



## CERTIFICATION RULES

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### 1. ENTRANCE

Prepared to be applied in all operations of TCS Certification in accordance with the requirements of accreditation bodies. TCS CERTIFICATION operates in accordance with the requirements of accreditation bodies and certification standards. **the FRM.S. 26 System Certification Price Quotation** is signed; The client and TCS Certification agree to comply with these rules. In case of non-compliance, TCS Certification reserves the right to suspend/cancel the certificate.

### 2. SECURITY

TCS Certification is responsible for ensuring the confidentiality of confidential information witnessed by all its internal and external employees. To this end, confidentiality agreements have been signed with all internal and external personnel. In contracts with clients, commitments regarding confidentiality are mutually signed. Audit reports are accessible only to authorized personnel and are not taken outside the office. When relevant legal authorities request that information be disclosed to third parties, the supplier will be provided with the information to the extent permitted by law.

### 3. ORGANIZATIONAL STRUCTURE

The TCS Certification Organizational Chart can be accessed at [www.tscert.com](http://www.tscert.com). TCS Certification's system certification activities are not connected to the activities of other departments of TCS or the activities of TCS's affiliated company. Planning and audits are carried out independently by each department .

### 4. GENERAL TERMS AND CONDITIONS

The applicant company must comply with and operate in accordance with the rules specified in the guidelines for the relevant standard.

- The applicant company must provide TCS CERTIFICATION with all necessary information to complete the relevant Audit Program.
- If TCS CERTIFICATION is not satisfied that the conditions for issuing the certificate have been met, it will inform the applicant company of these opinions and any shortcomings.
- The audit date will be determined in consultation with the company.
- cannot be issued until the nonconformities identified during the audit are resolved as planned .
- the company fails to meet the Corrective/Preventive Action requirements within the specified period, TCS CERTIFICATION may need to re-audit the entire company and may bill the company for the costs.
- Compliance is determined through on-site inspections, and the scope to be written within the document is determined at the end of the inspection.
- Payment is made within the timeframe specified in the offer.
- The company must ensure that the surveillance audit is carried out within the period determined by TCS CERTIFICATION.
- TCS Certification or by the decision of the Accreditation Body, the certificates will be transferred, upon your request, to another certification body accredited by an accreditation body that has signed the IAF Mutual Recognition Agreement .
- Our customers who are entitled to receive the certificate are obliged to comply with **the Logo Usage Instructions** on our website regarding the use of the logo and the certificate.

### 5. APPLICATION

Applications are received via **the Certification Application Form** . ISO 27701 applications cannot be made separately. The company must already have a valid ISO 27001 certificate from TCS Certification, or both ISO 27701 and ISO 27001 applications must be submitted together.

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

The application will be evaluated by TCS Certification. If the application is rejected, the customer will be notified of the reason for rejection .

application rejection may be as follows:

- ✓ TCS CERTIFICATION's accreditation scope is insufficient (in this case, the company is informed and the possibility of issuing certificates without accreditation is inquired about).
- ✓ The absence of an audit team for the Technical Field/QMS Technical Field within the specified EA/NACE code.
- ✓ The absence of certification decision-makers for the Technical Field/QMS Technical Field within the specified EA/NACE code.
- ✓ It should be known that the company previously applied to another company and did not receive the document.
- ✓ The company is known to cause difficulties with payments based on previous experiences.
- ✓ The inability to organize the necessary arrangements for the geographical region in which the company operates (foreign companies).
- ✓ The company requested an audit that violated accreditation rules.

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In addition to the reasons mentioned above, applications may also be rejected with the approval of the General Manager if valid reasons are provided.

If the application is approved, a **FRM.S. 26 System Certification Price Quotation** will be prepared and sent to the client. If the contract format needs revision or changes are required in the contract content, a new contract will be signed with the company.

1) After the contract is signed and before the Phase 1 audit is conducted

a) If the error was made by the planning responsible party

To address the company's grievance, a special discount may be applied to the newly determined contract fee, subject to the General Manager's approval. This decision can only be made by the General Manager and will be noted as an additional note on the application form. This discount can be a maximum of 30% and cannot be lower than the previous offer price. If the company still does not accept the contract, the contract will be cancelled. A non-conformity report will be filed with the Planning Officer regarding this matter.

b) The company provided incorrect information (e.g., number of employees, scope, and description of the work performed). With the General Manager's approval, a special discount may be applied to the company's newly determined contract fee to address the company's grievance. This decision can only be made by the General Manager and will be recorded as an additional note on the application form. This discount can be a maximum of 10% and cannot be lower than the previous offer price. If the company still does not accept the contract, the contract will be cancelled.

2) After the Stage 1 audit is completed

a) If the error was made by the planning responsible party

To address the company's grievance, a special discount may be applied to the newly determined contract fee, subject to the General Manager's approval. This decision can only be made by the General Manager and will be noted as an additional note on the application form. This discount can be a maximum of 30% and cannot be lower than the previous offer price. If the company still does not accept the contract, it will be cancelled. No fee will be charged to the company for services provided during the Stage 1 audit. A non-conformity report will be filed with the Planning Officer regarding this matter.

b) The company provided incorrect information (e.g., number of employees, scope, and description of the work performed). With the General Manager's approval, a special discount may be applied to the company's newly determined contract fee to address the company's grievance. This decision can only be made by the General Manager and will be noted as an additional note on the application form. This discount can be a maximum of 10% and cannot be lower than the previous offer price. The company will be charged for the services provided during the Phase 1 audit (for the number of man-days spent in Phase 1 and document review). If the company still refuses the contract, it will be cancelled, and if payment for the services rendered is not received, legal action will be taken as specified in the contract.

Along with the approved contract, your company is required to submit to us the official documents and materials defined in the **FRM.S.161 Management Systems Certification Application Form** published on [the www.tscert.com website](http://www.tscert.com).

## 6. PLANNING

Once the System Certification Price Quotation is signed, a date for the certification audit will be set with the client.

Once the certification audit is completed and a certification decision is made, an audit program is prepared for the client.

## 7. CONTROL

The Audit Program includes the 1st Surveillance Audit conducted in the first year following the certification decision, the 2nd Surveillance Audit conducted in the second year, and the Recertification Audit that must be conducted in the third year before the certificate expires. In addition to these audits, further audits may be conducted if deemed necessary.

Audits should be scheduled for a date when your company's production/service delivery activities covered by the certification are operational. Otherwise, the audit will need to be repeated. If it is not possible to observe the production/service delivery activity during the audit planning phase, you must inform the Planning Officer.

### 7.1. DOCUMENTATION AUDIT

Management Systems Certification audits are conducted in two stages. Stage 1 audits for 9001, 14001, and 45001 certifications can be performed desk-based, assessing the company's risk profile. Audits for 50001, 27001, and 27701 certifications are conducted on-site.

Prior to the Stage 1 audit, **the Audit Plan specifying the dates for Stage 1 and Stage 2 audits** will be sent to you via email. The outcome of the Stage 1 audit may result in the cancellation or postponement of the Stage 2 audit.

The purpose of conducting Stage 1 testing is:

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- a) Reviewing the documented information in the customer's management system,
- b) To assess the client's premises and site-specific conditions, and to conduct negotiations with the client's personnel to determine readiness for the Phase 2 audit.
- c) Reviewing the customer's status and understanding the standard requirements, in particular regarding the definition of key performance or important aspects, processes , objectives and the operation of the management system .
- d) Obtaining the necessary information regarding the scope of the management system, including the following:
  - The client's site(s),
  - Processes and equipment used,
  - Control levels established (especially for clients with multiple sites),
  - Applicable situational and regulatory conditions,
- e) To review the resource allocation for the Phase 2 audit and reach an agreement with the client on the details of the Phase 2 audit.
- f) Focusing on planning the Phase 2 audit by ensuring a sufficient understanding of the client's management system and field operations within the context of the management system standard or other relevant documentation.
- g) To assess whether internal audits and management reviews have been planned and conducted, and to evaluate the level of implementation of the management system and whether the client is ready for the Phase 2 audit .

Nonconformities identified during the Stage 1 audit may be resolved during the Stage 2 audit. If they cannot be resolved during Stage 2, a follow-up audit will be conducted.

The purpose of conducting a Stage 2 audit is to evaluate the implementation, including the effectiveness of the client's management system.

The audit report prepared at the end of Stage 2 audit is reviewed by the TCS Certification Committee. During this review, the audit report, its appendices, and any closed nonconformities are examined in detail. Based on the review and evaluation conducted by the Certification Committee, a decision is made regarding whether or not to grant the certificate to the relevant company, or whether the certificate's use will be discontinued.

The Certification Committee cannot make a certification decision until it is guaranteed that all identified major and minor nonconformities have been completely resolved. The company is entitled to receive the certificate or continue using the certificate only if it is determined that its implemented management system complies with the relevant standard requirements and the Certification Committee makes a positive decision.

## 7.2. SURVEILLANCE INSPECTION

Certified companies undergo surveillance audits by TCS Certification in the first year following the year they received their certification, and in subsequent years. Surveillance audits may cover the entire management system or parts of it. **The Audit Plan** , specifying the surveillance audit date, will be sent to you via email prior to the audit date.

Surveillance audits are not divided into Stage 1 and Stage 2. Only Stage 2 audits are conducted during a surveillance audit. The number of surveillance audits can be increased based on the decisions of the Certification Committee, customer complaints received , the classification of nonconformities found in previous audits, or recommendations in the audit report.

At the end of the audit, a copy of the audit report is given to the client.

The dates for the surveillance audit are determined based on the document printing date during the certification audit, using the example below, and are communicated to the customer by TCS CERTIFICATION 2 months in advance. If you do not attend the audit on the specified date, your certificate will be SUSPENDED for a maximum of 6 months.

Example;

<b>Document Audit document printing date</b>	<b>10.03.2016</b>
<b>1. Surveillance and Inspection</b>	<b>10.03.2017</b>
<b>2. Surveillance Inspection</b>	<b>10.03.2018</b>

## 7.3. MONITORING AND AUDIT

Follow-up audits are conducted when a major nonconformity is identified during the certification audit, significantly affecting the overall functioning of the management system. However, follow-up audits may also be conducted when it is necessary to observe the implementation of some minor nonconformities on-site. The scope of the follow-up audit is limited to the corrective and preventive actions (CAPA) that need to be observed, and it is a time-constrained audit. Follow-up audits will be conducted by one or more members of the audit team that carried out the certification audit.

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#### 7.4. RE-CERTIFICATION AUDIT

Management system contracts are valid for a three-year period . Recertification audits are not divided into phase 1 and phase 2; only the phase 2 audit is conducted.

Three months prior to the expiration date of the certification period defined on the certificate, TCS Certification prepares a proposal for a new 3-year period and sends it to the customer for approval.

The recertification process ( audit + closure of nonconformities) must be initiated before the end date of the certification period. The decision must be made no later than 6 months from the end date of the period.

10.03.2013 **B** = 10.03.2016 **D** = 10.09.2016

3-YEAR PERIOD	6 MONTHS FROM THE END OF THE PERIOD	>6 MONTHS
<b>PERIOD A</b>	<b>PERIOD C</b> <b>C = 13.05.2016</b>	<b>E PERIOD</b>

<i>THE DOCUMENT RENEWAL PROCESS HAS BEEN INITIATED.</i>	<b>PERIOD A</b>	<b>PERIOD A</b>
<i>DOCUMENT RENEWAL PROCESS COMPLETED.</i>	<b>PERIOD A</b>	<b>Period A or Period C</b>
<i>A decision has been made.</i>	<b>PERIOD A</b>	<b>C</b>
<i>THE DATE OF THE NEW DOCUMENT</i>	<b>10.03.2016</b>	<b>13.05.2016</b>
<i>THE VALIDITY PERIOD OF THE NEW DOCUMENT.</i>	<b>10.03.2019</b>	<b>10.03.2019</b>
<i>DOCUMENT HISTORY</i>	<b>VAR</b>	<b>VAR</b>
<i>SPACE BETWEEN THE NEW DOCUMENT AND THE OLD DOCUMENT.</i>	<b>NO GAPS</b>	<b>There is a gap between B and C.</b>
<i>ADDITIONAL INFORMATION THAT SHOULD BE ON THE CERTIFICATE</i>	-	<ul style="list-style-type: none"> <li>Clearly state the start and validity dates of the current certification activity.</li> <li>Indicate the validity date of the last certification along with the date of the recertification audit.</li> </ul>

**NOTE: DOCUMENT RENEWAL PROCESS = AUDIT + CLOSURE OF AUDIT NON-CONFORMITIES.**

Situations in which a Recertification Audit cannot be conducted;

- the decision **cannot be made within 6 months from the end of the period;**
- recertification activities **cannot be initiated before the end date of the certification period;**

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

#### 7.5. EXPANDING/NORMALIZING THE SCOPE OF THE DOCUMENT

When adding new products/processes/locations and requesting an expansion of the scope of the document, the customer is asked to fill out an application form.


The costs of expanding the scope of the document are determined based on the desired audit program.

The scope of the company's original document will be narrowed if there is a change in the company's organizational structure or a reduction in its product range. Upon receiving such information, reviews will be conducted, a new audit will be performed, and the scope will be changed accordingly. The costs associated with narrowing the scope of the document are calculated by summing the costs of the required audit program and the additional administrative activities for printing the new document.

If the audit, which reveals the status of the company's activities within the relevant scope, is successfully completed, the document will be revised and prepared again.

#### 7.6. ADDRESS CHANGE CHECK

In case of address changes, the need for audits is reviewed according to the company's documentation. The number of audit days may vary depending on the situation.

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#### 7.7. TITLE CHANGE AUDIT

The company issues the document based on the verification of official documents showing the change of name.

#### 7.8. TRANSFER AUDIT

are the process of transferring a management system issued by a certification firm accredited by another IAF MLA member accreditation body to TCS Certification . Organizations with certificates not covered by IAF MLA should be processed as new clients.

Whether the document transfer can be evaluated as a transfer audit depends on the conditions specified in the Certification Procedure published on TCS Certification's website.

The audit duration for transfer audits is determined by adding 0.5 man-days to the man-days previously determined by the certification body (if this number is not compliant with TCS Certification rules), taking into account the number of auditor days, the number of employees of the client, and the number of branches.

#### 7.9. SPECIAL INSPECTIONS

significant CUSTOMER complaints , relevant legal changes, or audit requests from TÜRKAK and/or JAS-ANZ, TCS Certification reserves the right to conduct additional audits beyond those outlined in this agreement. The audit fee for such additional audits shall be borne by the CUSTOMER. (No fee shall be charged to the company for audits conducted by the accreditation body.)

#### 7.10. MULTIPLE FIELD INSPECTIONS

In multi-site audits, if a company makes any changes to its sites after the audit, it is obligated to notify TCS Certification . For multi-site organizations, the number of sampling sites may be increased by the lead auditor during the audit. This would increase the number of audit days and the contract price. Contract changes resulting from such circumstances are deemed accepted by the client.

#### 8. RESPONSIBILITY FOR CERTIFICATION DECISIONS

TCS Certification's Certification Committee is responsible for all certification-related decisions, including issuing **or withholding** certification, expanding or narrowing the scope of certification, renewing, suspending, and withdrawing the certificate **following suspension** , or revoking the certificate. TCS Certification retains this authority. The responsibility for certification decisions cannot be delegated to any subcontractor.

#### 9. NOTIFICATION OF CHANGES MADE BY THE CUSTOMER

The certified customer must inform TCS Certification within 15 business days of any aspects affecting the management system's ability to continue meeting the requirements of the standard used in the certification.

- Legal, commercial or organizational status or ownership,
- Organization and management (key management, decision-making, technical staff, etc. )
- Contact address and fields,
- Scope of operations under the documented management system,

Major changes in management systems and processes ,

If any doubt arises regarding continued compliance with the standard, TCS Certification will verify these changes through additional audits. Based on the audit findings, corrective action may be initiated, the certificate may be suspended, or the certificate may be revoked.

Legally enforceable regulations also require the certified customer to notify TCS Certification without delay in the event of a serious incident or regulatory violation requiring the involvement of the competent regulatory authority .

#### 10. CUSTOMER REQUIREMENTS

- Complying with certification requirements.
- including provisions for reviewing documentation and accessing records and personnel for all processes and areas, including first-stage certification, surveillance, recertification, and complaint resolution ; and making all necessary arrangements for conducting audits and evaluating all areas, records, and personnel for first-stage certification, surveillance, recertification, and complaint resolution purposes.
- Where applicable, observers (such as accreditation auditors or candidate auditors) Taking measures to ensure its discovery.
- Certification without delay, no later than 5 business days, of any serious incident or regulatory violation requiring the involvement of the competent regulatory authority .

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- Prior to the Information Security Management System (ISMS) audit, the customer must complete all necessary preparations to gain access to internal audit reports and independent assessment reports related to information security.
- Regardless of involvement from the competent regulatory authority, a special audit may be required if TCS Certification recognizes a serious incident related to occupational health and safety, for example , to investigate whether the management system would be compromised and could function effectively in the event of a serious accident or a serious regulatory breach.
- Information regarding incidents such as serious accidents reported by the certified customer or collected directly by the audit team during a special audit, or a serious regulatory violation requiring the involvement of the competent regulatory authority, provides grounds for deciding on actions to be taken, including suspension or revocation of the certificate , in cases where the system demonstrates a serious failure to meet the OHS certification requirements.
- If TCS Certification detects a non-compliance with the relevant regulatory requirements, it will inform the audited organization within 5 business days and suspend the organization's certificate.
- TCS Certification may suspend certification if the customer demonstrates a serious failure to meet the OHS certification requirements, such as through information regarding serious accidents reported by the certified customer or collected directly by the TCS audit team during a special audit, or a serious regulatory violation requiring the involvement of the competent regulatory authority. If the necessary corrections are not made within the suspension period, the certificate will be revoked. The customer accepts this condition when signing **the FRM.S. 026 System Certification Price Quotation .**

#### 11. NOTIFICATION OF CHANGES MADE BY TCS CERTIFICATION

TCS Certification informs all its clients in writing and publishes on its website any changes to relevant national and international institutions, national laws, regulations and standards, accreditation bodies and documents, and internal procedures. It also notifies its overseas representatives via email and ensures they keep their clients informed. Following the decision on and publication of the changed rules, TCS Certification ensures that certified companies make the necessary adjustments to their own procedures . These changes are checked during surveillance audits. Failure to make the necessary changes results in the suspension of the certificate.

#### 12. DOCUMENT PREPARATION

If the certification audit determines that your management system complies with the relevant standard (after addressing all potential nonconformities), the customer will be entitled to receive certification according to that standard.

Prior to the certification decision, the contents of the file are reviewed by the File Control Officer;

Documents (application form, contract, application form, auditor appointment form, verification form, plan, report (general review, company name accuracy, whether the report items are completely filled out), check (list , non-conformity forms, meeting records, audit program, update form) whether they are complete,

After verifying that all signatures are complete, preliminary information/verification findings are compiled into a report and added to the company file, then forwarded to the Certification Manager for the Certification Decision .

After reviewing all documents and examining all positive and negative aspects, the Committee/Certification Manager makes a decision to certify or reject the client. If the decision is positive, the certificate is issued and presented to the client.

The certification period is 3 years.

For ISO 27701 certificates, companies that already hold an ISO 27001 certificate from TCS Certification and apply for ISO 27701 without waiting for a surveillance audit will have their ISO 27701 certificates prepared using the dates specified in their original ISO 27001 certificates as a reference.

The document will be prepared in two languages, Turkish and English, in a single document unless otherwise specified by the CUSTOMER.

The document is prepared on one A4 size sheet. It can also be prepared in other world languages upon request.

#### 13. PUBLICATION OF THE DOCUMENT

TCS Certification is solely responsible for all matters related to certified companies.



Certificate validity can be checked at <https://www.iafcertsearch.org/>. Upon request, TCS Certification will share the name of the certified customer, the standard for which they were certified, the status of the certificate, and the customer's province and country with the applicant in writing.

#### 14. REFERENCES TO DOCUMENTATION AND LOGO USAGE

Documents and logos must be used in accordance with the TLM.SUM.05 **Logo Usage Instructions** published at [www.tcscert.com](http://www.tcscert.com).

#### 15. SUSPENSION/CANCELLATION OF THE DOCUMENT

This is carried out in accordance with **the PRS.SUM.09 Suspension and Cancellation Procedure** published at [www.tcscert.com](http://www.tcscert.com).

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**16. FEES**

The fees for audits to be conducted within the 3-year certification period are specified **in the System Certification Price Quotation**.

Additional charges not included in the offer, such as those related to additional audits to verify the continued adequacy of the Quality Management System in practice, will be billed separately. All fees for audit and monitoring activities are priced excluding travel and accommodation expenses (unless otherwise specified in the offer). These expenses (travel, meals, etc. ) will be billed separately if necessary. All fees are subject to tax according to the tax rates of their respective countries.

**17. COMPLAINTS AND OBJECTIONS**

Complaints are evaluated according to the PRS.SUM.10 **Complaints and Appeals Procedure** published at [www.tcscert.com](http://www.tcscert.com)

**18. VISITS BY ACCREDITATION BODIES**

According to accreditation rules, if the accreditation body schedules a witness audit at your company, the audit will be conducted with or without prior notification to your company. In accordance with accreditation rules, individuals acting as auditors, observers, etc., during witness audits agree to adhere to the principle of confidentiality.

The CUSTOMER agrees and undertakes to be open to visits. The CUSTOMER is obliged to provide all necessary facilities and an appropriate environment when the relevant accreditation body wishes to inspect the CUSTOMER's management system on-site.

**19. COMPLIANCE WITH ETHICAL RULES**

requires all its full-time and part-time employees and subcontractors to adhere to the principles outlined in the CODE OF BUSINESS ETHICS in their work.

TCS CERTIFICATION adheres to a policy of impartiality in all its operations. Senior management also supports this with its declaration. Service applications are open to all organizations. No party or group is given preferential treatment or privilege during the provision of services. TCS CERTIFICATION limits its requirements, evaluation, review, decision, and supervision (if applicable) to matters directly related to the scope of certification.

**20. CONDUCTING EXAMINATIONS USING REMOTE EXAMINATION TECHNIQUES**

Management systems refer to conducting all or part of an audit using information and communication technologies in situations where on-site auditing is not possible and/or effective.

**If a remote audit is scheduled, 1 man-day of additional time will be added to the calculated audit duration. A man-day auditor fee will be added to the invoice amount for this additional time.**

The company to be audited has requested a remote audit **using the form FRM.157 Remote Audit Risk Analysis Form**. The certification is obtained through the System Certification Manager, who evaluates the company's suitability for remote auditing. If the infrastructure and/or permits for remote auditing techniques are limited, and it is determined that the audit's effectiveness cannot be fully ensured, the audit will be conducted on-site. However, if on-site audits are not possible due to force majeure, one of the following options will be mutually evaluated: suspension or cancellation of the certificate, or postponement of the audit until the force majeure circumstances are resolved.

The confidentiality of information provided and shared by the audit team and the company throughout the audit must be protected. Both parties should take care to verify all information heard, expressed, and read during the evaluation.

The company must organize the granting of necessary authorizations and access permissions to the audit team for the information and communication technologies to be used in remote audits. The software and programs used in the audits must be licensed.

For information sharing during the audit, the company is responsible for protecting the personal data of its employees, subcontractors, and suppliers and/or obtaining the necessary explicit consents. (This includes all situations where personal data is transmitted to the audit team, such as online connections, audio and video recordings, and document sharing.)

The remote audit may be repeated or canceled, and a field audit may be conducted, if any of the following situations occur. It is the company's responsibility to take precautions to prevent these situations from occurring.

- ✓ Technological or administrative restrictions that may arise regarding the authorization and access granted to the audit team for the information and communication technologies used in the audit.
- ✓ Insufficient objective evidence could not be examined.
  - he Lack of adequate equipment
  - he Failure to create an environment isolated from external influences.
  - he Information sharing is restricted due to privacy concerns.
- ✓ Inability to reach relevant individuals within the timeframes specified in the investigation plan.

**21. MANAGEMENT OF EMERGENCY SITUATIONS**

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When an unusual event occurs that affects TCS certification and/or client organizations, it may not be possible to conduct planned on-site audits. Unusual events may include war, strikes, riots, political instability, geopolitical tensions, terrorism, crime, epidemics or pandemics , floods, earthquakes, malicious hacking, and other natural or man-made disasters.


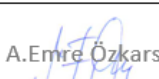
In exceptional circumstances, the company's request is evaluated by the System Certification Manager.

When such situations occur, company audits prioritize ensuring business continuity by selecting one of the following activities, depending on security considerations, the specific circumstances of the audit team, legal constraints, and the extent to which the company is affected by the unusual situation.


- ❖ Performing the planned examination
- ❖ Performing the examination using remote examination techniques
- ❖ Using alternative short-term assessment methods
- ❖ Postponement of the examination
- ❖ Suspension or cancellation of the document

## 22. REVISION STATUS

Revision Date	Revision No.	Revised Article	Explanation
20.11.2012	01	Article 9	Under the heading "Notification of Changes Made by TCS Certification," the method to be used to inform customers about changes was defined.
08.01.2013	02	Article 7.4	The section titled "Re-certification Audit" has been reviewed. Procedures to be followed if the audit cannot be completed within the certificate validity period and if the certificate decision cannot be made within the certificate validity period have been defined.
02.12.2013	03	Article 10	The heading "Accountability for Certification Decisions" has been added.
24.11.2014	04	Article 7.4	The section titled "Re-certification Audit" has been reviewed.
		Article 11	The section titled "Document Preparation" has been revised.
February 18, 2015	05		The content has been reviewed.
		Article 6	The official documents and paperwork required during the application process have been updated.
26.09.2016	06	Article 8.1	" The outcome of the Stage 1 audit may cancel or postpone the Stage 2 audit." was added.
11.11.2016	07	7	The implementation of the examination program has been defined.
		7.2	The period for surveillance audits has been defined.
		7.4	In recertification audits, the descriptions on the certificate have been updated. The situations in which a recertification audit can and cannot be conducted have been defined.
		8	The phrases "or withhold" and "withdrawal following suspension" were added.
		9	Measures to be taken in case of failure to report changes or incorrect reporting by the customer have been defined.
25.05.2017	08	Organization Structure	"TCS Certification's system certification activities are not related with TCS's other department's activities or TCS's partner company's activities. Planning and audits are carried out independently by each department." Is added.
August 18, 2017	09	1	"FRM.S.026 Certification" In his contract defined conditions non-compliance In this case , TCS Certification document suspension / cancellation do not right " It has ." Added .
July 23, 2018	10	12	The document includes information on submitting a review report by the file control officer prior to the decision.

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June 21, 2019	11	General	The document was reviewed and updated during the process of including ISO 27001, ISO 45001, and ISO 50001 standards within its scope .
March 30, 2020	12	6.1	"9001, 14001, and 45001 Stage 1 audits can be conducted desk-based , assessing the company's risk profile . 50001, 27001, and 27701 audits are conducted on-site." This statement was added.
		5	" FRM.S.161 Management Systems Certification Application Documents" form. "Applications for ISO 27701 certification cannot be made independently. The company must already have a valid ISO 27001 certificate from TCS Certification, or both ISO 27701 and ISO 27001 applications must be submitted together." This statement was added.
		12	"In the ISO 27701 certificate, for companies that already have an ISO 27001 certificate from TCS Certification and apply for ISO 27701 without waiting for the surveillance audit, the ISO 27701 certificates will be prepared using the dates included in the ISO 27001 certificate as a reference."
		20	The section titled "Performing Examinations Using Remote Examination Techniques" has been added.
		21	The heading "Management of Emergency Situations" has been added.
20.12.2022	13	7	The following statement was added: "Audits must be scheduled for a date when your company's production/service delivery activities covered by the certification are operational. Otherwise, the audit must be repeated. If it is not possible to observe the production/service delivery activity during the audit planning phase, you must inform the Planning Officer."
04.02.2023	14	General	The numbering system has been reviewed.
04.04.2023	15	10	The requirement for MD22 G 9.6.5.2 has been defined.
15.12.2023	16	5	"For certification applications to be accepted, management systems must have been implemented for a minimum of 2 months." This statement was added.
02.01.2026	17	20	<b>The name of the FRM.157 Remote Audit Risk Analysis Form has been changed.</b> It has been defined that if a remote audit is scheduled, 1 man-day of additional time will be added to the calculated audit time, and an auditor fee of 1 man-day will be added to the invoice for this additional time.

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