

APPLICATION EVALUATION AND CONTRACTING PROCEDURES

A) DOCUMENT APPROVALS

No	Definition	Action	Approved By	Date
1	Document approved	Approval	Sevda Büyükbaltacı	28.11.2025
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B) REVISION HISTORY

No	Definition	Reason	Approval Date	Release Date
10	The English version of the document has been added.	Update	28.11.2025	28.11.2025

5. Purpose and Scope

The purpose of this procedure is to define the processes for receiving applications from customers requesting certification from the Noise Department, preparing the offer/contract, and sending it to the customer.

6. Definitions

Offer: The document between SZUTEST and the prospective customer that outlines the terms and fees for the requested service, and which is converted into a contract upon mutual signing.

Company: The organization that manufactures the product.

Conformity Assessment Activity: Refers to the activity that provides proof that specified requirements (stated needs or expectations) related to a product, system, person, or organization, resulting from a process, are fulfilled.

Conformity Assessment Body: Organizations that provide conformity assessment services are generally referred to as a Conformity Assessment Body

Accreditation: It is a tool which, as part of Conformity Assessment, ensures that trust and credibility are placed in the reports and certificates issued by accredited conformity assessment bodies.

Yıllık Gözetim: 2000/14/AT Yönetmeliği içerisinde şartları belirlenmiş üreticinin üretim yerinde gerçekleştirilmesi gereken denetim faaliyetidir.

Denetim: Belgelendirme Hizmetleri için gerçekleştirilen Uygunluk Değerlendirme Faaliyetidir.

7. Responsibilities

The Department Manager and the Technical Regulation Officer are responsible for the implementation of this procedure. The Department Manager is responsible for the preparation of the offer and contract, sending them to the prospective customer, and following up until conclusion. The Technical Regulation Officer is responsible for receiving applications, evaluating them, and approving the contracts.

8. Method

8.1 Receiving Requests:

Noise Emission Certification requests are received from the customer in writing. Applications may be made electronically (fax, e-mail, or via the website www.szutest.com.tr), in person, or via telephone. Pre-applications made via telephone are processed after written confirmation is received. In cases where the information in the request letter is insufficient or the request is received via telephone, the request is verified by obtaining information such as company name, address, telephone, fax, and the name of the contact person from the prospective customer requesting certification. Regardless of the source of the application, confirmation is obtained via the FR.NED.01 2000-14-EC Conformity Assessment Application Form. This information forms the basis for the offer to be submitted to the prospective customer. For certifications under Annex VIII Module H, information regarding the number of employees working within the relevant scope is mandatory.

8.2 Review of Application

All incoming applications are first subjected to a preliminary review by the Department Manager. This review consists of checking whether the FR.NED.01 2000/14/EC Conformity Assessment Application Form has been filled out completely and whether the scope of the application is suitable for both SZUTEST and the relevant directive. If there are any deficiencies at this stage, the completion of the organization's application information and/or documents is ensured. The application is then forwarded to the Technical Regulation Officer for review. The evaluation criteria are located in the table below.

Product Name	Criteria	Certification Module
Builders' hoists for transporting goods	Internal combustion engine driven	Annex VI - Annex VIII
Compaction machines	Only vibrating and non-vibrating rollers, vibrating plates, and vibratory rammers	Annex VI - Annex VIII
Compressors	< 350 kW	Annex VI - Annex VIII
Hand-held concrete-breakers and picks	-	Annex VI - Annex VIII
Construction winches	Internal combustion engine driven	Annex VI - Annex VIII
Dozers	< 500 kW	Annex VI - Annex VIII
Dumpers	< 500 kW	Annex VI - Annex VIII
Excavators, hydraulic or rope-operated	< 500 kW	Annex VI - Annex VIII
Excavator-loaders	< 500 kW	Annex VI - Annex VIII

Graders	< 500 kW	Annex VI - Annex VIII
Hydraulic power packs	-	Annex VI - Annex VIII
Landfill compactors, loader-type with bucket	< 500 kW	Annex VI - Annex VIII
Lawnmowers	Excluding agricultural and forestry equipment, multi-purpose devices, and motorized components with more than 20 kW power	Annex VI - Annex VIII
Lawn trimmers / lawn edge trimmers	-	Annex VI - Annex VIII
Lift trucks, internal combustion engine driven, counterbalanced	Excluding other counterbalanced lift trucks with a rated capacity of not more than 10 tonnes	Annex VI - Annex VIII
Loaders	< 500 kW	Annex VI - Annex VIII
Mobile cranes	-	Annex VI - Annex VIII
Motor hoes	< 3 kW	Annex VI - Annex VIII
Pavers (finishers)	Excluding pavers equipped with a high-compaction screed	Annex VI - Annex VIII
Power generators	< 400 kW	Annex VI - Annex VIII
Tower cranes	-	Annex VI - Annex VIII
Welding generators	-	Annex VI - Annex VIII

If there are no deficiencies in the review process (measurement device/equipment competence, personnel competence, transport and planning intensity, etc.), an offer is prepared by the Department Manager following the approval of the Technical Regulation Officer, specifying the scope for which certification will be performed, and the official documents are requested from the prospective customer.

Request for Official Documents:

- Copy of the Trade Registry Gazette (if not available, copy of the Chamber Activity Certificate).
- Tax Plate.
- Signature Circular or Power of Attorney (belonging to the person signing the contract).
- The Company's Manual and Procedures (for Module H Certifications).

In the event of a decision not to provide an offer, the prospective customer is informed via e-mail stating the reasons. Rejection reasons for an application may be one or more of the following:

- Not being within SZUTEST's scope of authorization.
- The applicant does not possess a legal entity status.
- Having an unreliable track record.
- Inappropriate geographical location (state of emergency).
- Working with the applicant would create a situation contrary to the principle of impartiality.
- The applicant is involved in illegal activities.
- The company has a history of repeated non-conformities.
- Less than 30 days have passed since a certificate cancellation performed by SZUTEST.
- The applicant already has an application with another Notified Body for the same product group.
- The maximum turnaround time to respond to the applicant is 5 days.

As a result of the review process, the notification of missing documents and the deadline are communicated to the prospective customer via e-mail. A maximum of 2 months is allowed for the missing documents to be received from the prospective customer. If the missing documents do not reach SZUTEST within the specified period, the reason is notified to the prospective customer via e-mail in writing, and subsequent processes are not initiated.

In case of doubt regarding the reliability of technical documents or conformity during manufacturing, SZUTEST informs the manufacturer or their authorized representative established in Turkey about this issue.

8.3 Preparation of the Offer and Sending to the Customer

For companies whose application review has been completed and accepted, the FR.NED.02 2000/14/EC Conformity Assessment Service Contract is prepared by the Department Manager. The information in Article 8.4 is taken as the basis for the prices to be given in the Conformity Assessment Service Offer/Contract. Offers must include at least the following information:

- Commercial information of the prospective customer (title, authorized person's name, address, telephone numbers, tax office and tax number, e-mail address).
- Commercial and contact information belonging to SZUTEST.

- Name of the relevant standard/regulation.
- Scope of conformity assessment.
- SZUTEST's obligations.
- Prospective customer's obligations.
- Fees.
- Offer validity period.
- Confidentiality commitment.

The offer prepared by the Department Manager gains the status of a contract after being approved by the prospective customer.

8.4. Opening a Project

After the offer approved by the customer gains the status of a contract, a project file is opened by the Department Manager. The file number to be assigned to the project starts with the approved contract number. Furthermore, the technical file and documented information regarding the quality management system are requested from the customer by the Department Manager. All relevant documents are placed in the created project file. Tracking is ensured by writing the company name, name of the service provided, and file number on the file in accordance with TL.901 Archive Instructions.

8.5 Pricing

Refer to PR.NED.06 Pricing Procedure.