1. SCOPE AND FIELD OF APPLICATION

This instruction describes the method of carrying out the activities relevant to certification of conformity of factory production control (FPC) (system of assessment and verification of constancy of performance 2+), constancy of product performance (including assessment of factory production control (FPC) conformity and relative maintenance and laboratory testing activities) (system of assessment and verification of constancy of performance 1/1+) and issue of the type test reports (system of assessment and verification of constancy of performance 3) according to Regulation (EU) no. 305/2011 (CPR) on construction products.

This instruction applies to the activities carried out by RINA in accordance with the following Regulations:
- Rules for the issue of Factory Production Control (FPC) certification according to Regulation (EU) no. 305/2011 relating to Construction Products (Annex V point 1.3 – System of assessment and verification of constancy of performance 2+);
- Rules for the issue of certification of constancy of product performance according to Regulation (EU) no. 305/2011 related to Construction Products (Annex V points 1.1, 1.2, 1.4 – Systems of assessment and verification of constancy of performance 1+, 1, 3).

For a description of the specific laboratory activities covered by the Regulation, reference is to be made to the RINA Laboratory Quality Manual.

2. DEFINITIONS AND/OR ABBREVIATIONS

AC: Corrective action
Audit: a systematic, independent and documented process to obtain evidence of the audit and objectively assess to what extent the audit criteria (set of policies, procedures or requirements) have been met
GMPLN: Marine & Certification Business Planning & Control
CCPLP: Product Certification & Inspection Compliance
CERTI: Certification
CTPI: Technical Committee for Industrial Products
DO: Organisational Structure Document
FPC (FACTORY PRODUCTION CONTROL): permanent and documented internal control of factory production, in compliance with the pertinent harmonised technical specifications
GVI: Audit team
IPR: Production Engineering Unit
TT: Type Test
LAB: RINA Test Laboratory
EXTERNAL WORK: Activities performed by individuals or small groups belonging to an organisation at a client’s premises or any other sites indicated by the client, or when engaged in an activity that requires them to move around.
Lead Auditor – Technical personnel possessing all the competency requirements indicated on the Lead Auditor qualification sheet (IS-CERTI-CPR-01)
NC: Non Conformity
OdC: Certification body (RINA)
OPN: Operational Network
PCM: Product Certification Manager
PVP: Surveillance audit programme, general planning document, prepared by RPC in collaboration with the Team Leader, indicating the audits to be performed during the validity of the certificate
QI: Informative questionnaire, document filled in by the client containing all the elements required to enable the offer to be drawn up
SCHEME LEADER: Responsible for managing the specific certification scheme
RPC: File Manager, personnel appointed by the PCM and possessing all the requirements of a Lead Auditor, with technical/managerial responsibility for the certification files he/she is given and responsibility for implementing the PVP for the file assigned
RUO: Technical person in charge of the RINA Test Laboratory
RVI: Audit report
SEG: OPN technical secretariat
TEC: Expert technician possessing all the competency requirements indicated on the TEC qualification sheet (IS-CERTI-CPR-01)
TL: Team Leader – technical personnel possessing all the competency requirements indicated on the Lead Auditor qualification sheet (IS-CERTI-CPR-01), who have been given responsibility for the audit.

3. MAIN REFERENCE DOCUMENTS AND REFERENCES TO OTHER DOCUMENTS
- Regulation (EU) no. 305/2011 (CPR) related to construction products
- Decree 16 June 2017 no. 106 “Adeguamento della normativa nazionale alle disposizioni del regolamento (UE) n. 305/2011, che fissia condizioni armonizzate per la commercializzazione dei prodotti da costruzione e che abroga la direttiva 89/106/CEE”
- RINA Rules for the issue of Factory Production Control (FPC) certification according to Regulation (EU) no. 305/2011 relating to Construction Products (Annex V point 1.3 – System of assessment and verification of constancy of performance 2+);
- RINA Rules for the issue of constancy of performance of the product certification according to Regulation (EU) no. 305/2011 relating to Construction Products (Annex V point 1.1, 1.2, 1.4 – System of assessment and verification of constancy of performance 1+, 1, 3);
- RINA Organisational Structure documents
- RINA Quality Manual
- Test Laboratory Quality Manual
- RINA Procedures
- IS-CERTI-CPR-01 - “Qualification and relative maintenance of the technical personnel responsible for certification of conformity of factory production control (FPC) according to Regulation (EU) no. 305/2011”
- GD-CCB-IMP-01 - “Guidelines for the safeguard of impartiality in the activities of the RINA Group companies”
- IS-CERTI-CER-01 - “Issuing, suspending, reinstating and cancelling certificates and attestations of conformity”
- IS-CERTI-FCT-01 - “Technical Committees’ operating methods”
- Report from NEW AGE
- OdC table of fees

4. DESCRIPTION OF THE MAIN PROCESS PHASES
The main phases of the certification process are the ones closely connected with implementing the service, the ones focussing on achieving the final result. They take place sequentially or depend on achieving a particular result or on a client request and are schematically represented in the three functional flow charts shown below.

4.1 REPRESENTATION OF THE CERTIFICATION, SURVEILLANCE AND ISSUE OF TYPE TEST (TT) REPORTS
The three flow charts graphically represent the entire certification process of conformity of factory production control (FPC) (system of assessment and verification of constancy of performance 2+), constancy of product performance (including assessment of factory production control (FPC) and laboratory testing activities) (system of assessment and verification of constancy of performance 1/1+) and issue of the type test (TT) reports (system of assessment and verification of constancy of performance 3) according to Regulation (EU) no. 305/2011 (CPR) and relative maintenance: flow chart no. 1 represents the phases for certification; flow chart no. 2 represents the phases for certification maintenance through surveillance audits and flow chart no. 3 represents the phases for the issue of the type test (TT) reports.
For recognition by RINA of organisations’ certificates issued by other Notified Bodies, with a view to issuing its own certificate, reference is to be made to Annex 1.
The special requirements to be applied to some products (i.e. metal structures in compliance with the EN 1090-1 Standard) are defined in specific documents available in the Instructions to Technicians database.
4.2  AUDIT PROGRAMME

The audit programme, drawn up by RPC in conjunction with the TL, consists of the phases/activities shown in the table below and described in the 3 flow charts. RPC/TL can assign some of the audit programme activities to other qualified auditors, in-house or external (document review, audit), making the information available to the interested parties by including the names in the software programme ASCESI.
### Preparation of initial certification audit
- Opening of process
- Appointment and communication of the file manager for the carrying out of type tests (TT) (only for system of assessment and verification of constancy of performance 1/1+)
- Appointment and communication of GVI for document review and audit

### Execution of type tests (TT) (only for system of assessment and verification of constancy of performance 1/1+)
- Execution of type tests (TT)
- Verification of the results of the type tests (TT) in compliance with the requirements of the reference standard
- Issue of the type testing (TT) reports

### Document review
- Examination of documents (detailed description of the product(s) subject to certification and of the technical and supporting specifications applicable to it/them; list of the essential characteristics of the product(s); FPC manual adopted; list of pertinent procedures relevant to the FPC system adopted; test reports, records and certificates available concerning the product (i.e. type and minimum testing frequency); technical documentation related to procurement (i.e. documentation related to raw materials, their origin and, where applicable, maps illustrating extraction location and plan, storage warehouse, etc.); technical documentation relevant to the testing equipment used; additional documentation required by the reference standard; certificate of registration with the Chamber of Commerce or equivalent document)
- Assessment of location and site conditions
- Assessment of FPC implementation level
- Collection of information related to scope, processes, legal aspects,…
- Review allocation of resources for audit and define details
- Send document review report with any remarks
- Send communication of audit date to the organisation

### Audit (on site)
- Opening meeting
- Check implementation of effective actions related to outcome of document review
- Collection of evidence
- Internal closing meeting
- Classification of findings
- Preparation of the audit report
- Closing meeting
- Deliver copy of audit report to the organisation

### Action following the audit
- Control and confirmation of the audit report
- Acceptance of corrective action proposals
- Preparation of the audit programme
- Certification proposal
- Preparation and despatch of certificate
- Check that documentation is complete, closure of process

### Preparation of surveillance audit
- Opening of process
- Appointment of GVI for the audit
- Despatch communication of surveillance audit date to the organisation

### Surveillance audit
- Opening meeting
- Check implementation of corrective actions related to previous audit, complaints
- Collection of evidence
- Internal closing meeting
- Classification of findings
- Preparation of the audit report
- Closing meeting
- Deliver copy of audit report to the organisation

### Action following the audit
- Control and confirmation of the audit report
- Acceptance of corrective action proposals
- Any change to the audit programme
- Send confirmation of certificate validity to the organisation
- Check that documentation is complete, closure of process

### Preparation of the issue of the type testing (TT) reports (only for system of assessment and verification of constancy of performance 3)
- Opening of process
- Appointment of the file manager for the carrying out of type tests (TT)

### Execution of type tests (TT)
- Execution of type tests (TT)
- Verification of the results of the type tests (TT) in compliance with the requirements of the reference standard
- Issue of the type testing (TT) reports
4.3 KEY TO FLOW CHARTS

- **PHASES**: Sequential phases
- **ADDITIONAL**: Additional phases (at the request of the client) that are not part of auditing activities
- **Moving from one phase to another**: Decisions are represented by rhombuses. The rhombus divides the original flow into 2. The main one focuses on achieving the final result while the secondary one comprises one or more phases that must be completed before returning to the main flow.

The column headings indicate the operative responsibilities of the phases shown in each column. Each phase is placed in the right column depending on the relative responsibility.

Each phase or decision shown on the flow chart is numbered in order to relate the three flow charts to the following tables, which give a detailed description of each single phase, showing inputs, outputs, critical factors and the relative electronic and/or hard copy records. Flow charts 1, 2 and 3 refer to Tables 1, 2 and 3 respectively.
FLOW CHART No. 2: MAIN CERTIFICATION PROCESS PHASES: SURVEILLANCE (SYSTEMS 2+1+)

CUSTOMER/ORGANISATION  |  PRODUCT MANAGER CERTIFICATION (PCM) SECRETARY (SEG)  |  JOB MANAGER (RPC)  |  AUDIT TEAM (GVI)  |  CTPI TECHNICAL DIRECTOR
---|---|---|---|---
CURRENT CONTRACT

1. OPENING OF UPCOMING SURVEILLANCE AUDIT PROCESS

2. PVP REVIEW

3. APPOINTMENT OF GVI AND COMMUNICATION OF AUDIT DATE

4. ON-SITE AUDIT (SURVEILLANCE)

5. CONTROL AND CONFIRMATION OF RVI

6. ACCEPTANCE OF CA PROPOSALS AND COMMUNICATION OF POSITIVE OUTCOME

7. PLANNING AND PERFORMING SUPPLEMENTARY AUDIT

8. SUSPENSION PROPOSAL/ APPROVAL OF PROPOSAL

FPC COMPLIANT?

FPC COMPLIANT?

YES

NO

YES

NO
FLOW CHART No. 3: MAIN CERTIFICATION PROCESS PHASES: ISSUE TYPE TEST REPORTS (TT) (SYSTEM 3)

- **CUSTOMER/Organisation**
  - START
  - IQ SENT
  - OFFER ACCEPTED?
    - **YES**
      - 1-2 DEFINITION OF OFFER (LAB SEG PREPARES)
      - 3 CONTROL/ SIGNING OF OFFER
      - 4 CONTROL OF ORDER
      - 5 OPENING OF JOB/ SINGING OF CONTRACT
    - **NO**
      - END

- **LABORATORY MANAGER (RNO) SECRETARY LAB**
  - 1-2 DEFINITION OF OFFER (LAB SEG PREPARES)
  - 3 CONTROL/ SIGNING OF OFFER
  - 4 CONTROL OF ORDER
  - 5 OPENING OF JOB/ SINGING OF CONTRACT
  - 7 TT EXECUTION
    - TT COMPLIANT?
      - **YES**
      - END
    - **NO**
  - 9 PERFORMING SUPPLEMENTARY TT
    - TT SUPPLEMENTARY COMPLIANT?
      - **YES**
      - END
      - **NO**
      - 8 CONTROL AND CONFIRMATION OF TEST REPORTS
  - 10 ISSUE AND DISPATCH OF TT REPORTS TO CLIENT

- **TT FILE MANAGER**
  - 6 APPOINTMENT OF TT MANAGER
  - 8 CONTROL AND CONFIRMATION OF TEST REPORTS
  - 10 ISSUE AND DISPATCH OF TT REPORTS TO CLIENT

- **LABORATORY MANAGER (RNO)**
  - 6 APPOINTMENT OF TT MANAGER
  - 8 CONTROL AND CONFIRMATION OF TEST REPORTS
  - 10 ISSUE AND DISPATCH OF TT REPORTS TO CLIENT
### 4.3 DESCRIPTION OF THE MAIN PHASES OF THE PROCESS OF CERTIFICATION, SURVEILLANCE AND ISSUE OF THE TYPE TEST (TT) REPORTS

#### Table 1 - DESCRIPTION OF THE MAIN PHASES OF THE CERTIFICATION PROCESS (SYSTEM OF ASSESSMENT AND VERIFICATION OF CONSTANCY OF PERFORMANCE 2+/1/1+)

<table>
<thead>
<tr>
<th>PHASES</th>
<th>INPUT</th>
<th>DESCRIPTION OF ACTIVITY</th>
<th>OUTPUT/OBJECTIVE</th>
<th>CRITICAL FACTORS</th>
<th>ELECTRONIC RECORDS</th>
<th>HARD-COPY RECORDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>QI filled in by the client</td>
<td>The PCM, in conjunction with the RPC, carries out the following activities: - checks availability of the resources needed to perform the audits by the established deadlines, - defines the time required for the audits, - calculates the cost of certification and relative maintenance on the basis of the table of fees, bearing in mind also the actual time necessary to perform the service in man/days, - checks the harmonised product standard(s) for which certification has been requested, - records all non-documented information from the client (for example, information over the phone) in the informative questionnaire. In order to avoid using external or independent personnel or personnel from companies acting on behalf of the OdC, who have carried out an activity classified as at risk in the last 2 years, the PCM is to identify a person (independent or belonging to a company) to provide the consultancy service. If the person who provided the consultancy is a non-exclusive auditor of the OdC, the RPC must not appoint him/her for the assessment (see GD-CCB-IMP-01). RUO (in the case of systems of assessment and verification of constancy of performance 1/1+) carries out the following activities: - checks availability of the resources needed to perform the tests by the established deadlines, - defines the time required for the tests, - calculates the cost of the tests on the basis of the table of fees.</td>
<td>- Definition of data to be included in the offer</td>
<td>- Check carefully who provided the consultancy service so as to manage the risk of conflict of interest and independence (see GD-CCB-IMP-01) - Harmonised product standard(s) for which certification has been requested</td>
<td>- CPR_INFO filled in by the client</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>QI filled in by the client</td>
<td>SEG draws up the offer Basic company information means the official name of the organisation subject to certification (registered name and address) and the operational units (sites) where the activities subject to certification are performed.</td>
<td>- Offer drawn up</td>
<td>- Production site (if different from organisation’s registered address)</td>
<td>- Registration of potential client’s data in CRM, CAI-C</td>
<td>Offer</td>
</tr>
<tr>
<td>3</td>
<td>Offer drawn up</td>
<td>PCM, in conjunction with RUO (in the case of the offer)</td>
<td>Offer signed by the PCM sent to the</td>
<td>-</td>
<td>-</td>
<td>Offer printed and signed by the PCM</td>
</tr>
</tbody>
</table>

---

1. **Input**: Initial event of a phase
2. **Output/Objective**: Result of the phase, reason why the phase was performed
3. **Particularly critical aspects to take into account**
<table>
<thead>
<tr>
<th>PHASES</th>
<th>INPUT</th>
<th>DESCRIPTION OF ACTIVITY</th>
<th>OUTPUT/OBJECTIVE</th>
<th>CRITICAL FACTORS</th>
<th>ELECTRONIC RECORDS</th>
<th>HARD-COPY RECORDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFER</td>
<td></td>
<td>systems of assessment and verification of constancy of performance 1/1+), checks and signs the offer. SEG sends it out.</td>
<td>organisation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 CONTROL OF ORDER/ APPOINTMENT OF RPC</td>
<td>- Client order or - Certification request on OdC form</td>
<td>PCM: A) examines the request/order to check it is complete and in line with the offer sent B) assigns responsibility for the file to an RPC and informs SEG of the appointment.</td>
<td>-Request/order complete and in line with the offer - Assignment of responsibility for the file to an RPC</td>
<td>-RPC workload -RPC competency</td>
<td>-</td>
<td>-Client order or - Certification request filled in and signed by the client</td>
</tr>
<tr>
<td>5 OPENING OF FILE/SIGNING THE CONTRACT</td>
<td>- Request/order complete and in line with the offer and assignment of responsibility for the file to an RPC</td>
<td>SEG records acceptance of the offer in CAI-C, inserting the name of the RPC, prints the document “Confirmation of acceptance”, which is automatically generated by CAI-C, PCM checks and signs the confirmation of acceptance. SEG sends the confirmation of acceptance to the client.</td>
<td>-Stipulation of contract between OdC-client - RPC documents requested for review</td>
<td>“Technical data” inserted in CAI-C by SEG in conjunction with the RPC</td>
<td>-Contract opened in CAI-C - Assignment of file to an RPC</td>
<td>- &quot;Confirmation of acceptance&quot; form printed from CAI-C and signed by the PCM - Folder of client's filed documents</td>
</tr>
<tr>
<td>6 PLANNING/ CARRYING OUT PRE-AUDIT (ON REQUEST)</td>
<td>Pre-audit request from the client</td>
<td>The RPC defines, sufficiently in advance (in general at least 3 days before the audit date): A) audit duration to be agreed with the organisation B) members of the GVI (REPORT in New Age for auditor qualification). The pre-audit is to be performed by a GVI whose members are to be qualified as LEAD AUDITOR or TEC. At least one member of the GVI must be qualified as LEAD AUDITOR in the role of TEAM LEADER and at least one member must be qualified in the CEN mandate of the organisation subject to assessment. During the pre-audit, the GVI checks that the organisation’s FPC and product checks and tests comply with the requirements of the reference standard and with the OdC Rules for the specific activity requested in the QI and in the certification request.</td>
<td>Pre-audit RVI containing any observations on conformity of the system and any other considerations</td>
<td>The preliminary audit results must not be taken into account for certification purposes</td>
<td>Completion of steps in ASCESI: - Communication of pre-audit date fax - RVI</td>
<td>- Printout from ASCESI of the “Communication of pre-audit date” fax signed by the RPC - Printout of the RVI, using the forms available in the Forms database in Lotus, signed by the TL and countersigned by the client (the original is kept by the OdC and the photocopy by the client)</td>
</tr>
<tr>
<td>7 ASSIGNMENT OF RESPONSIBILITY FOR THE TT FILE (ONLY FOR SYSTEMS OF ASSESSMENT AND VERIFICATION OF CONSTANCY OF</td>
<td>OdC – client contract</td>
<td>RUO assigns responsibility for carrying out the type tests (TT) on the product to a qualified laboratory technician (see “List of organic RINA personnel dedicated to the activity test” according to Regulation (EU) no. 305/2011).</td>
<td>- Assignment of responsibility to perform the TT to a file manager</td>
<td>- Assignment of responsibility to perform the TT to a file manager</td>
<td>- Assignment of responsibility to perform the TT to a file manager</td>
<td>- Assignment of responsibility to perform the TT to a file manager</td>
</tr>
<tr>
<td>PHASES</td>
<td>INPUT</td>
<td>DESCRIPTION OF ACTIVITY</td>
<td>OUTPUT/OBJECTIVE</td>
<td>CRITICAL FACTORS</td>
<td>ELECTRONIC RECORDS</td>
<td>HARD-COPY RECORDS</td>
</tr>
<tr>
<td>--------</td>
<td>-------</td>
<td>-------------------------</td>
<td>-----------------</td>
<td>-----------------</td>
<td>-------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>PERFOMANCE CE 1/1+)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 EXECUTION OF THE TT (ONLY FOR SYSTEMS OF ASSESSMENT AND VERIFICATION OF CONSTANCY OF PERFORMANCE 1/1+)</td>
<td>-Specimen(s) of the product(s) to be subjected to testing sampled by the OdC</td>
<td>The file manager for the TT, assisted by the laboratory technical staff, performs the type tests on the product sampled by the OdC</td>
<td>Test reports</td>
<td></td>
<td>Data related to the TT inserted in ASCESI as an enclosure to the certification process</td>
<td>Test reports printed</td>
</tr>
<tr>
<td>9 TT REPORTS CHECKED AND CONFIRMED</td>
<td>Test reports</td>
<td>RUO checks that the results of the type tests carried out on the product comply with the requirements of the reference standard</td>
<td>Test reports signed by RUO</td>
<td></td>
<td></td>
<td>Printout of test reports signed by RUO and their dispatch to the client</td>
</tr>
<tr>
<td>10 EXECUTION OF ADDITIONAL TT (ONLY FOR SYSTEMS OF ASSESSMENT AND VERIFICATION OF CONSTANCY OF PERFORMANCE 1/1+)</td>
<td>-Test reports (TT non compliant) - Specimen(s) of the product(s) to be subjected to testing suitably modified and sampled by the OdC</td>
<td>The file manager for the TT, assisted by the laboratory technical staff, performs new type tests on the product suitably modified and sampled by the OdC</td>
<td>Test reports</td>
<td></td>
<td>Data related to the TT inserted in ASCESI as an enclosure to the certification process</td>
<td>Test reports printed</td>
</tr>
<tr>
<td>11 DOCUMENT REVIEW</td>
<td>Client's FPC documents. The following list is given as an example and is to be defined with the organisation in relation to the specific product to be certified: -detailed description</td>
<td>The RPC, or his/her delegate, checks that the documentation complies with the requirements of the standard and of the OdC Rules for the specific certification request, fills in the document review report (REDT) and sends a copy of the report to the organisation. The auditor appointed to carry out the document review (RPC or his/her delegate) must be a LEAD AUDITOR and have competency in the CEN mandate(s) of the organisation subject to</td>
<td>Document review report REDT (identified by the file number) -The FPC must have been operational for at least 3 months by the time of the audit (see “OdC Rules”).</td>
<td></td>
<td>Completion of step in ASCESI “Opening of file + Document review”</td>
<td>Printout of document review report REDT to be inserted in ASCESI as an enclosure to the certification process</td>
</tr>
<tr>
<td>PHASES</td>
<td>INPUT</td>
<td>DESCRIPTION OF ACTIVITY</td>
<td>OUTPUT/OBJECTIVE</td>
<td>CRITICAL FACTORS</td>
<td>ELECTRONIC RECORDS</td>
<td>HARD-COPY RECORDS</td>
</tr>
<tr>
<td>--------</td>
<td>-------</td>
<td>-------------------------</td>
<td>-----------------</td>
<td>-----------------</td>
<td>-------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>12</td>
<td>APPOINTMENT OF GVI</td>
<td>OdC – client contract</td>
<td>RPC defines the composition of the GVI and the TEAM LEADER. The RPC must define a GVI suitable for the audit (see REPORT in New Age for auditor competency).&lt;sup&gt;5&lt;/sup&gt;</td>
<td>Appointment of the GVI for the audit</td>
<td>-Appointment of the GVI in ASCESI</td>
<td>Printout from ASCESI of the “Dispatch communication of audit date” fax and dispatch to the organisation</td>
</tr>
</tbody>
</table>

<sup>4</sup> To safeguard the independence of the document review, any delegate is required to inform the RPC of any relationship existing, or that has existed in the last two years, with the organisation to be audited, before accepting the appointment relevant to that organisation.
names of the GVI are to be communicated to organisation (the organisation may object to the names). Following conditions are to be met for the audit: members of the GVI must be LEAD AUDITORS or TEC and one member must be a TEAM AUDITOR in the role of TEAM LEADER. GVI as a whole must have competency in the mandates of the organisation to be assessed. Members of the GVI must not have been involved in providing the consultancy service to the organisation specific competency and personal characteristics required, based on the type of organisation - Check carefully that the members of the GVI were not involved in providing the consultancy service to the organisation's FPC.

verifies that the client’s FPC and the checks tests performed on the product comply with the requirements of the reference standard and with the rules of the OdC for the specific certification test. Checklists can be used for the on-site audit. With regard to the mandatory requirements, the GVI is to limit the audit to the mandatory requirements applicable to the products and services stated in the certification scope. Should TEAM LEADER find that requirements, not directly related to the products and services, have been complied with (i.e. requirements relevant personnel safety), he/she is to inform the organisation, subject to audit, of these breaches also officially notify the OdC.

Audit report (identified by the file number) countersigned by the client - An audit day means at least 8 hours, excluding travelling time - Completion of step in ASCESI “First Certification Audit” - Printout of the RVI, using the forms available in the Forms database in Lotus, signed by the TEAM LEADER and countersigned by the client (the original is kept by the OdC and the photocopy by the client) to be inserted in ASCESI as an enclosure to the certification process - Copy of the
<table>
<thead>
<tr>
<th>PHASES</th>
<th>INPUT</th>
<th>DESCRIPTION OF ACTIVITY</th>
<th>OUTPUT/OBJECTIVE</th>
<th>CRITICAL FACTORS</th>
<th>ELECTRONIC RECORDS</th>
<th>HARD-COPY RECORDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AND CONFIRMATION OF THE RVI</td>
<td>countersigned by the client</td>
<td>mandate of the organisation subject to audit, checks and initials the report if he/she agrees with the audit outcome. After three working days from the date of completion of the audit, the client can consider the content of the RVI confirmed. Should the RPC decide to amend the RVI issued by the TEAM LEADER to the organisation, as for example the different classification of a finding or the need for an audit prior to the due date, he/she is to inform the organisation accordingly.</td>
<td>countersigned by the client and signed by the independent auditor qualified in the CEN mandate of the organisation subject to audit</td>
<td>not a member of the GVI, it is better if he/she checks the content of the RVI</td>
<td>Electronic record of the RVI</td>
<td>Hard-copy record of the RVI</td>
</tr>
<tr>
<td>15 ACCEPTANCE OF AC PROPOSALS</td>
<td>Treatment, analysis of causes, AC proposals and implementation time</td>
<td>The TEAM LEADER checks the adequacy of the treatment, analysis of causes and corrective action as well as the implementation time proposed by the client. If the outcome of the check is positive, the RPC confirms acceptance in writing. This activity can also be undertaken using the software programme ASCESI.</td>
<td>Treatment, analysis of causes, AC proposals and implementation time accepted</td>
<td>RVI enclosure in ASCESI</td>
<td>Non conformity form (type “A” and “B” findings) initialled by the TEAM LEADER</td>
<td></td>
</tr>
<tr>
<td>16 CERTIFICATION PROPOSAL</td>
<td>-RVI (FPC compliant) -AC proposals and implementation time accepted - Test (TT compliant) reports (only for systems of assessment and constancy of performance 1/1+)</td>
<td>The RPC, assisted by SEG, prepares the documentation to be sent to the CTPI and signs the certification proposal. He/she draws up the PVP in conjunction with the TEAM LEADER. The date of the first surveillance audit after the initial audit corresponds to the date proposed by the GVI on the last page of the RVI for certification, which will subsequently be accepted by the CTPI and is not to be set more than 12 months after the end of the initial audit.</td>
<td>-Certification/extension proposal -PVP</td>
<td>-Completion of step in ASCESI “Programme of surveillance audits” -Completion of icon in ASCESI “Process/proposal”</td>
<td>Printout from ASCESI of the document “Certification process and certification proposal” signed by the RPC</td>
<td></td>
</tr>
<tr>
<td>17 PLANNING/PERFORMING SUPPLEMENTARY AUDITS</td>
<td>-RVI (FPC non compliant) - AC proposals and implementation time accepted</td>
<td>The RPC defines (at least 1 week before the audit date): A) audit date B) members of the GVI The GVI is to include at least one member who participated in the previous audit, chosen in relation to the type of findings which made the supplementary audit necessary and who is a LEAD AUDITOR. The supplementary audit duration and method are defined by the RPC together with the TEAM LEADER based on the number and type of major (“A” type findings) and minor (“B” type findings) NC. The supplementary audit can be carried out: a) on a documentary basis, provided it is possible -RVI countersigned by the client 6</td>
<td>Composition of GVI based on NC and on previous GVI audit</td>
<td>Completion of steps in ASCESI: -Fax “Communication of need for supplementary audit” -RVI</td>
<td>Printout of the RVI, using the forms available in the Forms database in Lotus, signed by the TEAM LEADER and countersigned by the client (the original is kept by the OdC and the photocopy by the client) to be inserted in ASCESI as an enclosure to the supplementary audit process -Findings forms of the ASCESI reports</td>
<td></td>
</tr>
</tbody>
</table>

6 If further A-type NC are found in the FPC system during the supplementary audit, a complete on-site audit is to be performed.
### PHASES

<table>
<thead>
<tr>
<th>INPUT</th>
<th>DESCRIPTION OF ACTIVITY</th>
<th>OUTPUT/OBJECTIVE</th>
<th>CRITICAL FACTORS</th>
<th>ELECTRONIC RECORDS</th>
<th>HARD-COPY RECORDS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>to check the corrective action/treatment simply by analysing the documents</td>
<td></td>
<td></td>
<td></td>
<td>previous RVI with evidence that the NC have been resolved</td>
</tr>
<tr>
<td></td>
<td>b) on-site, to check that the corrective action/treatment proposed, related only to the major NC (type A), has been implemented</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>c) on-site, of all the requirements/processes of the standard, not only to check implementation of the proposed corrective action/treatment related to the major NC (type A), but also to check the FPC system as a whole in view of the fact that it is considered inadequate by the GVI</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 18 APPROVAL OF CERTIFICATION PROPOSAL BY CTPI

- RVI (+ any supplementary audit report) and enclosures
  - Test reports (TT compliant) (only for systems of assessment and certification of constancy of performance 1/1+)
  - Certification process and certification/extension proposal
  - Informative questionnaire
  - Offer

The CTPI checks and approves (see IS-CERTI-CER-01) the certification proposal and assigns the certificate number to organisations whose proposal has been approved. With reference to the composition of the CTPI, to integrate what is established in the document IS-CERTI-CER-01, it is specified that, in general, experts qualified as assessment auditors or technicians, in-house or external to the OdC, are part of the CT who have specific competency in the sectors of interest, in compliance with the requirements stated in instruction IS-CERTI-CPR-01.

Should the CTPI decide to modify the RVI issued by the TEAM LEADER to the organisation, as for example the different classification of a finding or the need for an audit prior to the due date, he/she is to inform the organisation accordingly.

SEG prints the “Certification communication” from ASCESI and sends it to the client.

- Client certified (Certificate number assigned on the date the CTPI approves the proposal)
- Communication of certification to the client (SEG)

- The competency of the person who examines the file (see above) and the independence between those participating in the audit process (RPC, person who did the document review, GVI and person responsible for the TT) and the person who checks the certification proposal must always be ensured.

- Assignment of certificate number through ASCESI (CERTIFY)
- “Certification communication” in ASCESI

#### 19 SIGNING THE CERTIFICATE

Printed certificate

The RPC prepares the draft certificate and relative enclosure using the pertinent forms. The Scheme Leader checks the text of the certificate and of the related enclosure. The Scheme Leader inserts the pdf file of the certificate and related enclosure in ASCESI.

Following the positive outcome of the check, the Technical Director electronically signs the certificate.

Certificate signed by the Technical Director

- Typing errors
- English translation
- Existence of production site

- Uploading of the pdf file of the certificate and related enclosure in ASCESI
- Electronic signature through ASCESI (SIGNATURE)

#### 20 PUBLICATION OF THE CERTIFICATE

Signed certificate

ASCESI makes the certificate and related enclosure automatically available in the client’s “Member Area” and a copy of the certificate on the RINA internet site for the public.

SEG prints from ASCESI the “Communication of certificate publication/validation and documents in the member area” and sends it to the client.

- The certificate and related enclosure are made available to the client in the client’s “member area” on the portal of the OdC.
  - A copy of the certificate

 ASCESI (SIGNATURE)

- Communication of publication of certificate/validation and documents in the member area” from ASCESI

- Copy of the certificates
<table>
<thead>
<tr>
<th>PHASES</th>
<th>INPUT</th>
<th>DESCRIPTION OF ACTIVITY</th>
<th>OUTPUT/OBJECTIVE</th>
<th>CRITICAL FACTORS</th>
<th>ELECTRONIC RECORDS</th>
<th>HARD-COPY RECORDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>CHECK DOCUMENTATION IS COMPLETE</td>
<td>File documents</td>
<td>Check documentation is complete and if not, complete it (based on QUASQA2), Check all steps have been completed in ASCESI (Completed).</td>
<td>Process closed</td>
<td>Check all steps completed in ASCESI (Completed). Process closed.</td>
<td>Records in QUASQA2</td>
</tr>
</tbody>
</table>
### Table 2 - Description of the Main Phases of the Surveillance Process (For Systems of Assessment and Verification of Constancy of Performance 2+/1/1+)

<table>
<thead>
<tr>
<th>PHASES</th>
<th>INPUT</th>
<th>DESCRIPTION OF THE ACTIVITY</th>
<th>OUTPUT/OBJECTIVE</th>
<th>CRITICAL FACTORS</th>
<th>ELECTRONIC RECORDS</th>
<th>HARD-COPY RECORDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPENING OF UPCOMING SURVEILLANCE PROCESS</td>
<td>PVP</td>
<td>The RPC opens the upcoming surveillance audit process in ASCESI. Audits must be performed by the date indicated on the PVP; on receipt of a justified (lack of orders, staff layoffs, large-scale organisational changes, other,) written request by the organisation, RPC may postpone surveillance audits by no more than three months.</td>
<td>Process opened</td>
<td>A postponed surveillance audit does not affect the dates of the subsequent audits.</td>
<td>Process opened through ASCESI</td>
<td>-</td>
</tr>
<tr>
<td>VERIFICATION OF PVP</td>
<td>PVP</td>
<td>- Documents relevant to previous audits - Info received from the client When planning a surveillance audit, RPC, together with the TEAM LEADER: - checks the need to update the PVP on the basis of the problems which occurred during previous audits. If it’s necessary to amend the PVP, RPC together with the TEAM LEADER, adds a note about the revision in ASCESI (process notes field)</td>
<td>-PVPl checked by RPC/TEAM LEADER</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>APPOINTMENT OF GVI AND COMMUNICATION OF AUDIT DATE</td>
<td>Client contacts RPC or vice versa</td>
<td>RPC carries out the following activities: A) checks the audit time in the PVP B) defines the composition of the GVI and the TEAM LEADER. The RPC must define a GVI suitable for the audit (see REPORT in New Age for auditor competency). The names of the GVI are to be communicated to the organisation (the organisation may object to the names). The following conditions are to be met for the audit: - the members of the GVI must be LEAD AUDITORS or TEC and one member must be a LEAD AUDITOR in the role of TEAM LEADER - the GVI as a whole must have competency in the CEN mandates of the organisation to be assessed - the members of the GVI must not have been involved in providing the consultancy service to the organisation; C) agrees on the audit date with the client</td>
<td>Appointment of the GVI for the audit SEE PHASE 12 Table 1</td>
<td>-Appointment of GVI in ASCESI “Dispatch communication of audit date”</td>
<td>Printout from ASCESI of the “Dispatch communication of audit date” fax and dispatch to the organisation</td>
<td>-</td>
</tr>
<tr>
<td>SURVEILLANCE AUDIT</td>
<td>PVP</td>
<td>GVI verifies that the client’s FPC and the checks and tests performed on the product comply with the requirements of the reference standard and with the Rules of the OdC for the specific certified activity. Surveillance audit RVI countersigned by the client</td>
<td>Surveillance audit RVI countersigned by the client SEE PHASE 13 Table 1</td>
<td>Completion of step in ASCESI “Periodic audit”</td>
<td>SEE PHASE 13 Table 1 Evidence of implementation</td>
<td>-</td>
</tr>
</tbody>
</table>

---

7 Input: Initial event of a phase
8 Output/Objective: Result of the phase, reason why the phase was performed
9 Particularly critical aspects to take into account
10 To ensure the audit is performed on an independent basis, each member of the audit team TEC/LEAD AUDITOR must inform the RPC of any relationship existing, or that has existed in the last two years, with the organisation to be audited, before accepting the appointment relevant to that organisation.
<table>
<thead>
<tr>
<th>PHASES</th>
<th>INPUT</th>
<th>DESCRIPTION OF THE ACTIVITY</th>
<th>OUTPUT/OBJECTIVE</th>
<th>CRITICAL FACTORS</th>
<th>ELECTRONIC RECORDS</th>
<th>HARD-COPY RECORDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td></td>
<td>Surveillance audit report</td>
<td>Surveillance audit report</td>
<td></td>
<td>SEE PHASE 14 Table 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>countersigned by the client</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>Treatment, analysis of</td>
<td>Treatment, analysis of causes, AC proposals and implementation time</td>
<td></td>
<td></td>
<td>-Non-conformity forms initialled by the TEAM LEADER</td>
</tr>
<tr>
<td></td>
<td></td>
<td>causes, AC proposals and</td>
<td></td>
<td>If the organisation does not send the AC proposals by the agreed date, after 10 days from the above date, the RPC will send a written reminder to the organisation, stating that if the proposals are not received within the following 5 working days, the RPC will draw up a suspension proposal (IS-CERTI-CER-01).</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>implementation time</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>SEE PHASE 17 Table 1</td>
<td>SEE PHASE 17 Table 1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If the outcome of the supplementary audit is negative when the client is already certified, it’s necessary to suspend the certificate (see phase 8 table 2).
<table>
<thead>
<tr>
<th>PHASES</th>
<th>INPUT</th>
<th>DESCRIPTION OF THE ACTIVITY</th>
<th>OUTPUT/OBJECTIVE</th>
<th>CRITICAL FACTORS</th>
<th>ELECTRONIC RECORDS</th>
<th>HARD-COPY RECORDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>SUPPLEMENTARY RVI (FPC non compliant)</td>
<td>The RPC prepares and sends the suspension proposal to the CTPI, explaining the reason. The CTPI establishes a deadline for the suspension period (see IS-CERTI-CER-01)</td>
<td>Certificate suspended</td>
<td>-</td>
<td>Suspension of certificate in ASCESI and pertinent communication</td>
<td>Suspension proposal signed by the RPC and by the CTPI Chairman</td>
</tr>
<tr>
<td>9</td>
<td>CHECK DOCUMENTATION IS COMPLETE / PROCESS CLOSURE</td>
<td>Check documentation is complete and if not, complete it (based on QUASQA2). Check all steps have been completed in ASCESI (Completed). Close process.</td>
<td>Process closure</td>
<td>-</td>
<td>Check all steps completed in ASCESI (Completed). Process closed.</td>
<td>Records in QUASQA2</td>
</tr>
<tr>
<td>PHASES</td>
<td>INPUT 12</td>
<td>DESCRIPTION OF THE ACTIVITY</td>
<td>OUTPUT/OBJECTIVE 13</td>
<td>CRITICAL FACTORS 14</td>
<td>ELECTRONIC RECORDS</td>
<td>HARD-COPY RECORDS</td>
</tr>
<tr>
<td>------------------------------</td>
<td>----------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>---------------------</td>
<td>---------------------</td>
<td>--------------------</td>
<td>-------------------</td>
</tr>
</tbody>
</table>
| 1 DEFINITION OF OFFER        | Request filled in by the client | RUO performs the following activities:  
- checks availability of the resources needed to perform the tests by the established deadlines,  
- defines the time required for the tests,  
- calculates the cost of the tests on the basis of the table of fees. | - Definition of data to be included in the offer | Harmonised product standard(s) for which issue of the type test (TT) reports is requested |                  | Request filled in by the client |
| 2 PREPARATION OF OFFER       | Request filled in by the client | The LAB secretariat draws up the offer  
- Offer drawn up | - Offer drawn up | | Registration of potential client’s data in CRM, CAI-SHIP | Offer |
| 3 CONTROL/SIGNING THE OFFER  | Offer drawn up | RUO checks and signs the offer. The LAB secretariat sends it out. | Offer signed by RUO sent to the organisation | | | |
| 4 CONTROL OF ORDER           | Client’s order | RUO examines the order to check it is complete and in line with the offer sent  
- Order complete and in line with the offer | - Order complete and in line with the offer | | | Client’s order |
| 5 OPENING OF FILE/SIGNING THE CONTRACT | Order complete and in line with the offer | The LAB secretariat opens the contract in CAI-SHIP  
- Stipulation of contract between LAB - client  
- Specimen(s) requested for testing | Appointment of the file manager for the carrying out of the TT | - Contract opened in CAI-SHIP | | Folder of client’s filed documents |
| 6 APPOINTMENT OF TT FILE MANAGER | LAB – Client contract | RUO assigns responsibility for carrying out the type tests (TT) on the product to a qualified laboratory technician (see “List of organic RINA personnel dedicated to the activity test” according to Regulation (EU) no. 305/2011). | Appointment of the file manager for the carrying out of the TT | Appointment of the file manager for the carrying out of the TT and recording in CAI-SHIP | | |
| 7 PERFORMING THE TT          | Specimen(s) of the product(s) to be tested | The file manager for the TT, assisted by the laboratory technicians, carries out the type tests on the product  
- Test reports | Test reports | Inclusion of the TT data in the folder with the client’s documentation | | Printout of test reports |
| 8 CONTROL AND CONFIRMATION OF TT REPORTS | Test reports | RUO checks that the results of the type tests carried out on the product meet the requirements of the reference standard.  
- Test reports signed by RUO | Test reports signed by RUO | | | Printout of test reports signed by RUO |
| 9 PERFORMING SUPPLEMENTARY TT | Test reports (TT non compliant)  
- Specimen(s) of the product(s) to be tested suitably modified | The file manager for the TT, assisted by the laboratory technicians, carries out new type tests on the suitably modified product(s) | Test reports | | | Printout of test reports |
| 10 DISPATCH OF TT REPORTS TO CLIENT | Test reports signed by RUO (TT compliant) | The LAB secretariat dispatches the test reports signed by RUO to the client  
- Test reports signed by RUO | Test reports signed by RUO | | | Printout of test reports signed by RUO sent to client |

12 Input: Initial event of a phase  
13 Output/Objective: Result of the phase, reason why the phase was performed  
14 Particularly critical aspects to take into account
5. INVOICING

Depending on the contract, invoices are issued at various phases of the certification process by the Administrative secretary of the office, using the CAI-C / CAI-SHIP software application.

6. AMENDMENTS TO CERTIFICATION

If a client asks for a change to be made to the certificate which does not require an on-site audit (for example, change of company name or Head Office address), RPC must send a message to the Scheme Leader, specifying the reason for the request for a new signature; this information must also be written in the appropriate ASCESI space reserved for Notes, with the date of the request for the new signature.

A client who asks for a change to be made to the certificate, which may necessitate an on-site audit (for example, extension to another site, extension to new products, change in the operational unit, etc.) is to send the OdC the informative questionnaire or a specific written request and the RPC will assess the situation on a case by case basis.

RPC may consider the request as though it were an application for a new certificate or he/she may have the modification checked during an audit extra (that could be a document review) or during the surveillance audit.

CASE A

If the requested modification involves the issue of a new certificate for the extension to another site, the situation must be handled as though it were an application for a new certificate (new offer, document review, on-site audit, proposal to extend certification).

In this case the file is to be examined by the CTPI and a new certificate will be issued.

CASE B

If the requested modification involves the issue of a new certificate for the extension to products under new harmonised standards within the same family, the modification to the certificate may be checked during an audit extra (that could be a document review) or during the surveillance audit.

In this case it will be filled in the document review report REDT by the PRC or his/her delegate (for document review) or the Audit report by the GVI (for on-site audit) with an indication of the outcome of the evaluation.

In this case the file is to be examined by the CTPI and a new certificate will be issued.

CASE C

If the requested modification does NOT involve the issue of a new certificate (extension to new products/activities under the same harmonised standard and production site), the modification to the certificate may simply be checked during an audit extra (that could be a document review) or during the surveillance audit.

In this case it will be filled in the document review report REDT by the PRC or his/her delegate (for document review) or the Audit report by the GVI (for on-site audit) with an indication of the outcome of the evaluation.

In this case the file is not to be examined by the CTPI and RPC must send a message to the Scheme Leader, specifying the reason for the request for the certificate update request; this information must also be written in the appropriate ASCESI space reserved for Notes, with the date of the request for the certificate update request.

In case C, in order to keep a trace of the modification, RPC assisted by SEG, makes all the necessary variations in ASCESI, adds a note in ASCESI describing the author of the modification, the type of modification made, the date and the reasons and sends an e-mail to the Scheme Leader asking to have the new version of the certificate signed by the Technical Director, explaining the reason for the amendment.

7. PROCESS MEASUREMENT

The certification process of FPC and/or of constancy of performance of the product is controlled from the economic, operational and technical points of view by the various operational units, as indicated in the organisational structure documents.

The management and technical aspects of the process are monitored by the IPR Manager, who defines performance indicators for pertinent levels and functions, in collaboration with the Scheme Manager (e.g.: a performance indicator for RPC is compliance with the deadlines defined in the audit programme).

The economic aspects of the process are measured by the GMPLN manager who checks turnover, costs,
the services rendered by the Operational Network and budget variations.

8. **KEEPING RECORDS**

The hard-copy records related to certified organisations are kept by OPN as follows:

- the files relevant to the audits, with the pertinent records, are to be kept for at least 10 years
- the FPC manual is to be kept long enough for it to be examined and until the certificate is issued

The minutes of the CTPI meetings are kept by CCPLP for at least 10 years.
The technical personnel competency documents are kept by CCPLP for at least 3 years from the date the personnel ceased providing services on behalf of the OdC.

Electronic records are kept until the file is closed.

9. **ANNEX**

Annex 1 – CERTIFICATE TRANSFER
Annex 1 – CERTIFICATE TRANSFER

1 CONDITIONS

The OdC may recognise an organisation’s FPC and/or constancy of product performance certification, issued by another notified body, by following the procedure shown below when the following conditions are satisfied:

- organisations interested in obtaining certification recognition by the OdC must send the Informative Questionnaire for the economic offer related to transfer to be prepared
- the organisation’s certificate is to have been issued by a Body notified by the competent Administrations according to Regulation (EU) no. 305/2011 \[15\]
- the certificate must still be valid
- the certificate must not be suspended
- the Certification Body’s notification must not be suspended
- the harmonised technical rules shown on the certificate are to be included in the OdC’s notifications.

Organisations with certificates that are not covered by these requirements are to be treated as new clients.

2 TRANSFER PROCEDURE

Transfer can occur through document review and on-site audit of the certified organisation’s production site.

An auditor qualified in the CEN mandate of the organisation to be assessed carries out a document review based on the following documents:

- certification request
- informative questionnaire containing the reason for the transfer request
- controlled copy of the FPC manual and of the list of operational procedures
- available test reports, records and certificates related to the product
- copy of the valid certificate issued to the organisation
- copy of the certification audit report and of the last surveillance audit report
- evidence of the corrective action taken to eliminate any non-conformities found during the previous audits or evidence that the other Certification Body has audited their elimination
- copy of the audit programme
- list of complaints received and action taken
- any observations or indications from pertinent national or local authorities

The above verification will be followed by an on-site audit of the production site of the organisation which requested certificate transfer or may be undertaken at the same time as the on-site audit; the time required and cost are generally those of a surveillance audit.

The review is positive if the documentation examined and the audit made demonstrate the adequacy and level of reliability of the FPC.

A documental audit report and an audit report are to be drawn up for the above activities, containing a record of all the documents examined and the outcome of the examination; the scope of the FPC to be certified is to be the same as the one defined by the other Body and the dates of the subsequent surveillance audits are to be the same as (or earlier than) those established by the other Body.

\[15\] The list of notified Bodies according to Regulation (EU) no. 305/2011 is available on the internet site of the European Community http://ec.europa.eu/enterprise/newapproach/nando/.
3 CERTIFICATION
At the end of the document review and on-site audit of the production site and for the certification process to continue, the RPC prepares the following documentation to be sent to the CTPI for approval:

RINA documentation:
- certification process and certification proposal;
- documental audit report and on-site audit report:
- iter/PVP.

Previous Body’s documentation
- copy of the valid certificate issued;
- copy of the last audit report.

4 POSTPONEMENT
The RPC may grant, following justified reasons and a written request from the organisation (lack of orders, staff layoffs, large-scale organisational changes, other,) a postponement not exceeding three months from the date of the surveillance audit.