

	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-GK05
	认证资格的授予、拒绝、保持、扩大、缩小、 更新、暂停、恢复、撤销规定 Provisions on granting, refusing, maintaining, expanding, reducing, renewing, suspending, resuming and revoking of certification qualification	版本状态 Version status	A/2
		生效日期 Effective date	2026-01-01

# 认证资格的授予、拒绝、保持、扩大、缩小、更 新、暂停、恢复、撤销规定

**Provisions on granting, refusing, maintaining,  
expanding, reducing, renewing, suspending, resuming  
and revoking of certification qualification**

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 <b>ZHONGTIAN</b>	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-GK05
	<b>认证资格的授予、拒绝、保持、扩大、缩小、 更新、暂停、恢复、撤销规定</b> <b>Provisions on granting, refusing, maintaining, expanding, reducing, renewing, suspending, resuming and revoking of certification qualification</b>	版本状态 Version status	A/2
		生效日期 Effective date	2026-01-01

## 文件履历

## Document history

	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-GK05
	认证资格的授予、拒绝、保持、扩大、缩小、 更新、暂停、恢复、撤销规定 Provisions on granting, refusing, maintaining, expanding, reducing, renewing, suspending, resuming and revoking of certification qualification	版本状态 Version status	A/2
		生效日期 Effective date	2026-01-01

## 1、目的和适用范围

### 1. Purpose and scope of application

为规范关于认证资格的授予、拒绝、保持、更新、暂停、恢复或撤销认证或者扩大或缩小认证范围方面的工作而制定本规定。

These Provisions are formulated for the purpose of regulating the work on the granting, refusal, maintenance, renewal, suspension, resumption or withdrawal of certification or the expansion or reduction of the scope of certification.

本指导书适用于获证组织的认证资格及认证证书授予、拒绝、保持、更新、暂停、恢复或撤销认证或者扩大或缩小认证范围的工作。

This instruction is applicable to the granting, refusal, maintenance, renewal, suspension, resumption or withdrawal of certification or the expansion or reduction of the scope of certification of the certification organization's certification qualification and certification certificate.

## 2、职责

### 2. Responsibilities

2.1 技术部：负责对客户认证资格的授予、拒绝、保持、更新、暂停、恢复或撤销认证或者扩大或缩小认证范围做出评定。

2.1 Technical Department: responsible for assessing the granting, refusal, maintenance, renewal, suspension, resumption or revocation of certification or expansion or reduction of certification scope of the customer's certification qualification.

## 3、作业流程

### 3. Operation flow

#### 3.1 认证的授予、拒绝

##### 3.1 Grant and refusal of certification

###### 3.1.1 认证资格授予

###### 3.1.1.1 Qualification granting

技术部对申请组织的管理体系做出是否注册发证或换发新的认证证书的决定，并报法人代表签发认证证书。推荐发证的准则为：

The Technology Department shall make a decision on whether to register or issue a new certificate for the management system of the applicant organization, and report to the legal representative for issuance of the certificate. The criteria for recommending the issuance of certificates are:

未发现不符合项，可直接推荐发证；

If no nonconformities are found, certificate issuance can be directly recommended;

发现轻微不符合项，原则上由审核组长验证书面材料，下次现场审核时验证实际纠正效

	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-GK05
	<b>认证资格的授予、拒绝、保持、扩大、缩小、更新、暂停、恢复、撤销规定</b> <b>Provisions on granting, refusing, maintaining, expanding, reducing, renewing, suspending, resuming and revoking of certification qualification</b>	版本状态 Version status	A/2
		生效日期 Effective date	2026-01-01

果。如审核组长认为有必要到现场验证的，可经现场验证后推荐发证；

In case of minor nonconformities, the audit team leader shall verify the written materials in principle, and verify the actual correction effect in the next on-site audit. If the audit team leader thinks it is necessary to go to the site for verification, the audit team leader can recommend the issuance of certificates after on-site verification;

发现严重不符合项，应待申请组织采取纠正措施并经审核组现场跟踪验证确认后，推荐发证；

If serious nonconformities are found, the applicant organization shall take corrective measures and recommend the issuance of certificates after on-site follow-up verification and confirmation by the audit team;

一般情况下，认证决定人员不应推翻审核组不予推荐注册的结论。

In general, the certification decision maker should not override the audit team's decision not to recommend registration.

### 3.1.2 认证拒绝

#### 3.1.2 Rejection of certification

1) 当审核组提交的审核发现和审核结论不一致时，或提交的审核报告结论与事实严重不符合，影响审核有效性的，虽然审核组做出推荐的审核结论，但认证决定人员可作出拒绝批准的结论。并通过书面方式向客户作出说明。

1) When the audit findings submitted by the audit team are inconsistent with the audit conclusions, or the conclusions of the audit report submitted are seriously inconsistent with the facts, which affects the effectiveness of the audit, although the audit team makes the recommended audit conclusions, the certification decision personnel may make the conclusion of refusing to approve. And explain it to the customer in writing.

2) 当受审核方管理体系运行存在重大问题，包括弄虚作假、资质许可不满足法规要求等，或审核组开出其他严重不符合，审核组做出不予推荐的审核结论时，认证决定人员对此类审核档案审查并做出拒绝批准的结论。

2) When there are major problems in the operation of the management system of the auditee, including fraud, qualification license does not meet the requirements of laws and regulations, or the audit team issues other serious nonconformities, and the audit team makes an audit conclusion of not recommending, the certification decision personnel shall review such audit files and make a conclusion of not approving.

### 3.2 认证保持

#### 3.2 Certification maintenance

3. 2. 1 获证客户应始终遵守相关法律、法规和管理体系标准的要求，并遵守与机构所签订的认证协议的规定。

3.2.1 The certified customer shall always comply with the requirements of relevant laws, regulations and management system standards, as well as the provisions of the certification agreement signed with the organization.

3. 2. 2 在认证证书有效期内，获证客户应保持管理体系持续有效运行，监督审核应至少

	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-GK05
	认证资格的授予、拒绝、保持、扩大、缩小、 更新、暂停、恢复、撤销规定 Provisions on granting, refusing, maintaining, expanding, reducing, renewing, suspending, resuming and revoking of certification qualification	版本状态 Version status	A/2
	生效日期 Effective date	2026-01-01	

每个日历年进行一次，首次认证后第一次监督审核应在认证决定日期起 12 个月内实施，第二次年度监督审核与第一次监督审核不超过 12 个月。

3.2.2 Within the validity period of the certification certificate, the certified customer shall maintain the continuous and effective operation of the management system. The supervision audit shall be conducted at least once every calendar year. The first supervision audit after the first certification shall be carried out within 12 months from the date of the certification decision. The second annual supervision audit and the first supervision audit shall not exceed 12 months.

3.2.3 获证客户应确保不以误导的方式使用认证证书、认证标志、审核报告或其中的任何一部分。

3.2.4 The certified customer shall ensure that the certification certificate, certification mark, audit report or any part thereof is not used in a misleading manner.

3.2.5 获证客户的法律地位、组织机构、资源条件、生产规模等发生重大变化可能影响管理体系的运行时，应及时书面向市场部通报相关信息。市场部将对其进行评审，必要时将对获证客户追加审核频次或实施再认证，以确认这样的变更是否影响获证客户认证资格的保持。

3.2.6 In case of major changes in the legal status, organization, resource conditions and production scale of the certified customer that may affect the operation of the management system, the customer shall timely notify the Marketing Department of relevant information in writing. The Marketing Department will review it, and if necessary, it will increase the audit frequency or implement re-certification for the certified customers to confirm whether such changes affect the maintenance of the certification qualification of the certified customers.

### 3.3 认证扩大、缩小

#### 3.3 Expansion and reduction of certification

##### 3.3.1 扩大认证范围

###### 3.3.1.1 Expanding the scope of certification

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

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

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) The Operation Department shall arrange the audit team to carry out 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) 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，并报技术部批准后换发认证证书，并上报 CNCA 信息系统。

	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-GK05
	认证资格的授予、拒绝、保持、扩大、缩小、 更新、暂停、恢复、撤销规定 <b>Provisions on granting, refusing, maintaining, expanding, reducing, renewing, suspending, resuming and revoking of certification qualification</b>	版本状态 Version status	A/2
		生效日期 Effective date	2026-01-01

3) The conclusion of expanding the scope of certification shall be highlighted in the audit checklist and audit report, and shall be reported to the Technical Department for approval before the certification certificate is renewed and reported to the CNCA information system.

### 3. 3. 2 缩小认证范围

#### 3.3.2 Narrowing the scope of certification

1) 市场部对获证客户拟缩小认证范围的申请进行评审。

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

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) The Operation Department shall arrange the audit team to carry out 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) 正常监督审核发现下列情况，应作出缩小认证范围的决定：

3) If the following conditions are found in the normal supervision and audit, a decision shall be made to narrow the scope of certification:

- 认证证书描述的场所比获证客户实际经营活动范围大；

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

- 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；

-Part of the audit scope does not have a production site for some reason and cannot provide effective evidence for the operation of the system;

- 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。

-If certain parts of the scope of the customer's certification do not meet the certification requirements continuously or seriously, the agency will reduce the scope of the certification and exclude the parts that do not meet the requirements.

4) 在一体化管理体系中，如果缩小其中一个或多个管理体系标准/规范认证时，机构应调查由此产生的对于其他管理体系标准/规范认证的影响。

4) In the integrated management system, if the certification of one or more management system standards/specifications is reduced, the organization shall investigate the impact on the certification of other management system standards/specifications.

5) 缩小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，并最终报机构技术部评定，经技术部批准后换发认证证书，并上报 CNCA 信息系统。如获证客户的产品、过程发生了变化，需扩大或缩小认证范围。

5) The conclusion of narrowing the scope of certification shall be highlighted in the audit checklist and audit

	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-GK05
	<b>认证资格的授予、拒绝、保持、扩大、缩小、更新、暂停、恢复、撤销规定</b> <b>Provisions on granting, refusing, maintaining, expanding, reducing, renewing, suspending, resuming and revoking of certification qualification</b>	版本状态 Version status	A/2
		生效日期 Effective date	2026-01-01

report, and finally reported to the technical department of the organization for evaluation. After the approval of the technical department, the certification certificate shall be renewed and reported to the CNCA information system. If the product and process of the certified customer have changed, the scope of certification needs to be expanded or reduced.

### 3.4 认证暂停及恢复

#### 3.4 Suspension and resumption of certification

##### 3.4.1 认证暂停

###### 3.4.1.1 获证客户及其管理体系出现下列情况之一者，在调查核实后机构在 5 个工作日内将收回认证证书，暂停该组织对认证证书和标志的使用资格：

3.4.1.1 In case of any of the following circumstances of the certified customer and its management system, the organization will withdraw the certification certificate within 5 working days after investigation and verification, and suspend the qualification of the organization to use the certification certificate and mark:

- 1) 体系持续或严重不满足认证要求的，包括文件与实际业务运作严重脱离；
- 2) 不满足体系适用的法律法规要求，且未采取有效纠正措施的；
- 3) 受到获证的体系相关的行政处罚，且尚未完成整改的；
- 4) Major quality/environmental/occupational health and safety accidents occur, reflecting that there are major defects in the operation of the certified system of the organization;
- 5) Refusing to cooperate with the supervision and inspection of certification law enforcement by the market supervision department, or providing false materials or information;
- 6) 持有的与获证的体系范围有关的行政许可文件、资质证书、强制性认证证书等过期失效的；
- 7) The administrative licensing documents, qualification certificates and compulsory certification certificates related to the scope of the certified system are expired and invalid;
- 8) 不能按照规定的时间间隔接受监督审核的；
- 9) Fail to accept the supervision and audit according to the specified time interval;
- 10) 未按相关规定正确引用和宣传获得的认证证书和有关信息，包括认证证书和认证标志的使用；

	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-GK05
	认证资格的授予、拒绝、保持、扩大、缩小、 更新、暂停、恢复、撤销规定 Provisions on granting, refusing, maintaining, expanding, reducing, renewing, suspending, resuming and revoking of certification qualification	版本状态 Version status	A/2
	生效日期 Effective date	2026-01-01	

8) Failure to correctly quote and publicize the certification certificates and relevant information obtained in accordance with relevant regulations, including the use of certification certificates and certification marks;

9) 不承担、履行认证合同约定的责任和义务的（含未支付认证费）；

9) Those who do not undertake or perform the responsibilities and obligations stipulated in the certification contract (including unpaid certification fees);

10) 被有关行政监管部门责令停业整顿的；

10) Being ordered to suspend business for rectification by the relevant administrative supervision department;

11) 发生与获证的体系相关重大舆情的；

11) The occurrence of major public opinion related to the certified system;

12) 主动请求暂停的。

12) Take the initiative to request suspension.

13) 其他不符合机构的规定，影响其注册认证资格的有效保持的情况。

13) Other circumstances that do not conform to the regulations of the organization and affect the effective maintenance of its registration and certification qualification.

对被暂停使用认证证书和认证标志的获证客户，机构将以书面形式通知该组织，并告知机构对其恢复使用认证证书和标志的资格的要求和条件。

For the certified customers whose use of certification certificates and certification marks has been suspended, the agency will notify the organization in writing, and inform the agency of the requirements and conditions for their eligibility to resume the use of certification certificates and certification marks.

3.4.1.2 认证证书和标志暂停使用的期限从暂停之日起不超过 6 个月（通常 3 个月）。

3.4.1.2 The suspension period for the use of certification certificates and logos shall not exceed 6 months from the date of suspension (usually 3 months).

3.4.1.3 在暂停期间获证客户不得进行任何涉及获得机构认证资格内容的宣传。

3.4.1.3 During the suspension period, the certified customer shall not conduct any publicity related to the qualification of obtaining the certification of the organization.

3.4.1.4 对被暂停组织的整改情况将进行跟踪，经验证确认该组织在机构规定的期限内已采取有效的纠正措施，重新满足规定的要求和条件，机构将恢复其使用认证证书和标志的权利，重新发给该组织原认证证书。否则，将撤销其认证注册资格，终止其使用认证证书和标志的权利。

3.4.1.4 The rectification of the suspended organization shall be tracked. After verification, it is confirmed that the organization has taken effective corrective measures within the time limit specified by the organization and meets the specified requirements and conditions again. The organization shall restore its right to use the certification certificate and mark and re-issue the original certification certificate of the organization. Otherwise, its certification registration qualification will be revoked and its right to use certification certificates and marks will be terminated.

3.4.1.5 在一体化管理体系中，如果暂停其中一个或多个管理体系标准/规范认证时，机

	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-GK05
	认证资格的授予、拒绝、保持、扩大、缩小、 更新、暂停、恢复、撤销规定 Provisions on granting, refusing, maintaining, expanding, reducing, renewing, suspending, resuming and revoking of certification qualification	版本状态 Version status	A/2
		生效日期 Effective date	2026-01-01

构应调查由此产生的对其他管理体系标准/规范认证的影响。

3.4.1.5 In the integrated management system, if the certification of one or more management system standards/specifications is suspended, the organization shall investigate the resulting impact on the certification of other management system standards/specifications.

### 3.4.2 暂停证书的恢复

#### 3.4.2 Resumption of suspended certificates

1) 被暂停的获证组织如需申请恢复的，由运营部依据相关要求决定是否受理。如超出暂停期限，则不能受理恢复证书使用。

1) If a suspended certified organization needs to apply for restoration, the Operations Department shall decide whether to accept it based on relevant requirements. If the suspension period is exceeded, the resumption of certificate use cannot be accepted.

2) 认证客户因未按合同规定期限缴纳认证费而被暂停证书的，若在暂停之日起3个月内缴纳，并提出恢复申请的，可以直接予以恢复证书使用；

2) If the certificate is suspended due to the certification client's failure to pay the certification fee within the time limit specified in the contract, the certificate can be directly restored if the payment is made within 3 months from the date of suspension and the application for restoration is submitted;

3) 如果认证客户因不能在规定的时间间隔内接受监督审核而被暂停证书使用的，需要通过现场审核才能决定是否可以恢复，审核过程中发现的问题采取纠正措施的完成时间应在暂停之日起6个月内（通常3个月内）。如果现场审核是在暂停之日起3个月后实施，需增加的审核人天详见《审核时间管理程序》相关内容，根据增加审核深度和抽样量来决定。

3) If the certification client's certificate usage is suspended due to the inability to undergo supervision and audit within the specified time interval, on-site audit is required to determine whether it can be restored. The completion time for corrective measures to be taken for problems discovered during the audit process should be within 6 months from the date of suspension (usually within 3 months). If the on-site audit is implemented 3 months after the suspension date, the additional audit personnel days required can be found in the relevant content of the "Audit Time Management Procedure", and will be determined based on the increased audit depth and sampling size.

4) 如在监督审核、其他监督活动、再认证审核以及处理投诉，或认证认可监督管理部门监督检查时的反馈等中发现严重不符合而被暂停证书的，而且这种严重不符合情形需要现场验证的，需经现场验证合格后方可恢复。

4) If the certificate is suspended due to serious nonconformity found in the supervision audit, other supervision activities, re-certification audit and complaint handling, or the feedback from the supervision and inspection of the certification and accreditation supervision and management department, and such serious nonconformity requires on-site verification, it can be restored only after passing the on-site verification.

5) 如未按期提交审核不符合项纠正措施而被暂停的获证组织，在暂停期间内纠正措施经验证有效的可恢复使用认证证书。

	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-GK05
	认证资格的授予、拒绝、保持、扩大、缩小、 更新、暂停、恢复、撤销规定 Provisions on granting, refusing, maintaining, expanding, reducing, renewing, suspending, resuming and revoking of certification qualification	版本状态 Version status	A/2
	生效日期 Effective date	2026-01-01	

5) If the certification organization is suspended due to failure to submit corrective measures for nonconformities on time, the certification certificate can be resumed if the corrective measures are verified to be effective during the suspension period.

### 3.5 认证撤销

#### 3.5 Revocation of certification

3.5.1 获证客户或其管理体系有下列情况之一的，在调查核实后机构在 5 个工作日内将撤销其注册认证资格：

3.5.1 If the certified customer or its management system has one of the following circumstances, the organization will revoke its registration and certification qualification within 5 working days after investigation and verification:

- 1) 被注销或撤销法律地位证明文件的；  
1) The certification document of legal status is cancelled or revoked;
- 2) 被“国家企业信用信息公示系统”和“信用中国”列入严重违法失信名单的；  
2) Those listed in the list of serious violations of law and dishonesty by the "National Enterprise Credit Information Publicity System" and "Credit China";
- 3) 认证证书的暂停期限已满，但导致暂停的问题未得到解决或有效纠正的；  
3) The suspension period of the certification certificate has expired, but the problem causing the suspension has not been solved or effectively corrected;
- 4) 经行政监管部门确认因获证组织违规而造成产品和服务等重大质量/环境/职业健康安全/信息安全事故的；  
4) Major quality/environment/occupational health and safety/information safety accidents of products and services caused by the violation of the certified organization confirmed by the administrative supervision department;
- 5) 获证体系没有运行或者已不具备运行条件的；  
5) The certified system does not operate or does not have the operating conditions;
- 6) 组织有转让认证证书或认证标志的行为。  
6) The organization has the act of transferring the certification certificate or certification mark.

3.5.2 对被撤销认证资格的单位，机构将以书面形式通知该组织，收回其所有认证文件，终止其使用认证证书和标志的权利，并在机构公开的获证客户名录中删除该组织相应管理体系的注册信息资料，并在机构网站上同步更新证书撤销信息。

3.5.2 For the unit whose certification qualification has been revoked, the organization will notify the organization in writing, withdraw all its certification documents, terminate its right to use the certification certificate and mark, delete the registration information of the corresponding management system of the organization in the list of certified customers published by the organization, and update the certificate revocation information synchronously on the website of the organization.

3.5.3 撤销后的认证证书编号将不再被使用，被撤销注册认证资格的组织不得再进行任

	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-GK05
	认证资格的授予、拒绝、保持、扩大、缩小、 更新、暂停、恢复、撤销规定 Provisions on granting, refusing, maintaining, expanding, reducing, renewing, suspending, resuming and revoking of certification qualification	版本状态 Version status	A/2
		生效日期 Effective date	2026-01-01

何涉及获得机构认证注册相关内容的宣传。

3.5.3 The revoked certificate number will no longer be used, and the organization whose registration and certification qualification has been revoked shall not carry out any publicity related to the registration of the organization.

3.5.4 对于被撤销注册认证资格的组织，再次认证时须按首次认证的审核流程实施。

3.5.4 For organizations whose registration and certification qualifications have been revoked, the re-certification shall be carried out according to the audit process of the first certification.

3.5.5 暂停或撤销认证证书在机构网站上公布相关信息，同时按《认证机构信息通报程序》报国家认监委。

3.5.5 Suspend or revoke the certification certificate, publish relevant information on the website of the institution, and report to the CNCA in accordance with the Information Notification Procedures for Certification Institutions.

3.5.6 在一体化管理体系中，如果撤销其中一个或多个管理体系标准/规范认证时，机构应调查由此产生的对于其他管理体系标准/规范认证的影响。

3.5.6 In the integrated management system, if one or more management system standards/specifications are withdrawn, the organization shall investigate the impact on the certification of other management system standards/specifications.

### 3.6 认证注销

#### 3.6 Certification cancellation

获证组织主动申请不再保持认证证书时，乙方确认不存在暂停或撤销情形后，注销其认证证书。

When the certificated organization applies for no longer maintaining the certification certificate, Party B shall cancel the certification certificate after confirming that there is no suspension or revocation.

3.6.2 对被注销认证资格的获证客户，机构将以书面形式通知该组织，收回其所有认证文件，终止其使用认证证书和标志的权利，并在机构公开的获证客户名录中删除该组织相应管理体系的注册信息资料。

3.6.2 For the certified customer whose certification qualification has been cancelled, the organization will notify the organization in writing, withdraw all its certification documents, terminate its right to use the certification certificate and mark, and delete the registration information of the organization's corresponding management system from the list of certified customers published by the organization.

3.6.3 注销后的认证证书编号将不再被使用，被注销注册认证资格的组织不得再进行任何涉及获得机构认证注册相关内容的宣传。

3.6.3 The cancelled certificate number will no longer be used, and the organization whose registration and certification qualification has been cancelled shall not carry out any publicity related to the registration of the organization.

### 3.7 更新

	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-GK05
	认证资格的授予、拒绝、保持、扩大、缩小、 更新、暂停、恢复、撤销规定 <b>Provisions on granting, refusing, maintaining, expanding, reducing, renewing, suspending, resuming and revoking of certification qualification</b>	版本状态 Version status	A/2
		生效日期 Effective date	2026-01-01

### 3.7 Update

当认证要求发生变更时（如标准升级换版），市场部及时将拟更改的认证要求通知各获证客户。运营部将组织验证每个获证客户在规定的时间内对其程序实施了必要的调整，对满足规定要求的客户推荐换发证书。

When the certification requirements are changed (such as standard upgrade and version change), the Marketing Department shall timely inform the certified customers of the certification requirements to be changed. The Operation Department will organize to verify that each certified customer has made necessary adjustments to its procedures within the specified time, and recommend the renewal of certificates for customers who meet the specified requirements.