

	中田国际认证（深圳）有限公司 Zhongtian International Certification (Shenzhen) Co., Ltd.	文件编号 Document number	ZHONGTIAN-GK06
	获证客户信息变更规定 Regulations on Change of Certified Customer Information	版本状态 Version status	A/0
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获证客户信息变更规定 Regulations on Change of Certified Customer Information

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如获证客户在认证证书三年有效期内，认证相关信息发生了变更，需填写《变更申请表》向机构提出申请，以便持续满足体系的有效性和及时更新认证证书。

If the certification related information is changed within the three-year validity period of the certification certificate, the certified customer shall fill in the Application Form for Change and submit an application to the organization, so as to continuously meet the validity of the system and update the certification certificate in time.

1、变更名称、地址

1. Change of name and address

1.1 获证客户的名称和地址发生了变化，如果地址的描述发生变更，而组织实际的地址没有变化，则需重新提交新地址的营业执照，可根据原来的申请评审算出的监督审核时间来进行正常监督审核；

1.1 The name and address of the certified customer have changed. If the description of the address has changed, but the actual address of the organization has not changed, the business license of the new address shall be resubmitted, and the normal supervision and audit can be carried out according to the supervision and audit time calculated from the original application review;

1.2 获证客户实际的地址发生了变更，如搬厂，或增加生产现场，则需重新提交新地址的营业执照、环评批复报告（EMS）和消防验收报告（OHSMS）等申请资料，此时应重新计算监督审核时间，市场部对获证客户拟新增的地址范围进行评审。

1.2 If the actual address of the certified customer is changed, such as moving the factory or increasing the production site, the application materials such as the business license of the new address, the environmental assessment approval report (EMS) and the fire control acceptance report (OHSMS) shall be resubmitted. At this time, the supervision and audit time shall be recalculated, and the marketing department shall review the new address range to be added by the certified customer.

1.3 名称、地址的变更结论应在审核检查表及审核报告中作重点描述，并最终报机构技术部评定，批准后换发认证证书，并上报证书信息系统。

1.3 The conclusion of name and address change shall be highlighted in the audit checklist and audit report, and finally reported to the technical department of the organization for evaluation. After approval, the certificate shall be renewed and reported to the certificate information system.

2、扩大认证范围

2. Expand the scope of certification

2.1 市场部对获证客户拟扩大认证范围的申请进行评审，在满足要求时，签订补充协议。

2.1 The Marketing Department shall review the application of the certified customer to expand the scope of certification, and sign a supplementary agreement when the requirements are met.

2.2 运营部根据申请评审的信息安排审核组对其进行现场审核，该审核可独立实施，也可以与监督审核或再认证审核一并进行。

2.2 The Operation Department shall arrange the audit team to conduct on-site audit according to the information of the application for review. The audit can be carried out independently or together with the supervision audit or re-certification audit.

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2.3 扩大认证范围的结论应在审核检查表及审核报告中做重点描述，并最终报技术部评定，经批准后换发认证证书，并上报证书信息系统。

2.3 The conclusion of expanding the scope of certification shall be emphatically described in the audit checklist and audit report, and finally submitted to the technical department for evaluation. After approval, the certification certificate shall be renewed and submitted to the certificate information system.

3、缩小认证范围

3. Narrow the scope of certification

3.1 市场部对获证客户拟缩小认证范围的申请进行评审。

3.1 The Marketing Department shall review the application of the certified customer to narrow the scope of certification.

3.2 运营部根据申请评审的信息安排审核组对其进行现场审核，该审核可独立实施，也可与监督审核或再认证审核一并进行。

3.2 The Operation Department shall arrange the audit team to conduct on-site audit according to the information of the application for review. The audit can be carried out independently or together with the supervision audit or re-certification audit.

3.3 正常监督审核过程中发现下列情况，机构技术部应作出缩小认证范围的决定：

3.3 If the following situations are found in the normal supervision and audit process, the technical department of the organization shall make a decision to narrow the scope of certification:

1) 认证证书描述的场所比获证客户实际经营活动范围大；

1) The place described in the certification certificate is larger than actual scope of business activities of the certified customer;

2) 部分审核范围因故没有生产工作现场，不能提供体系运行的有效证据；

2) Part of the audit scope has no production site for some reason, and can not provide effective evidence of system operation;

3) 客户认证范围的某些部分持续地或严重地不满足认证要求，机构将缩小认证范围，排除不满足要求的部分。

3) If some parts of the customer certification scope continuously or seriously fail to meet the certification requirements, the organization will narrow the certification scope and exclude the parts that do not meet the requirements.

3.4 缩小认证范围的结论应在审核检查表及审核报告中作出重点描述，并最终报机构技术部评定，经批准后换发认证证书，并上报证书信息系统，同时向客户发放《保持及恢复认证资格通知书》，告知客户根据缩小后的认证范围修改所有的广告宣传材料。

3.4 The conclusion of narrowing the certification scope shall be highlighted in the audit checklist and audit report, and finally reported to the technical department of the organization for evaluation. After approval, the certification certificate shall be renewed and reported to the certificate information system. At the same time, the Notice of Maintaining and Recovering Certification Qualification shall be issued to the customer to inform the customer to modify all advertising materials according to the narrowed certification scope.

4、变更人数

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4. Change the number of people

4.1 获证客户的人数规模发生了较大变化，影响了审核时间的充分性，市场部应根据客户更新的人数重新进行评审。

4.1 If the scale of the number of certified customers has changed greatly, which affects the adequacy of the audit time, the Marketing Department shall review again according to the number of customers updated.

4.2 如果人数的变化在合理的区间，不足以影响审核的有效性，则不需换发新的认证证书。

4.2 If the change in the number of people is within a reasonable range and is not enough to affect the effectiveness of the audit, it is not necessary to issue a new certificate.

5、认证依据标准变更

5. Change of certification basis standard

获证客户的管理体系依据新版标准进行修订并正常运行，可以结合正常监督审核或单独申请标准变更审核。需提交新版的体系文件及运行记录，市场部重新进行评审，可以根据具体情况增加审核人日。组长应做文件审核，现场审核后最终报技术部评定，批准后换发新版认证证书，并上报证书信息系统。

The management system of the certified customer is revised according to the new version of the standard and operates normally, and can be combined with the normal supervision audit or apply for the standard change audit separately. The new version of system documents and operation records shall be submitted, and the Marketing Department shall review them again, and the number of reviewers can be increased according to the specific situation. The team leader shall review the documents, report to the technical department for evaluation after on-site review, issue a new certificate after approval, and report to the certificate information system.