

# Steps of product certification procedure carried out by Hungarian Standards Institution

## 1. Certification procedure

The certification procedure certifies if the product meets the requirements of the relevant standard and if the quality management system applied in course of the manufacture of the product guarantees the constant quality.

The steps of the procedures are as follows:

- In course of preliminary review of the certification claim MSZT examines the requirements regarding the product. MSZT informs the applicant on the requirements of certification, the rights of the applicant and obligations of the applicant having certified product. If there is no eligible product standard for the given product, then MSZT prepares the system of requirements on the applicant's request.
- **At the on-site audit** the auditor and the technical expert examine the applicant's manufacturing and quality management system in order to determine that if the manufacturing and quality management regulations, activities are suitable for the continual manufacture of the product meeting the requirements on the same level. The experiences of on-site audit are evaluated on the closing meeting, the non-conformities are recorded and decision is made on the necessity of additional audit. A written report is made on the on-site audit that is sent to the applicant by MSZT.
- **The designated body** carries out the test on the samples taken in course of the on-site audit according to the requirements regarding the product. The applicant and/or the testing body submit the testing documents to the MSZT.
- **The testing documents** are assessed by the technical experts of MSZT examining if the testing results meet the requirements of the relevant product standard. A report is made in which the conformity to the requirements is recorded or if additional tests are necessary. MSZT sends the report to the applicant.
- Granting of **the certificate** on the basis of the evaluation of the documentation and the report of on-site audit for the proposal of Product Certification Committee consisting of independent persons. The issue of the certificate and certification mark is published in Standards Journal, the official gazette of MSZT and the product is recorded into the register of certified product.

## 2. Surveillance audit

A successful surveillance audit is the condition for the maintenance of the validity of a certificate. Within the 3-year validity of the certificate MSZT holds annual surveillance audit that includes the evaluation of the testing results of the product and the review of the quality management system of the company.

## 3. Certificate renewal procedure

When the certificate expires the company may ask for the renewal of the certificate. If the product continues to meet the requirements of the relevant product standard and the manufacturer effectively applies its quality management system a new certificate will be issued with a 3-year validity.