




TASNEEF-RINA Business Assurance LLC

RULES OF THE COMMITTEE FOR CERTIFICATION DECISION MAKING


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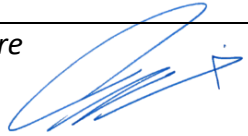

Effectivity Date: 25 October 2022

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 <p>تاسنيف رينا لضمان الأعمال TASNEEF-RINA Business Assurance</p>	MANAGEMENT SYSTEM	Effectivity Date: 25 October 2022
	RULES FOR THE COMMITTEE FOR CERTIFICATION DECISION MAKING	Revision no. 01

0.1 APPROVALS

Prepared by		
Name	Designation	Signature
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Approved by		
Name	Designation	Signature
Khalfan AlSaadi	General Manager	
Dr. Nidal Al Cheikh Kassem	Director- General Technical & Compliance	

Process
Certification Management System

 تاسنيف رينا لضمان الأعمال TASNEEF-RINA Business Assurance	MANAGEMENT SYSTEM	Effectivity Date: 25 October 2022
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0.2 REVISION HISTORY

Revision No.	Date	Author	Main changes
00	15 January 2018	Irene Borlongan-Caisip	First issued
01	25 October 2022	Irene Borlongan-Caisip	Change of title from SVP-Technical to Director, General Technical & Compliance



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CHAPTER 1 GENERAL PROVISIONS

1.1 This instruction describes the activities necessary for the certification decision and issue, modification, suspension, reinstatement and withdrawal of management system certification.

1.2 This instruction applies to the management system certification decision. This includes management of the initial certification, recertification, transfer, extension and modification processes and certification status.

CHAPTER 2 DESCRIPTION OF THE PROCESSES

The main certification decision processes are described below and apply in cases where a certification proposal is to be managed by:

- First certification process
- Recertification process
- Transfer of certification from another Certification Body
- Extension/modification of certification scope
- Other changes to the certificate
- Suspension process
- Reinstatement process
- Withdrawal process
- Renunciation process
- Contract cancellation process

Each process is then divided into different phases described below.


CHAPTER 3 CERTIFICATION DECISION

Director, General Technical & Compliance holds the authority and responsibility for making decisions on granting / not granting, suspending, revoking / withdrawing certifications.

Director, General Technical & Compliance takes the decision to grant / not accept the certification, as proposed by the audit team in the audit report.

If the Director, General Technical & Compliance is not competent for the certification area, the decision to grant / not to be granted will be taken by a committee consisting of a Director, General Technical & Compliance and a technical expert for each standard & technical areas domain.

The Certification Body has a registry for standard & technical areas domains and technical experts.

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CHAPTER 4 CERTIFICATION PROCESS

FIRST CERTIFICATION – PROPOSAL VERIFICATION

The certification proposal is complete and complies with applicable rules and regulations.

INPUT: Process and related documents available in certify process. Checklist status: WHITE

The DM is responsible for verifying the proposal using the FILE REVIEW CHECKLIST form available in the CERTIFY PROCESS folder in ASCESI when utilized, or manually (a registry of information of clients managed manually or by ascesi is available). The FILE REVIEW CHECKLIST form includes both a list of reference documents to be taken into account and a set of items to be answered. More information about the proposal verification can be found in a specific instruction (adopted ITT-SYS04-ALL-01) If the designated DM does not understand the local language, the documents which make up the proposal are to be translated into English. If the designated DM does not have all the competencies needed to complete the verification of the proposal he/she is to check the proposal together with a local VETO POWER or an additional Expert.


The answer to each item in the FILE REVIEW CHECKLIST form is to be classified as A, B or C:

- A - the audit is to be repeated and/or additional information is to be provided prior to issuing the certificate. The result of the review is to be recorded in the DESCRIPTION/NOTES field on the FILE REVIEW CHECKLIST form. The checklist status is BLACK and the certificate cannot be issued.
- B - the documentation is to be amended/produced and/or comments for future improvements are to be provided. The result of the review is to be recorded in the DESCRIPTION/NOTES field on the FILE REVIEW CHECKLIST form. The checklist status is RED and the certificate can be issued but not signed.
- C - No comments. The checklist status is GREEN and the certificate can be issued and signed.

Total audit time, integrated systems and multisite certification requirements are defined in:

- TOTAL AUDIT TIME ANNEX TOTAL AUDIT TIME CRITERIA
- AUDIT OF INTEGRATED MANAGEMENT SYSTEMS
- ANNEX AUDIT OF INTEGRATED MANAGEMENT SYSTEMS

OUTPUT: Checklist status: BLACK - NOT CERTIFIABLE, RED - CERTIFIABLE, GREEN - CERTIFIABLE, BLUE - IN DRAFT

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FIRST CERTIFICATION – MANAGEMENT OF THE PROPOSAL, ISSUE OF THE CERTIFICATE AND SIGNATURE REQUEST

INPUT: Checklist status: BLACK, RED or GREEN or YELLOW


After PR has replied to any comment attaching any relevant document, if necessary, DM is responsible to accept or not the actions. If accepted, the proposal will turn into one of the colors listed below:

- GREEN: it's possible to issue the certificate and proceed with signature request.
- RED: it's possible to issue the certificate but it's required to wait for the resolution of the comments (checklist: YELLOW) for proceeding with signature request.
- YELLOW: all comments have been closed but on the basis of the comment type (A or B) two different cases may occur:
 1. at least one comment was classified as "A" (previous checklist: BLACK): now it's possible to issue the certificate and proceed with signature request
 2. all comments were classified as "B" (previous checklist: RED): the certificate has been already issued and now it's possible to proceed with signature request

Once the certification proposal is CERTIFIABLE, the DM is responsible for issuing the certificate choosing CERTIFY. In case of BLACK STATUS, DM shall refuse the certification proposal if the comments are not solved.


More information about management of comments, certificate creation and signature can be found in ITT-SYS04-ALL-02 available in Lotus Notes database.

OUTPUT: Certificate with an expiry date of 36 months minus 1 day from the date of issue and signature request sent to authorized personnel


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SURVEILLANCE OR EXTRA PROCESS

SURVEILLANCE OR EXTRA PROCESS – PROPOSAL VERIFICATION (ONLY IN CASE OF EXTENSION/MODIFICATION REQUEST)

 The certification proposal is complete and complies with applicable rules and regulations.

INPUT: Process and related documents available in certify process. Checklist status: WHITE

 The DM is responsible for verifying the proposal using the FILE REVIEW CHECKLIST form available in the CERTIFY PROCESS folder in ASCESI. The FILE REVIEW CHECKLIST form includes both a list of reference documents to be taken into account and a set of items to be answered. More information about the proposal verification can be found in ITT-SYS04-ALL-01 available in Lotus Notes database.

If the designated DM does not understand the local language, the documents which make up the proposal are to be translated into English.

If the designated DM does not have all the competencies needed to complete the verification of the proposal he/she is to check the proposal together with a VETO POWER or an EXP.


The answer to each item in the FILE REVIEW CHECKLIST form is to be classified as A, B or C:

- A - the audit is to be repeated and/or additional information is to be provided prior to issuing the certificate. The result of the review is to be recorded in the DESCRIPTION/NOTES field on the FILE REVIEW CHECKLIST form. The checklist status is BLACK and the certificate cannot be issued.
- B - the documentation is to be amended/produced and/or comments for future improvements are to be provided. The result of the review is to be recorded in the DESCRIPTION/NOTES field on the FILE REVIEW CHECKLIST form. The checklist status is RED and the certificate can be issued but not signed.
- C - No comments. The checklist status is GREEN and the certificate can be issued and signed.

Total audit time, integrated systems and multisite certification requirements are defined in:

- TOTAL AUDIT TIME ANNEX TOTAL AUDIT TIME CRITERIA
- AUDIT OF INTEGRATED MANAGEMENT SYSTEMS
- ANNEX AUDIT OF INTEGRATED MANAGEMENT SYSTEMS

OUTPUT: Checklist status: BLACK - NOT CERTIFIABLE, RED - CERTIFIABLE, GREEN - CERTIFIABLE, BLUE - IN DRAFT

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SURVEILLANCE OR EXTRA PROCESS – MANAGEMENT OF THE PROPOSAL, ISSUE OF THE CERTIFICATE AND SIGNATURE REQUEST (ONLY IN CASE OF EXTENSION/MODIFICATION REQUEST)

INPUT: Checklist status: BLACK, RED or GREEN

After PR has replied to any comment attaching any relevant document, if necessary, DM is responsible for accepting or rejecting the comments. If accepted, the proposal will turn into one of the colors listed below:


- GREEN: it's possible to issue the certificate and proceed with signature request.
- RED: it's possible to issue the certificate but it's required to wait for the resolution of the comments (checklist: YELLOW) for proceeding with signature request.
- YELLOW: all comments have been closed but on the basis of the comment type (A or B) two different cases may occur:
 1. at least one comment was classified as "A" (previous checklist: BLACK): now it's possible to issue the certificate and proceed with signature request
 2. all comments were classified as "B" (previous checklist: RED): the certificate has been already issued and now it's possible to proceed with signature request

Once the certification proposal is CERTIFIABLE, the DM is responsible for issuing the certificate choosing CERTIFY.

In case of BLACK STATUS, DM shall refuse the certification proposal if the comments are not solved.


More information about certificate creation and signature can be found in ITT-SYS04-ALL-02 available in Lotus Notes database.

OUTPUT: Certificato con la stessa data di scadenza del certificato esistente e richiesta di firma dello stesso inoltrata al personale abilitato.


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RECERTIFICATION PROCESS

RECERTIFICATION – PROPOSAL VERIFICATION

 The certification proposal is complete and complies with applicable rules and regulations.

INPUT: Process and related documents available in certify process. Checklist status: WHITE

 The DM is responsible for verifying the proposal using the FILE REVIEW CHECKLIST form available in the CERTIFY PROCESS folder in ASCESI. The FILE REVIEW CHECKLIST form includes both a list of reference documents to be taken into account and a set of items to be answered. More information about the proposal verification can be found in ITT-SYS04-ALL-01 available in Lotus Notes database.

If the designated DM does not understand the local language, the documents which make up the proposal are to be translated into English. If the designated DM does not have all the competencies needed to complete the verification of the proposal he/she is to check the proposal together with a VETO POWER or an EXP.


The answer to each item in the FILE REVIEW CHECKLIST form is to be classified as A, B or C:

- A - the audit is to be repeated and/or additional information is to be provided prior to issuing the certificate. The result of the review is to be recorded in the DESCRIPTION/NOTES field on the FILE REVIEW CHECKLIST form. The checklist status is BLACK and the certificate cannot be issued.
- B - the documentation is to be amended/produced and/or comments for future improvements are to be provided. The result of the review is to be recorded in the DESCRIPTION/NOTES field on the FILE REVIEW CHECKLIST form. The checklist status is RED and the certificate can be issued but not signed.
- C - No comments. The checklist status is GREEN and the certificate can be issued and signed.

Total audit time, integrated systems and multisite certification requirements are defined in:


- TOTAL AUDIT TIME ANNEX TOTAL AUDIT TIME CRITERIA
- AUDIT OF INTEGRATED MANAGEMENT SYSTEMS
- ANNEX AUDIT OF INTEGRATED MANAGEMENT SYSTEMS MULTISITE ANNEX MULTISITE

OUTPUT: Checklist status: BLACK - NOT CERTIFIABLE, RED - CERTIFIABLE, GREEN - CERTIFIABLE, BLUE - IN DRAFT

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RECERTIFICATION – MANAGEMENT OF THE PROPOSAL, ISSUE OF THE CERTIFICATE AND SIGNATURE REQUEST

INPUT: Checklist status: BLACK, RED or GREEN or YELLOW

After any comments have been entered into the checklist by PR,  DM is responsible to accept or not the comments. If accepted the proposal will turn into one of the colors listed below:

- GREEN: it's possible to issue the certificate and proceed with signature request.
- RED: it's possible to issue the certificate but it's required to wait for the resolution of the comments (checklist: YELLOW) for proceeding with signature request.
- YELLOW: all comments have been closed but on the basis of the comment type (A or B) two different cases may occur:
 1. at least one comment was classified as "A" (previous checklist: BLACK): now it's possible to issue the certificate and proceed with signature request
 2. all comments were classified as "B" (previous checklist: RED): the certificate has been already issued and now it's possible to proceed with signature request


Once the certification proposal is CERTIFIABLE, the DM is responsible for issuing the certificate by choosing CERTIFY. In case of BLACK STATUS, DM shall refuse the certification proposal if the comments are not solved.

More information about management of comments, certificate creation and signature can be found in ITT-SYS04-ALL-02 available in Lotus Notes database.

Following expiration of certification, it is possible to restore it within 6 months, provided that the outstanding recertification activities are completed. If these activities are not completed within 6 months, it's possible to restore the certificate within 12 months from the expiry date of the previous certificate only if at least a stage 2 audit has been conducted. While planning the stage 2 audit, it is possible to consider the recertification activities already performed and the relevant audit time already spent. Otherwise, if no audit activity is started within 6 months from the expiry date, certification cannot be restored and a new first certification process has to be quoted.

More information about it can be found in ITT-SYS00-ALL-02: GUIDELINE FOR THE MANAGEMENT OF EXPIRED CERTIFICATES available in Lotus Notes database.

OUTPUT: Certificate with the current expiry date = previous expiry date + 36 months and signature request sent to authorized personnel

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TRANSFER OF CERTIFICATION FROM ANOTHER CERTIFICATION BODY

TRANSFER – PRE-TRANSFER REVIEW VERIFICATION


INPUT: Process and related documents available in certify process; checklist status: WHITE

C The DM is responsible for verifying the proposal using the FILE REVIEW CHECKLIST form available in the CERTIFY PROCESS folder in ASCESI. If the designated DM does not understand the local language, the documents which make up the proposal are to be translated into English. The answer to each item in the FILE REVIEW CHECKLIST form is to be classified as A, B or C:

- A - the audit is to be repeated and/or any additional information is to be provided prior to issuing the certificate. The result of the review is to be recorded in the DESCRIPTION/NOTES field on the FILE REVIEW CHECKLIST form.
- B - the documentation is to be amended/produced and/or comments for future improvements are to be provided. The result of the review is to be recorded in the DESCRIPTION/NOTES field on the FILE REVIEW CHECKLIST form. The checklist status is RED and the certificate can be issued but not signed.
- C - No comments. The checklist status is GREEN and the certificate can be issued and signed.

Further information about generation of the certificate and verification of the transfer proposal is available in ITT-SYS00-TRANSFER-01 which is stored in Lotus Notes Database.

OUTPUT: Checklist status: BLACK – NOT CERTIFIABLE, RED – CERTIFIABLE, GREEN – CERTIFIABLE, BLUE - IN DRAFT

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TRANSFER – MANAGEMENT OF THE PROPOSAL, ISSUE OF THE CERTIFICATE AND SIGNATURE REQUEST

INPUT: Checklist status: BLACK, RED or GREEN or YELLOW


After any comments have been entered into the checklist by PR who has also attached all required documents, DM is responsible for accepting or rejecting the comments. If accepted, the proposal will turn into one of the colors listed below:

- GREEN: it's possible to issue the certificate and proceed with signature request.
- RED: it's possible to issue the certificate but it's required to wait for the resolution of the comments (->checklist: YELLOW) for proceeding with signature request.
- YELLOW: all comments have been closed but on the basis of the comment type two different cases may occur:
 1. at least one comment was classified as "A" (previous checklist: BLACK): now it's possible to issue the certificate and proceed with signature request
 2. all comments were classified as "B" (previous checklist: RED): the certificate has been already issued and now it's possible to proceed with signature request

Once the certification proposal is CERTIFIABLE, the DM is responsible for issuing the certificate by choosing CERTIFY.

In case of BLACK status, DM shall refuse the certification proposal if the comments are not solved. Further information about management of comments, certificate generation and signature is available in ITT-SYS00-TRANSFER-01.

OUTPUT: Certificate with expiry date aligned with the previous expiry date and signature request sent to authorized personnel

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EXTENSION/MODIFICATION OF CERTIFICATION SCOPE

EXTENSION/MODIFICATION REQUEST

INPUT: Client request for extension/modification

As described in SYS-01 and SYS-02, in case of a Client's request for extension/modification of certification seven following scenarios can be applicable:

1. modification of the company name;
2. modification of the registered address if it is not a site under certification;
3. modification of address of sites under certification;
4. extension of certification to new sites;
5. extension of the certification scope (new products/services/processes);
6. reduction in the field of application of certification (i.e. reduction of sites/processes/services);
7. increase or decrease in the number of employees involved in the already certified management system.

DM's responsibilities depend on the applicable case:

Cases 1, 2 and 6

As for any "editorial" amendments (e.g.. clarification of certificate scope activities or clarification of EA sectors and/or operational sites) the activities are described in ITT-SYSO4-ALL-02 - GUIDELINE FOR CREATING, CHECKING AND SIGNING CERTIFICATES BY THE OPERATIVE NETWORK OFFICES at par. 5.2 - CERTIFICATE CHANGES MANAGED FROM CERTIFICATE LIST.


Cases 3, 4 and 5

The steps to be carried out depend on the type of audit to be carried out. In case of:

- Surveillance or extra audit: the activities are described in IS-CRT-SYS-04 SURVEILLANCE AND EXTRA PROCESS_ PROPOSAL VERIFICATION (only for extension/modification requests) and subsequent relevant phases.
- Recertification audit: the activities are described in IS-CRT-SYS-04_RECERTIFICATION PROCESS_ PROPOSAL VERIFICATION and subsequent relevant phases.

Case 7

No activity is to be performed by DM.

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SUSPENSION PROCESS

SUSPENSION PROCESS PROPOSED BY TASNEEF-RINA BUSINESS ASSURANCE

The suspension process complies with applicable rules and regulations.

INPUT: Cases as per GENERAL CONTRACT CONDITIONS GOVERNING SYSTEM, PRODUCT AND PERSONNEL CERTIFICATION and scheme specific TASNEEF-RINA BUSINESS ASSURANCE Rules

PR is responsible for promptly informing the client, via fax/e-mail, that the suspension procedure has begun and the reasons for suspension.

If no positive feedback is received from the client within 10 working days, PR is responsible for drawing up the CERTIFICATION SUSPENSION PROPOSAL in ASCESI, attaching any relevant supporting documentation.

In the case of:

- payment arrears by the organization;
- impossibility to plan and perform the programmed periodic surveillance audits;
- non-compliance with the deadlines to communicate the proposed corrective actions

PR is responsible for:

- defining the suspension period;
- recording the suspension period in the DECISION field of the SUSPENSION PROPOSAL;
- sending the SUSPENSION PROPOSAL to the OU Manager or to a DM for approval

In the case of technical reasons, as for example:


- major non conformities not resolved by the established dates;
- non communication of the existence of convictions, legal proceedings, complaints or disputes concerning the mandatory requirements of the product or system;
- refusal to participate in or hinder participation in the audits and inspections of observers from the accreditation body;
- non communication of changes to the organization or product certified;
- evidence of any justified and serious complaints and observations received by TASNEEF-RINA BUSINESS ASSURANCE;
- evidence of non-compliance with the applicable, mandatory laws and standards

PR is responsible for:

- defining the suspension period;
- recording the suspension period in the DECISION field of the SUSPENSION PROPOSAL;
- sending the CERTIFICATION SUSPENSION PROPOSAL to a DM competent in the specific scheme to be checked and approved.

In all cases, the maximum suspension period is six months from the suspension decision.

In case of impossibility to plan and perform the programmed periodic surveillance audits the maximum suspension period can be up to the next planned audit but in any case not more than six months from the suspension decision.


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Following validation of suspension by the DM or OU Manager, PR updates the certificate status in ASCESI and sends the client the communication in writing (certified e-mail or equivalent method).

Except for the above cases for which it is necessary to start the suspension procedure, the mere intention of the client Organization to transfer its certification to another CB cannot be considered as one of the causes for suspension. In this case PR, if contacted by the new CB, must cooperate in order to complete the transfer activity.

PR is responsible for filing all the documents in the specific ATTACHMENT folder available in ASCESI.

OUTPUT: Steps related to the suspension measure in ASCESI completed; Certificate suspended

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SUSPENSION PROCESS REQUESTED BY THE CLIENT

The suspension process complies with applicable rules and regulations.


INPUT: Suspension request from the client

Having verified the validity of the reasons for the suspension request, communicated in writing by the client in accordance with the GENERAL CONTRACT CONDITIONS GOVERNING SYSTEM, PRODUCT AND PERSONNEL CERTIFICATION and with the rules relevant to the specific schemes, PR is responsible for preparing the CERTIFICATION SUSPENSION PROPOSAL and sending it to OU Manager who, in the case of approval, can grant a suspension period, generally of six months, calculated starting from the date of the request, which may in exceptional circumstances be extended to twelve months.

Following validation of suspension by the OU Manager, PR is responsible for updating the certificate status in ASCESI and informing the client by registered letter with return receipt and by fax/e-mail or PEC (certified electronic mail).

PR is responsible for filing all the documents in the specific ATTACHMENT folder available in ASCESI.

OUTPUT: Steps related to the suspension measure in ASCESI completed; Pertinent communications sent to the client; Certificate suspended

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REINSTATEMENT PROCESS

REINSTATEMENT PROCESS FOLLOWING SUSPENSION

The reinstatement process complies with applicable rules and regulations.

INPUT: Reasons for suspension resolved

Certification may be reinstated by the end of the period of suspension if the conditions which led to suspension have been resolved.


PR is responsible for sending the CERTIFICATION REINSTATEMENT PROPOSAL for approval, together with the documentation supporting the proposal (i.e. Audit report; etc.) to:

- a DM competent in the specific scheme, in the case of reinstatement following suspension for technical reasons (refer to SUSPENSION PROCESS PROPOSED BY TASNEEF-RINA BUSINESS ASSURANCE phase);
- the OU Manager in the case of reinstatement following suspension, as per all other cases (refer to SUSPENSION PROCESS PROPOSED BY TASNEEF-RINA BUSINESS ASSURANCE or SUSPENSION PROCESS REQUESTED BY CLIENT phases).

Following approval of the CERTIFICATION REINSTATEMENT PROPOSAL by the OU Manager/DM, PR is responsible for updating the certificate status in ASCESI and informing the client in writing (certified e-mail or equivalent method).

PR is responsible for filing all the documents in the specific ATTACHMENT folder available in ASCESI.

OUTPUT: Steps related to the reinstatement measure in ASCESI completed; Pertinent communications sent to the client; Certificate valid

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WITHDRAWAL PROCESS

WITHDRAWAL REQUESTED BY TASNEEF-RINA BUSINESS ASSURANCE

The withdrawal process complies with applicable rules and regulations.

INPUT: Suspension terms expired - Cases as PER GENERAL CONTRACT CONDITIONS GOVERNING SYSTEM, PRODUCT AND PERSONNEL CERTIFICATION and the TASNEEF-RINA BUSINESS ASSURANCE Rules for the specific scheme

PR is responsible for promptly informing the client via fax/e-mail, that the withdrawal procedure has begun and the reasons for withdrawal.

After 10 working days, PR is responsible for preparing the WITHDRAWAL PROPOSAL in ASCESI attaching any relevant supporting documentation to be approved by:


- a DM competent in the specific scheme, in the case of withdrawal following suspension for technical reasons (refer to SUSPENSION PROCESS PROPOSED BY TASNEEF-RINA BUSINESS ASSURANCE phase);
- the OU Manager in the case of withdrawal following suspension, as per all other cases (refer to SUSPENSION PROCESS PROPOSED BY TASNEEF-RINA BUSINESS ASSURANCE or SUSPENSION PROCESS REQUESTED BY CLIENT phases).

Following approval of the WITHDRAWAL PROPOSAL by the OU Manager/DM, PR is responsible for updating the certificate status in ASCESI and informing the client of withdrawal in writing (certified e-mail or equivalent method).

The mere intention of the client Organization to transfer its certification to another CB cannot be considered as one of the causes for withdrawal. In this case PR, if contacted by the new CB, must cooperate in order to complete the transfer activity.

PR is responsible for filing all the documents in the specific ATTACHMENT folder available in ASCESI.

OUTPUT: Steps related to the withdrawal measure in ASCESI completed; Pertinent communications sent to the client; Certificate withdrawn

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RENUNCIATION PROCESS

RENUNCIATION REQUESTED BY THE CLIENT


The renunciation process complies with applicable rules and regulations.

INPUT: Client request to renounce the certificate

If a client communicates its intention to renounce its certificate, C PR is responsible for promptly informing the client via fax/ e-mail that the renunciation process has begun, that the certificate is no longer valid as from the date of the communication and that the non-valid status of the certificate will be inserted in the list of certified organizations. PR is then responsible for updating the certificate status in ASCESI and confirming the client that the certificate has been renounced in writing (certified e-mail or equivalent method).

OUTPUT: PR is responsible for filing all the documents in the specific ATTACHMENT folder available in ASCESI.

OUTPUT: Steps related to the renunciation process in ASCESI completed; Pertinent communications sent to the client; Certificate renounced

 <p>تسنيف رينا لضمان الأعمال TASNEEF-RINA Business Assurance</p>	MANAGEMENT SYSTEM	Effectivity Date: 25 October 2022
	RULES FOR THE COMMITTEE FOR CERTIFICATION DECISION MAKING	Revision no. 01

CONTRACT CANCELLATION PROCESS

CONTRACT CANCELLATION REQUESTED BY THE CLIENT

The contract cancellation process complies with applicable rules and regulations.

INPUT: Client request to terminate the contract according to GENERAL CONTRACT CONDITIONS GOVERNING SYSTEM, PRODUCT AND PERSONNEL CERTIFICATION

If a client sends a communication asking to terminate the certification contract, on expiry, the certificate will not be renewed.

Until the certificate expires, TASNEEF-RINA BUSINESS ASSURANCE will continue to perform all the operations necessary to maintain certificate validity unless, at the time of the request to terminate the contract, the client communicates its intention to also renounce the certificate (please refer to RENUNCIATION PROCESS).

PR is responsible for sending a communication to the client confirming the request and checking whether it intends also to renounce its certificate.

Following this communication, PR is responsible for updating the certificate status in ASCESI and confirming to the client that the contract has been terminated in writing (certified e-mail or equivalent method).

PR is responsible for filing all the documents in the specific ATTACHMENT folder available in ASCESI.

OUTPUT: Steps related to the renunciation process in ASCESI completed; Pertinent communications sent to the client; Contract terminated