
Management of Certification Policy

This Policy sets out the main rules and guidelines of the certification process.

<i>Document #</i>	PY-6-0201-152
<i>Scope</i>	Internal
<i>Version #</i>	1.0
<i>Effective Date</i>	1-Apr-2022
<i>View Level</i>	Public



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Version History

Revision	Date	Description	Modified By
V1	01/April/2022	Develop the main document.	Hany Shalaby

Distribution List

Departments
- CEO Office
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Approvals

DECLARATION: The following sign-off represents agreement to the contents of this document. All signatories of this document must ensure that their team abides with it until it is superseded by another version.

Name	Title	Responsibility	Signature & Date
Ahmed Moustafa	General Manager	Approver	
Hany Shalaby	Certification Director	Owner	

Management of Certification Policy

Introduction

- 1.1. This Policy sets out the main rules and guidelines of the certification process.
- 1.2. Cobra Sports Services has all rights on granting, maintaining, recertifying, expanding and reducing the scope of the certification, and suspending or withdrawing the certification for the identified certification scheme covered under the scope of accreditation. The policy is that the same will be done based on the successful implementation of written documents as per ISO/IEC 17024:2012.

Policy Structure

2.1. Scope

- 2.1.1. Use of Cobra Sports Services Symbol by Cobra Sports Services certified person. This document sets out the conditions for the use of Cobra Sports Services Symbol and also details Cobra Sports Services Policy on any claim of Certification by certified persons apart from the use of Cobra Sports Services Symbol.

2.2. Granting certification

- 2.2.1. A review by Certification Manager or Deputy Certification Manager must be conducted prior to making a decision for granting certification. The Certification Manager or Deputy Certification Manager shall confirm that all information required has been provided by the Examiner, and all requirements have been met by candidate. The Certification Manager or Deputy Certification Manager shall confirm whether or not the Examiner has provided sufficient information with respect to the certification requirements and the scope for certification for certification to be granted. As a policy decision, the certificate is granted only to the candidate, who has successfully scored the minimum marks.

2.3. Maintaining certification

- 2.3.1. For maintaining the certification, the certified person has to ensure that, he / she fulfils all the requirements for the maintaining the certification and will report to the Certification Manager, when asked. Certified person is also responsible to provide the relevant documents as well as fitness certificates, if any asked by Certification Manager to maintain certification.

2.4. Recertifying

- 2.4.1. As a policy decision, the certified person must have to apply before 30 days of expiry of present certificate to maintain continuity in the certification. If certified person fails to apply for recertification before time limit the continuity in the certification may not be maintained. As a policy it is clear that the certified person has to apply for recertification, without application certificate will not be renewed.

2.5. Expanding the scope of certification

- 2.5.1. Expanding the scope in the present certification scheme is entertained with the application from the certified person only. The expanding the scope of certification shall be done at any time during the period of certification. If it is requested in between then certified person has to pass through the separate exam as per the expansion requirements. If the same is requested during the recertification, then the

same will be covered during the certification cycle and no separate examination will be done. The date of amendment is clearly addressed in the certificate.

2.6. Reducing the scope of certification

- 2.6.1. Reducing the scope in the present certification scheme is entertained any time with the written request for the reduction in the scope of certification with the reason for reduction. Upon review of request from the certified person, Certification Manager takes decision and reduces the scope of certification. New certification with the reduction in the scope of certification will be issued to certified person only after receipt of original certificate. The date of amendment is clearly addressed in the certificate.

2.7. Suspending or withdrawing the certificate

- 2.7.1. The certificate shall be suspended in the event of non-fulfilment of terms and condition of use of certificate, marks and logo as well as violation of any of the requirements of certification system / scheme. As soon as such incidence is noticed, it is immediately brought in to the notice of Certification Manager. Certification Manager reviews the same and shall send the suspension letter to certified person for suspension with immediate effect with the reason for suspension. All concerned have been notified for the suspension of specified certified person. The details of suspension made are made available to the web site for the interest of interested parties. Voluntarily suspension by certified person will also follow the same steps, except reason for suspension.

Roles & Responsibilities

- 4.1. The Certification Director is the owner of this Policy and he/she is fully responsible of the full adherence to its' clauses. The owner must take all reasonable measures to ensure that all relevant processes, procedures and work instructions are fully compliant with this policy.

Implementation of Policy

- 5.1. This Policy shall be deemed effective as of April 2022. No part of this Policy shall have retroactive effect and shall thus apply only to matters occurring on or after this date.
- 5.2. This Policy will be reviewed on bi-annually basis and upon making relevant changes to the aforementioned documents.