

Objective

Regulation procedure and principles of the analysis on the services of the establishments made by IEP according to Turkish Standards and/or EN Standards within the scope of ATEX Directives and the certificates given as a result of the examination test and using these certificates.

Scope

It covers the activities of IEP Certification Center in the fields of,

- Assessment and Approval of Project Conformity of Dangerous Areas within the scope of 2014/34/EU ATEX
- Control of Facility Conformity within the scope of ATEX 137 (99/92 EC) Directive
- Examinations and Tests (Defined in the scope)

Liability

IEP Examination Test and Certification Manager, Certification Commission, Management Representative, Examination 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
Quality Plan – Examination and Tests	PL – 07
Quality Plan – Instruction of Project Assessment	PL - 17
Quality Plan – ATEX 137 Risk Assessment Examination	PL – 13
Reports of Examination and Test / Analysis	Forms listed in LST – 05
Form of Internal Memo	FR - 05
Form of Test Demand	FR - 12
Application Form of Examination Test and Certification	FR - 13
Agreement of Examination Certification (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
Form of Risk Assessment Examination	FR – 41
Application Form of Project Analysis and Risk Assessment	FR – 27
Project Analysis Report	FR – 28
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.
- Certificate 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 Directive (Regulation)
- Report: The document given as a result of examination test
- Project analysis: The analysis of the project according to the related standards upon the special request of applicant establishment.
- Expert of analysis or examination: The person(s) appointed to make the required analysis and to report analysis or examination test results within the scope of this instruction principle 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 analysis 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 analysis 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 Approval

Establishments apply with Application form / Form of test demand or demand petition.

Demanded documents regarding the application type during the application process are stated in the Examination test and Certification Form. Other documents are demanded according to the application scope.

Application form is signed by the authority of the establishment or the authorized representative.

Establishment that hands in the application form to the analysis or examination test and certification unit after signature is deemed to have accepted the terms of this instruction.

If the applicant establishment is founded on the grounds of production place, the application is accepted.

For the approval of the application, advance payment should be made, only the applications with advance payment are put into process, missing documents can be completed during analysis or examination test.

The fields of service of Service / Facility analysis or examination test and certification units are explained on www.iep.com.tr.

Feasibility of the applications are examined by examination and test unit supervisor according to accreditation scope and approved on Application/Demand Form.

Service flow is explained on the plans drawn up for each activity.

B - Applied Operations

B.1 – Risk Analysis or Examination Test

It is analysis made by expert of evaluation or examination test, after the acceptance of the application in the scope of this instruction, according to related Regulation, EN / Turkish Standards / Criteria. A

copy of Application Form of Project Analysis and Risk Assessment is handed to the concerned personnel.

The personnel record the observations and data during examination process (examination plan, name lists, hand write records, possible environmental circumstances etc.) on related Analysis Reports by defining the time.

The process related to these operations requires examination test of the product and the facility.

- **Project Evaluation:** Evaluation of Application Form of Project Analysis and Risk Assessment or the project sent attached to petition according to the related standard made in the office environment. If the establishment also requests on site evaluation, it is considered. It is obligatory to send at least 2 (two) projects.

B.2 - Assessment

-Risk Assessment: Expert(s) of analysis or examination test hands in the report evaluation showing that there has been analysis or examination on site of production, to Examination Unit Supervisor / IEP Examination Test and Certification Manager. Examination Unit Supervisor / IEP Examination Test and Certification Manager verify if the examination process has been made according to the defined conditions, and controls all of the calculations and data transfers.

-Project Assessment: At the end of analysis, negativities are defined on the project. The negativities are defined on the cover letter. If appropriate, the project is approved. If on site analysis is requested, the facility where the project is placed is analyzed. At the end of the project conformity assessment, evaluation paper is written on the project and Project Analysis Report.

B.3 – Negativity on Analysis

The inadequacies emerged in consequence of analysis can be as negativities determined in forms of applications or physical conditions.

The analysis result, which has been made for risk assessment according to related regulation within the scope of ATEX 137, is detailed on the analysis report and sent to the establishment.

Negativities on the projects: The negativities detected as a result of examination are defined with the statements written on the project and the project is sent to the establishment with a cover letter without approval. After the corrections and reassessment with cover letter, if the assessment result is appropriate, the project is approved and sent to the establishment. One copy is kept by IEP.

D – Rights and Liabilities of the Establishment which Demands Assessment

D.1 - Liabilities to IEP

Establishment is liable to provide all of the documents and information requested by IEP true, complete and accurate, to submit the records and documents related to these, to provide convenience on certification process.

The establishment is liable to accept the declaration and commitments of the establishment representing it as its own declaration and commitments, on examination test and certification activities and on the correspondence with IEP Certification Center.

The establishment has to provide the documents of analysis or examination test, entrance to all indoor and outdoor places, all of the records, all of the personnel and customer records within the scope of analysis or examination test, to analysis or examination test expert.

The establishment is liable to provide transportation to analysis or examination test expert on request of IEP Certification Center.

The establishment is liable to pay the costs accrued to its name about the services within the scope of this instruction.

D.2 - Liabilities of Examination Test and Certification Units

The liabilities of IEP Certification Center are limited with the proceedings applied.

IEP Certification Center treats to the service receiving establishment in principles of independency, objectivity, equal treatment, honesty, transparency, secrecy. It renders service according to this instruction and quality system and ethical principles shaped in the frame of this rules.

IEP Certification Center complies with secrecy principle about the documents and information gathered during examination test and certification service, from the service rendering establishment.

IEP Certification Center does not give any information to third parties without written permit of the establishment, except the information and document requests of competent authorities and legal authorities according to the agreement and legal acts.

E - Financial Issues

E.1 - Defining Prices and Paying

The prices defined in these 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.

E.2 – Advance Payment of Analysis

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

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.

E.3 – Cost of Project Analysis

It is the cost accrues cash for each project.

E.4 – Cost of Technical Services

It is the cost accrued cash for the analysis performed in the establishments.

E.5 - Travelling expenses and accommodation costs of analysis expert(s)

It is the total amount of the expenses of travel and accommodation of experts sent to the establishment for analysis and examination, which is accrued cash.

E.6 – Cost of Special Analysis

It is the cost accrued cash in return of the requests of special analysis or examination tests.

E.7 - Unpaid Costs

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”.

E.8 - 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.

E.9 - 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.

F - General Provisions

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 has all of the copyrights of any document 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.

H – Safety and Security of Examination Processes

They are explained on the Procedure of Safety and Security of Examination Processes.

PREPARED BY
Examination and Test
Unit Supervisor

SIGNATORY
IEP Examination Test and
Certification Manager