspection of labeling/marking conditions in accordance with the requirements of the Regulations.

The Surveillance (monitoring) and renewal evaluations must always be completed within each period

established for them. If the date of monitoring or renewal is reached and these activities are not yet completed, the certificate must be suspended until these activities are concluded, in any case, the dates initially established for monitoring or renewals must not be modified in the body of the certificate

DIAGRAM 5.

	SGS MALAYSIA - 17065 CERTIFICATION SCHEMES				
	ISO IEC 17067 SCHEMATICS	**GENERAL ACTIVITIES COVERED IN THE OUTLINE**	**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: Product-related technical criteria	Criterion 1: According to the manufacturer Criterion 2: Product-related technical criteria	Criterion 1: According to the manufacturer Criterion 2: Product-related technical criteria Criterion 3: Product-related technical criteria
		SAMPLING AND VISUAL INSPECTION	At the time of visual inspection (and considering the quantity of product available), a plan will be applied in accordance with NTC/ISO 2859-1 (levels S1, S2 or S3). It should be tended that the number of units to be inspected covers as many family references as possible.	At the time of visual inspection (and considering the quantity of product available), a plan will be applied in accordance with NTC/ISO 2859-1 (levels S1, S2 or S3). It should be tended that the number of units to be inspected covers as many family references as possible.	At the time of visual inspection (and considering the quantity of product available), a plan will be applied in accordance with NTC/ISO 2859-1 (levels S1, S2 or S3). It should be tended that the number of units to be inspected covers as many family references as possible.
		SAMPLING AND LABORATORY TESTING	Laboratory tests should be carried out on a sample of product from each family (unless otherwise provided for in the regulation or standard being evaluated). The sample must be composed of the number of units sufficient to carry out the tests.	Laboratory tests should be carried out on a sample of product from each family (unless otherwise provided for in the regulation or standard being evaluated). The sample must be composed of the number of units sufficient to carry out the tests.	Laboratory tests should be carried out on a sample of product from each family (unless otherwise provided for in the regulation or standard being evaluated). 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 certificate or IATF 16949:2016, 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 TRADEMARK	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 OUTLINE	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 been previously inspected or tested 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 been previously inspected or tested by SGS.	1 sample per family. The sample should be taken from the market. The sample must NOT have been previously inspected or tested by SGS
		SAMPLING AND LABORATORY TESTING	Laboratory tests should be carried out on a sample of product from each family (unless otherwise provided for in the regulation or standard being evaluated). The sample must be composed of the number of units sufficient to carry out the tests. Two sets of tests should 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 monitoring, the other at the end of	Laboratory tests should be carried out on a sample of product from each family (unless otherwise provided for in the regulation or standard being evaluated). The sample must be composed of the number of units sufficient to carry out 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 at the first follow-up	Laboratory tests should be carried out on a sample of product from each family (unless otherwise provided for in the regulation or standard being evaluated). The sample must be composed of the number of units sufficient to carry out the tests A set of tests should 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 part is tested at

			the fourth year of certification. Then, the required laboratory tests can be divided into two parts, the first part is tested at the first follow-up and the second part is tested at the second follow-up. You should do the same with the third and fourth follow-ups. The above does not apply if routine tests are defined in the regulation/standard, during follow-ups only routine tests will be performed. Nor does it apply if the tests are considered cyclical or the standard establishes a specific order for their performance.	and the second part is tested at the second follow-up. During the third follow-up, the first part should be tested again. The above does not apply if routine tests are defined in the regulation/standard, during follow-ups only routine tests will be performed. Nor does it apply if the tests are considered cyclical or the standard establishes a specific order for their performance.	the first follow-up and the second part can be tested at the second follow-up. The above does not apply if routine tests are defined in the regulation/standard, during follow-ups only routine tests will be performed. Nor does it apply if the tests are considered cyclical or the standard establishes a specific order for their performance.
		EVALUATION OF THE MANUFACTURER'S QUALITY MANAGEMENT SYSTEM	If the **Option 1** in Initial Certification: An audit (face-to-face or remote) must be carried out. If the **Option 2** in Initial Certification: The verification of the continued validity of the evaluated certificate continues. During some of the surveillance, the documentary review referred to in the diagram's	**Option 1:** By executing an audit (face-to-face or remote). **Option 2:** By validating an ISO 9001:2015 certificate or IATF16949:2016, 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).

			application notes 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 SUBMITTED	In the event of variations in the scope during 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 of variations in the scope during 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 of variations in the scope during 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.

	ISO IEC 17067 SCHEMATICS	GENERAL ACTIVITIES COVERED IN THE OUTLINE	HOW ACTIVITIES SHOULD BE CARRIED OUT
ADDING NEW REFERENCES	**5**	ADDITION OF REFERENCES	To make additions of references, 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. To do 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 the highest specification to be added. • Labeling/visual inspection in case the sampling exceeds (in case of exceeding the initial sampling level). • Face-to-face or remote auditing. • Letter from the manufacturer requesting confirmation of product origin • New laboratory tests.

Important notes on the application of the scheme:

In the application review:

- It should be particularly important to review whether or not the applicant for the service is a Manufacturer or whether it is an Importer with direct control over manufacturing.
- For applications for energy efficiency certification for Central American countries including RTCA members, Ecuador and Peru (DS-009-2017-EM), the technical leader must clarify in the WORK PLAN whether the initial certification activities include sampling and laboratory testing. Taking into account that the regulations of the Central American countries, including the members of the RTCA, Ecuador and Peru (DS-009-2017-EM), do 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 must be considered for low and medium risk (this as allowed by the ISO/IEC standard 17065 and according to article 5.2.3. of the ISO/IEC TR 17026 report 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 an accredited laboratory under ISO/IEC 17025.
- Within the scope of accreditation, the laboratory must have the test method required by the regulations applicable to Central American countries, including the RTCA, Ecuador and Peru (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, the applicant (importer) must send 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). In this case, attach a 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 of more than 12 months from the date of application for certification to SGS.

This will apply both for INITIAL CERTIFICATION and for SURVEILLANCE activities.

- For applications for certification of pneumatic tires under the RTCR 486:2016 Technical Regulation for pneumatic tires issued by the Ministry of Economy, Industry and Commerce of Costa Rica, regardless of the level of risk, during the initial certification an audit of the manufacturer's quality management system must be carried out; for follow-ups for medium and low risk levels, the manufacturer's quality management system can be evaluated by carrying out an audit (face-to-face or remote) or by validating an ISO 9001:2015 or IATF 16949:2016 certificate, issued by an accredited body and covering the manufacturing activities of the products involved in the certification process, while for high risk a face-to-face audit must be carried out or remote to the quality management system during each of the follow-ups.

- For Technical Regulations of the TRANSPORT sector (TRP) and for the Toy Regulations, 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 is as long as the following conditions are met:

  - That the report is issued by a laboratory accredited by an ILAC or IEECEE member (for electrical products) 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 18 months from the date of issuance (for products related to transportation or Toys) or 24 months (for electrical products covered by RETIE 2013/RETILAP 2010) from the date of issuance of the work/structuring plan.
  - That, for each identified family, (at least) 1 report is provided that includes a reference/model (that is part of the scope to be evaluated) and that covers all the tests required by the applicable Technical Regulations.
  - That the report is issued under any of the standards that are considered valid, in force or that are within the transitional period according to the applicable Technical Regulations.

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

  The evaluation of those characteristics of labeling, leaflet or marking must be made by inspection of 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 from the client must be checked as part of the visit.
- For Technical Regulations of the TRANSPORTATION 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 evaluation process or execution of new tests. Likewise, if the execution of an audit of the factory will be required.
- RETIQ (Technical Regulation on 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 cataloged), the manufacturer's Quality Management System may be evaluated through an on-site audit (according to the *C&P-F-06-22 Summary Audit Report* or through the documentary validation of a quality 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 cataloged), the Production Process may be evaluated by means of an on-site evaluation (Factory Inspection) applying the entire checklist mentioned in the format *C&P-F-06-22 Summary Audit Report* or through a documentary validation of the Production for which supports will be requested relating to:

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

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

In the Determination (FOLLOW-UP):

- Unless the Regulations or Norm evaluated say 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 one of the following activities must be carried out (additionally):

  a. Documentary review of the Production for which support will be requested related to:

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

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

  b. Inspection of the importer's warehouse in which the following aspects will be verified:

  - Storage conditions.
  - Disposal of the product in the Warehouse.
  - Inventory control.
  - Control of expiration dates (if applicable)
  - Identification of product subject to segregation and destruction.

  The foregoing must be evaluated and recorded in the applicable Final Results Report format or on the platform that is available for the execution of the operation of the Certification services

  c. Market inspection of a reference included within the scope of the certificate. Product on display will be selected for sale and available to the public. In this case, the inspection criteria associated with the characteristics of Labeling or Labeling required by the applicable standard or Regulation will be applied, filling out the corresponding form.

- RETIQ (Technical Regulation on 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 cataloged), the manufacturer's Quality Management System may be evaluated through an on-site audit (according to the *C&P-F-06-22 Summary Audit Report* or through the documentary validation of a quality 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 cataloged), the Production Process may be evaluated by means of an on-site evaluation (Factory Inspection) applying the entire checklist mentioned in the format *C&P-F-06-22 Summary Audit Report* or through a documentary validation of the Production for which supports will be requested relating to:

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

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

In Renewals:

- Renewals (re-certifications) must be carried out according to the considerations of numeral 6.5.5 of this procedure.

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

DIAGRAM 5 RETIE and RETILAP.

	ISO IEC 17067 SCHEMATICS	GENERAL ACTIVITIES COVERED IN THE OUTLINE	HOW ACTIVITIES SHOULD BE CARRIED OUT
INITIAL CERTIFICATION	5 RETIE 5 RETILAP	**Samples taken by the certification body as follows:** **For domestically manufactured products, where the customer is the same manufacturer, the sample must be taken from the factory and/or the market, or both.** **For products manufactured abroad, where the customer is the national importer, or when the manufacturer also acts as an importer for Colombia, the sample must be taken from the factory and/or warehouse of the importer or marketer and/or the market**	Sampling (units taken by the SGS product certification body) must be carried out by families taking into account the following criteria: **Criterion 1**: According to the manufacturer **Criterion 2**: Technical criteria related to the product (RETIE articles and RETILAP articles). The minimum units per family required by the laboratory to perform the tests/visual inspection must be taken.
		Execution of inspection by attributes and assays/tests on the selected samples; in accordance with the requirements applicable to the type of product. **Note: The tests established as a product requirement and which in the technical standards are called non-destructive type must be carried out only once within the certification cycle. The other tests required for a particular product must be carried out during the certification cycle. In any case, when granting the certificate, all the tests applicable to the product to be certified must be carried out**	The samples will be taken by the certification body. This activity will be carried out by an SGS inspector on the units taken during the sampling activity. The inspection requirement of each RETIE and RETILAP article applies. View Evaluation Lists The samples per family (RETIE), per category/family (RETILAP) will be composed of all the units necessary to carry out tests. Laboratories must be selected according to the following sequence: 1. Accredited laboratory in Colombia or abroad that are part of ONAC's multilateral agreements. 2. Laboratory evaluated. Evidence from the tests (laboratory reports) of all product requirements evaluated by tests must be available.

ISO IEC 17067 SCHEMATICS	GENERAL ACTIVITIES COVERED IN THE OUTLINE	HOW ACTIVITIES SHOULD BE CARRIED OUT
	Acceptance of previously assessed information	Destructive testing reports may be accepted under the following conditions: 1. Be executed under the latest version of the applicable test standard (**See important notes on the application of the scheme**). 2. Be executed in accredited laboratories that are signatory members of multilateral agreements with ONAC (report with accreditation seal). 3. They are carried out on a representative sample of the family to be evaluated. 4. The test standard or method used for the report is within the scope of accreditation of the reporting laboratory. 5. The manufacturer must send an official communication explaining whether the manufacturing conditions and materials have been maintained since the execution of the destructive tests or if changes have been made to the production process. In case of not complying with the requirements for acceptance of destructive reports. Reports that do comply must be provided or the tests must be executed within the certification process that is being offered. Non-destructive tests and non-destructive tests may be accepted.other tests required for a particular product, taking into account the following conditions: 1. Date no older than 10 months (counted from receipt of the request) and executed under the latest version of the product standard (**See Important Notes on Scheme Application)** 2. Otherwise, the required tests must be carried out according to the laboratory selection criteria indicated in this table.

ISO IEC 17067 SCHEMATICS	GENERAL ACTIVITIES COVERED IN THE OUTLINE	HOW ACTIVITIES SHOULD BE CARRIED OUT
	In the granting of the certificate: initial audit of the manufacturer's quality management system, carried out by a certification body accredited with ISO/IEC 17021 or validation by documentary review as described in paragraph 3 of this paragraph.	This scheme applies to manufacturers that have a certified QMS. The QMS certificate will be reviewed as described in the notes to this section.
	Conformity assessment according to attribute inspection results and test/test results and evaluation of the production process. **Review of all information and results related to the evaluation process.** **Preparation of conformity assessment report**	REVIEW stage to be performed by an SGS assessor on the results obtained during the DETERMINATION stage, which are described above, comparing the results with the technical information and requirements of the applicable RETIE or RETILAP regulation (see evaluation lists)
	Decision on granting certification.	Activity called evaluation panel that corresponds to the DECISION stage. It is in charge of the technical supervisor or head of certification of SGS Colombia, using PROCERT and complementing communication, when applicable, by email.
	Communication of the decision and notification to the supervisory and control entities when required and the owner of the certificate **Registration of information in regulatory databases.**	Activity to be carried out by SGS OPERATIONAL personnel once the results of the conformity assessment are evidenced in its SELECTION, DETERMINATION, REVIEW and DECISION stages described above. If they are satisfactory, the loading proceeds to SICERCO. In any case, the OPERATIONAL staff will notify the customer of the result via email.
	Certification process decision, if the results of the determination, review and decision are positive	Activity called evaluation panel that corresponds to the DECISION stage. It is in charge of the technical supervisor or head of certification of SGS Colombia, using PROCERT and complementing communication, when applicable, by email. If the results are satisfactory, the certificate is issued, uploaded

ISO IEC 17067 SCHEMATICS	GENERAL ACTIVITIES COVERED IN THE OUTLINE	HOW ACTIVITIES SHOULD BE CARRIED OUT
		to SICERCO and formally notified to the customer.
	Authorization (license) for the use of the certificate during the validity period defined in the certificate. **Authorisation for each product included in the certified scope to bear the mark in accordance with the Regulation. The bearing or not of the conformity mark will be based on the decision taken by the producer**	The authorization is made with the following: 1. Issuance of certificate. 2. Issuance of SGS seal and customer clearance on your certified product. 3. Confirmation in SICERCO.
	Validity of the certificate	5 years
	Frequency of follow-up	12 months 32 months

	ISO IEC 17067 SCHEMATICS	GENERAL ACTIVITIES COVERED IN THE OUTLINE	HOW ACTIVITIES SHOULD BE CARRIED OUT
MONITORING/RENEWAL	5 RETIE 5 RETILAP	**Samples taken by the certification body as follows:** **At the marketing point(s)**	Sampling should be performed by SGS personnel and the minimum units per family required by the laboratory to perform the tests/visual inspection should be taken.
		Execution of inspection by attributes and assays/tests on the selected samples; in accordance with the requirements applicable to the type of product. **Note: The tests established as a product requirement and which in the technical standards are called non-destructive type must be carried out only once within the certification cycle. The other tests required for a particular product must be carried out during the certification cycle.**	Performed by an SGS inspector on samples taken during the sampling activity. The inspection requirement of each RETIE and RETILAP article applies. View evaluation lists. The samples per family (RETIE), per category/family (RETILAP) will be composed of all the units necessary to carry out tests. Laboratories must be selected according to the following sequence: 1. Laboratory accredited in Colombia by ONAC. 2. Laboratory accredited abroad that is part of multilateral agreements of ONAC or Evaluated Laboratory. **Vigilance**: The tests that are established as product requirements must be carried out within the numeral applicable to minimum requirements and tests, **except for the so-called destructive and non-destructive types** **Renovation**: The tests established as product requirements must be carried out within the numeral applicable to minimum requirements and tests, including the so-called non-destructive type and **except for the so-called destructive types**
		Vigilance (Follow-up) o Renewal, through: audit of the quality management system carried out by a certification body accredited with ISO/IEC 17021 or validation of the certification of the system through documentary review as	This scheme applies to manufacturers that have a certified QMS. The QMS certificate will be reviewed as described in the notes to this section.

ISO IEC 17067 SCHEMATICS	GENERAL ACTIVITIES COVERED IN THE OUTLINE	HOW ACTIVITIES SHOULD BE CARRIED OUT
	described in paragraph 3 of this section	
	Conformity assessment according to attribute inspection results and test/test results and evaluation of the production process. **Review of all information and results related to the evaluation process.** **Preparation of conformity assessment report**	REVIEW stage to be carried out by an SGS assessor on the results obtained during the DETERMINATION stage, which are described above, comparing the results with the technical information and the requirements of the applicable regulation (RETIE or RETILAP). View evaluation lists.
	Decision on maintaining certification.	Activity called evaluation panel that corresponds to the DECISION stage. It is in charge of the technical supervisor or head of certification of SGS Colombia. In case of non-conforming evidence, the provisions of article 6.4 of this procedure must be followed.
	Communication of the decision and notification to the supervisory and control entities when required and the owner of the certificate **Registration of information in regulatory databases.**	Activity to be carried out by SGS once the results of the conformity assessment are evidenced in its SELECTION, DETERMINATION, REVIEW and DECISION stages described above: • If they are satisfactory, the surveillance charge to SICERCO proceeds. • If they are Non-Compliant, the status of the certificate in SICERCO must be updated. In any case, the OPERATIONAL staff will notify the customer of the result via email.
	Authorization (license) for the use of the certificate during the validity period defined in the certificate. **Authorisation for each product included in the certified scope to bear the mark in accordance with the Regulation. The bearing or not of the conformity mark will be based on the decision taken by the producer**	Authorization or maintenance is carried out with the following: 1. Issuance of surveillance confirmation. 2. Issuance of confirmation, use of seal and authorization to the customer on your certified product. 3. Confirmation in SICERCO. In the event of suspension, it is carried out as follows:

ISO IEC 17067 SCHEMATICS	GENERAL ACTIVITIES COVERED IN THE OUTLINE	HOW ACTIVITIES SHOULD BE CARRIED OUT
		1. Issuance of certificate suspension. 2. Issuance of suspension of use of seal and authorization to the customer on your certified product. 3. Confirmation of suspension in SICERCO

	ISO IEC 17067 SCHEMATICS	GENERAL ACTIVITIES COVERED IN THE OUTLINE	HOW ACTIVITIES SHOULD BE CARRIED OUT DEPENDING ON THE LEVEL OF RISK
ADDING NEW REFERENCES	5 RETIE 5 RETILAP	ADDITION OF REFERENCES	The addition of new references to the scope of the initial certificate applies if the product is classified within the same family conditions defined by RETIE and RETILAP. Otherwise, an initial certification process must be executed. To do this, you can rely on: • Technical data sheets and marking/labelling model • Manuals • Others that are applicable

Important notes on the application of the scheme:

When applicable, for the execution of the tests, at least one sample must be taken for each family described in the service or commercial offer.

In the review of the application (INITIAL CERTIFICATION):

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

- The initial criteria for classification by families/category by product can be found in the database of C&P-F-08-134 Conformity assessment application form - (RETIE - RETILAP) and C&P-F-08-135 Conformity assessment process format for RETIE and RETILAP - (S_PDT and E), Book 4, article 4.2.2. and according to the product categories described in Book 2, Table 2. To. And, the criterion of category/families described in Book 2 of RETILAP.

- For RETIE and RETILAP certification applications, the technical leader must clarify in the WORK PLAN whether the initial certification activities include sampling and laboratory testing. Taking into account that the regulation allows the acceptance of destructive type tests, non-destructive type tests and tests established as product requirements, only product inspection, labeling and technical information activity could be applied (depending on the case). 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 an ISO/IEC 17025 accredited laboratory that is part of ONAC's multilateral agreements.
    - Within the scope of accreditation, the laboratory must have the test method required by the regulations or applicable to the product.
    - If the test report was executed on a version prior to the applicable current standard, the technical leader must fill out the form *C&P-F-17-03 Matrix Comparison Between Test Method Versions* in order to verify if the report can be accepted for the applicable test method, if an updated report is required, if it is required to execute the test under the current method or according to the latest version of the applicable standard.
    - The reference under conformity assessment must be identified and proven in the test report. If the reference evaluated in the test reports was the manufacturer's reference, the applicant

(importer) must send a letter signed and stamped by the manufacturer indicating the list of components of the manufacturer's tested reference and the equivalent reference of the applicant (importer). In this case, attach a photographic record if possible.

- In addition to the previous points, for reports of non-destructive type tests and tests established as product requirements (other than destructive types), it must be ensured that the tests do not have an execution date of more than 10 months from the date of application for certification to SGS.
  Now, for destructive type tests, the manufacturer must send an official communication explaining whether the manufacturing conditions have been maintained since the execution of the type tests or if changes have been made in the production process. In case of significant changes, the possibility of carrying out the tests within the certification process or the receipt of new type test reports must be evaluated.

- For applications for RETIE and RETILAP certification, the technical leader must clarify in the WORK PLAN whether or not the laboratory to be used has the accredited test method. If not, you must confirm whether the laboratory and method have been evaluated by SGS as described in the Laboratory Evaluation Procedure C&P-P-07. If laboratory assessment is necessary, it must be planned and executed before carrying out the laboratory tests required for the conformity assessment process.

- THE Scope of the product certificate will correspond to a production plant, in the case of having different production plants, the products manufactured in each of them must have a different certificate of conformity supported by sampling, as established in the family and respective tests for the products covered in the certificate of each of them

At the Determination (INITIAL CERTIFICATION/SURVEILLANCE/RENEWALS):

- Diagram 5 RETIE and 5 RETILAP allows the manufacturer's QMS to be evaluated by means of ISO 9001 certificate validation:
  At least the following supports must be gathered in order to demonstrate that the ISO 9001 submitted by the client meets the acceptance criteria of the regulation.

  - Copy of the ISO 9001 certificate from each manufacturer.
  - Verify that the certificate has been issued by a management systems certification body accredited by members of agreements signed by ONAC, IAF or IAAC.
  - Verify that the product under evaluation is within the scope of the QMS certification.
  - Verify the validity of the ISO 9001 certificate
  - Verify that the manufacturer is the ISO 9001 certification holder or that it is on the list of factories covered by the certification.

- In cases where an evaluated laboratory must be used, the RETIE and RETILAP regulations require the OCP to carry out the attestation of the tests, this will be as described in the procedure C&P-P-07. Therefore, any test to be performed in an evaluated laboratory must be attested by SGS.

In the Determination (FOLLOW-UPS/RENEWALS):

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

  e. QMS evaluation or validation as indicated in the Award Determination activities.
  f. Attestation of the non-destructive type tests (Renewal) and/or tests established as product requirements (other than the destructive type), of the RETIE or RETILAP when the laboratory

evaluated according to procedure C&P-P-07 Laboratory evaluation is used.

g. Tests in an accredited laboratory of non-destructive type tests (Renewal) and/or tests established as product requirements (other than destructive types).
h. Inspection of labeling/marking conditions in accordance with the requirements of the Regulations.

The Surveillance (monitoring) and renewal evaluations must always be completed within each period established for them. If the date of monitoring or renewal is reached and these activities are not yet completed, the certificate must be suspended until these activities are concluded, in any case, the dates initially established for monitoring or renewals must not be modified in the body of the certificate.

DIAGRAM 6

	ISO IEC 17067 SCHEMATICS	GENERAL ACTIVITIES COVERED IN THE OUTLINE	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 carried out on site. All requirements of the standard must be evaluated	It is always carried out on site. All requirements of the standard must be evaluated	It is always carried out on site. All requirements of the standard must be evaluated
		FACTORY QMS AUDIT	In the event that the standard of the service/process to be evaluated does not have a QMS component, an audit of the QMS should be performed.	In the event that the standard of the service/process to be evaluated does not have a QMS component, an audit of the QMS should be performed.	In the event that the standard of the service/process to be evaluated does not have a QMS component, an audit of the QMS should be performed.
		REPORT	Not applicable. The audit report generated goes directly to the certification decision.	Not applicable. The audit report generated goes directly to the certification decision.	Not applicable. The audit report generated goes directly to the certification decision.
		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 TRADEMARK	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 OUTLINE	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 carried out on site. All the requirements of the standard must be met	It is always carried out on site. All the requirements of the standard must be met	It is always carried out on site. All the requirements of the standard must be met
		PROCESS/SERVICE CMS AUDIT	In the event that the standard of the service/process to be evaluated does not have a QMS component, an audit of the QMS should be performed.	In the event that the standard of the service/process to be evaluated does not have a QMS component, an audit of the QMS should be performed.	In the event that the standard of the service/process to be evaluated does not have a QMS component, an audit of the QMS should be performed.
		REPORT	Not applicable. The audit report generated goes directly to the certification decision.	Not applicable. The audit report generated goes directly to the certification decision.	Not applicable. The audit report generated goes directly to the certification decision.
		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 SUBMITTED	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 on the application of the scheme:

In the application review:

- The input information must allow the technical leader to determine the number of production or service units to be evaluated. The determination of on-site audit times, phase applicability, and sampling guidelines (when applicable) are found in Procedure C&P-P-09 Sample Sampling and 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 for the service. However, the difference will lie in the validity given to the certificate that is eventually issued. (See procedure C&P-P-09 Sample Sampling and Storage Procedure.)

TOTAL PRODUCTION VERIFICATION SCHEME.

	SGS MALAYSIA - 17065 CERTIFICATION SCHEMES		
	REGULATIONS SALVADORAN COACHES	**GENERAL ACTIVITIES COVERED IN THE OUTLINE**	**HOW ACTIVITIES SHOULD BE CARRIED OUT**
INITIAL CERTIFICATION	**VERIFICATION 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 the Salvadoran technical regulations; as follows: • **Refrigerators and freezers appliances**, 3 units per model. • **Self-contained commercial refrigeration equipment,** 1 unit per model with control sample option. • **Split Type Air Conditioners, free discharge and without free air duct,** 1 unit per model with token sample option • **Room-type air conditioners,** 1 unit per model with control sample option. • **Air Conditioners Central, Package or Split Type,** 1 unit per model with control sample option.
		VISUAL INSPECTION (labeling requirements)	Performed by an SGS inspector on samples taken during the sampling activity
		LABORATORY TESTS	Accredited or evaluated laboratory (subject to availability).

		FACTORY QMS AUDIT	The audit of the factory's QMS 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. Or possibility of running the factory audit
		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 TRADEMARK	YES
		VALIDITY OF THE CERTIFICATE	3 years
		FREQUENCY OF FOLLOW-UP	Annually

	ISO IEC 17067 SCHEMATICS	GENERAL ACTIVITIES COVERED IN THE OUTLINE	HOW ACTIVITIES SHOULD BE CARRIED OUT DEPENDING ON THE LEVEL OF RISK
TRACKING	VERIFICATION TOTAL PRODUCTION	SAMPLING	Samples will be taken in accordance with the parameters established in the Salvadoran technical regulations; as follows: • **Refrigerators and freezers appliances**, 1 unit per model. • **Self-contained commercial refrigeration equipment,** 1 unit per model with control sample option. • **Split Type Air Conditioners, free discharge and without free air duct,** 1 unit per model with token sample option • **Room-type air conditioners,** 1 unit per model with control sample option. • **Air Conditioners Central, Package or Split Type,** 1 unit per model with control sample option.
		VISUAL INSPECTION (labeling requirements)	Performed by an SGS inspector on samples taken during the sampling activity
		LABORATORY TESTS	The set of tests must be carried out during the granting 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).
		FACTORY QMS AUDIT	Factory QMS audit should 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 SUBMITTED	The issued tracking certificate (QR code) informs that the certificate granted maintains the initial certification conditions.

	ISO IEC 17067 SCHEMATICS	GENERAL ACTIVITIES COVERED IN THE OUTLINE	HOW ACTIVITIES SHOULD BE CARRIED OUT DEPENDING ON THE LEVEL OF RISK
ADDING NEW REFERENCES	VERIFICATION TOTAL PRODUCTION	ADDING REFERENCES WITH INSPECTION	To obtain the extension of the certificate, the following documents must be submitted: a) Copy of the certificate of which the extension is desired. b) Manifest of the applicant, under oath of telling the truth, indicating the country of origin and provenance that is to be extended in the certificate or Manifest of the manufacturer, indicating the models that make up a model, their differences, which is the representative model of the production line and its justification. c) The extension will only proceed for those models that justify belonging to the same model. SGS will evaluate, by means of photographs of the product and the test report that covers the product certificate, the validity of the correspondence of the grouping of models of the Salvadoran regulations and that they 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 is desired to be added through an inspection that will be executed in subsequent follow-ups.

Important notes on the application of the scheme:

In the application review:

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

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 is 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 from 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 through audit of the Manufacturer's Quality Management System with the format *C&P-F-06-22 Audit Summary Report.*
  - Witness of the tests in case they are carried out at the manufacturer's facilities (First Party Laboratory).

Note: Renewals (re-certifications) must be carried out according to the considerations of numeral 6.5.5 of this procedure.

ANNEX B - HANDLING UNCERTAINTIES

For quantitative test results that have associated uncertainty in their measurement, 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 (conformity range) in which the result should be found to obtain a compliant concept, however, when the associated uncertainty is applied, there is a possibility that the true value is out of specification, so there is a probability that the result is non-conforming. Considering this risk, the following should be done:

- When a measure with its uncertainty goes outside 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**.