

	<b>CERTIFICATION PROCEDURE</b>	Document No.	PRS.S.08
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### 1. AIM

The goal is to define the methods and responsibilities for receiving applications and carrying out the certification process.

### 2. SCOPE

This procedure applies to all processes that require system certification.

### 3. RESPONSIBLE PARTIES

This procedure is carried out by the Certification Committee, the Certification Manager, and the Planning Officer.

### 4. APPLICATION

#### 4.1. Receiving Applications

Applications are accepted in person or electronically (via e-mail or the TCS website) using **the FRM.S.24 Certification Application Form for ISO 9001, 14001, and 45001, and the FRM.S.185 Information Security Management System Application Form** for ISO 27001 and 27701. For ISO 50001, in addition to FRM.S.24, **the FRM.274 50001 Supplementary Application Form** must also be completed.

To be accepted for certification, management systems must have been implemented for a minimum of two months.

If all the sector codes specified for the certification scope requested by the customer are included within TCS's TURKAK accreditation (for the relevant standard), the non-accredited certificate application will be rejected. If some of the sector codes specified for the certification scope requested by the customer are included within TCS's TURKAK accreditation (for the relevant standard), and some are not, TCS may issue non-accredited certificates only for the sector codes not included within its TURKAK accreditation.



#### 4.2. Review of the Application

Application review is conducted by the Planning Officer. The decision on the application review is recorded using **the FRM.S.28 Application Evaluation Form for 9001-14001-45001-50001**.

If any changes are requested to the information declared in the Application Form, all requests will be received in writing from the Organization and kept in the file created for the Organization.

#### Issues to Review;

- The application form must be completed in full.  
If any fields are left blank on the application form, the Planning Officer will contact the relevant organization to obtain the necessary information and complete the form.
- The application form must be completed in sufficient detail to include data specific to the requested sector.  
The Planning Officer confirms the accuracy of the information by consulting with members of the audit team assigned to the relevant EA/Category/Technical Field. Incorrect or incomplete information is identified. The company is contacted and informed.  
If the Planning Officer is a member of the audit team assigned to the relevant EA/Category/Technical Field/Technical Field QMS, they do not need to consult them.  
(For example, for application 50001; energy consumption amounts must be written in TERAJUL units. The person providing the opinion should be able to determine whether the values written by the company are appropriate.)

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- c) There should be no known differences in understanding between TCS Certification and the applicant organization.
- d) TCS Certification must have an Audit Team suitable for the scope of the application.
- e) TCS Certification must have a Certification Committee appropriate to the scope of the application.
- f) TCS Certification must have accreditation authority within the scope of the application.
- g) If the legal requirements are not defined in detail to include the scope of the application, the company representative should be contacted during the application evaluation phase.

When planning the interim audit, the legal requirements stated in the Application Form submitted by the company during the initial certification process are evaluated. For applications where the legally required conditions that must be followed within the scope of certification are not defined, an External Document List should be obtained from the company.

During the initial certification process, if the legal requirements that must be followed within the scope of certification are not defined in the Application Form, the relevant section of the Application Form must be filled out by contacting the company representative.

If all criteria are met, the application will be approved. For approved applications, the review period will be calculated using the relevant **Review Period Determination Instructions**.

#### Application Rejection:

- ✓ If a suitable audit team cannot be provided according to the company's application;
- ✓ If a Certification Committee suitable for the company's application cannot be formed;
- ✓ If TCS Certification does not have accreditation within the scope of the application;
- ✓ If a non-accredited certificate is requested for standards covered by TCS Certification's accreditation scope;

The application is rejected. The reasons for rejection are stated in **FRM.S.28 Application Evaluation Form**. It is recorded and the customer is notified in writing.

#### **4.3. Documentation Agreement**

Once the application is approved, the Planning Officer prepares and sends **the FRM.S.026 System Certification Price Quotation** to the client. After being signed by the client's authorized signatory, one copy remains with the client, and one copy is sent to TCS Certification. The signed quotation serves as a contract.

The Proposal Number is assigned in accordance with **the PRS.SUM.01 Document Management Procedure**.

Following the approval of the contract, the company is required to submit the official documents and materials defined in **the FRM.S.161 Management Systems Certification Application Documents list** to TCS Certification.

#### **4.4. Special Examinations**

These audits are conducted for purposes such as company name changes, senior management changes, scope changes, address changes, short-term audits, addition or reduction of sites, transfer audits, and preliminary audits.

Change requests are received in writing from companies, and the System Certification Manager decides whether a document review or on-site audit will be conducted, noting this decision on the form. For scope and address change audits, in addition to document review, an on-site audit is conducted within the necessary timeframe depending on the scope and production location, and this is recorded in an audit report.

If the Certification Committee approves the documents and audit report, a new certificate will be issued and delivered to the company. If the certification change is not approved, the company will be notified in writing. The validity period of the company's existing certificate does not change with these certificate changes.



If a customer with a certified ISMS makes significant changes to their system, or other changes occur that affect the basis of their certification, a special audit will be conducted. The audit duration will be determined based on the nature of the change.

#### **4.5. Title Change**

Change requests are received from companies in writing, the Certification Manager decides whether to conduct a document review or on-site audit, and the company is notified in writing.

If only the company name changes without any changes in senior management, then the necessary official documents must be re-obtained without an on-site audit. In such cases, an on-site audit is not necessary; only the certificate needs to be reprinted. Document changes do not affect the validity period of the company's existing documents.

#### **4.6. Senior Management Change**

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If there is a change in the company's senior management, information regarding other types of changes will be requested in writing. Based on the responses received (such as senior management intervention in the system, involvement, changes in processes, etc., which require re-auditing), the Certification Manager will decide whether or not to conduct an on-site audit. If the company's request for change is deemed unsuitable, the company will be notified in writing. Changes to the certificate do not affect the validity period of the company's existing certificate.

#### 4.7. Scope Change

TCS Certification, in responding to applications for expanding the scope of certification, conducts a study to determine whether the expansion is possible and decides on the necessary audit activities.

If the organization accepts the proposal for scope expansion, a scope expansion audit is planned and conducted. Where appropriate, scope expansion may be carried out in conjunction with a surveillance audit. If the request is for scope reduction, a new certificate is issued without conducting an audit.

#### 4.8. Address Change

In the event of a change in the organization's address, the organization is obligated to inform TCS Certification as per the contract. A record showing the address change must be submitted to TCS Certification. The review of the address change is conducted by the Certification Manager, who requests an audit schedule for address changes that directly affect the company's processes and physical conditions. If the company's activities subject to certification are not affected by the address change, the information regarding the requested change will be evaluated by the Certification Manager, and a decision will be made regarding the issuance of a new certificate (or not) without an audit.

#### 4.9. Brief Investigations (Complaints)

In cases where complaints against a company contain objective evidence, the System Certification Manager may decide to conduct an unusual audit, even if it is not on the schedule, by contacting the company. For such audits, the audit duration, reason for the audit, and the conditions under which the audit will be conducted are communicated to the client in writing no more than 3 days prior to the audit, and the audit is then carried out.

When assigning the audit team, the system certification manager appoints a different audit team than the previous one, one that is competent enough to interpret the subject of the complaint.

If the company refuses the audit, its certificate will be suspended by a decision of the certification committee, and the company will be notified in writing.

In addition to the situations mentioned above, if any negative feedback is received, TCS Certification or TÜRKAK may conduct unscheduled visits to the organizations certified by TCS Certification.

#### 4.10. Adding or Removing Fields


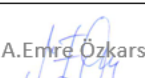
If a site reduction request is made, the process should be determined based on which processes within the company's scope the site performs.

For example, if a company with a separate storage area reports that this area has been closed, it is investigated whether the storage process has been discontinued or whether the storage process has been moved to one of the other existing areas. If the company is ceasing the storage process, this is planned along with a scope change audit. If the company is moving the storage process to another existing and previously audited area, since a change in the process scope related to that area is required on the document, an inspection of the relocated area is necessary to see how the process has been adapted.

When a company requests the addition of a new site, planning is done after obtaining information about the processes performed in that site. If the newly added site performs the same work as the other sites, then the audit can be completed by only auditing that site and the center (document review may be conducted for the central office depending on the decision of the Certification Manager). However, if the newly opened site is in a position to affect other sites, then the audit can be conducted only on the newly opened site, with proof of the company's work related to other sites also requested. This decision rests with the Certification Manager. If the Certification Manager wishes, they can also request audits for some other site(s) to assess the effectiveness of the company's work. As mentioned below, efforts are made to schedule this audit to coincide with the company's periodic audit schedule. Prior to these audits, the relevant sections of the Planning Officer Application Evaluation Form are completed, and if necessary, the contract with the company is renewed according to the official company information. Alternatively, an additional contract is signed for additional audits based on the fee specified in the relevant Planning Instruction.

These types of audits should preferably be conducted in conjunction with the company's interim audit. This means reducing extra costs for the client. To this end, adjustments such as bringing forward or postponing the interim audit date can be made to ensure client satisfaction, provided that the procedures are not exceeded.

#### 4.11. Transfer Examinations

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Transfer audits are audits conducted to confirm the validity of a management system certificate issued by another auditing firm, in order to facilitate its transfer to TCS Certification.

During the Transfer Preliminary Review, the following aspects are evaluated and reviewed using **the FRM.S.100 Transfer Application Evaluation Form** :

- Transfer audits are valid for certificates issued by certification firms accredited by an IAF member accreditation body.
- For a transfer audit to be conducted, the document must still be active. Transfer audits cannot be performed for pending documents.
- Before transfer audits can be conducted, any nonconformities previously reported to the company by the certification body must be resolved.
- The last audit date of the organization applying for the transfer must have been conducted no more than 12 months prior to the TCS Certification transfer audit date.
- Transfer audit applications are processed similarly to certification audits. In addition to the documents required before the certification audit (quality manual, procedures, etc.), the audit report prepared by the previous certification body is also requested, and all documents are reviewed.

The pre-certification review examines the following issues:

- ✓ Reason for the company's transfer
- ✓ Dates and duration of the last examination performed
- ✓ Company scope's compliance with TCS Certification requirements.
- ✓ The accuracy and validity of the document, and the verification of the addresses on the document and the requested addresses.
- ✓ whether it falls within the scope and its validity, the status of any non-compliance that has not yet been resolved, and if possible
- ✓ Confirmation of closed nonconformities by the previous certification body.
- ✓ Previous examination reports and observations
- ✓ Complaints received and actions taken.

After examining the issues mentioned above, the methods of investigation to be applied are determined as follows.

If the document is deemed valid by TCS Certification , the audit period for the transfer audit is determined by considering the surveillance audit periods in the table. The transfer audit is conducted in the same way as the surveillance audit. In audits conducted in this manner, the document period extends from the issuance date of the previous certification body to its expiration date. The surveillance period is determined by considering the period applied for the recertification of the client. If the document is not accepted as valid by TCS Certification, it will be considered as the initial certification.

#### 4.12. Preliminary Examination

A pre-audit is conducted at the client's request prior to the certification audit to obtain accurate information regarding the implementation of the management system to which the company is subject, to determine and verify that the certification procedure is fully understood within the company.

Preliminary audits neither lengthen nor decrease the certification audit duration, nor do they have any positive or negative impact on the certification audit itself.

If a preliminary audit is requested by the client during the application process, the System Certification Manager will contact the client to determine the audit date, scope, etc. Unless the client has a specific request, the audit will be conducted as a full audit covering Stage 1 and Stage 2. During the preliminary audit, more time may be allocated to certain clauses of the standard, or some clauses may be excluded if necessary, depending on the client's request. Client requests are taken into account during planning.

The following must be reviewed during the preliminary examination:



- Quality Manual (if available)
- Procedures (if any)
- Examples of applications
- Appropriate EA/NACE category or industry code.
- Identifying the personnel required for the certification audit.

Auditors assigned to the preliminary audit do not provide advisory advice or guidance regarding the firm's management system. The client has the right to object to the auditor assigned for the preliminary audit.

In these cases, the company's justifications are evaluated by the System Certification Manager. If the justifications are found to be valid, changes are made to the team.

#### Things to Avoid During the Preliminary Examination

- No educational approach should be taken.
- No consulting services should be provided.

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- No system or time constraints should be imposed for closing any nonconformities (if any) identified during the preliminary investigation.

#### 4.13. Performing Examinations Using Remote Examination Techniques

##### the PRS.S.21 Remote Monitoring Procedure .

#### 4.14. Establishing the Investigation Program

The **FRM.S.79 Audit Program** is created.

The audit program includes a two-stage initial audit, surveillance audits in the first and second years, and a recertification audit in the third year before the certificate's final validity date. The three-year certification cycle begins with the initial certification or recertification decision. Subsequent cycles begin with the recertification decision.

In determining the audit program and making any arrangements, consideration is given to the size of the client organization, the scope and complexity of the management system, products and processes, as well as the effectiveness of the demonstrated management system and the results of previous audits.

The Audit Program is created by the Planning Officer before planning of the Phase 1 audits begins.

The content of the Audit Program is updated by the Planning Officer following Phase 1, Phase 2, and surveillance audits, based on audit reports or information obtained from the audit team. The initially created and updated Audit Program is forwarded to the Certification Manager after approval by the Planning Officer.

The Certification Manager reviews and approves the Audit Program and forwards it to the Planning Officer for audit scheduling.

If the branches and temporary sites to be audited during the Certification Audit were selected using a sampling method, the remaining branches and temporary sites that were not selected are fully included in the Audit Program for the following years.

Additional requirements for ISO 27001 are defined in the **TLM.S.32 ISO 27001/27701 Certification Instruction** .

#### 4.15. Planning the Examinations

The audits of the submitted organization are planned by the Planning Officer, taking the following criteria into consideration.

- Application documents
- Legal permits
- Company sector codes
- Status of investigators and technical experts
- Establishment requirements
- Geographic distribution

#### 4.16. Planning the Initial Certification Audits

Initial certification audits for ISO 9001, ISO 14001, ISO 22000, ISO 45001, ISO 50001, ISO 27001, and ISO 27701 are planned in two stages (Stage 1 – Stage 2).

The initial certification Stage 1 audits for ISO 9001 Quality Management System, ISO 14001 Environmental Management System, and ISO 45001 Occupational Health and Safety Management System are conducted on-site for the customer for the critical codes defined in **TURKAK R.40.05 Annex A, Annex B, and Annex D**. For other codes, the Stage 1 audit is conducted on-site (desk-based) without visiting the customer's location. The System Certification Manager may request that Stage 1 audits that are required to be conducted on-site instead of desk-based be performed on-site if deemed necessary.

The **LST.S.04 Stage 1 Inspection Site Selection Checklist** has been prepared taking critical codes into consideration.


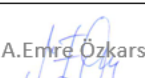
The initial Stage 1 audits for ISO 22000 Food Safety Management System certification are conducted on-site (in the field). In cases involving very remote locations or very short seasonal production periods, Stage 1 audits can be conducted at a desk to ensure Stage 2 audits coincide with the seasonal production season.

The initial certification Stage 1 audit for the ISO 27001/27701 Information Security Management System is conducted on-site (in the field).

The initial certification Stage 1 audit for the ISO 50001 Energy Management System is conducted on-site (in the field).

The Stage 1 audit can be conducted as early as two months after the company begins implementing its management system.

Stage 1 and Stage 2 examinations can be scheduled simultaneously. The Planning Manager will notify the client of the Examination Plan at least 2 days prior to the examination.

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If the Stage 1 audit concludes that the company is not ready for the Stage 2 audit, the client's needs will be considered in addressing the problematic areas identified in Stage 1. TCS Certification will review its preparations for the Stage 2 audit. A new audit date will be set for Stage 2. The Planning Manager will notify the client of the Audit Plan at least two days prior to the audit. Stage 1 audit findings are recorded using **FRM.S.42 Stage 1 Audit Report** and **FRM.S.179 Nonconformity Form**. The planned activities for the nonconformities identified in Stage 1 are verified by the audit team prior to Stage 2. If the nonconformities cannot be resolved, the Stage 2 audit is not conducted.

The time between Stage 1 and Stage 2 examinations should not exceed 6 months. If the intervals are longer, Stage 1 examination will be repeated.

The purpose of the certification audit is defined in the **TLM.S.14 Certification Rules** document.

Additional requirements for ISMS audits are defined in **TLM.S.32 ISO 27001/27701 Certification Instruction**.

#### 4.17. Surveillance Audits

Surveillance audits are conducted in a single stage, at least once a year.

The first surveillance audit following the initial certification must be completed within 12 months of the certification decision date.

If the surveillance audit cannot be conducted within this period, the certificate will be suspended at the end of the date defined in the Certificate Validity Date field on the certificate. The suspension period is a maximum of 3 months. If an audit cannot be scheduled within the 3-month period, the certificate will be cancelled.

At the end of each month, the Certification Manager informs the Planning Officers of the list of companies that need to undergo a surveillance audit in two months.

The Planning Officer informs the client of the latest date for the surveillance audit via the **FRM.S.66 Interim Audit/Re-certification Audit Payment Information Letter**. The client is informed that failure to attend the audit by this date will result in the suspension of the existing certificate. The client's responsibilities and actions in case of suspension are defined in the **PRS.SUM.09 Suspension and Cancellation Procedure** document. The suspension information is published on the website.

The client is also informed in writing about the suspension status.

For the audit date approved by the company, the audit team is determined. The Planning Manager informs the client of the Audit Plan at least 2 days before the audit date.

Additional requirements for surveillance audits for ISMS audits; **TLM.S.32** This is defined in the **ISO 27001/27701 Certification Directive**.

Additional requirements for surveillance audits in occupational health and safety (OHS) audits are defined in the **ISO 45001 Certification Guidelines**.

#### 4.18. Recertification Audit

The recertification audit date is determined based on the certification period expiry date on the certificate and is conducted in a single stage. Recertification audit activities may require a Stage 1 audit when there are significant changes in the management system, the customer, or the conditions under which the management system operates (e.g., changes in legislation).

At the end of each month, the Certification Manager informs the Planning Officers of the list of companies that need to undergo a recertification audit after 3 months.

The Planning Officer should specify the latest date for the recertification audit in the **FRM.S.66 Interim Audit / Recertification Audit Payment Information Letter**. The customer is notified. They are informed that if the audit is not completed by this date, the existing certificate will be revoked. The company's responsibilities and actions to be taken in case of revocation are defined in the **PRS.SUM.09 Suspension and Revocation Procedure** document. The revocation information is published on the website. The company is informed in writing about the revocation.

For the audit date approved by the company, the audit team is determined. The Planning Manager informs the client of the Audit Plan at least 2 days before the audit date.

The recertification (audit + nonconformity closure) process must be initiated before the end of the 3-year certification period. The recertification audit involves reviewing previous surveillance audit reports and evaluating the performance of the management system in the nearest certification cycle. Corrections and corrective actions for any major nonconformities must be closed within 3 months. These actions must be completed and verified before the certification period expires.


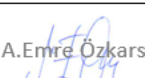
The decision must be made no later than six months from the end of the period.

If recertification activities are successfully completed before the expiration of the existing certification, the validity period of the existing certification may be used as the basis for the validity period of the recertification. The issuance date of the new certificate may be the recertification decision date or a later date.

certification period, TCS Certification may withdraw the certificate for 6 months, provided that significant recertification activities are completed; otherwise, at least a Stage 2 procedure will be carried out. The valid date on the certificate must be the recertification date or later, and the previous certification cycle will be used as the basis for the validity period.

Situations in which a Recertification Audit cannot be conducted;

1. the decision cannot be made within 6 months from the end of the period;
2. recertification activities cannot be initiated before the end date of the certification period;

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Recertification audit cannot be conducted. The company's certificate will be revoked, and the company will be treated as having received its initial certification.

Additional requirements for surveillance audits for ISMS audits; **TLM.S.32** This is defined in the **ISO 27001/27701 Certification Directive** .

#### 4.19. Determining Examination Durations

During the planning phase of the examinations, in order to ensure that the examinations are carried out completely and effectively...

When determining the necessary time frame, in addition to the number of employees and the type of examination, the following factors are taken into consideration:

- The requirements of the relevant management system standard,
- The complexity of the customer and the management system,
- The technological and regulatory context,
- All activities included within the management system, including those activities outsourced to subcontractors.
- Results of previous examinations,
- The size and number of sites, their geographical locations, and multiple site assessments,
- Risks associated with the products, processes or activities of the customer organization,
- Whether the examinations are combined, joint, or integrated.

The audit duration is calculated in accordance with **TLM.S.23 ISO 9001-14001-45001 Audit Duration Determination Instruction** , **TLM.S.25 ISO 50001 Audit Duration Determination Instruction** , **TLM.S.27 ISO 27001/27701 Audit Duration Determination Instruction** , and **TLM.S.21 ISO 22000 Planning Instruction** .

The duration of follow-up audits is determined based on the nonconformity categories and taking into account the number of corrective actions, and should not exceed the duration of the initial certification audit.

The duration of scope and address change checks is determined in accordance with the decision on how these checks will be carried out (such as a surveillance check).

#### 4.20. Auditing of Multi-Site Organizations

in **TLM.S.08 Multi-Site Audit Instruction** and **TLM.S.25 ISO 50001 Audit Duration Determination Instruction** . The rationale for the sampling plan is documented in **FRM.S.28 Application Evaluation Form** .

#### 4.21. Selection of the Investigation Team

The System Certification Manager determines the size and composition of the audit team, taking the following factors into consideration.

- Audit objectives, scope, criteria, and estimated audit duration
- Company sector codes
- Method of examination (integrated, combined, or joint)
- The overall competence of the audit team required to achieve the audit objectives.
- Documentation requirements (including any applicable legal, regulatory, or contractual requirements)
- Language and culture
- Whether the audit team members have previously audited the client's management system



In investigation teams consisting of multiple individuals, there is always a lead investigator who serves as the team leader.

For all audit types, when forming the audit team, at least one auditor must be assigned to a sector code related to the organization's field of activity. If this is not possible, Technical Expert(s) assigned to a sector code related to the organization's field of activity will be assigned to the team.

The Lead Auditor, Auditor or Technical Expert who has provided training, consultancy or has a conflict of interest at the organization to be audited within the last (2) two years cannot be assigned to audit the organization in question.

The Planning Officer informs the audit team using **the LTS.SUM.03 Auditor and Technical Expert List and the FRM.S.39 Audit Team Assignment Form**, and also obtains confirmation to ensure impartiality. Team members other than the Lead Auditor/Auditor (candidate auditors, technical experts, observer auditors, translators, interpreters) are ineffective in meeting the audit day requirements. The use of translators/interpreters may require additional audit time.

When selecting an audit team for follow-up examinations, where feasible, at least one member from the previous audit team will be included in the new audit team.

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Audit team members perform their audit responsibilities under the direction of the person designated as the lead auditor. Technical experts may advise the audit team on preparation, planning, or the audit itself. Technical experts are accompanied by a Lead Auditor/Auditor. A technical expert cannot act as an auditor within the audit team. Observers, Guides, and Translators/Interpreters may also participate in audits in addition to the audit team.

#### Observers

Observers include members of the client organization, consultants, witness personnel of the accreditation body, and regulators. or other necessary individuals. The organization informs TCS prior to the audit of any individuals it requests to be present as observers, if any. Observers are listed in the audit plan and company approval is obtained. The audit team ensures that observers do not interfere with the audit process or affect the audit results.

#### Directory:

The mentor is included in the audit team to facilitate the audit. Mentors are identified and recorded at the opening meeting. The audit team ensures that mentors do not interfere with the audit process or influence the audit results. The mentor's responsibilities include:

- Scheduling and contacting them for meetings,
- Organizing visits to specific areas of the site or organization,
- Known rules regarding field safety and security procedures that are communicated to by the members of the audit team guarantee
- To be a witness to the examination on behalf of the client,
- Providing explanations or information if requested by an investigator.

#### Translator/Interpreter

The translator/interpreter is included in the audit team when an audit is to be conducted in a different language. This is indicated in the audit plan and company approval is obtained. It is defined and recorded at the opening meeting. The audit team ensures that the translator/interpreter does not interfere with the audit processes or affect the audit results. The lead auditor makes this decision. The translator's responsibilities include:

- He/She translates the questions asked and the answers given in a way that is consistent with his/her own understanding.

#### **4.22. Defining the purpose, scope, and criteria of the audit.**

The objectives of the investigation, what the investigation aims to achieve, should include the following:

- a) Using audit criteria, determining the suitability of the client's management system or a part thereof.
- b) Determining the capability of the management system to ensure that it meets the applicable, legal, regulatory and contractual requirements of the client.  
**Note** – The management system audit is not a formal compliance audit.
- c) Determining the effectiveness of the management system to ensure the client's expectation that the stated objectives can be achieved.
- d) Where appropriate, a description of potential areas for improvement of the management system.

The scope of the audit should define the boundaries of the audit (e.g., the facilities, management units, activities, and processes to be audited). If the initial or recertification process consists of more than one audit (e.g., if it covers different facilities), the scope of each audit may not cover the entire certification scope, but the sum of all audits must be consistent with the scope in the certification document.

Additional requirements for ISO 50001 are defined **in TLM.S.34 ISO 50001 Certification Instruction** .

Additional requirements for ISO 45001 are defined **in TLM.S.33 ISO 45001 Certification Instruction** .

Additional requirements for ISO 27001 are defined **in the TLM.S.32 ISO 27001/27701 Certification Guideline** .

The audit criteria should be used as a reference for determining suitability and should include the following:



- The requirements of the mandatory document defined regarding management systems,
- Defined processes and documentation of the management system developed by the client.

#### **4.23. Creation of the Inspection Plan**

**Audit Plan is created** by the Planning Officer before each audit .

The audit plan is developed in accordance with the scope and objectives of the audit and includes or refers to at least the following:

- a) Purposes of the investigation,
- b) Inspection criteria,

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- c) Scope of the audit, including the definition of the institutional and functional units and processes to be audited,  
d) Dates and locations where field survey activities will be carried out (including, where appropriate, different locations and remote survey activities),  
e) Expected duration of field investigation activities,  
f) The duties and responsibilities of the investigation team members and accompanying personnel (e.g., observers and interpreters).

**Points to Consider When Preparing an Investigation Plan:**


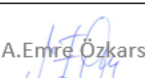
- The Audit Plan should be prepared to define all stages that will take place between the Opening and Closing Meetings, in accordance with the on-site time calculated during the planning phase (all audit stages between the opening and closing meetings). Lunch breaks are not included in the on-site time.
- The audit plan should be prepared according to the man-day ratio. 1 man-day should be considered equal to 8 hours (excluding lunch breaks). Each auditor should have at least 8 hours of audit time.
- The investigation plan is initiated with the opening meeting.
- A site tour should be conducted after the opening meeting.
- The Inspection Plan describes the following:
  - ✓ The audit locations (headquarters address/branch/project site), the processes/departments to be audited, the standard clauses to be inspected, the audit date, the audit time, the company representatives to be contacted during the audit, and the members of the audit team who will conduct the audit should be specified.
  - ✓ Lunch break time and duration
  - ✓ Opening and closing meeting times and duration
  - ✓ Lunch break time and duration
  - ✓ The times and durations for the Audit Team's Interim Review and Final Audit Review and Reporting meetings.
  - ✓ The locations to be visited during the investigation and travel times.
  - ✓ If an observer auditor is to be present during the audit, it must be specified which processes and for which auditors this will apply.
  - ✓ It should be specified which process the technical experts are working on with which supervisor.
- Travel time to and from branch and project sites is not included in the on-site time. Additional time should be granted.
- The inspection plan is prepared using a computer. Changes made during the inspection can be noted manually.
- To ensure efficient use of time, appropriate time should be allocated to processes. During the Phase 1 audit, the amount of time to be allocated to each process in the Phase 2 audit should be determined in consultation between the Planning Manager and the A1 auditor. Sufficient time (50%) should be allocated for the audit of Operational Areas.
- It is important to note that an auditor who examines a process in a Stage 1 audit should also examine the same process in a Stage 2 audit. For example, an auditor examining YT (Youth and Sports) activities should audit the same tasks. An auditor auditing legal regulations should examine the application of the same process in Stage 2.
- In cases with multiple auditors, the firm's key process(es) (e.g., production, service delivery) must be audited by the auditor whose work meets the NACE code, category, and technical field qualifications. If the auditor does not meet the code, the audit should be conducted jointly with a technical expert. The technical expert should be assigned to both Stage 1 and Stage 2 audits.
- The audit plan should not be prepared in a way that requires all members of the audit team to work together simultaneously. (More than one auditor should not be conducting an audit with only one person at the same time; they should be distributed across different processes.) If members of the audit team need to audit together due to their assigned codes, the TCS Planning Manager should be informed of the need to increase the number of man-days.
- Planning and report writing activities are not included in the total audit time for GGYS.
- If, during the A1 audit, a situation is identified that necessitates a change in the A2 audit plan, the audit plan will be revised based on the information described **in the A1 Audit Report and, if necessary, additional information received from the Lead Auditor.**

Additional requirements for ISMS audits are defined in **TLM.S.32 ISO 27001/27701 Certification Instruction** .

**4.24. Informing of Organizations and the Audit Team**

The Planning Officer forwards the audit kit, including the draft Audit Plan, to the Audit Team. Before sending the audit kit to the audit team, ensure that all checkboxes and data entry fields are empty. If filled, it could lead to the audit team creating incorrect records. The Lead Auditor reviews the draft Audit Plan. If any changes are made, the Planning Officer is informed prior to the audit.

The audit plan is sent to the client organization 3 days prior to the audit, and the audit dates are agreed upon with the client organization in advance. If the approved form is not received from the client, it is assumed that the plan and the audit team have been approved by the client.

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The Inspection Plan states that the project at the address declared in the application form must be actively ongoing on the inspection date; and that if the project at the address has been completed, the TCS Planning Officer must be informed prior to the inspection so that the plan can be updated.

The company has the right to object to the assigned audit team or any individual auditor on the team. However, it must provide valid reasons for exercising this right.

These reasons may include the following:

- ✓ The auditor works for a competing institution or has a relationship with a competing institution.
- ✓ The auditor found the auditor's qualifications insufficient for the firm.
- ✓ The auditor has a prior relationship with the firm and there is a possibility that they may make decisions that could affect their impartiality.

Apart from these reasons, if any other reason is given, its validity must be confirmed by the Management Representative. If the company objects for the reasons mentioned above or for any other reason, proof of this may be requested at the request of the Management Representative. If the Management Representative remains undecided or does not accept the company's objection and the company continues to object, the situation will be referred to the Complaints and Appeals Committee. The company will be informed of the Committee's decision, and a plan will be made accordingly.

Once confirmation of the audit is received from the organizations, the Planning Officer informs the assigned audit team members by sending them **the Audit Team Assignment Form** .

The Planning Officer and the Chief Auditor coordinate and jointly carry out activities such as informing the audit team, arranging transportation to the organization, and making accommodation and other arrangements.

#### 4.25. Performing the Examinations

**the PRS.S.07 Audit Procedure** , as per the planned procedure . Additional requirements for ISO 50001 certification are defined in **TLM.S.34 ISO 50001 Certification Instruction** .

If changes arise during the audit that necessitate adjustments to the plan, the Planning Officer will guide the Lead Auditor appropriately.

##### ➤ **PROJECT ADDRESS CHANGE**

If the project address changes, as defined in **the DEK Audit Team Handbook** , the Lead Auditor immediately contacts the TCS Certification Planning Manager, informing them of the project site address and its distance from the company. The Planning Officer readjusts the audit completion time by adding the extra time required for travel to the project site. The Lead Auditor makes the necessary corrections to the audit plan. (No additions are made to the on-site audit time; the given time is additional time.)

##### ➤ **THE EA CODE/CATEGORY AND TECHNICAL FIELD DETERMINED FOR THE COMPANY HAS BEEN INCORRECT OR INCOMPLETE.**

The audit team is formed to meet the company's certification scope. If, during the audit, it is determined that the company's certification scope differs from what was specified, the Lead Auditor immediately contacts the TCS Certification Planning Manager, as defined in the DEK Audit Team Handbook. New codes are defined according to the certification scope, and the audit team's compliance with these codes is checked.

##### If the inspection team is available:

The Planning Officer updates the audit kit and forwards it to the Lead Auditor. The audit then proceeds with the new audit kit.



##### If the inspection team is unavailable:


The Planning Manager contacts the company representative and informs them that an additional audit will be conducted for the missing code. If the company approves, the Planning Manager updates the audit set and forwards it to the Lead Auditor.

The investigation continues with the new set of audit kits. An additional audit date is scheduled for the missing code in the audit team.

If the company does not approve the additional audit date, the scope of the audit will be narrowed and the audit will continue, or the audit will be terminated midway with the company's approval.

#### 4.26. Documentation Decision

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The audit team's **FRM.S.33 Audit Report** This recommendation is not a final decision but rather an opinion to the Certification Committee. The decision-making process cannot proceed until it is ensured that all major and minor nonconformities identified after the audits have been completely rectified.

The person or persons and committees that make certification or recertification decisions, before making a decision First, confirm the following:

- The adequacy of the information provided by the audit team in terms of the certification requirements and scope of certification,
- Review, approval, and verification of any corrective action or correction for any major nonconformity.
- Review, approval, and verification of any correction or corrective action for minor nonconformities.

In certification or recertification audits, the decision is made by the Certification Manager by preparing **the FRM.S.75 Certification Decision Form** . If the Certification Manager does not have complete competence in the relevant standard, they will make a decision after obtaining opinions and evaluations from the lead auditors/auditors assigned to the relevant standard.

Decisions regarding surveillance, address changes, and short-term audits are made using the Stage 2 Audit Report, with the approval of the Certification Manager, in line with the opinion of the Lead Auditor. **The Certification Decision Form** is not completed. If a decision differs from the Lead Auditor's recommendation, this decision is communicated to the Lead Auditor by the Certification Manager. In case of a discrepancy, a decision is made after obtaining opinions and assessments from the lead auditors/auditors assigned under the relevant standard.

The certification decision is made based on an evaluation of the audit findings, results, and other relevant information. If information is unavailable , the decision-maker should request further clarification from the Lead Auditor. The control criteria are defined in the FRM.S.75 Certification Decision Form.

- Inspection Plan
- Auditor Appointment Form
- Opening/Closing Meeting Form
- Stage 1 Inspection Report
- Stage 2 Inspection Report
- Opening/Closing Meeting Form
- Audit Note / Appendix A – Appendix B Audit Note
- If applicable - Non-conformity forms & Non-conformity closure records

Root cause analysis, corrections, and corrective actions must be consistent with the statement of nonconformity. When defining a nonconformity, the referenced standard clause must be correctly identified.

- If the document has been transferred; FRM.S.100 Transfer Application Evaluation Form and the documents submitted by the company during the application process.
- In ISO 45001:2018 customer documents, audit team personnel should have spoken with the personnel responsible for health monitoring.

During the decision-making process, the auditor assigned to the client organization audit is not appointed. The Certification Manager cannot make decisions regarding the audits they attend. Decisions regarding audits attended by the Certification Manager are made by the Lead Auditor working full-time at TCS. In cases where the Lead Auditor does not have sufficient competence in the relevant standard, decisions are made by obtaining opinions and evaluations from the lead auditors/auditors assigned to the relevant standard.



**The Certification Decision Form** is only signed after positive decisions are made.

Following a negative decision, **the Certification Decision Form** is not signed. Information may be requested from the Lead Auditor who prepared the report. In these cases, the organization's decision is postponed. The Certification Manager contacts the Lead Auditor to obtain the necessary information. After a negative decision regarding the issuance of the certificate or the identification of a situation preventing the use of the certificate, the Certification Manager requests the relevant organization to submit a written application to eliminate the reasons in question and request a follow-up audit.

Decisions regarding recertification are based on the results of recertification audits, system reviews throughout the certification period, and complaints received from certified organizations.

The decision-making process is described **in the TLM.S.16 Certification Committee Operating Instructions** .

Additional requirements for ISO 27001 are defined **in the TLM.S.32 ISO 27001/27701 Certification Guideline** .

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#### 4.27. Issuance of Certificate

Following the document decision, the Certificate is prepared by the Planning Officer.

**A Certificate (FRM.SUM.74 Document Format) is issued** to each client who qualifies for certification after each audit . Certificate printing will not take place without the preparation **of the Certification Decision Form . The certificate** is issued taking into account the prepared **Certification Decision Form .**

**The certificate** includes the following information:

TCS Certification's name and address

a) Name and address of the certified customer (head office address and, if multiple addresses (branches or temporary sites) are included in the certification, the address of each location),

b) Certificate Initial Issuance Date

The date of the certification decision is written.

c) The Certificate's Final Issuance Date (date of issuance, expansion or reduction of scope, or renewal of certificate) must not be prior to the relevant certification decision date.

d) Validity Period of the Current Certification

The validity period cannot exceed 12 months from the date of certificate issuance.

If the certificate printing date is 13.01.2023;

The validity date is set as 12.01.2024.

The three-year validity period is set as 13.01.2023 – 12.01.2025.

e) Certificate Validity Date

This is the date by which the company must undergo the interim audit/re-certification audit.

f) If the validity period of the current certification (3-year certification period) has expired, but the certification decision was made within 6 months after the 3-year period, TCS Certification may include the following dates on the certificate in addition to the dates defined above, thus keeping the Certificate Initial Issuance Date on the certificate.

- Validity Period of the Last Certification
- Recertification Audit Date

g) Certificate No.

Each company has a unique certificate number.

QM/EM/FSMS - 00 – Company Number – Country Code

h) The full name of the management system standard used in the audit of the certified client and the revision date of the standard.

For example; TS EN ISO 9001:2015, TS EN ISO 14001:2015, TS ISO 45001:2018, TS EN ISO 50001:2018, TS EN ISO/IEC 27001:2022, TS ISO/IEC 27701:2019

i) The scope of certification should be determined by considering the type of activities, products, and services, in a way that avoids misunderstanding or ambiguity and is applicable to each facility.



Points to consider within the scope;

- The scope is specified according to the company's main activity. The scope is neither too general nor too specific (such as product certification).
  - If the firm has justifiably excluded design, then design cannot be considered within the scope.
  - If a company does not manufacture but outsources production (this may apply to all or part of its production scope, such as subcontracting or using subcontractors), concepts such as procurement and contract manufacturing are used within this scope.
  - In companies where sales or purchases are handled by the head office, sales or purchase items absolutely cannot be excluded. Although these activities are carried out by the head office, information transfer (such as purchase requests, incoming control, supplier evaluation results, customer requests, customer feedback, after-sales services, etc.) takes place between the head office and the business (company).
  - For companies engaged in service activities, documents are prepared to reflect the work they do. If there is a design, it is included in the scope as stated above (article 1). Examples: mobile phone sales and service; provision of customs brokerage services; design of construction projects; storage and sale of frozen food products, etc.
- j) The TCS logo, the accreditation body's logo, and the IAF logo (the IAF logo may be used within the scope specified in the IAF MLA Agreement after it has been signed with the accreditation body) may be used.

**NOTE:** Certificates issued before accreditation is granted do not bear the logo of the accreditation body. After the first audit conducted following accreditation, a certificate with the accreditation logo is issued, with the date of the first audit written on the certificate.

k) Other information requested in the standard and/or document containing the provision used in the certification,

l) Document Number to distinguish the revised document from the previous valid document.

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m) Certificate Issuance for Multi-Site Organizations

For a multi-site organization, one certificate is issued. The first page lists the Head Office Address and the entire scope of the organization's activities. The second page, an appendix, lists the Head Office Address and the names and addresses of all sites included in the certification, along with the scope of activities at those addresses.

The certificate must clearly state which site performed the certified activities. However, if a site's activities encompass only a subset of the organization's scope, this identification must be explicitly stated. If temporary sites are included in the certificate, these sites must be identified as Temporary Sites on the certificate.

n) Printing of Scope and Address Change Certificate

In cases where the certificate needs to be reissued due to a change in scope and address, even though the EA codes have not changed, the decision form is signed by the Certification Manager and forwarded to the Planning Officer for the issuance of the certificates.

In cases where the certificate needs to be reissued due to changes in scope or address, the "Certificate Initial Issuance Date" remains the same. The Certificate Last Edition Date is changed. The "Certificate Initial Issuance Date" is used as the basis for the certificate's expiration date.

Additional requirements for ISO 27001 are defined **in the TLM.S.32 ISO 27001/27701 Certification Guideline** .

The organization's certificate will be sent via courier or delivered in person against signature after the organization has paid the issued invoice.

The issued certificates are signed by the Certification Manager or the General Manager. A copy of the certificate is kept at TCS Certification and stored in the relevant organization's file.

The organizations that receive certificates are recorded on the Certification Tracking Form by the Planning Officer.

#### 4.28. Maintaining Documentation

TCS Certification ensures that the client organization continues to meet the requirements of the management system standard. Based on the demonstration of this, the court decides whether to continue the certification. Provided that the following conditions are met:

TCS Certification, without further independent review and decision, accepts the lead auditor's statement in **the FRM.S.33 Audit Report**. Based on the positive recommendation, the committee decides whether to continue the client organization's certification.

a) In the event of any major nonconformity or situation that could lead to suspension or withdrawal of certification, the lead auditor shall report to TCS Certification the need to initiate a review by qualified personnel different from the auditor to determine whether TCS Certification should continue the certification.

(b) Sufficient personnel for TCS Certification to monitor surveillance activities in order to confirm that certification activities are being carried out effectively.

In the practice of maintaining certification, for organizations where the Certification Manager is the lead auditor/auditor, the signature demonstrating that TCS Certification retains the authority to make decisions is affixed by a full-time Lead Auditor employed by TCS Certification, as assigned in the relevant standard.

Following the evaluation, Decision Forms are prepared, signed, and forwarded to the Planning Officer for the issuance of certificates for approved surveillance, scope, or address change audits and title change requests.

If nonconformities are identified that could lead to the suspension or withdrawal of certification, the lead auditor may request that the relevant audit report and its annexes be evaluated by the Certification Manager during the decision-making process to determine whether the certification should be continued.

#### 4.29. Surveillance Activities



TCS conducts monitoring activities to track changes occurring within its certified client and the implementation of changes to the TCS management system within the client.

To track changes that may occur at the customer level and affect the certification process, customer files for which certificates were issued 6 months prior will be checked at the end of each month using a sampling method. A sample of 10% of the certificates issued in the month being checked will be taken. Action will be initiated for any identified changes, and the company will be contacted.

For changes in the TCS Management system that require customer updates, a monitoring activity is carried out by requesting written information from the customer before the deadline notified by TCS.

Surveillance activities should include on-site surveillance audits to ensure the certified client's management system meets the specified requirements of the standard under which the certification was granted.

#### 4.30. Surveillance Inspection

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In surveillance audits, auditing the entire system is not mandatory. To ensure that certified management systems meet the standard requirements until the recertification audit, surveillance audits are conducted annually on a planned basis, taking into account the Certification Decision date. A surveillance audit includes at least the following topics:

- Internal audits and management reviews,
- Reviewing the activities undertaken to address the nonconformities identified during the previous audit,
- Handling complaints,
- The effectiveness of the management system in terms of achieving the objectives of the certified client organization and the objectives of the relevant management system(s),
- The development of planned activities aimed at continuous improvement,
- That operational control is being maintained,
- Review of the changes,
- Other references to the trademark/logo and/or certification.

**an FRM.S.33 Audit Report** is generated and sent to the client, containing the audit findings and identified nonconformities related to the matters to be examined .

Corrective actions related to minor nonconformities found during surveillance audits must be identified and reported to TCS Certification within a maximum of 15 days.

The irregularities must be resolved within three months. Failure to resolve the irregularities will result in the suspension of the license.

Decisions regarding surveillance, scope expansion or contraction are made by the Certification Manager.

Additional requirements for 50001 audits are defined in **TLM.S.34 ISO 50001 Certification Instruction** .

#### 4.31. Document Renewal

Since the document expires after three years, the organization is notified in writing three months prior to the expiration of this period. If the organization does not respond within three months of the notification date and/or sends a letter stating that it does not request the continuation of the document, the document is canceled at the end of its expiration period. If the organization requests document renewal, a renewal audit is scheduled.

A Stage 1 audit may be conducted if there are significant changes within the organization's governance system (e.g., regulatory changes).

Recertification audits are conducted to assess the continued fulfillment of the requirements of the relevant standards or other governing documentation. The purpose of a recertification audit is to confirm that the suitability and effectiveness of the management system as a whole are maintained , and that relevance and applicability are preserved for the scope of certification. Recertification audits are conducted in a way that examines all clauses of the standards or relevant documentation.

Recertification audits should also include a review of the management system's performance throughout the certification period and should cover a review of previous surveillance audit reports.

The recertification audit will be conducted to include a field audit addressing the following requirements:

- The effectiveness of the management system as a whole in light of internal and external changes and their impact and applicability to the scope of documentation,
- The commitment to maintaining and improving the effectiveness of the management system in order to enhance overall performance,
- Whether the certified management system contributes to the achievement of the client organization's policies and objectives.
- The organization's use of documents and logos is reviewed.

**an FRM.S.33 Audit Report** is generated and sent to the client, containing the audit findings and any identified nonconformities related to the issues foreseen above .



TCS Certification specifies the time limit for corrective actions and procedures to be implemented when non-conformity examples are identified or deficiencies are found in the evidence of conformity during recertification audits, taking into account the validity period of the certification.

In recertification audits, the monitoring of findings and corrective actions to address nonconformities is carried out in the same way as in the initial certification audit.

The decision to renew the certificate is made by the Certification Manager, based on the results of the certificate renewal audit. This is based on the results of system reviews throughout the certification period and on user complaints.

Additional requirements for 50001 audits are defined in **TLM.S.34 ISO 50001 Certification Instruction** .

#### 4.32. Suspension of the Document

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is carried out in accordance with **the PRS.SÜM.09 Suspension and Cancellation Procedure . Suspension procedures can be initiated at the organization's own request or at the request of TCS Certification. The Certification Manager evaluates the situation according to the PRS.SÜM.09 Suspension and Cancellation Procedure** , the Standard requirements, and the Certification Procedure. The decision is made using the Certification Decision Form. The decision is communicated to the organization by the Planning Officer.

#### 4.33. Termination of the Agreement and Retrieval of the Document

The certification agreement regarding the organization's use of the TCS Certification System Certificate may be terminated at the discretion of the TCS Certification Director.

The grounds for termination of the contract and retrieval of the certificate are determined by the Certification Agreement. When the company wishes to terminate its articles of incorporation, it must notify TCS Certification in writing.

TCS Certification reserves the right to publish, with justification, its decisions regarding the revocation of the certificate and the termination of the contract in TCS Certification publications. When the certificate is revoked, the name of this organization will be removed from the list of certified organizations. It is removed.

The organization shall cease using the certificate and logo from the date of notification of the decision to revoke the certificate and terminate the contract. The organization shall return all documents granted to it under the contract to TCS Certification within a maximum of 15 days from the date of notification.

In the re-application of the organization whose contract was terminated;

- This is considered the initial certification application.
- New applications will not be processed until 30 days have passed since the termination date.

Organizations that use or damage documents and their attachments while they are pending will have their contracts terminated.

TCS Certification prohibits certified organizations from using references to their certification status in advertising campaigns following the revocation of their certifications; otherwise, penalties will be applied as per the contract.

#### 4.34. Misleading and Unfair Use of the Document

##### Misuse of the Document

Organizations that have obtained the right to use the certificate by signing a contract with TCS Certification must include the following in their promotional documents/materials:

- Using the document in a way that misleads the consumer,
- The organization using the document for a different address/product/service than what is covered by the document.

When such situations are identified, the organization is warned in writing, and in case of any dispute, the certified organization provides all its promotional publications referencing the certificate.

If the organization refuses to make the necessary changes, actions such as suspension of the document, termination of the contract and withdrawal of the document, legal action, etc., will be taken in relation to the issue.

##### Unauthorized Use of the Document



The lawsuit was filed because the plaintiff caused financial damage to TCS Certification by using the benefits granted by the certificate without entering into a certificate agreement with TCS Certification;

Considering the size of the organization,

- Application Fee,
  - Certification Audit Fee,
  - Financial compensation equal to the total of the Annual Document Usage fee, but not less than the base amount.
- a lawsuit is filed.

TCS Certification issues certificates to organizations that have gained the right to use the certificate by entering into a certificate agreement with TCS Certification.

If it is determined that TCS Certification has used its rights unfairly, a lawsuit for moral damages may be filed against the organization for creating an unfair competitive environment, harming the public interest, misleading the public, and undermining public trust in TCS Certification. The amount of damages may be no less than the minimum Annual Certificate Usage Fee amount at the time of the lawsuit, and may reach up to ten times the maximum amount, taking into account the number of employees of the organization.

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The contracts of organizations that use or damage documents and their attachments while they are pending will be terminated.

#### 4.35. Publicly Available Information

TCS Certification provides services throughout Türkiye under the authority granted to it by the Accreditation body.

TCS Certification makes information about its audit activities, certification activities, requirements for certification decisions, and certification systems publicly available on its website (www.tccert.com) or through communication channels as required.

TCS Certification is solely responsible for all information disclosed by TCS Certification.

Certificates issued, suspended, or cancelled by TCS Certification can be inquired about by contacting TCS Certification. TCS Certification is responsible for responding within the same day.

Before TCS Certification makes any public announcements about organizations, agreements are reached with the organizations.


#### 4.36. Announcement of Changes to Certification Requirements

TCS Certification regularly monitors changes in the externally sourced documents it processes. Changes are reviewed, and necessary revisions are made to the affected documentation, or new draft documentation is prepared. Relevant personnel are provided with training.

TCS Certification notifies its certified clients of any changes to the certification requirements within two months, using email, postal services, fax, etc., taking into account the necessity of implementation. Records of these notifications are kept in accordance with **the Records Control Procedure**.

### 5. RELATED DOCUMENTS

TURKAK R 40.01  
TURKAK R 40.02  
TURKAK R 40.05  
TURKAK R 40.12  
IAF MD.22  
ISO/IEC 17021-1  
ISO/IEC 17021-2  
ISO/IEC 17021-3  
ISO/IEC 17021-10  
ISO/TS 50003  
ISO/IEC 27006  
ISO/IEC 9001  
ISO/IEC 14001  
ISO/TS 45001  
ISO/TS 50001  
ISO/IEC 27001  
ISO/IEC 27701  
FRM.S.24 Certification Application Form (for 9001-14001-45001-50001)  
FRM.S.185 Information Security Management System Application Form  
FRM.S.28 Application Evaluation Form  
System Certification Price Quote  
Audit Program  
Investigation Team Assignment Form  
Inspection Plan  
Meeting Minutes  
Non-conformity Form  
Audit Note  
Audit Report  
Documentation Decision Form  
Information Update Form  
Instructions for Determining Inspection Periods

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