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|  | PROCEDURE FOR SUSPENSION AND WITHDRAWAL OF CERTIFICATION | Document No. | BQP.04 |
| | | Publication Date | 01.08.2012 |
| | | Revision No. | 06 |
| | | Revision Date | 08.11.2025 |
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1. OBJECTIVE

The purpose of this procedure is to define the methods and responsibilities to be applied in relation to the suspension or withdrawal of certification.

2. DEFINITIONS

Decision-maker: Authorized to make all decisions regarding certification by evaluating audit reports.

3. APPLICATION

3.1. Suspension of Certification

Certification will be suspended for a period not exceeding (6) six months if the following conditions occur:

- The client organization's certified management system fails, either continuously or seriously, to meet the certification requirements, including the management system effectiveness requirements.
- The certified client organization fails to allow surveillance or recertification audits to be conducted at the required frequency,
- If the certified customer organization voluntarily requests a temporary suspension,
- Failure to comply with certification rules,
- Non-payment of audit fees.

If the audits recommend suspension of certification, the decision to suspend will be made by the decision-maker. The relevant client organization will be notified in writing of the suspension of certification within one week of the decision being made.

In other cases, the decision to suspend certification is made by the Certification Manager. The relevant client organization is notified in writing of the suspension of certification within one week of the decision being made.

In the event of suspension, the client organization's management system certificate is temporarily invalid. ASCERT has guaranteed, through this agreement, that the client organization will not promote/advertise its certification in the event of suspension.

If the client organization is found to be non-compliant, a written warning will be issued, and legal action will be taken if necessary. ASCERT may take any other measures it deems appropriate, including publishing the suspension on the web or in the press.

If the client organization consistently or seriously fails to meet the certification requirements for a portion of the certification scope, ASCERT may narrow the certification scope of the client organization, excluding the unmet portion. In such a narrowing, compliance with the requirements of the standard used for certification will be taken into account.

If the issues that led to the suspension are not resolved within the timeframe given by ASCERT, the certification will be withdrawn or an appropriate scope reduction will be implemented.

3.2. Lifting the Suspension of Certification

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| Preparer | Approved |
| <i>Management Representative</i> | <i>General manager</i> |

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If client organizations whose certification has been suspended notify ASCERT in writing that the reasons for the suspension have been eliminated, the suspension will be lifted.

To this end, ASCERT will conduct an audit at the client organization to confirm that the grounds for suspension have been eliminated.

Upon verification of compliance at the end of the audit, the suspension of the client organization's certification is lifted.

If the grounds for suspension are not eliminated, the certification will be withdrawn or its scope will be appropriately narrowed.

The lifting of the certification suspension will be notified to the client organization in writing within one week of the decision being made.

3.3. Withdrawal of Certification

Certification will be withdrawn in the following cases:

- The client organization's request,
- The client organization closing down, going bankrupt, or ceasing its operations under the certification scope,
- The client organization ceases production of the product/provision of the service covered by the certification,
- The customer organization's failure to accept the suspension terms,
- If the client organization fails to eliminate the grounds for suspension,
- The client organization's failure to provide confirmation for a follow-up audit to be conducted at the end of the suspension period,
- During the follow-up audits conducted to lift the suspension, the failure to rectify the identified non-conformities within the foreseen periods,
- The client organization's misuse and/or unfair use of the certificate in areas different from the scope of certification,
- The client organization cannot be found at the address specified in the certificate,
- The client organization falsifies the certificate and its attachments,
- The client organization did not accept the supervisory audit.
- All other situations where the integrity of the certification or audit process is seriously compromised .

If the client organization does not apply for a follow-up audit within (6) six months after its certification is suspended, its certification will be withdrawn by the decision of the Certification Manager.

In the event of withdrawal of certification, the client organization is required to fulfill the following obligations, which are specified and guaranteed by contract:

- Discontinuation of the use of ASCERT certificates and logos.
- Waiver of all rights under the withdrawn certification,
- Payment of outstanding certification or audit fees.

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Following the withdrawal of the certification, the client organization must remove the logo from all types of correspondence and promotional materials within one (1) month. Otherwise, ASCERT;

- It announces to IAS and other certification bodies that the certification has been withdrawn,
- The client organization announced in various media outlets that it was illegally using the certificate in violation of the contract terms.
- Therefore, they will resort to legal means to compensate for any resulting material and moral damages.

If one or more management system standards certifications are subject to temporary suspension, reduction, or withdrawal, ASCERT will investigate the impact on other management system standards certifications. Based on the results of this investigation, ASCERT may decide to temporarily suspend, reduce, or withdraw other management system standards certifications as well.

4. REVISION INFORMATION

| Revision Date | Revision No | Item No. | Explanation of the Revisions Made |
|-----------------|-------------|----------|---|
| June 11, 2013 | 01 | 3.3.1 | "If the Certification Manager is part of the audit team, the certification decision is made by the Certification Committee " was added. |
| August 26, 2013 | 02 | 3.1.2 | The clause "If the auditor/technical expert will provide an opinion for the decision, they will be required to sign the BQF.48 Certification Committee Membership Agreement" was added. |
| 15.10.2016 | 03 | - | Transition to TS EN ISO/IEC 17021-1:2015 |
| 01.02.2017 | 04 | - | Checklists have been removed. |
| 01.03.2021 | 05 | - | A general revision has been made. |
| 08.11.2025 | 06 | - | Requirements related to ISO 45001 have been added. |

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