

Code	DQC-OP-7.10
Revision	05
Date	05/06/2024
Issue	1
Date	5/1/2020

**Done Quality Certification**  
*Changes Affecting Certification*



## Changes Affecting Certification

# Done Quality Certification

**ISO/IEC 17065: 2012**

**Code:**

**DQC-OP-7.10**

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## 0.0 Amendments and Revision list

	Issue / Revision by	Issue / Revision description	Issue/Rev No.	Issue / Rev date
0	First issue	Issue of procedure	01 Rev0	05/01/2020
1	Ahmed Amer	4.2 – e Add more description for client changes	01 Rev1	16/05/2021
2	Ahmed Amer	1-Modify Header and Footer. 2-Add distribution list after content. 3-Change from "issue/revision number to issue/revision by 4-Remove the table for "signature/approval email date" to merge with the amendments	01 Rev2	12/06/2021
3	Ahmed Amer	4.3 taken action responsibility	01 Rev3	12/06/2021
4	04	Correction in authority and responsibilities	01 Rev4	21/06/2022
5	05	1-Remove Directory of certified product- add ERP System. 2-record of changing of the certificate.	01 Rev	05/06/2024

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## **1.0 Scope**

This procedure describes the application of requirements of Clause 7.10 of ISO/IEC 17065. This section describes the action taken to notify certified organizations about changes to certification requirements.

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## **2.0 Reference**

Refer to ISO 17065: Clause 7.10

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## **3.0 Responsibility**

- Certification director
- Senior Conformity Engineer, Conformity Engineer

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## **4.0 Procedure**

### **4.1 Communication of Changes**

DQC promptly and effectively gives notification to all clients about changes to adopted scheme and applicable product standards affecting their certification.

Changes to the adopted scheme and more complex variations are notified in a letter including details thereof, and/or by holding meetings to explain the essential changes to the procedures.

Another important means of communication, though it does not constitute a contractual obligation, is the **DQC Newsletter**, sent to licensees and other bodies and associations, ensuring an appropriate level of openness about changes.

### **4.2 Types of Changes**

The most frequent cases are:

- a. changes of certification procedures concerning the obligations of the certified body involving changes in the Regulation.
- b. changes of the reference standards.
- c. changes of the applicable fees.
- d. changes pursuant to DQC contract obligations with other Bodies with whom it has stipulated agreements or consequent to its status as Accreditation or Notification Body.
- e. changes initiated by Client. For example (changes in factory location, changes in product specifications, changes in manufacturing process etc.)

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The changes affecting the certification implemented after its issue may include new information on meeting certification requirements.

The licensee shall also be notified of other changes in DQC operating mode, even though they do not involve in changes of the adopted scheme.

For changes initiated by client, DQC will verify and decide on the appropriate action as required by adopted scheme. In case of normative updates leading to re-application, **see application review procedure**

### **4.3 Action to Changes Affecting Certification**

Changes to the certification are issued according to the provision in the adopted scheme where the times for upgrading and/or the transition periods are defined. Upon initial review if change identified to be critical, all evaluation certification process is repeated with all completed documents and certificate will be re-issued/update accordingly and update in **ERP System**.

Records also include, where relevant, the reason for exclusion of any of the aforementioned activities (e.g., for changes of a certification requirement which is not a product requirement and does not require evaluations, reviews or decision activities).

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## **5.0 Related forms**

None