



INSTRUCTION ON THE USE OF CERTIFICATE, LOGO AND NOTIFIED BODY NUMBER

1.PURPOSE AND SCOPE

This instruction aims to determine and use the principles of Sastek products owned by Sastek regarding product certification and covers the related activities.

2.DEFINITIONS

Sastek products consist of: Certificate, Sastek Logo, TÜRKAK logo, CE Mark, Metrology Mark and Notified Body number.

3.RESPONSIBILITIES

Technical Regulatory Supervisor, Product Certification manager, audit team (Lead auditor, auditor, technical expert) and certification committee are responsible for the implementation of this instruction.

4. APPLICATION

4.1 Conditions of use of the certificate, logo and notified body number

4.1.1 Sastek's notified body number (2759) in the certificate of conformity issued to the customer, the customer affixes the CE marking next to the product produced within the scope of the relevant module / system.

4.1.2 The customer places the products certified by Sastek A.Ş. in accordance with the 93/68/EEC directive, the CE marking regulation published in the Official Gazette dated 23.02.2012 and numbered 28213, and uses them together and side by side, in accordance with TÜRKAK's logo usage instructions and the following principles. The Additional Metrology mark consists of M in a rectangle in accordance with Article 20 of the 2014/32/EU Measuring Instruments Regulation and the last two digits of the year in which the mark is affixed to the product and the height of the rectangle in which it is enclosed is equal to the height of the CE mark. Sastek products are shown in Figure 1 in this instruction.

4.1.3 Sastek's products are used only by the certificate holder and in the activities covered by the certificate. The way of use should not create the impression that it also covers out-of-scope activities. The certificate holder cannot transfer his/her certificate to anyone else in any way and cannot make his/her certificate available to anyone else.

4.1.4 The logo is used in its original colors on a white background or in the color of the company, provided that it complies. The logo can be enlarged or reduced, provided that the (width x height) ratio remains constant.

4.1.5 Whether the document and logo are used in accordance with the terms of the contract and / or in a misleading and unfair manner;

Informing other certified companies that the document and logo are misleading and unfairly used,

Organizations, consumer courts, companies questioning the content of the scope of the document

Sastek's follow-up in print and visual media

With observations during the audits; It is determined.

4.1.6 In case of misleading and unfair use of the certificate, corrective action is applied in accordance with the result of the analysis of the way of use. If necessary, the issue is evaluated by the Certification Committee and the decision taken by the committee is implemented with the approval of the General Manager. If it is determined that the certificate holder violates the terms of the contract, damages Sastek's reputation and ignores the written warnings, the matter is referred to the Certification committee. The decision taken by the committee is notified to the certificate holder in writing by the Product Certification manager and the result is followed up. According to the decisions taken, the certificate information on the website is updated and the public is informed.

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4.1.7. Türkak Logo Terms of Use

Notified bodies are obliged to use the TURKAK trademark in the documents issued by them within the framework of the rules specified in R10.06 if there is no legal obstacle. Organizations accredited by TÜRKAK may use the relevant TÜRKAK Accreditation Mark on their stationery, reports, certificates, brochures and any other work related to accreditation activities in accordance with the conditions specified in this guide. TURKAK Accreditation Mark should be used in appropriate format, size and color.

The conformity assessment activity subject to accreditation, the number of the standard and the accreditation number of the organization are placed centrally just below the TURKAK Logo as shown in Figure 1.

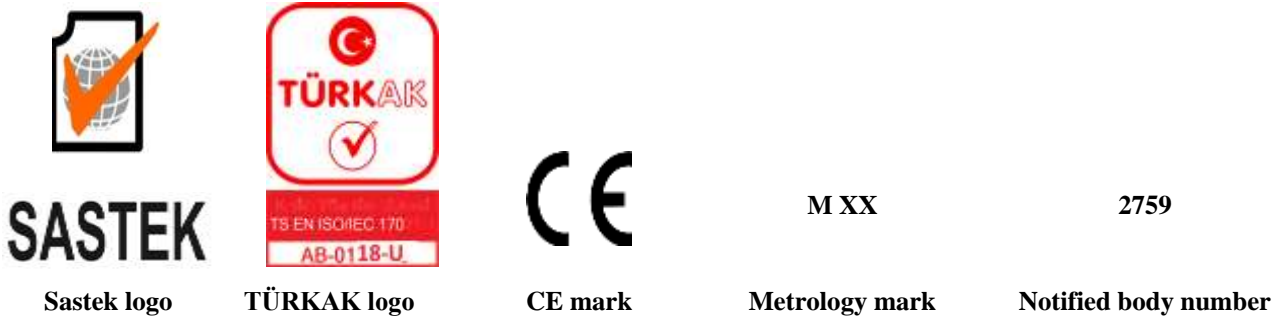


Figure.1

If the TURKAK Accreditation Mark is printed on a consumable material not larger than A4 size, its width should not be larger than 30 mm, with a constant aspect ratio. If the Trademark is printed on a consumable material of a larger size, the appropriate sized Trademark provided electronically from TURKAK may be used. The minimum height of the Logo within the Mark is 20 mm.

TURKAK Accreditation Mark for product certification can only be used together with the logo of the accredited product certification body for products manufactured within the scope of accredited product certification studies. Türkak Logo is used in the certificates of conformity assessment certifications of our organization (B, D and F Module certificates).

As a Conformity Assessment Body, our company will inform its customers whose accreditation has been suspended, withdrawn or reduced, and whose accreditation has been suspended / withdrawn / reduced and the consequences of this action. In addition, the certification body whose accreditation is withdrawn or reduced will also withdraw the certificates issued within the scope of accreditation.

4.2 Rights and obligations of the certificate holder

4.2.1 The certificate holder obtains approval from Sastek's product certification directorate before printing and publishing the placement of the logo and notified body number. Unapproved placements cannot be used, and their use on the product and/or its packaging is subject to the approval of the same directorate. The certificate holder cannot make any statement that Sastek considers misleading or unauthorized.



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- 4.2.2** The certificate holder can use these products of Sastek only for products that are produced in the production place written in the certificate and are intact. The logo is used on the product and packaging only in the markings stipulated in the standards and criteria for certification.
- 4.2.3** The certificate holder is obliged to follow the relevant announcements and warnings on Sastek's web page and fulfill the requirements within the specified processes in all processes including surveillance, changing the scope of the document, suspension / cancellation of the document and re-certification. Failure of the certificate holder to follow the announcements and warnings does not eliminate his/her responsibility for these announcements and warnings.
- 4.2.4** Responsibilities resulting from the unfair use of Sastek products belong to the certificate holder. In case of expiration, suspension or revocation of the certificate, the certificate holder stops the use of the document - logo and returns the document within 15 (fifteen) business days at the latest in accordance with the method announced by Sastek.
- 4.2.5** The certificate holder fulfills the recertification requirements specified by Sastek in order to continue to use the certificate at the end of the validity period of the certificate.
- 4.2.6** The certificate holder agrees in advance to fulfill and comply with the requirements of this assessment when a change is made in the certification program that requires an additional assessment.
- 4.2.7** The certificate holder is obliged to provide the relevant information requested by the audit team in the audits to be carried out accurately and on time. He/she cannot make or allow any false statements on the subject. In case of misrepresentation, SASTEK shall take necessary actions regarding the certificate.
- 4.2.8** The certificate holder cannot use his/her certificate in a way to damage Sastek's reputation.
- 4.2.9** The document holder cannot make any changes on the document. In the event of any tearing, destruction, etc. on the document, the document holder terminates the use of the document and applies to Sastek together with the old document for renewal of the document.
- 4.2.10** Certificate holders whose certificates have expired, no surveillance activities have been carried out, suspended and canceled or no recertification activities have been carried out, are obliged to deliver their documents to Sastek. Sastek is not responsible and liable for any damages, losses, misleading statements, punishments, compensation, etc. that may arise in relation to the documents and / or document holders that are not delivered in these cases.
- 4.2.11** The certificate holder agrees in advance to comply with the changes that may be made by Sastek in the content / terms of the "Certificate and logo usage agreement".
- 4.2.12** The certificate holder or the organization they work for is obliged to comply with the provisions of the relevant contract as long as the validity of the certificate continues.
- 4.2.13** The certificate holder agrees in advance that his/her certificate will be suspended or revoked if he/she fails to fulfill the conditions specified in this agreement.
- 4.3 Sastek's rights and obligations**
- 4.3.1** SASTEK shall ensure the confidentiality and security of the personal information of the Certificate holder.
- 4.3.2** It ensures that all objections or complaints related to certification processes are evaluated impartially and in a timely manner and makes its document available to the public on its website.
- 4.3.3** Announces the terms and conditions of use of Sastek's products on the web page in a way that is accessible to the candidates and the document holder.

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4.3.4 Performs certification activities in a fair, reliable, impartial and independent manner to all parties.

4.3.5 During the validity of the documents received; surveillance, change of the scope of the document, suspension/cancellation of the document, re-certification and changes in the conditions of the certification program will be notified to the document holder by publishing in writing on the website (www.sastek.com.tr).

4.3.6 Provided that it is not contrary to the provisions of the legislation and does not create an unfair competitive environment, it will allow an appropriate transition period for the certificate holder to apply the new conditions and the validity of the certificate will continue until the end of the transition period.

4.3.7 In case of cancellation of TURKAK accreditation or if the senior management decides to close the certification body, the existing certified persons will be transferred to another accredited certification body.

5. RELEVANT DOCUMENTS

ÜUB.01 B Module (EU Type Product Approval) Certificate

ÜUB.02 D Module (Production Quality Assurance Approval) Certificate

ÜUB.03 F Module (Declaration of Conformity to the Type Based on Product Verification) Certificate

6- RECORDS

Records related to the implementation of this instruction shall be kept for 5 (five) years.

7-RECORD OF CHANGE

Revision No	Revision Date	Revision Content
00	10.05.2018	First Publication
01	30.04.2019	Notified body number has been added to 4.1.1.
02	01.11.2019	In Article 4.1.2, CE marking legislation information and Metrology marking legislation information have been added.
03	27.02.2023	Word errors in the instructions were corrected and the format and document number were changed.
04	15.03.2024	Article 4.1.7. has been added based on Turkak non-compliance.