

Objective

It defines the principle and procedures of conformity examinations by IEP according to Turkish Standards, EN Standards and Technical specifications.

Scope

It covers the examinations and tests defined in Examination and Tests FR 75 form of IEP Certification Center.

Liability

IEP Examination Test and Certification Manager, Certification Commission, Management Representative and Test Unit Supervisor.

Related Documents

Procedure of Control of the Records	PR – 02
Procedure of Corrective Actions	PR – 05
Procedure of Preventive Action	PR – 06
Procedure of Assessment of Objections and Complaints	PR – 09
Procedure of Safety and Security in Examination Activities	PR – 11
Conformity in Examination and Test Process	PL - 07
Reports of Examination and Test / Inspection	Forms listed in LST – 05
Form of Internal Memo	FR - 05
Form of Test Demand	FR - 12
Form of Examination Test and Application	FR - 13
Agreement of Examination and Test (Signed between service receiving establishment)	FR - 14
Rate Card of Examination Test and Certification	FR - 15
Complaint Form of Examination and Test	FR - 16
Form of Document Tracking 17020	FR - 55
Test Report	FR – 59
Additional reports (Correction / Add / Change)	FR – 90

Abbreviations and Descriptions

- IEP Uluslar Arası Enerji Petrol Gözetim , Sertifikasyon Ve Teknik Hizmetler Organizasyonu Tic. Ltd. Şti. (IEP International Energy Petroleum Supervision Certification and Technical Services Org. Inc. Co.): IEP Certification Center
- Applicant (Establishment): Natural or legal person applying to IEP for examination test and certification by undertaking the liabilities IEP proposed.
- Document Owner (Establishment): Natural or legal person entitled to get examination and test certificate on the services pursuant to the attested technical criteria on the related directive and/or standard after performing the liabilities IEP proposed.
- Agreement: The contract signed between IEP and applicant to give the right to use IEP – ATEX brand (Agreement of Examination Certification)
- Regulation: ATEX Directives (Guidelines)
- Report: The document given as a result of examination test

- Document: The document drawn up according to the examination test and certification processes as a part of this instruction and IEP quality system.
- Special Inspection: The inspection made to give document/report to the applicant establishment upon the special request.
- Expert of inspection or examination: The person(s) appointed to make the required inspections and to report inspection or examination test results within the scope of this instruction principles according to ATEX Directives, Turkish Standards, EN Standards and regulation, in the premises of the establishments.
- Expert deciding on examination test and certification: The person who decides in the way to maintain objectivity, independency and transparency principles on the evaluation results of inspection expert and is appointed by Test Unit Supervisor, works within the body of IEP and has knowledge and experience on examination test and certification services. This expert who decided on examination test and certification evaluates technical issues and makes the final decision of inspection and examination test and certification application, after receiving the evaluation and application reports from examination test and certification units, within the principles of this instruction.

Application

A – Terms of Application and Acceptance

After the application with form of test demand Fr 12 or Application Form of Examination Test and Certification Fr 13, the application is recorded with Form of Incoming/Outgoing Document (FR – 06). Feasibility is evaluated according to accreditation context.

According to Rate Card of Examination Test and Certification (FR – 15), an offer is made to the company. After the offer and approval, Agreement of Examination Test and Certification is entered into by and between the parties (FR – 14).

Mutual agreement is reached about test date and practices (including preparing the samples). Related Specifications, Standard, Regulations, Phone/Email are confirmed in written form. If needed, external laboratory support is taken.

B – Applied Operations

B.1 - Operation of Examination Test and Conformity

After the acceptance of the application in the scope of this instruction, according to related Regulation, EN / Turkish Standards / Criteria, examination test and conformity evaluation is made by expert of evaluation or examination test. A copy of form of test demand / application form of Examination Test and Certification is handed to the concerned personnel.

On Examination and Test Reports / Inspection Reports, the personnel:

Records the observations and data during examination process (examination plan, name lists, hand write records, possible environmental circumstances etc.) by defining the time.

The process concerning this issue requires examination test of the product on site and inspection or examination test of the establishment.

The samples are examined and tested in the laboratories entered into Subcontractor and Laboratory Agreement.

List of Suppliers (LST 08)

The tests are done according to the instructions defined in FR 75.

Instruction No	Equipment Name	Sensitivity	Measuring Range
TA-05	Digital Light, Temperature, Moisture, Voice Measuring Device	± 0,5-1lux ± 0.1-1 °C ± 0,1 ± 0,1db	0.01 - 20.000 lux 20 - 750 °C %25 - %95 35 - 100 db 35 - 130 db
TA-10	Ultrasonic Distance Measuring Device	± 0,1	0,5-16 m
TA-11	Digital Caliper	0,01 mm	0 – 150 mm
TA-06	Digital Air Flow Meter and Temperature Measuring Device	± 0,01 m/sec	0 - 30.00 m/sec
TA-07	Analog Earthling and AC,V Measuring Device	±0,2 Ω ± 1 V	0 - 10 Ω 0 - 30 V AC
TA-24	Digital Isolation Test Device	± %1	(250,500,1000) V.DC 0-200 M Ω
TA-09	High Voltage Test Device	10 v	0-5000 Kv 0-20 mA Short Circuit
TA-12	Gas Detector Device	1ppm	0-20.000 PPM, 0 - % 40
TA-23	Digital Earthling Test Device	0,001 v	5,000 V
TA-13	Tape Measure 50 m	± 1 mm	0-50 m
TA-08	Tape Measure 50 cm.	± 0,2 mm	0-50 mm 20 inch
TA-15	Cover Measuring Device	±1 micron	0-1250 micron
TA-16	Tensile Testing Device	± 0,05 kg	0-300 kg
TA-21	Barometer	± 0,5 Bar	0-400 bar
TA-22	Pressure-Vacuum Gauge	± 5 m Bar	7000 m bar
TA-14	Digital Multimeter Power , Current , Voltage	± 0,01 kW ± 0,1 A ± 0,1 V	0-100 kW 0- 1000 A 0-600 V
TA-36	Thermal Camera Testing Device	± 0,01 C	-40C ÷ +120 C 0 C ÷ 500 C
TA-37	Power Analyzer Device	± % 0,5 ± % 0,1 A % 1	0-600 V 0,1A - 5000 Amp 0-400 Hz

B.2 - Evaluation

Experts of inspection or examination test hand in the report showing the inspection or examination test has been made on site by defining the result of the evaluation to Examination Unit Supervisor / IEP Examination Test and Certification Manager. Examination Unit Supervisor / IEP Examination Test and Certification Manager verifies if the examination process has been made according to the defined conditions, and controls all of the calculations and data transfers. If needed, transfers the folder to Commission according to the quality plans. During control and verifying process, in addition to inspection – examination – test reports, Form of Test Demand / Application Form of Examination Test and Certification are also controlled. It is controlled if the processes are pursuant to the demand and terms. According to the decision, process is continued.

The reports prepared as a result of tests (FR 59) are controlled. Report Number Tracking Chart is also recorded (FR 12).

B.3 – Preparing reports – Using them in the conformity evaluation or sending to the demanding company

Conformity examination report is prepared and sent to the demanding company with a cover letter and invoice.

Also conformity examination report is added to the folder after evaluation for information purpose.

B.4 – Customer Complaints

In the event of complaint to IEP about the service IEP renders, conformity examination is repeated under company escort.

This procedures are followed according to Procedure of Objection and Complaint Evaluation.

C – Financial Issues

C.1 – Defining Prices and Paying

The prices defined in this instructions are determined and approved and come into force by IEP Management. The prices are actualized according to the defined amount. IEP keeps the right to change “**Rate Card of Examination Test and Certification**” which defines financial issues without prior notice or notification.

C.2 – Advance Payment of Conformity Examination Test Expenses

Advance payment is taken offsetting from the expenses related to examination test services from the applicant establishment demanding examination test.

After the completion of examination test processes, if advance payment of examination test cost is lesser than invoice amount, increasing quantity is returned to the applicant establishment upon the request. If advance payment of examination test cost is higher than invoice amount, the difference between the costs is collected from applicant establishment.

C.3 – Travelling expenses and accommodation costs of inspection expert(s)

Total amount of the expenses of travel, accommodation of experts sent to the establishment for inspection and examination is actualized cash.

C.4 – Unpaid Costs

The parties receiving examination service is liable to pay the actualized invoices in 30 (thirty) days. Unless the service invoice is paid, examination test and certification process is not completed, document/report is not hand in to establishment.

The debt related to the unpaid invoices of applicant is to be paid with imposed late fee. Interest rate is the interest rate determined for the establishments collecting the debts according to Law on Procedures of Collection of Public Receivables number 6183 and defined with bylaw according to the same law Article 51.

Financial issues related to examination test is defines with “**Rate Card of Examination Test and Certification**”.

C.5 – Way to Pay

Applicant establishment can invest the invoice amount to IEP in return to receipt. Except this, payment can be made through IEP accounts in the banks.

C.6 – Pricing in the event of withdrawal of service demand

In the event of withdrawal of service demand during any phase of examination test conformity, the expenses related to the services until the notification of this issue to IEP Examination Test and Certification Center is actualized to applicant establishment.

The invoices of the received services actualized to the establishment are paid by the establishment.

D – General Provisions**D.1 – General Rules**

Applicant establishments are deemed to have accepted the provisions of this instruction wholly. In the event of controversy, in addition to the courts and enforcement office defined in the agreement, Izmir Court and Enforcement Offices are also authorized.

IEP develops and implements the precautions and procedures required for the control and inspection of the service given. To guarantee the reliability and prestige of the examination test activities, IEP keeps the right to apply new processes needed and to constitute additional precautions.

IEP has all of the copyrights of examination test documents used in examination test procedures and prepared by IEP and these documents can not be copied or manipulated partially or wholly.

Written notice to the address is deemed to have been made to the establishment. The announcements in any publishing media or on IEP web page stand for written notice to the address.

D.2 – Safety and Security of Examination Processes

It is explained on the Procedure of Safety and Security of Examination Processes.

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