

**FIRST PLUS 103  
PROCEDURE FOR  
REDUCING AND  
EXTENTION OF  
CERTIFICATION SCOPE**

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## PROCEDURE FOR REDUCING AND EXTENTION OF CERTIFICATION SCOPE

### AIM AND SUBJECT

The aim of this procedure is to describe the steps that are implemented during the extension and reduction of scope certification of FIRST PLUS' clients.

The objective of this procedure is to describe a method of reducing and extending the scope of certification.

### THE SCOPE

The system of audit conformity and decision-making for certification.

### RESPONSIBILITIES

Certification scheme Manager.

### REDUCING THE SCOPE OF CERTIFICATION

Reducing of scope can be voluntary and mandatory.

**Voluntary:** Reducing of certification scope can be done at the written request of the client. Client hereby informs FIRST PLUS of the reason for the reduction of certification scope and provides exact details about the reduction whether it is of location, product, or process steps. This request will be forwarded to the Manager of the relevant scheme, which will, based on the request, make a decision to reducing of certification scope

**Mandatory:** When FIRST PLUS during the audit determines that a part of the process and / or services severely disrupted, and can make a proposal on the reduction of the part of scope to which the unfulfilled refers.

The certificate will be suspend waiting to the result of the especial audit. After that the new certificate will be issued with the new scope and the old certificate will be withdraw.

This information will be changed on the website, as would be possible information about the validity of the certificate.

### EXTENSION OF SCOPE OF CERTIFICATION

Extending of the scope of certification can be done when the client wants, upon the written request of the client.

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This request will be forwarded to the Manager of the relevant scheme, which will, based on the request will determine whether to do the audit immediately or in the course of regular surveillance activities. When certification scope is extended, than the new certificate is issued to the client, which refers to the extended scope of the management system.

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