



# PROCEDURE FOR CHANGES AFFECTING CERTIFICATION

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Document No. PCD-P- 7.10

Rev No. 1

Effective date 08/08/22

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### 1. Purpose and Scope

The purpose of this procedure is to lay down the procedure and conditions for changes affecting product certification.

The scope of this procedure is applicable to processes related to changes affecting product certification. as per requirements of ISO 17065.

### 2. References

- ISO/IEC 17065:2012- Conformity assessment-Requirements for bodies certifying, products, processes and services.

### 3. Policy

It is the policy of BLESS Product Certification Unit to implement and evaluate the procedure consistently for its effectiveness.

### 4. Responsibility

It is the responsibility of BLESS Product Certification Unit Manager.

### 5. Procedure

- 1) The certification requirements are established through the appropriate published Standards and the certification scheme. When the requirements of the Standards or interpretations of the requirements thereof change, BPCU's clients will be informed in writing.
- 2) All changes affecting certified products shall be addressed and evaluated to ensure continued compliance with the certification scheme. Types of changes include:
  - A) Revision to the certification scheme or Standards. The Product Certification Manager will evaluate the changes to the appropriate published Standards to determine the time period for the manufacturer to meet the additional requirement if applicable.
  - B) Requests for approval of changes to certified products. The manufacturer shall make a written request and provide documentation showing these changes.
  - C) Unapproved changes to certified products. Unapproved changes discovered during surveillance are treated as non-conformances and shall follow the procedures outlined in PCD-7.11.
  - D) Scope extensions. Requests for a scope extension under additional certification schemes shall follow the procedures for initial application for product certification (PCD-7.2).
- 3) The Product Certification Manager will review change requests in accordance with the appropriate procedures and Standards. Documented rationale shall be provided for approval of changes and



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entered into the product document report. For scope extensions, official certification review and decision is required by the Certification Committee.

- 4) The client shall not release the modified product displaying the mark until a letter from BPCU approving the change is received. This letter will document the rationale for allowing the change and a copy will be kept in the clients file.
- 5) Upon approval of scope extensions, revised certification documents are issued when applicable and the products listed in the directory of certified products. See PCD-7.7 and PCD-7.8.

### 6. Records

REVISION HISTORY		
Revision No.	Date approved	Revision History
0	01/08/22	Initial