**Information notification system of certified organizaions**

1. **Purpose and scope of application**
   1. This system stipulates the basic requirements for certified organizations to regularly inform Shandong Chuangan Testing & Certification Group Co.. Ltd. (CATC for short) and provide relevant information for CATC's supervision.
   2. This system is applicable to the management of all organizations certified and registered by the company.
2. **Notification method**

The daily information notification shall be quarterly (quarterly report). and the changes in the management system shall be reported to the Marketing Department of the Certification company.

* 1. Quarterly reports are delivered in the form of documents or electronic media.
  2. The quarterly report shall be submitted to the company before the end of the last month of each quarter (March. June. September and December).
  3. The quarterly report shall be issued by the management representative of the certified organization.

1. **Quarterly report content**
2. Legal status. production and operation status. organizational status or ownership change; Changes in compulsory certification or other qualification certificates obtained;
3. Changes in organization. legal representative and management (such as key management. decision-making or technical personnel);
4. Contact address and workplace change of production. operation or service;
5. Changes in the scope of operation covered by the certified management system;
6. Major changes in management system and process;
7. Accept the product spot checks and results of provincial/national quality supervision departments; Pollutant discharge spot check and results; Safety production/occupational disease spot check and results.
8. Major complaints from customers and interested parties;
9. Change information in other aspects (including other important circumstances that affect the operation of the management system due to changes in the implemented laws and regulations or mandatory product standards. etc.).
10. **Management requirements**
    1. Licensed organizations need to fill in the quarterly report of information of licensed organizations realistically and report the changes to the company every quarter (no change is required).
    2. In case of major accidents related to certification (such as product quality accidents. environmental accidents. occupational health and safety accidents and food safety accidents. etc.). the certified organization shall report the accident situation and the measures it has taken/intends to take to the company in writing within 5 working days from the date of the accident.
    3. When the certified organization has major complaint information (such as media exposure) or major accidents. the company will investigate and verify. and send a non-routine supervision and audit team when necessary. After investigation and verification. it will make a decision to suspend/cancel the certification registration and announce it in the relevant media.
    4. If the report is not timely or true. and there are changes that are not reported. once found during the annual supervision. the company will suspend the use of the certification certificate until the certification certificate is revoked according to the specific circumstances.
11. **attachment**

**Quarterly report of certified organization information**

Certified organization **(seal)**

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| Changes in the organization system and related information (please tick "√" in the corresponding item and attach a note). | | |
| 1. Changes of legal representative. factory director/general manager and management representative. etc. | □ | Description (with corresponding serial number): |
| 2. Legal status. business status. organizational status or ownership change. | □ |
| 3. Changes in compulsory certification or other qualification certificates obtained. | □ |
| 4. Contact address and workplace change of production. operation or service. | □ |
| 5. The certification certificate covers the change of product/service/business scope. | □ |
| 6. Accept provincial/national supervision and spot checks and results. | □ |
| 7. Major changes in management system and process (such as document conversion) | □ |
| 8. Major complaints from customers and related parties | □ |
| 9. Change information in other aspects (including changes in implemented laws. regulations or mandatory standards. and other important circumstances that affect the operation of the management system. etc.) | □ |

**Name of reporting unit: Tel:**

**Filed by: Management Representative: Date:**

Note: There is no change in the above situation. so it is not necessary to feed back to the company.