

Evaluation of the Application and Contract Procedure

A) DOCUMENT APPROVALS

No	Definition	Action	Created By	Date
1	Document approved	Approval	Nurgül Çınar	08/21/2023 12:18:40
2	Translation approved	Approval	Babak Donyadideh	08/18/2023 16:52:58

B) REVISION HISTORY

No	Definition	Reason	Approval Date	Release Date
11	The reasons for rejection of the application have been defined.	Internal audit result CPA numbered 2023-113	08/21/2023 12:18:39	08/21/2023 12:18:39
10	The application evaluation process is explained in case the manufacturer and the applicant are different. The phrase "Voluntary Type Examination" has been changed to "Voluntary Attestation Of Compliance". Transfer to the IQMemo program has been made. Millennium last revision definition: In case of an application from Russia and Belarus, the following actions are described.	Transition to the new program. Millennium last revision reason: Explaining how to evaluate the application within the scope of Conformity Assessment Activities related to the Russian Federation and the Republic of Belarus.	02/01/2023 11:44:53	02/01/2023 11:44:53

5. Purpose and Scope

The purpose of this procedure is to receive and evaluate the applications of customers who request certification and inspection in accordance with the Regulation on Equipment and Protective Systems Used in Potentially Explosive Atmospheres and the Regulation on Health and Safety Conditions in the Use of Work Equipment, preparation of the offer-contract, sending to the customer, inspection and to describe the pre-audit processes.

6. Definitions

Offer: It is the document between SZUTEST and the candidate customer, which includes the terms and prices of the service at the request of the service and which is converted into a contract upon mutual signing.

Application fee: It is the fee charged by SZUTEST for the evaluation of the application and the preparations to be made before the inspection or inspection.

Inspection ücreti: It is the fee charged for conformity assessment activities (inspection, document review, etc.) to be carried out in the field or in the test laboratory in inspection based modules.

Audit Fee: It is the fee charged for conformity assessment activities (audit and document review) to be performed in quality system-based modules.

Surveillance Fee: It is the fee charged for surveillance audits performed during the validity period of the certificate within the scope of conformity assessment activities to be performed in quality system-based modules.

Company: The real or legal person making the application.

Manufacturer: It is a natural or legal person who manufactures equipment or protective equipment used in explosive atmospheres, or owns designed or manufactured exproof equipment or equipment, and markets or uses exproof equipment or equipment under its own name or trademark.

Technical Regulation Officer: The person responsible for the management of activities related to the conformity assessment process.

7. Responsibilities

Technical Regulation Officer for the implementation of this procedure,

Planning Coordinator from the preparation of the offer / contract, sending it to the candidate customer, following up and finalizing it;

The Technical Regulation Officer is responsible for the receipt and evaluation of applications and approval of contracts.

8. Method

8.1. Application Evaluation - MANDATORY SCOPE

All kinds of communication channels regarding the receipt of applications are open. Applications can be made electronically (via fax, e-mail or via www.szutest.com.tr web address) in person or by phone, but the pre-application made by phone is processed after a written confirmation is received.

The applications come from any source, they will be evaluated by the Technical Regulation Officer after being confirmed with the Conformity Assessment Application Form according to FR.ATEX.01 ATEX Regulation. This evaluation is the complete filling of the FR.ATEX.01 Application Form, the complete definition of the product's Ex Component or Equipment, and the control of the application scope to comply with both SZUTEST and the relevant regulation.

If the manufacturer and the applicant organization are different, approval of the FR.ATEX.01 Annex 1 ATEX Regulation Application Form is requested.

If the manufacturer and the applicant organization are different, there should be a detailed contract between the organizations, defining all the issues, alongside the FR.ATEX.01 Annex 1 ATEX Regulation Application Form. At least the following requirements are sought in this contract:

- Information of the work to be done
- Responsibilities of the parties (commercial & technical)
- By what methods the work will be performed
- Duration of the contract

If the application is accepted as a result of the evaluation made by the Technical Regulation Officer, the FR.ATEX.02 2014/34/EU ATEX Offer Contract is prepared and sent to the customer.

If the application is not accepted as a result of the evaluation made by the Technical Regulation Officer, the customer is informed via e-mail.

The reasons for rejection of the application may be one or more of the following:

- SZUTEST is not within the scope of authorization
- The applicant does not have a legal personality
- Manufacturer's registry is not reliable

- Geographical unsuitability (state of emergency)
- The fact that working with the applicant constitutes a situation contrary to the principle of impartiality
- The applicant is involved in illegal activities
- The company has a history of repeated nonconformities
- Not having passed 30 days after the document cancellation by SZUTEST
- The applicant has already applied to another notified body for the same product group

In Russian and Belarusian (for countries etc.) applications, before the application is approved, the control of whether the companies are under embargo is checked through the OFFICE OF FOREIGN ASSETS CONTROL Specially Designated Nationals and Blocked Persons List document. If the company's name is on the list, the application will be rejected. First of all, the links to follow are given below;

The lists for Person, companies and etc.

<https://home.treasury.gov/policy-issues/financial-sanctions/specially-designated-nationals-and-blocked-persons-list-sdn-human-readable-lists>

The lists for countries and products

<https://www.sanctionsmap.eu/#/main>

8.2. Application Evaluation - VOLUNTARY SCOPE

Receiving applications "8.1." done as described.

8.3. Preparing the Offer and Sending it to the Customer

A technical file is requested from the manufacturer after signing the contract (FR.ATEX.02 2014/34/EU ATEX Offer Contract) within the scope of mandatory and voluntary. Evaluation of the technical file is planned and carried out according to the PR.ATEX.03 Product Conformity Assessment Program Procedure. If there are no test reports defined in the regulations and standards in the technical file, this deficiency is notified to the manufacturer in writing and if the customer requests, an additional contract and FR.ATEX.03 Mandatory Tests List are created. The information about which tests will be carried out by SZUTEST and which tests will be carried out by the subcontractor laboratory is indicated in this form in the annex of the contract.

Subcontracted laboratories are selected as described in the PR.ATEX.03 Product Conformity Assessment Program Procedure.

After the conformity assessment process begins, the changes that may be required in the contract are applied in agreement with the customer.

Mandatory and voluntary scopes for the prices to be given in the contract are based on the price policy in Article 8.5. Offers must contain at least the following information;

- Commercial information of the candidate customer (title, authorized person name, address, phone numbers, tax office and tax number, e-mail address)
- Commercial and contact information of SZUTEST,
- Relevant standard / regulation name,
- Conformity assessment scope,
- SZUTEST's obligations
- Obligations of the prospective customer,
- Preliminary preparations to be done by the customer before the inspection
- Fees,
- Offer validity period,
- Confidentiality commitment

Once the proposal prepared by the Unit Manager is approved by the candidate customer, the offer becomes a contract.

8.4. Opening a Project

After the proposal approved by the customer becomes a contract, the job file is opened by the Unit Manager. The job file consists of a sequence number given consecutively according to the publication date of the document, regardless of years. All relevant documents are placed in the created job file. The company name, the name and model of the documented product, the scope of the directive and certificate and the file number are written on the file and the tracking is provided.

Following the opening of the project, the following official documents are requested from the customer according to the scope to be certified.

- Copy of Trade Registry Gazette (if not available, copy of Chamber Activity Certificate)
- Tax plate
- Signature circus
- Technical documentation about the product (prepared in accordance with FR.ATEX.04). The technical file should contain an assessment and adequate analysis of the risk (s) and should be prepared in accordance with the applicable requirements of the ATEX directive. The technical file should contain the following elements;

- A general description of the product

- Product design and manufacturing pictures and part diagrams, subgroups, circuits etc.
- Definitions and explanations necessary for understanding the pictures, schemes and operation of the product.
- Usage and assembly instructions
- A list of fully or partially applied harmonized standards and descriptions of the solutions used to meet the basic requirements of the Regulation in cases where the said standards are not applied,
- The design calculations made, the examinations performed etc. and results,
- If there are ATEX certified components, the relevant certificates
- Test reports of the product made by the company
- EC Declaration of Conformity
 - Technical documentation on the approved type and a copy of the EU type-examination document (for Modul D and Modul E)
 - The manufacturer's address and title and, if requested by the authorized representative, also the name and address;
 - A written statement that the same application has not been made to the other notified body (for Modules B, D and E)
 - All information about the projected product category,
 - Documentation on the quality system (for Modules D and E)

8.5. Price policy

8.5.1. Mandatory Scope

EXPLANATION	PRICING
Application evaluation	100 Euro+VAT
Verification of the tests provided by the customer from 17025 accredited laboratories or verification of compliance with 17025 requirements for laboratories without 17025 accreditation by auditing by SZUTEST competent personnel	150 Euro+ VAT
Module B	<p>500 Euro - 3000 Euro+VAT - Technical documentation review fee Pricing is determined by the following factors; -Location -Protection type of the product -Sample volume and design structure</p> <p>Test Fees EN 60079-0 Impact Test - 350 Euro+VAT EN 60079-0 Drop Test - 350 Euro+VAT EN 60079-0 Maximum Surface Temperature- 450 Euro+VAT 500 Euro +VAT- Certification Fee</p>
Module G	<p>File Review fee</p> <ul style="list-style-type: none"> • Compound equipment containing 1-10 serial numbers product - 2000 Euro-4500 Euro+ VAT • Compound equipment containing 10-20 serial numbers product - 2500 Euro-5000 Euro+VAT • 20 - a minimum of 5500 Euros + VAT is required and 500 Euros will be added to the fee for every 10 serial numbers. <p>Test Fees EN 60079-0 Impact Test - 350 Euro+VAT EN 60079-0 Drop Test - 350 Euro+VAT EN 60079-0 Maximum Surface Temperature- 450 Euro+VAT 500 Euro +VAT- Certification Fee</p>
Module A technical file storage module (md 13.1.b.2)	<p>1000-2500 Euro+VAT - Certification Fee <i>(The product is determined according to the number of components and the production capacity of the company.)</i></p> <p>Annual safe keeping fee - 150Euro + VAT</p>
Module D,E,C1	<p>initial certification 2000 Euro+KDV Surveillance audits every year 1000 Euro +KDV</p> <p>Test Fees</p>

Module F	EN 60079-0 Impact Test - 350 Euro+VAT EN 60079-0 Drop Test - 350 Euro+VAT EN 60079-0 Maximum Surface Temperature- 450 Euro+VAT 1000 Euro - 3000 Euro + VAT- Certification Fee
Document change requests and English document request	150 Euro+ VAT

Note 1 : These fees do not include technical expert's transportation, accommodation, etc. fees.
 Note 2 : Required amount of advance payment is received in applications related to certification.
 Note 3: The test fees specified in the table are only for the tests carried out within SZUTEST. If there are test / tests to be carried out in the subcontractor laboratories, the customer is notified with the FR.ATEX.03 Compulsory Tests List together with the contract.
 Note 4 : Remuneration is reassessed according to the inflation rate of that year.
 Note 5. Euro offers are converted into TL at the contract stage based on the current central bank sales rate in the day

8.5.2. Voluntary Scope

EXPLANATION	PRICING
Application evaluation	100 Euro+VAT
Voluntary Attestation Of Compliance	1000 Euro - 3000 Euro+VAT - Technical documentation review fee Pricing is determined by the following factors; - Location - Protection type of the product - Sample volume and design structure

If companies have any excess branches within the scope of certification, the branch will also be carried out and the review will be carried out once.