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|                                                                                   |                | Version 02                |
| Developed by: Ivan Korsak                                                         |                | Approved by: Sergei Boaga |
| Date: 28.04.2025                                                                  |                | Date: 28.04.2025          |

## 1. OBJECTIVE

This chapter describes the procedure for organising certification at EUROSERT OÜ.

## 2. DESCRIPTION

### 2.1. General

Initial contact with the client, conclusion of the contract and performance of audits are defined in the factory production certification schemes in accordance with the standards EN 1090 and ISO 3834.

### 2.2. Certification

Product and factory production certification is carried out in accordance with Regulations NL 01 and NL 02, which establish the procedure for the certification of products and processes.

### 2.3. EUROSERT OÜ certificate

The certificate is prepared, approved and entered in the register PL 06 by the Quality Manager. An expert or auditor of EUROSERT OÜ ensures that the certificates are delivered to the client.

### 2.4. Changes in the scope of certification

EUROSERT OÜ defines the following changes in certification conditions:

- Extension of the certified scope;
- Reduction of the certified scope;
- Change in the number of employees stated in the annex;
- Change of the place of business and/or registered address, if this changes the requirements of the certification bodies;
- For companies operating in a regulated area: amendments to the legislation of the Republic of Estonia relating to the company's certification scope.

If a company's certification conditions change, the Director assesses the nature of the changes and determines whether the results of the previous audit are sufficient and still valid for the company to be certified under the new conditions without an additional audit. If the changes are minor and the company can be certified without an additional audit, a Management Board member of EUROSERT OÜ prepares an order/assignment to set up a certification committee, and the company is certified in accordance with the procedure laid down in Regulations NL 01 and NL 02. If an additional audit is required, the Director of EUROSERT OÜ offers the client the two most comprehensive certification options:

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- certification with the changed conditions is carried out after the next (nearest) surveillance or recertification audit;
- certification with the changed conditions is carried out after an additional audit.

If an additional audit is carried out, an amendment (supplement) to the contract is concluded stating the change in certification conditions.

Further actions are carried out in the same manner as provided for in NL 01 and NL 02.