

NAME AND SURNAME OF THE CANDIDATE:

Parties :

SZUTEST UYGUNLUK DEĞERLENDİRME A.Ş. Department for Certification of Personnel hereinafter will be referred to as "SZUTEST" and the candidates applying to the certification exam as "candidate".

This contract has been signed so as to set forth the rights and obligations held by the parties during SZUTEST certification program and validity of the certificate.

General:

- 1.This contract is prepared in two copies and one of them is given to the candidate.
2. Contract rules and conditions will be valid unless no information indicating that no change has been made is provided by one written or verbal interview or any transfer in the form of an announcement on www.szutest.com.tr web site to the candidates who have made an application and certified persons.
3. Fee information regarding the relevant Certification Program is published on www.szutest.com.tr.
- 4.Fee for the Exam and Certificate issuance will be paid during the application before the exam to the following account numbers of Garanti Bankası Küçükbakkalköy Branch
TR95 0006 2000 7690 0006 2995 84 TL.IBAN
TR91 0006 2000 7690 0009 0973 30 EURO IBAN
TR64 0006 2000 7690 0009 0973 31 USD IBAN
5. Fee will not be returned in case you give up and do not take the exam for various reasons or in the cases of suspended or cancelled certificates.
6. Personnel certification process will be carried out as per international standards, national competencies, codes and SZUTEST procedures.
7. If a practical exam is to be held, details regarding exam conditions and test parts will be learned from SZUTEST depending on the program to be applied.
8. Scope of the certificate to be required will be expressed clearly by the applicant.
9. All required information for evaluation in personnel certification will be provided. If necessary, documents proving and supporting the relevant characteristics will also be provided.
10. The candidate must be literate.
11. The location and order for the personnel exam shall be provided by the applicant.
12. Test parts to be used during the exam will be prepared by the applicant as per, if any, the relevant standards.
13. Machines, equipment and other tools to be used during the exam will be provided by the applicant and the candidate must guarantee that such machines and equipment do not affect the result of the exam.
14. Applicant will be responsible for taking the measures regarding the occupational safety and preparing a safe exam environment during the personnel exam. Exam will not be started unless appropriate conditions are provided.
15. For the examinations to be held on the basis of national competencies, equipment to be required for the occupational safety of the candidate will be provided by SZUTEST. Candidate must use such equipment during the examination.
16. The employee as being the candidate for certification will take the exam only on behalf of himself/herself.
17. Test fees of the examination samples will be paid by the applicant unless otherwise is stated.
18. In the event that the location for the examination, test parts, equipment and tools to be used during the exam cannot be provided by the applicant, examination will be held in a location to be determined by SZUTEST.
19. In the event that the information provided to SZUTEST is not correct, the certificate will be suspended or cancelled by SZUTEST.
20. Candidate must avoid dangerous behaviors in the field of the examination.
21. Candidate will not share the information acquired during the examination and regarding the examination materials (examination questions, material properties, etc.) with 3rd Parties.
22. Candidate will not cheat and avoid fraudulent conducts during the examination.

23. Candidate will cover the damages if s/he deliberately gives damage to the examination materials.
24. The person who has applied for certification will be entitled to raise all complaints and objections regarding certification to SZUTEST at the end of the examination or certification.
25. Certificates permitted by the relevant certification standard and for which the required conditions are met will be able to be renewed.
26. In case of any change in certification conditions (change in the scope of certification, etc.), related parties will be informed by www.szutest.com ; certificate holder is responsible for following the status of the certificate over this website.
27. Once the validity period of the certificates expires, the method to be used for recertification will comply with the certification procedure for the first time if such method is not set forth in the certification standard. If this issue is mentioned in the certification standard and the conditions are met as per the certification standard, recertification will be carried out.
28. SZUTEST will be entitled to pursue legal proceedings if its certificates are found to be used illegally
29. Measurements and evaluations carried out within the scope of Professional Competence are recorded by camera.
30. In case candidates are entitled to receive documents, the document usage contract will be valid.

Candidate's Liabilities:

1. Certificate is in the possession of SZUTEST, and the Candidate, by signing this contract, will be responsible for: being aware that his/her certificate will be canceled if s/he fails to fulfill the conditions set forth in the contract,
2. knowing the application conditions of personnel certification examination, meeting such conditions and if requested, submitting all evidences proving that the applicant holds such conditions to SZUTEST.
3. checking the accuracy of the personal information of the applicant sent to SZUTEST in the applications made by telephone, e-mail or written document and the information published on www.szutest.com.tr when the applicant is entitled to receive the certificate and updating the information when his/her personal information change,
4. ensuring that all papers, documents and information submitted to SZUTEST are accurate,
5. acting in line with the rules previously set forth for the certification examinations,
- 6.If required, allowing SZUTEST to keep audio/visual records during the examinations provided that s/he is informed by the authorized persons,
7. not sharing anything which may make the examinations of the other candidates difficult or easy and cause the personal rights and privacy of the other candidates to be violated during and after the examination,
8. regularly following all announcements and warnings regarding certification on www.szutest.com.tr,
9. following the announcements and warnings regarding the conditions of the certification programs within the scope of the certificate; and the warnings and announcements regarding all processes including supervision, change of the certificate scope, suspension/cancellation of the certificate and recertification during the validity of the certificate over www.szutest.com.tr and fulfilling the requirements in this respect within the periods specified,
- 10.In the event of change in the certification conditions and the scope of the certificate, complying the conditions changed in line with the method set forth by SZUTEST and submitting necessary evidences to SZUTEST and returning the certificate to SZUTEST within 15 days in case s/he fails to provide the changes in the conditions of the Certification program,
- 11.taking all necessary measures and complying with the ethical rules by taking the public interest into consideration regarding the certificate which s/he holds,
- 12.submitting the supervision evidences to SZUTEST in accordance with the method and frequency announced by SZUTEST,
- 13.being aware that his/her certificate may be suspended or cancelled if s/he is found to have failed to comply with certificate utilization conditions set forth by SZUTEST,
14. accepting that the right to have the certificate utilized belongs to SZUTEST and SZUTEST's authorities to suspend and cancel the certificate,
15. ending certificate use in case said certificate is suspended or cancelled and returning the certificate within 15 days as per the method announced by SZUTEST,
- 16.being aware that his/her personal information on www.szutest.com.tr will be discontinued from broadcasting by SZUTEST in case the certificate is suspended or cancelled,

17. fulfilling the recertification requirements set forth by SZUTEST so as to continue utilizing the certificate at the end of the validity period of the certificate,
 18. not using the certificate so as to damage the parties affected by certificate utilization or create misleading results and not making false declarations,
 19. submitting the employer/employee information accurately and completely to SZUTEST and updating such information in case s/he is employed based on the certificate held by him/her or work self-employed,
 20. submitting the published missing report with a petition and informing SZUTEST in this respect in case the certificate owner loses his/her certificate,
 21. complying with the changes to be made by SZUTEST in the contract content/conditions,
 22. complying with logo/brand utilization conditions announced on www.szutest.com.tr,
 23. being aware that his/her certificate may be suspended or cancelled if logo/brand utilization conditions are violated,
 24. Person holding the certificate must not accept the work orders of his/her employer or colleagues against his/her professional knowledge and experience,
 25. Person holding the certificate will not use the certificate outside his/her business field or in such a manner that it can cause argument
 26. acting in accordance with the Procedures and Principles Regarding the Use of the Vocational Qualification Authority Brand for certification within the scope of Vocational Qualification,
 27. The applicant will take the examination only on behalf of himself/herself,
 28. In the cases where the candidate fails to continue fulfilling the conditions of certification, s/he will inform SZUTEST.
 29. The candidate will be responsible for including legal, true and not misleading expressions in all publicities and advertisements and not being compared with other professional services.
- Szutest's Liabilities:**
1. SZUTEST is responsible for announcing the application conditions of certification examination on www.szutest.com.tr in such a manner that it is open to the access of all candidate and includes all necessary information and through all other appropriate means,
 2. SZUTEST will announce all changes related to the application and examination to the candidates,
 3. SZUTEST is responsible for informing the candidates about the acceptance of the applications, examination date and location, examination results and success status through at least one of the channels of www.szutest.com.tr, telephone and e-mail,
 4. SZUTEST is responsible for accepting the applications of all candidates meeting the relevant conditions,
 5. SZUTEST is responsible for informing the candidates regarding certification and all conditions constituting the basis for holding the examination by e-mail or telephone,
 6. SZUTEST is responsible for ensuring privacy and safety of the candidates' personal information,
 7. SZUTEST will communicate all announcements and warnings related to all processes including supervision, change of the certification scope, suspension/cancellation of the certificate and recertification on www.szutest.com.tr and by e-mail during the validity period of the certificates received,
 8. In case of changes in certification conditions and scope, SZUTEST must inform the certificate holders on www.szutest.com.tr and bye-mail regarding compliance with the changing conditions
 9. SZUTEST will ensure evaluation of all objections and complaints related to the certification processes impartially and in a timely manner,
 10. SZUTEST will protect the privacy and safety of the personal information of certificate holders,
 11. SZUTEST is responsible for announcing SZUTEST logo/brand utilization conditions on www.szutest.com.tr in such a manner that it is open to the access of the candidates,
 12. To convey the images and personal information obtained in the measurement and evaluation carried out within the scope of Professional Competence to the relevant authorities when requested, except this not using without person's permission
 13. Szutest personal certification program is obliged to execute according to PR.PB.07 International Personnel Certification Program Procedure.

Settlement of Disputes:

Candidates accept that they will recourse to SZUTEST before applying to the legal proceedings in respect of settlement of all disputes arisen from performance of this contract and if necessary,

follow SZUTEST's objections and complaints; if they fail to obtain a result out of such processes, they will resort to the jurisdiction and the competent authorities will be Istanbul Anatolian Side courts.

As the applicant. I have read SZUTEST Certification Program related to the certification service and strictly comply with these conditions and declare that the information in this form is accurate. If I fail to fulfill the certification conditions following receipt of the certificate, I declare that I will notify SZUTEST of such issue.

I undertake to comply with the conditions and liabilities required by Personnel Certification activities and pay the fees for the evaluation and services without taking the result of the certification into account in this framework and if the certificate is granted, pay other necessary fees in a timely manner. I know and accept that this application made by me will be processed in case I send all relevant application documents to SZUTEST or I will be deemed to have made the application and additionally, if I'm entitled to receive the certificate but fail to pay the relevant fees, my certificate will be cancelled. I accept and undertake that I will comply with the certification and contract conditions and provide all information to be required for all certification processes; I will notify SZUTEST in written and within one week of all changes in my business, communication and other information and otherwise, if I fail to notify such changes in said period, my certificate will be cancelled; I know that my certificate will be cancelled in case I cease my activity related to the scope of my certificate for compliance with certification conditions longer than the scope of the Certificate's Validity and in this case, I will return my certificate to SZUTEST within 15 days and comply with SZUTEST procedures and instructions for personnel certification; I will make all my complaints in written related to the certification program to SZUTEST by CUSTOMER COMPLAINT OBJECTION and OFFER FORM FR.02. R01 available in the section of documents on www.szutest.com.tr and the commission for objections determined by SZUTEST will be the ultimate decision makers in respect of my objections; the certificate which I will receive is owned by SZUTEST and if found necessary by SZUTEST and/or my information is not accurate, my certificate will be cancelled; and I will not make any claim to SZUTEST in case my certificate received from SZUTEST is suspended or cancelled by SZUTEST for any reason whatsoever.

I declare that I have read and accepted the above mentioned conditions.

CANDIDATE
T.R. ID NO:
NAME SURNAME
SIGNATURE- DATE

SZUTEST
NAME SURNAME
SIGNATURE- DATE