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1 SCOPE

This document describes the process for product certification services rendered by CD PC to suppliers' seeking the service.

2 POLICY

It is a considered policy of the CD to implement an effective and efficient product, process or service certification system based on ISO/IEC 17065 and render internationally recognized certification services to its clients.

3 Purpose

The purpose of this procedure is to define the process of performing product, process and/or service certification in order to ensure the respective consistency and effectiveness of the system.

4 REFERENCE

ISO/IEC 17065, Conformity assessment – Requirements for bodies certifying products, processes and services.

5 RESPONSIBILITY

The overall responsibility to implement this procedure holds the PCTL. The specific responsibility for each process step is defined in the process flowchart under responsibility column.

6 DEFINITIONS AND ABBREVIATIONS

6.1 Definitions of terms

For the purpose of this document, the terms and definitions given in ISO 9000, ISO/IEC 17065 and ISO/IEC 17000 apply.

6.2 Abbreviations

ET:	Evaluation team
ETL:	Evaluation team leader
CA:	Corrective action
CD:	Certification directorate
TE	Trainee Expert
CE:	Certification Expert
DC:	Director, Certification
ES:	Ethiopian Standard(s)
ECAE:	Ethiopian Conformity Assessment Enterprise
NC:	Nonconformity
QM:	Quality manager
TLPC:	Team Leader, Product Certification

7 ROCEDURE

7.1 Flowchart

Input	Process steps	Output	Responsibility
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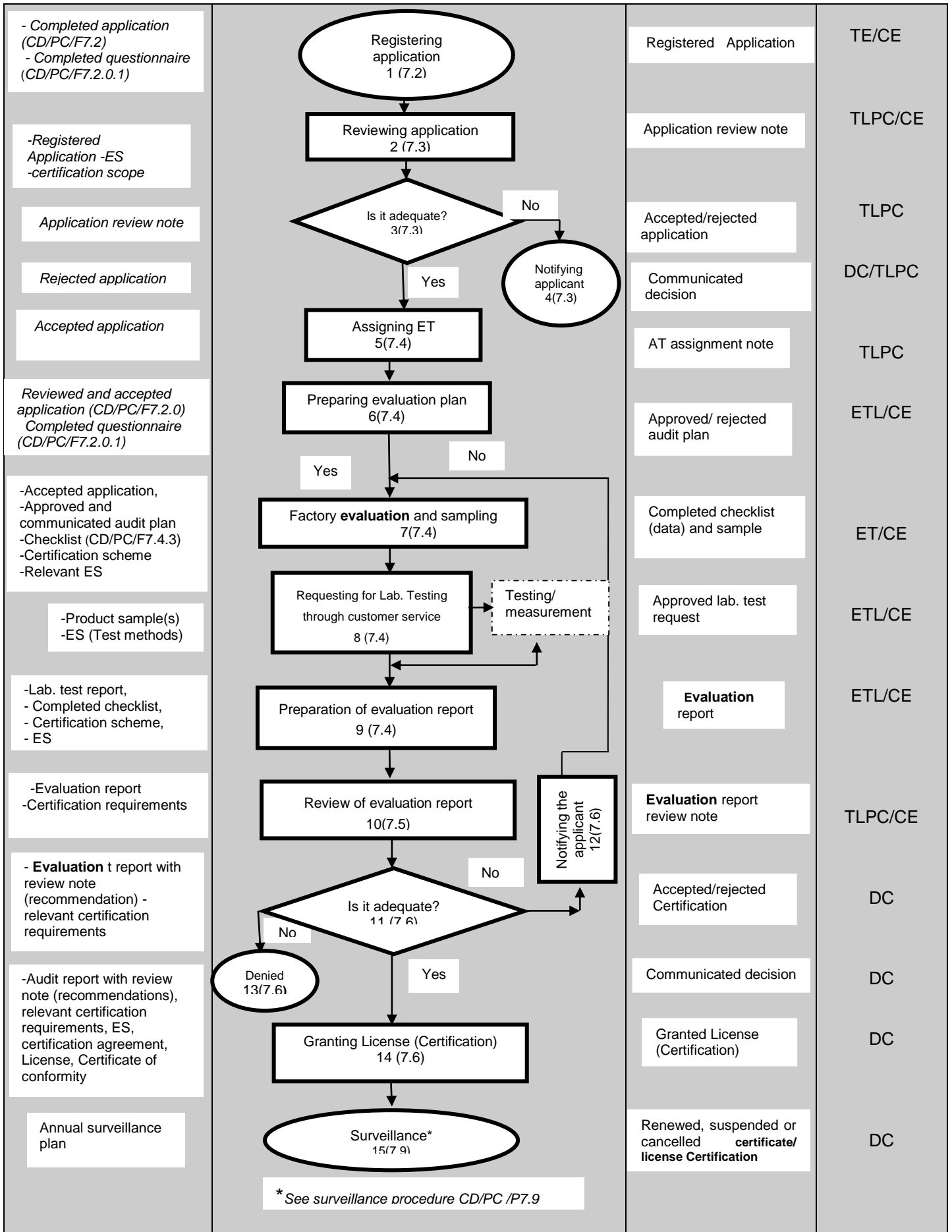
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7.2 Description of process steps

Process steps	Description
1	<p>Any manufacturer or service rendering desirous of obtaining license to use ES mark or certificate of conformity for his product(s)/service(s) shall make an application to ECAE CD on a prescribed application form, CD/PC/F7.2.0. The application form can be obtained from ECAE CD on request or can be downloaded from www.eca-e.com</p> <p>The application is accompanied by a completed questionnaire (CD/PC/F7.2.1-1) and copies of documents required by the questionnaire.</p> <p>A separate application is required for product(s) coming from each factory. After the applicant settles application fee, the TE/CE checks the application for completeness and registers and forwards the registered applications to TLPC or appropriate senior CE.</p>
2	The TLPC assigns senior expert to review the application. Senior expert reviews the application based on the information provided by the applicant and the certification scopes, schemes and available resources.
3	Based on the review note the TLPC decides on whether to accept the application.
4	If the application is rejected, the applicant will be notified of the reason(s) for rejection.
5	If the reviewed application is accepted, the TLPC assigns appropriate ET. Assignment of ET will be based on the job description of the personnel involved in the evaluation team
6	The assigned ETL will prepare evaluation plan as per (CD/PC/F7.4.1) and submits the draft evaluation plan to the TLPC for review.
7	The assigned ET will carry out factory evaluation using relevant scheme, ES, checklist, assessment plan, general information about the company and information from the previous years, where available. The evaluation includes collecting evidences through interviews, examination of documents and records, as well as observation of activities.
8	Product sample(s) collected during factory evaluation is/are submitted to the ECAE laboratory, after filling Laboratory Test Requisition Form (OF/CD/026), for lab analysis. In case the ECAE laboratories fail to carry out analysis on product samples (due to some reasons), samples are submitted to another competent laboratory after evaluating its competency according to the Procedure for Assessing Competency of Bodies Providing Outsourced Services (CD/PC/P6.2.2). If the ET has any doubt on the test report the laboratory may be requested to conduct a retest on the product sample.
9	The ETL shall prepare factory evaluation report based on the evidences collected during factory evaluation and laboratory test results of the product sample(s) and submits the evaluation report to PCTL.
10	The factory evaluation report with recommendation submitted by ETL will be reviewed by TLPC for completeness and clarity against the relevant certification schemes and ES(s) and submitted to DC/Committee for decision.
11	Certification decision is made by DC/CC, as appropriate, mainly based on the review results the evaluation report by PCTL and/or the relevant senior certification expert from concerned product certification discipline.
12	In case, the applicant does not meet the certification requirements, the identified nonconformities will be communicated to the applicant in writing in order to take appropriate corrective measure(s) within a maximum period as specified in the relevant product certification scheme.
13	If the applicant fails to rectify the nonconformities within the given period of time, the requested application will be denied; the applicant will be notified of the reason(s) for denial (rejection) and will have to reapply for initial evaluation.
14	If the applicant meets the relevant certification requirements, based on the evaluation, after review findings the applicant will be granted license or extension of the scope of certification to use the mark/certificate of conformity (CD/PC/F7.7.1 or CD/PC/F7.7.2).
15	Surveillance activities will be carried out on ECAE CD certified clients on planned basis as defined in the surveillance procedure, CD/PC/P7.9.

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8. SUBSIDIARY DOCUMENTS

- CD/PC/F7.2.0: Application form for product certification
- CD/PC/F7.2.1-1: Questionnaire for Initial Information on Applicants' Certification
- CD/PC/F7.4.1: Evaluation plan for product certification
- CD/PC/CRD6.1.2-1: Certification personnel competence criteria
- CD/PC/CRD4.1.2: Certification agreement
- Relevant ES
- Relevant certification scheme
- Relevant process evaluation checklist

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Document Issue History

Revision No.	Description of change	Author(s)	Effective date
0	Initial release	Zelege Folla	
1	The content of document issue history have been modified, policy statement included, most process steps description changed and some omitted	Deressa Fuffa, Saedi A.A. and Zelege Folla	March 15
2	Process step 1 revised to add responsibility to TLPC. Process step 4 and 6 revised. Process step 7 has been cancelled.	Sergute Wolde, Seidi Abulalim, Fitsum Abebe, Zewdu Tesfaye, Addisu Belayneh, Gebrehana Girma, Abrham Ayele, Gizachew Getnet and Haymanot Assaye.	October 2019
3	Responsibilities of process step 1 and 4 are changed.	Addisu Belayneh and Fitsum Abebe	April 2021

Approver by: **Amsalu Enyew**

Signature: