

**Government regulatory agency
Mongolian Agency for Standard and Metrology**

APPROVED.

**HEAD OF STANDARD AND METROLOGY
DEPARTMENT OF MASM IN BAYAN-OLGII
PROVINCE**

KH. TILYEGYEN

(sign)

(Signature)

August 11, 2023

**THE PROCEDURE ON ISSUANCE, EXTENSION, SUSPENSION
AND CANCELLATION OF CERTIFICATES OF CONFORMITY**

MASM-08-CB-01(02):2023

Ulaanbaatar city

Document name:	THE PROCEDURE ON ISSUANCE, EXTENSION, SUSPENSION AND CANCELLATION OF CERTIFICATES OF CONFORMITY		
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Document amendment registration table

No	Chapter no	Page number	Content of the amendments	Reason	QM's signature and <i>date</i>	The signature and date of the Chairman of the MASM,
1	2	3	4	5	6	7
1						

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Content

No	Title	Page No.
1	Registration of changes	3
2	Content	4
3	Purpose	5
4	Scope	5
5	Normative references	5
6	Terms and definitions	5
7	Issuance of certificate	6
8	Surveillance inspection	6
9	Extension of certificate	7
10	Suspension of Certificate	7
11	Revocation of certificate	7
12	Certification decisions and information	8

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1. Purpose

This procedure shall regulate the process of issuing, keeping, extending, suspending and cancelling of certificates by the Certification Department of Mongolian Agency for Standard and Metrology and its affiliated certification bodies.

2. Scope

The scope covers the activities of certification decisions by Certification bodies on the basis of conformity assessment results, conclusions, analysis and other related information.

3. Normative references

- Methods of indicating conformity with standards for third-party certification systems MNS ISO/IEC Guide 23 : 2003;
- Guidelines for corrective action to be taken by a certification body in the event of misuse of its mark of conformity MNS ISO/IEC Guide 27 : 2003;
- Conformity assessment - General requirements for the mark of conformity of third-party MNS ISO/IEC Guide 30 : 2004;
- Conformity assessment – Requirements for bodies providing audit and certification of management systems MNS ISO/IEC 17021 :2013;
- Conformity Assessment — Requirements for bodies certifying products, processes and services MNS ISO IEC 17065:2013.
- GSO 2055-2 Conformity Assessment – Requirements for Halal Certification Bodies
- OIC/SMIIC 2:2019 "Conformity assessment. Requirements for Halal Certification Organizations'.

4. Terms and definitions

"Certificate of conformity" – The document that proves a product meets a certain standard and technical specifications and was produced in accordance with the procedure of certification system of third party;

"Certification scheme" – certification system relevant to the product that uses same set of requirements, rules and procedure

"The scope of certification" is the standard and other normative documents with the date of publication for evaluating the conformity of products, processes or services, application verification schemes, products, processes or services ;

"Certification body" - A third-party conformity assessment body that implements a certification scheme.

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5. Issuance of certification

- 5.1 The irregular Certification Council under the certification body discusses the evaluation and conclusion of the product, service, and process and makes a decision to issue, extend, suspend, or cancel certificates and marks, and the certification body notifies the client.
- 5.2 The certificate will be granted for the period up to three years upon considering the validity period of the normative technical documents of the product, the validity period of the production or quality management system certification (if it is included in the certification scheme), the audit results, conclusions and other information (recommendations made by the client on public information and audit report).
- 5.3 The certificate will be issued for the products and services of the domestic industry on the basis of the decision made by the certification council.
- 5.4 Based on the decision made in regards with the issuance and extension of management system and halal certificate, the Chairman of MASM will conclude an Order.
- 5.5 The certificate will be written based on the order of the Chairman of MASM.
- 5.6 The certificate will have a registration number.
- 5.7 Баталгаажуулалтын газраас олгох гэрчилгээний загвар нь “Үнэт цаас, түүнтэй адилтгах тооцоот баримт бичгийн журам”-ын хавсралтаар баталгаажсан байна The certificate template to be issued by the Certification body will be approved by the Appendix of “the Procedure of Securities and the accounting documents equivalent to securities.
- 5.8 In connection with the certificate and mark ownership matter, a contract will be signed with a client.
- 5.9 The certification body shall supervise the storage and use of the issued certificates .
- 5.10 If the customer misuses the certificate or misleads the customer about its legal status, the Certification body will take actions such as warning, suspension or cancellation of the certification.

6. Surveillance inspection

- 6.1 The certification body shall conduct a surveillance inspection in accordance with the contract in order to determine whether the certified products, services, processes, and management systems continue to meet the relevant requirements during the validity period of the certificate.
- 6.2 Surveillance inspections may be conducted upon tracking customer complaints.
- 6.3 In the results of the surveillance inspection, the scope of certification may be expanded or reduced, the contract for the use of the certificate of conformity may be suspended or revoked.

7 . Extension of the certificate

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7.1 The certificate holder shall submit a request to the Certification Body for extension of the validity period of the certificate 60 days before the expiration date.

7.2 Based on the request, conformity assessment will be conducted according to the relevant regulations.

8. Suspension of Certificate

8.1 In the following cases, the certificate holder or the certification body shall temporarily suspend the certificate holder's certificate and right of use in writing, and take measures to eliminate violations and defects. Hereto:

a) it was discovered that the certificate holder's products, works, services, and activities did not meet the requirements of relevant standards;

b) It was discovered that the certificate holder does not fulfill its obligations under this contract;

c) There were reasonable complaints from consumers and buyers about the quality of products, work and services;

d) refusal of the certificate holder to pay the price and costs of the services specified in the contract within 30 days after the specified period;

e) the certificate holder violated the rules and regulations related to the use of certificates and standard marks;

f/ Repeated refusal from conducting a surveillance inspection;

j/ Repeated refusal from conducting re-certification.

8.2 The period of suspension of the certificate shall not exceed 6 months.

8.3 With the suspension of the certificate, the client's authentication is temporarily invalid.

9. Revocation of certificate

The certificate shall be cancelled in the following cases. Hereto:

a) The detected violation may seriously affect the quality of products, work and services;

b) breach of contract;

c) the certificate holder did not take any specific action when the permit was suspended;

d) the certificate holder's enterprise is liquidated or ceases to produce the product or provide services;

e) the certificate holder has not extended the period of the certificate of right to use the certificate;

f) the certificate holder has arbitrarily transferred the certificate to others.

10. The decision and notification of certification

10.1 Clause 5.1 of this procedure shall apply to the issuance, extension, suspension, or revocation of the certificate.

10.2 The decision made by the Certification Council shall be recorded in accordance with Appendix 1 (MASM-08-CB-01(02)-Form 1).

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10.3 The certification body shall inform the public about the certified client in accordance with the "Procedures for registration and notification of certified customers".

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Appendix 1

MASM-08-CB-01(02)- form 1

Unified record of suspension, revocation, extension and reduction of certificates

d/d	Name of enterprise or organization	Date of first certificate issued	Registration number	Mark which one	Reasoning	Decision
				<input type="checkbox"/> Extend <input type="checkbox"/> Reduce <input type="checkbox"/> Suspend <input type="checkbox"/> Revoke		

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