



REPRESENTATION MANAGEMENT PROCEDURE

1.0 AIM

The purpose of this procedure is; The evaluation of the certification bodies that apply to receive representation from the PCA on system certification, the establishment of the audits and the determination of the methods to be applied in the maintenance stages of the qualifications of the entities entitled to receive representation.

2.0 SCOPE

This procedure covers all representations of PCA CERTIFICATION.

3.0 RESPONSIBILITIES

The General Manager, the Documentation Manager and the Management Representative are responsible for the implementation of this procedure.

4.0 DEFINITIONS

Representative: The legal entity applying for PCA's system certification agency.

5.0 APPLICATION

- 5.1 PCA can perform certification activities by outsourcing, by giving representation. In such a case, the FR-89 Outsourced Service Agreement is signed with the organization to be used as the representative. As a representative, only certification bodies can be assigned, organizations such as companies providing consulting services can not be employed.
- 5.2 It is the reason that the entity acting as a representative operates in accordance with ISO / IEC 17021 and is preferred to be an accredited organization. The number of times the representative is audited per year is determined by the LS-27 Representative Risk Analysis Table. At least 1 person is required to have ISO / IEC 17021 training certificate.
- 5.3 The office audits of these organizations are assessed by the Management Representative and / or a lead auditor according to the FR-91 Representative Evaluation Form and the LS-28 Representative Assessment Questionnaire, and field audits are conducted by the lead auditor in the relevant area according to PCA procedures. The Management Representative and / or the chief auditor submit their views to the Director General in the form of a FR-91 Representative Evaluation Form as a result of the evaluation. The Chief Executive Officer examines the report and announces its decision.

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5.4 Appointment of auditors of the representative organization for system certification, the PR-07 AUDITING TEAM is carried out according to the APPOINTMENT AND PERFORMANCE EVALUATION PROCEDURE.

5.5 Activities related to certification are carried out according to the PR-06 AUDITING AND CERTIFICATION PROCEDURE.

5.6 Activities related to certification are carried out according to the PR-06 AUDITING AND CERTIFICATION PROCEDURE.

5.7 Activities related to certification are carried out according to the PR-06 AUDITING AND CERTIFICATION PROCEDURE.

5.8 The certification body used as the representative shall not receive any decision as to the granting, maintaining, renewing, enlargement, reduction, suspension or withdrawal of the document. The work of the representative body is guaranteed by the contract with the PCA, in accordance with the certification procedure and in keeping with the basic principles of the ISO / IEC 17021 standard, in particular the principle of impartiality. The evaluation of the risks related to the representatives was carried out in the LS-27 Representative Risk Analysis Table.

5.9 Risk Analysis

The representative is assessed using the Representative Risk Analysis Form (FR-90);

Table-1 Average risk

0-156	157-256	257-306
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Representative according to Table-1;

-If the risk averages are between 0-156 (Low Risk Category) and if they have less than 50 documents, office audits and witness audits are conducted at least once every 4 years and at least once a year if 50 or more documents are available.

-Between 157-256 (Medium Risk Group), the average number of documents and office and witness audits are carried out once a year.

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-If the risk averages are between 257 and 306 (High risk group), witness audits and office audits are performed at least once every 6 months, regardless of the number of documents.

-The representative determines the action plan for the high risk and checks whether this action plan is applied at each surveillance.

With the request of representation, the General Manager interviews with the owners, the structure of the organization, personnel selection to be formed. The issues will be decided when the demand acceptance conditions are accepted, the mutual annual FR-89 Outsourced Service Agreement is signed with the decision of the General Manager. If the conditions of the contract are not fulfilled, the unilateral right of termination shall belong to the PCA and the Istanbul Courts shall be authorized.

6.0 RELATED DOCUMENTS

1. Representative Evaluation Form (FR-91)
2. Outsourced Service Agreement (FR-89)
3. Representative Evaluation Questionnaire (LS-28)
4. PR-06 AUDITING AND CERTIFICATION PROCEDURE (PR-06)
5. Representative Risk Analysis Table (LS-27)
6. Representative Risk Analysis Form (FR-90)

7.0 Revision Status

No	Revision Date	Rev. No	Explanations
1	21.03.2022	01	Revision table has been added.
2			
3			



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