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Jiangsu Zhongwang Jiamei Certification Center Co., Ltd.

Certification of public documents

(Certification application and implementation part)

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Table of contents

Part 1 Introduction to Jiangsu Zhongwang Jiamei Certification Center Co., Ltd. -------- (3)

Part II: Fairness Commitment ---------- (4)

Part III Business ---------- (5)

Part IV. Objectives ---------- (6)

Part V Certification Procedures and Approval Rules ---------- (6)

Part VI Certification Fees ---------- (10)

Part VII Rights and Obligations of Applicants and Certificate Holders ---------- (13)

Part 8. Handling of Disputes, Complaints and Appeals ---------- (15)

Appendix 1 Certification Review Process ---------- (26)

Annex 2 ZWJM Information Query ---------- (27)

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Part 1 Introduction to Jiangsu Zhongwang Jiamei Certification Center Co., Ltd.

Jiangsu ZhongWang JiaMei Certification Center Co., Ltd.

center) is registered with the Wuzhong District Market Supervision and Administration Bureau of Suzhou City, Jiangsu Province, with a unified social credit code: 91320506MA1PXX3P5F), in accordance with international standards and approved by the National Certification and Accreditation Administration, engaged in management A third-party impartial certification body for system certification. Approval number: CNCA-R-2019-575.

Jiangsu Zhongwang Jiamei Certification Center Co., Ltd. has a team of professionals from various industries with solid professional and technical knowledge and rich experience. Management theory and practical experience, proficient in management system standards and auditing skills, and obtained various levels of national registered auditors Qualified auditors and technical experts ensure that the company has sufficient resources to implement various certification audit activities.

Jiangsu Zhongwang Jiamei Certification Center Co., Ltd. strictly abides by national laws, regulations and relevant systems, adheres to international standards and International practices are the norm, and the management policy of "fairness and integrity, scientific and pragmatic, high quality and high efficiency, and excellence" is followed. We adhere to the principle of paid service for profit, fulfill our duties conscientiously, sincerely, enthusiastically and efficiently to help social organizations improve their management level. contribute.

General Manager: Zhang Zhixian Contact: Zhang Zhixian

Zip code: 215500

Tel: 13338001499 Company

homepage: www.jszwjm.com Email: zzx@jszwjm.com

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Part II: Fairness Commitment

On behalf of Jiangsu Zhongwang Jiamei Certification Center Co., Ltd. (ZWJM), I solemnly promise that ZWJM understands the concept of “public "Positiveness" is a necessary condition for providing certification that can establish trust. ZWJM is not responsible for the interests that may arise from certification activities. Conflict management and identification and analysis of the impact of such threats on the "integrity" of certification in order to take action, Minimize or eliminate the impact on the "fairness" of certification.

ZWJM treats all certification applicants fairly and does not attach improper financial or other conditions. Do not have any vested interests with administrative agencies and do not accept any information that may affect the objectivity and fairness of certification activities. Assist in product development and marketing activities that may affect the objectivity and fairness of certification activities, and do not The client has interests in assets and other aspects.

ZWJM does not accept contracts that undermine fairness and does not implement certification for companies in which ZWJM has invested or has assets. The ZWJM contract comes from the client’s independent application and does not accept certification applications from other certification bodies. The ZWJM and any other part of it do not provide or recommend management This includes not providing any consulting quotes.

ZWJM insists on "not seeking the largest number, but the best reputation; not seeking quick success, but seeking fairness and science" Implementation principles, humbly accept supervision from the supervisory committee and society, and ensure the fairness and objectivity of certification sex.

ZWJM General Manager: Zhang Zhixian

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Part III Business

1. System and product certification

1.1 Provide management system certification services within the business scope approved by the state;

1.2 Accept the entrustment of domestic and foreign customers and conduct quality inspection of the audited party/audited party according to the standards selected by the entrusting party.

Certification and audit services for implementation of environment, occupational health and safety management system, and energy management system;

1.3 Cooperate with domestic and foreign certification bodies to provide the required audit/certification/supervision/performance evaluation services.

Service.

2. Training

2.1 Training for national registered auditors and product inspectors; continuing education and training for auditors;

2.2 Quality, environment, occupational health and safety management system, and internal auditor training.

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Part IV Quality Policy and Objectives

Quality Policy:

Objective and fair, scientific and rigorous; honest and law-abiding, high-quality and efficient.

Quality objectives:

1) There are zero appeals or complaints against the center due to errors in the work of the institution;

2) The professional competence compliance rate of the audit team is 100%

3) Strictly abide by the "Regulations of the People's Republic of China on Certification and Accreditation" and the management regulations of the superior authorities, and continuously

Improve the certification level and strive to create a brand team with standardized management within the industry.

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Part V Certification Procedures and Approval Rules

1. Prior communication

Customers who are interested in understanding or entrusting ZWJM to conduct management system certification, please communicate with ZWJM in advance.

ZWJM sincerely welcomes customers and friends from all walks of life to visit us. ZWJM's General Department is responsible for the negotiation of certification business,

External liaison and publicity work.

2. Certification Application

1. The General Affairs Department receives the Application for Management System Certification signed by the authorized representative of the applicant.

2. ZWJM shall promptly review the certification application and supplementary information. The General Affairs Department may accept the application only after the review is passed.

Certification application, negotiate with the applicant and sign a certification contract in due course.

3. After reviewing the application, CBR will make a decision to accept or reject the application and notify the applicant of the decision.

Please.

3. Certification Review Process

1. General principles for ZWJM to implement on-site audits

(1) In accordance with relevant national certification rules, specifications, and audit criteria (including the management system provided by the applicant)

The documents related to ZWJM certification are approved and made public by CNAS.

(2) The audit shall not exceed the scope of business authorized by the accreditation authority and the certification requirements shall be specified only within the scope of the certification to be conducted.

Request for review and certification decision.

(3) Not refuse to provide certification services on the grounds that the applicant has not participated in certification consultation or certification training, etc.

Nor does it impose on applicants any requirements or restrictions that are not related to certification activities.

(4) The implementation of on-site audit will not be prioritized or delayed for applicants.

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(5) Adhere to the principles of objectivity, independence, fairness, honesty and trustworthiness.

(6) ZWJM audit and certification activities follow the approved procedures and are fully implemented. Keep complete records and do not

Add or subtract procedures and records at will.

(7) ZWJM shall make certification conclusions and issue audit reports in a timely manner to ensure the objectivity and truthfulness of the conclusions.

Responsible for the certification results and issue a valid certification certificate.

(8) ZWJM does not subcontract certification audits in principle. If subcontracting is required, the applicant/client should be informed in advance.

bright.

(9) The management system for which certification is applied has been in operation for at least three months.

2. Management system audit process (with certification flow chart)

(1) Confirm that the applicant is qualified to conduct an on-site audit.

(2)Constitute a project audit team and obtain confirmation from the auditee/audited party.

(3) Implement the first phase of the audit and review the management manuals and procedures submitted by the auditee/audited party.

Review documents and put forward review opinions and correction requirements.

(4) Carry out the first phase of on-site audit and provide review opinions and corrective requirements.

(5) Conduct the second phase of the implementation review.

(6) The audit team presents the audit conclusions and non-conformity reports.

(7) The audit team confirms that all non-conformity reports/corrective measures of the auditee have been completed and submitted to the auditee.

ZWJM submitted the audit report.

4. Review the audit team's audit conclusions

There are three possible audit conclusions:

(1) Through comprehensive evaluation, the auditee's management system complies with the audit criteria within the audit scope.

The system is running effectively and in compliance with the certification scheme, and agrees to recommend certification registration;

(2) There are still serious problems in the management system. Some processes cannot be effectively controlled and need to be reviewed.

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New audit, postponement of recommended certification registration;

(3) The management system has serious problems and cannot meet the requirements of the audit criteria as a whole. It is not recommended for certification this time.

Certificate registration.

IV. Certification Decision

1. ZWJM evaluates the audit report and audit materials submitted by the project audit team and

Based on the assessment results and relevant information (if necessary, relevant information obtained from other channels should be considered),

Based on the above, the company will make one of the three conclusions and report to the general manager for certification decision.

After the order is made, the General Affairs Department sends the audit report and certification certificate to the auditee/audited party.

2. If the approved certification decision is different from the audit conclusion made by the project audit team at the audit site, it must be reported to

The audited party shall make a written explanation. If the audited party has any objection to the certification decision, it may file a complaint with Jiangsu Zhongwang Jiamei Certification Center.

Ltd.'s Technical Department.

V. Validity period and issuance of certificate

1. Certificate validity period

The validity period of the management system certification certificate is 3 years, and the effective date shall be subject to the date approved by the general manager.

During the validity period of the certificate, two surveillance audits should be carried out, with the interval between each surveillance audit not exceeding 12 months.

2. Certificate issuance

After the auditee's management system certification is approved by ZWJM's general manager, the ZWJM General Affairs Department will work with the client/

After the audited party settles the audit fees, a certification certificate in Chinese and English will be issued to the audited party.

3. Certification certificate template

See the company www.jszwjm.com "Certificate Display" sub-section

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VI. Registration and Announcement

1. Register

The ZWJM Information Center is responsible for registering the management systems for which certificates have been issued.

2. Announcement

ZWJM shall submit the management system certification registration status to the China National Certification and Accreditation Service within 30 working days.

It can be submitted to the China National Accreditation Administration (CNCA) and China National Accreditation Service for Conformity Assessment (CNAS) and

Publish an announcement on the website to accept social supervision. The content of the announcement is as follows: Company name, certificate number, start date

Period, region, etc.

When ZWJM discloses confidential information to other organizations (such as CNCA, CNAS, CCAA, etc.), it will also disclose such information to other organizations.

Notify the customer of any action, unless there are restrictions required by the national competent authorities.

3. Announcement of changes in certification qualifications or certification scope

(1) Suspension/reinstatement and revocation of certification qualifications shall be reported to the Certification and Accreditation Administration of the People's Republic of China (CNCA),

Submit to China National Accreditation Service for Conformity Assessment (CNAS) and announce on the ZWJM website;

(2) After the certificate holder applies to expand/reduce the scope of certification and is approved, he/she shall submit the application to the China National Certification and Accreditation Administration for

The China National Accreditation Service for Conformity Assessment (CNAS) and the China National Accreditation Administration for Conformity Assessment (CNCA) shall submit

Announcement will be made on the ZWJM website;

(3) Any change in certification qualifications shall be promptly adjusted or deleted from the ZWJM certified customer list.

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Part VI Certification Fees

Funding sources and flows

The source of ZWJM's funds is the legitimate income from certification services. ZWJM does not engage in other business operations.

We do not accept donations or gifts that may undermine fairness. We implement self-financing, independent accounting, and self-responsibility for profits and losses.

ZWJM is not for profit and does not undertake any responsibility for any organization or individual.

All expenditures are used for the operation and development of the institution.

Jinbing is committed to maintaining financial independence to ensure the fairness of certification audits.

Charge basis

According to the State Planning Commission and the former State Technical Supervision Bureau (Price Planning [1999] No. 212, March 1, 1999

Quality System Certification Fee Standards (issued on 1999) issued by the State Planning Commission and the former State Environmental Protection Administration (Price Planning [1999]

According to the Notice on Fees for Environmental Management System Certification (No. 1556, issued on October 8, 1999),

Implement certification charges.

Certification fee structure

Certification Category	Serial number	Charging item	Charging standard (yuan)	Remark
Management system certification certificate	1	Application Fee	1000.00	
	2	Audit Fee	3000.00 yuan/person/day	According to international practice, the auditor's round-trip transportation and accommodation expenses shall be borne by the certification organization.
	3	Registration fee (including certificate)	2000.00	If you need to print a copy of the certificate, an additional 50 yuan will be charged for each set
	4	Annuity (including certification mark usage fee)	2000.00	1 time/year
	5	Other influencing factors	When the audited party's products/processes/activities/services are high risk, complex, involve multiple locations, or other factors, the fees will be adjusted appropriately.	

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Items 1, 3 and 4 in the above table are fixed fees, and the auditor man-days shall be implemented in accordance with CNAS regulations.

Surveillance and recertification fees

Certification Category	Fees	Charge standard (Yuan)
Management System Certification	Supervision and audit fees	Initial review fee 1/3 + 2000 annuity
	Recertification audit fee	Initial review fee 2/3 + 1000 application fee + 2000 annuity

Fees for expanded certification

Certification Category	Expansion Project		Increase quantity	Increase the number of audit days
Tube reason body Tie	Organizational Unit	Increase the corresponding audit man-day fees according to the number of employees in the newly added units		
	Produce Taste Taste kind	Original product categories	1-3	1
		Cross-subcategory	1-2	1
			Add 1-3	Add 1 more
		Cross-class	1 (sub-category 1-2)	1.5
			Add 1-3	Add 1 more
		Across categories	1 (Medium Category 1)	2
			Add 1-2 subcategories each time	Add 1 more
	Operation place	Same address	1	1
		Different location	1	2
	Product realization To process	High risk/high technology Miscellaneous		1-20
		Other situations		/
product Certification	In the same unit		1 (1-3)	1 (add 1 more)
	Operation place	The original certified product is no longer The same area is subject to preliminary review	1 (1-3)	1 (add 1 more)
	Different unit products are subject to preliminary review			

The expansion of certification can generally be carried out at the same time as the supervision review and re-certification. If the expansion of items is carried out separately, a fixed fee of 3,000 yuan will be charged (the application fee is 1,000 yuan, Approval fee: RMB 2,000);

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Part VII Rights and Obligations of Applicants and Certificate Holders

right

Applicants for ZWJM certification services or holders of ZWJM certification registration certificates have the following rights:

profit:

• Fully voluntarily choose the certification body, independently determine whether consultation is needed and choose the consulting body;

• Have the right to obtain ZWJM's public documents, ask ZWJM about certification matters, and get objective answers

complex;

• Have the right to raise objections to the project review team formed by ZWJM and confirm them after consultation;

• Have the right to propose necessary confidentiality, restricted areas and other requirements, and supervise ZWJM and its auditors

Personnel implement confidentiality commitments;

• Have the right to lodge complaints and appeals to ZWJM, and have the right to criticize ZWJM and its employees based on facts;

• Have the right to require ZWJM to keep its movements and situations confidential before its management system is approved for certification/registration;

• Have the right to use the national accreditation mark and the ZWJM "Certificate and Mark Usage Management Procedure"

Proper use of certification certificates, logos and promotion of certification qualifications;

• Have the right to obtain information and materials provided by ZWJM (including any changes in certification requirements) and participate in ZWJM

The relevant meetings and other related activities organized by the certification body shall have the right to request ZWJM to assist them in protecting their certification rights and interests.

obligation

ZWJM certification applicants and certified clients shall fulfill the following obligations:

• Commit to and always comply with our country's certification system, relevant guidelines and other requirements;

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• Provide necessary information for certification audit and qualification maintenance, and make all necessary arrangements for the audit,

Includes documents (including environmental, occupational,

Employees who provide the necessary records and prepare the necessary monitoring reports,

Provide and ensure access to all areas covered by the relevant management system and products (if necessary, prohibition agreements must be agreed in advance)

Enter the site), for possible national sampling/witness (accredited assessor)/verification (trainee auditor)

Make the necessary arrangements;

•Perform the contract and pay the required fees on time;

•Maintain common interests and reputation, and verify the activities and experiences of ZWJM personnel;

• When using certification qualifications, the certification body and (or) the certification system shall not be damaged in reputation or lose its public

Public trust;

• Certified clients should not mislead relevant parties into believing that CNAS is responsible for obtaining certification when using the accreditation mark.

The characteristic management system and products have been approved.

• It is not allowed to imply that the certification body has any responsibility for the product (including services) or

The process is certified; there should be no implication that the certification applies to activities outside the scope of certification;

• When citing certification status in communication media (such as the Internet, brochures or advertisements) or other documents,

Comply with the requirements of the certification body; do not make or allow misleading statements about its certification qualifications; do not use or

The use of the certification document or any part thereof in a misleading manner is not permitted;

• Immediately cease using all references to the certification in accordance with the certification body's instructions when the certification is suspended or revoked

Qualification advertising materials and return all certification documents as required by the certification body;

• Modify all advertising materials when the scope of certification is reduced;

•When the organization's organizational structure, main responsible persons, main equipment and facilities, products within the scope of the system,

When there are changes in business activities, environment, safety facilities, system documents and other aspects related to system operation, they should be promptly

Communicate with ZWJM;

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•Accept supervision from the certification supervision and management department;

• The organization is responsible for reporting relevant information on the operation of the system to ZWJM on a regular basis as required; (legal status,

information on changes in business status, organizational status, or ownership; organizational and management levels (such as key management, decision-making, and

information on changes in product, process, or environmental

information on the major animal and plant epidemics in the surrounding area; consumer complaints, etc.; other

Important information;

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Part 8. Handling of Disputes, Complaints and Appeals

The principles of ZWJM in handling disputes, complaints and appeals are: seeking truth from facts, adhering to the principles, maintaining fairness, Strive for speed, promise confidentiality and satisfy customers.

Disputes refer to written disagreements between the organization and ZWJM regarding the certification procedures and certification techniques during the certification process. Discussions on purely theoretical and technical issues are not within the scope of the dispute. The technical department is responsible for handling disputes.

Dispute resolution:

•Disputes raised during the certification audit process are generally resolved between the audit team leader and the auditee/audited party based on the certification If no consensus can be reached after consultation, the audit team leader has the right to make a decision first.

The nuclear team leader reports the dispute to the technical department, which then provides advice on how to handle it;

•Disputes raised at the audit site should be submitted to ZWJM in written form. ZWJM Technical Department will Relevant personnel will be assigned to conduct research, and the technical department will record the research results and notify the person who raised the dispute;

•If the person raising the dispute is not satisfied with the outcome, he or she may take further measures (including complaints).

Complaints refer to any organization or individual expressing to ZWJM, which is different from appeals and hopes to receive a response. The general manager is responsible for handling complaints.

The General Manager authorizes a qualified person who is not related to the complaint to conduct an investigation. ZWJM has the right to request the complainant to Provide relevant information and necessary documentary evidence. ZWJM is obliged to

The complaint will be handled within 5 days and the complainant will be notified in writing within 5 days after the decision is made.

Those involved in the complaint handling promise to keep it confidential. If the complaint information is confirmed to be true and constitutes non-conformity, ZWJM The causes of nonconformities including any underlying (contributing) factors need to be determined and corrective actions taken where appropriate.

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When the certified organization objects to the certification decision, ZWJM shall accept the certified organization's appeal and handle it in a timely manner.

The handling results will be notified in writing to the certified organization within 60 days.

Written notice should be given to the certified organization if it believes that ZWJM has not complied with the relevant laws and regulations on certification or quality management.

If the system certification rules are violated and their legitimate rights and interests are seriously infringed, they can directly file a complaint with the local certification supervision

You can file a complaint with the relevant accreditation body or the National Accreditation and Certification Administration.

If the complaint information is confirmed to be true and constitutes non-conformity, ZWJM shall determine the cause of non-conformity and take corrective measures.

Positive measures.

ZWJM Complaint/Appeal Hotline: 0512-51519000

The decision on the handling of ZWJM disputes, complaints or appeals can be made across levels. If the parties cannot accept it,

The certification should be submitted to the China National Accreditation Service for Conformity Assessment (CNAS).

The communication information of CNAS Secretariat is as follows:

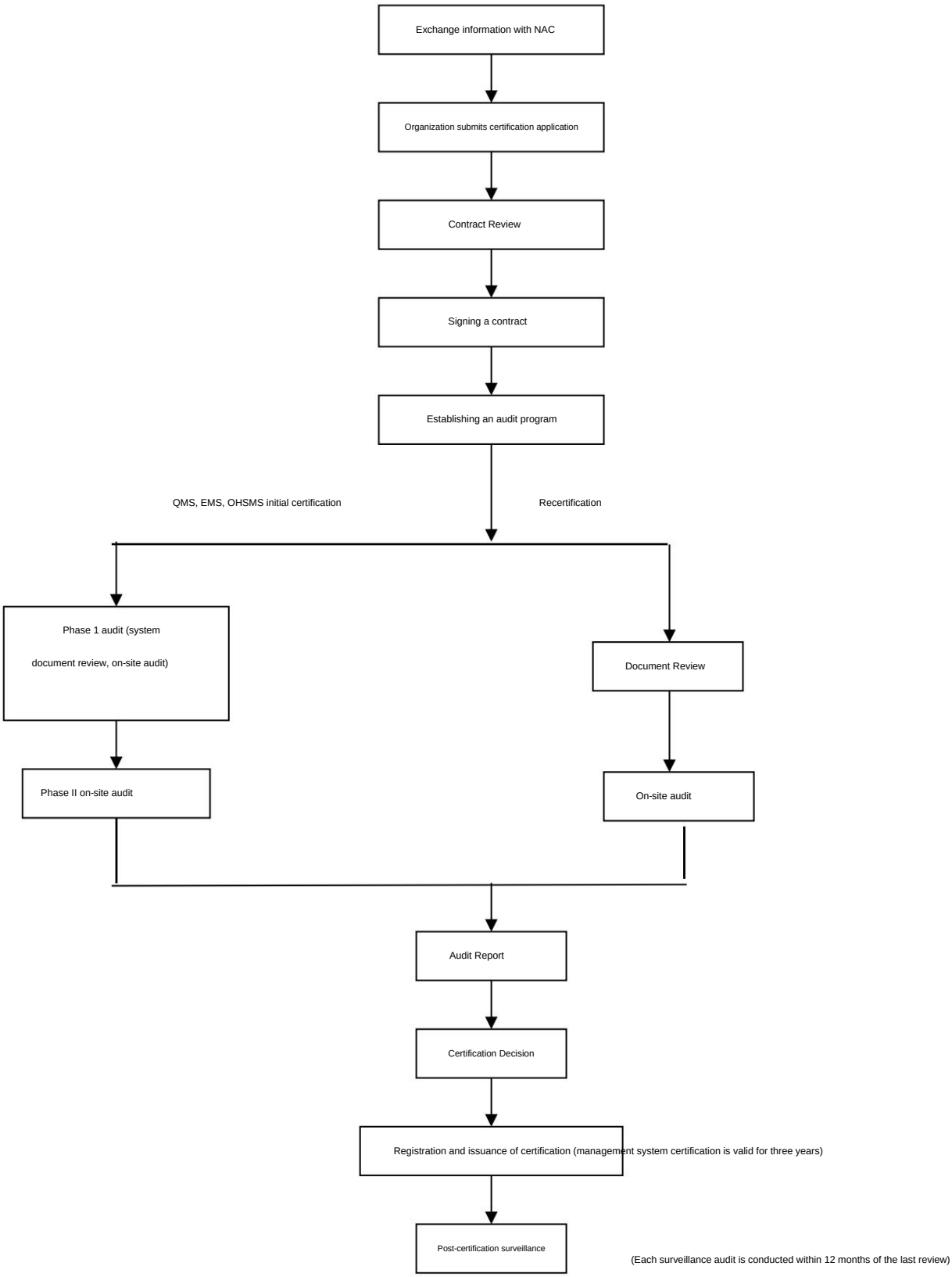
Address: No. 8 Nanhuashi Street, Chongwen District, Beijing

Zip code: 100062 Tel: 010-67105340

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Annex 1

Certification review process



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Annex 2

ZWJM Information Query

Jiangsu Zhongwang Jiamei Certification Center Co., Ltd. Headquarters

Address: Room 522, Building B5, No. 2855, Wuzhong Avenue, Wuzhong District, Suzhou

Zip code: 215000

Company homepage: www.jszwjm.com

Email: zzx@jszwjm.com

General manager	Wang Lingna

department	Responsibilities	Contact Number	Mail
General Department	Responsible for accepting certification business Responsible for post-certification services Responsible for collecting audit fees and issuing certificates Responsible for website construction, maintenance and information release	0512-66552695 Xu Shuangshuangzss@jszwjm.com	
Technology Department	Responsible for certification technology management Responsible for querying certification scope information and decision information	0512-665526951 Wang Junyi wjy@jszwjm.com	
The Audit Department is responsible for arranging audit projects.		18915690615 Shiguangyuesgy@jszwjm.com	
Human Resources Department	Responsible for audit personnel management and training	0512-66552695 Wang Jianwu wjw@jszwjm.com	