



苏州莱标标准认证有限公司  
Suzhou LQA Standard Certification Co., Ltd.

注册暂停、撤销或注销控制程序  
SOP for Suspending, withdrawing or cancelling certification

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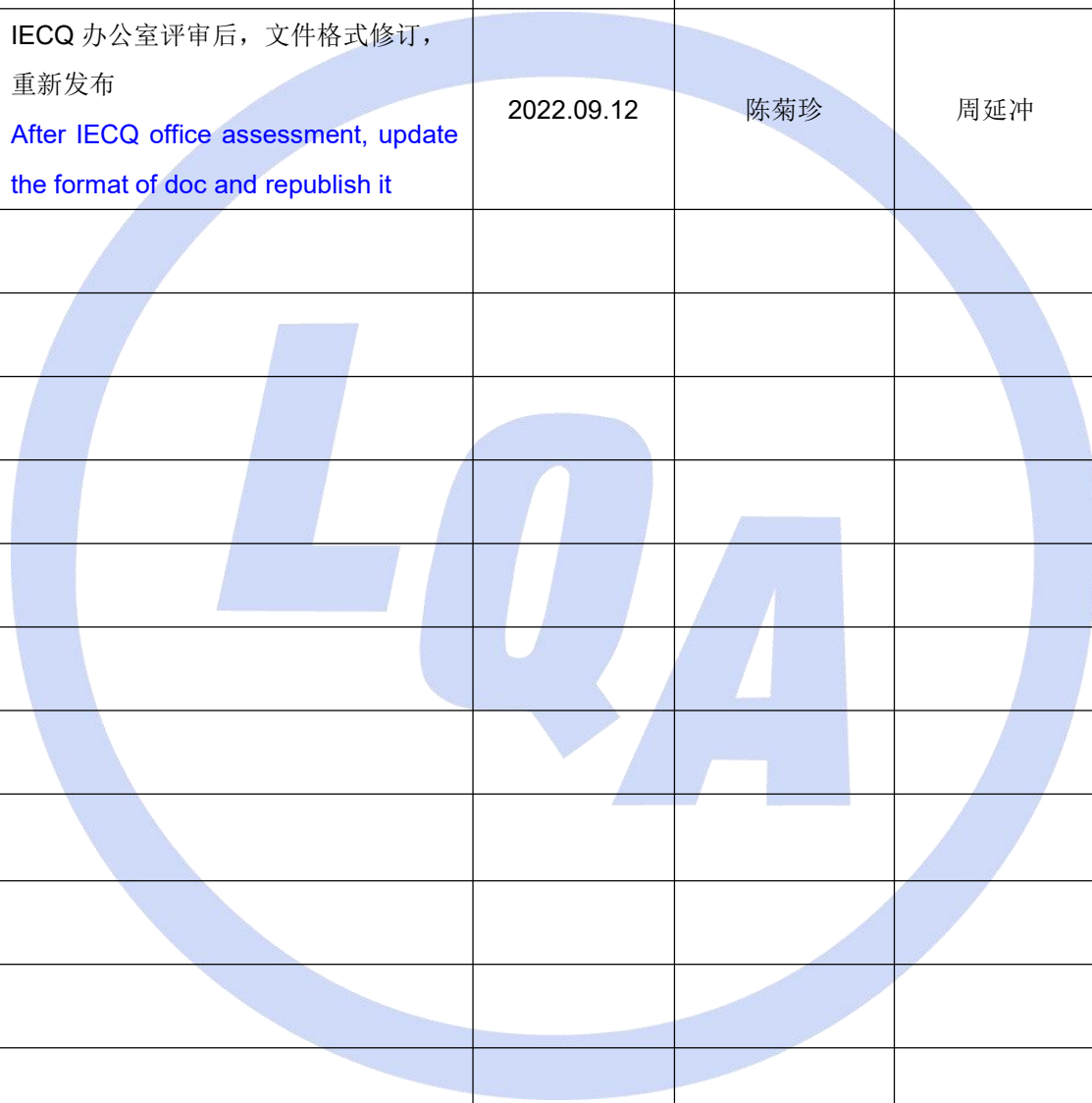
# 注册暂停、撤销或注销 控制程序

SOP for Suspending, withdrawing or cancelling certification

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A0	首版发布 First Published	2016-3-1	夏守艳	李惠、周延冲	
B1	增加 CNAS 认可相关要求	2021.1.10	黄宏量	夏劼清	
B2	增加 IECQ 对证书暂停、撤销的要求 翻译英文	2021.1.10	黄宏量	夏劼清	
C0	IECQ 办公室评审后, 文件格式修订, 重新发布 After IECQ office assessment, update the format of doc and republish it	2022.09.12	陈菊珍	周延冲	



## 1 目的 Purpose:

规定客户认证注册的暂停, 撤销和注销

Establish a procedure to manage the Suspension or Cancellation or withdrawal of certificate

## 2 范围 Scope:

适用于 LQA 所有注册组织。

This procedure is applied to all organization who hold a certificate from LQA

## 3 职责 Duties:

3.1 除了注册的组织不能还清财政债务以外, 审核部要对不能按时监督、复评的组织采取暂停, 撤销和注销的措施; 技术委员会要对监督审核过程中审核员“推荐不维持注册”采取撤销的措施。

3.1 Except that an organizations cannot payoff his financial debts, the audit Department shall suspend, cancel or withdraw the certificate if surveillance and re-certification cannot be conducted on time; the technical Committee shall take cancellation measures to "recommend not to maintain the registration" during the surveillance and audit process.

3.2 因客户未能履行财务要求, 财务经理通知审核部做出暂停和撤销的决定, 计划员负责通知客户。

3.2 Since the client fails to fulfill the financial requirements, Finance dept notifies Audit Dept to make the decision on Suspension or Cancellation, and the planner shall notify the client.

3.3 审核部经理批准暂停、撤销和注销的决定。

3.3 Audit dept shall review the decision about suspension, cancellation and cancellation.

3.4 LQA 审核员有责任完成监督审核推荐报告,并且在任何客户在监督审核过程中符合“推荐不维持注册”时与审核部经理进行电话沟通。

3.4 LQA auditor has the responsibility to notify the manager of audit dept about the suggestion about recommending not registration after completing the process of audit.

## 4 程序 Procedure:

LQA 的政策是在写书面通知前, 应加强与客户沟通以解决问题。尤其是:

LQA's policy is to strengthen communication with client to resolve problems before sending out a written notice, specially in following situations:

a) 任何被提出要撤销或暂停的组织, 都应该与审核部经理讨论, 根据计划员和注册组织的沟通后, 通过撤销或暂停通知书执行。

A) Any decision of suspension or withdrawal shall be reported to Audit Manager and executed by a

notice of withdrawal or suspension after a communication between the planner and the client.

b) 任何接收到的可能是由注册组织自由决定的注销通知, 计划员都要和注册组织的沟通后, 通过审核部经理的批准后实施。

Any written notice about requesting cancellation from client shall be communicated and confirmed by the planner and implemented after the approval from audit dept manager.

#### 4.1 暂停 suspension:

4.1.1 暂停是决定撤销或取消注册的临时措施, 暂停周期不得超过 6 个月。IECQ HSPM 证书暂停周期不超过 1 个月。

The suspension is a temporary measure before decided to withdrawal or cancellation of certificate, and the suspension period shall not exceed six months. The suspension period of IECQ HSPM certificate shall not exceed one month.

4.1.2 在以下情况下, LQA 有权对注册组织决定暂停:

4.1.2 LQA own the right to suspend a certificate which is issued to client in following cases :

a. 组织的重大变更, 如: 所有权, 活动的中断等;

Major changes to the organization, such as: ownership, shutdown of scope of activities, etc.;

b. 客户的获证管理体系持续地或严重地不满足认证要求, 包含对管理体系有效性的要求;

Client management system no longer complies with the certification requirements, including the effectiveness of the management system;

c. 获证客户不按要求的频次实施监督或再认证审核;

Client does not conduct supervision or re-certification audit within the required timeline;

d. 获证客户主动请求暂停。

D. the holder requests cancellation or suspension;

e. 组织误导方式使用标志、符号、注册或注册文件。并未按要求按时改正 (2 周内);

It is used in a misleading way that certificate signs, symbols, registration and certificate, client fails to take corrective action in this respect within 2 weeks

f. 组织与 LQA 产生财政债务;

There is non-payment of outstanding fees

g. 证书被错误的使用

it has been issued in error;

H. 任何公然违反合同或认证规则;

Any flagrant violation of the certification contract or certification rules;

注意: LQA 的政策是:

Note: LQA's policies are:

a. 如果在规定的监审间隔内, 未执行监督审核, 组织的注册可能被暂停。不可抗力 (比如自然灾害) 可能能保证其延期, 但是如果因为繁忙或者其他的商务原因则不能延期;

a. The certificate of Client may be suspended if the Surveillance audit is not conducted within the

prescribed interval. Force majeure factors (such as natural disasters) may cause the delay, but it shall not be delayed due to busy or other business reasons;

b.在暂停期间,客户的管理体系认证暂时无效,认证机构应与其客户做出具有强制实施力的安排,以确保暂停期间避免客户继续宣传认证资格。认证机构应使认证资格的暂停信息可公开获取,并采取其认为适当的任何其他措施。

b. During suspension period, the certification is temporarily invalid, and LQA will make a mandatory arrangements to ensure that client discontinues to publicize the certificate during this period. LQA will make the suspension information publicly available and take any further action as appropriate.

c.如果客户未能在认证机构规定的时限内解决造成暂停的问题,认证机构应撤销其认证证书;

c. If client fails to solve the problem caused by the suspension within the time limit set by LQA, LQA shall Cancellation its certificate;

4.1.3 LQA 在五天内要以书面形式通知组织。在暂停期间允许注册的组织保留证书。

4.1.3 LQA shall notify the client in writing notice within five days. Client are allowed to retain the certificate.

4.1.4 组织如能成功改正造成 LQA 使其暂停注册的不符合项, LQA 将复原其注册并通知组织。

4.1.4 When Client successfully correct the outstanding issues which cause the suspension of certificate, LQA shall renew its status of certificate and notify client.

## 4.2 撤销 withdrawal:

4.2.1 若组织属于 4.1.2 中所列的任何一种情况, LQA 有权撤销其注册。撤销之前应先执行暂停。

4.2.1 LQA shall withdrawal the certificate when client fails under any of the circumstances listed above in 4.1.2. The suspension shall be executed before withdrawal.

4.2.2 被 LQA 撤销的已注册组织必须立即停止使用 LQA 的标志及任何其已注册的相关之物,其中包括在组织广告等方面标志的使用。

4.2.2 Once the certificate is withdraw, Client shall immediately stop using the logo of LQA and any related objects in any Information materials, including certificate, IECQ Logo, etc.

4.2.3 LQA 要以书面形式通知组织其撤销或注销的公告。

4.2.3 LQA shall notify client in writing of its cancellation or withdrawal

4.2.4 LQA 将要求组织退还证书。

4.2.4 LQA will require Client to return the paper certificate.

4.2.5 撤销将致使组织重新执行全套注册步骤。

4.2.5 Withdrawal will cause the Client to resume another whole registration process when client resumes the certification activity.

4.2.6 IECQ 证书的撤销或取消状态是永久, 不变更, 不得恢复,

The Withdrawal or cancellation of an IECQ certificate is considered as a permanent change of status and shall not be reinstated.

#### 4.3 注销 Cancellation

4.3.1 组织可以随时要求注销, 并提交书面请求注销通告。

4.3.1 Client may request for cancellation at any time by submitting a written request.

4.3.2 LQA 应确认组织要求注销的书面形式, 并且立即注销其对外公布的注册。

4.3.2 LQA shall confirm the cancellation in writing and cancel its certificate and registration information.

4.3.3 LQA 将要求组织退还证书。

4.3.3 It is required that Client returns the original certificate to LQA.

#### 4.4 通则 General rules

4.4.1 LQA 将立即 (以电话、传真和 email) 通知已注册组织进行暂停、撤销或注销。

4.4.1 LQA shall immediately notify a client (by telephone, fax, and email) of a suspension, cancellation, or withdraw of certificate

4.4.2 LQA 有权公开关于暂停、撤销或注销的通知。

4.4.2 LQA own the right to disclose the notice of suspension, withdraw or cancellation.

4.4.3 已注册组织应得到对暂停或撤销提出上诉的机会。

4.4.3 An opportunity shall be given to the registered client to appeal on suspension or withdraw.

#### 5 记录 5 Records:

序号 SN	表格编号+版本号 Form No (w/ Version No)	中文记录名 Record name in Chinese	英文记录名 Record name in Chinese
1	LQA-JL-15-01-02	证书暂停通知	Certificate suspension notification
2	LQA-JL-15-02-02	证书撤销通知	Certificate revocation notice