

	国恒认证检测（广东）有限公司 G-Eternal Certification & Inspection(GuangDong) Co.,Ltd	编号 Doc.No.: GEC-PD-03
		更新日期 Update Date : 2023/6/1
	公开文件--申请认证组织/获证组织的权利和义务 Rights and Obligations of Organizations Applying for Certification and Certified	版本/次 Version/Edition: A/3

公开文件

Public documents

受控状态：受控 ☒ 非受控 ☐

Controlled condition:

受控文件



编制：技委会 Prepared by: Technical Committee

审核：胡良辉 Reviewed by: Andrew Hu

批准：马玉华 Approved by: Cindy Ma

本文件依 ISO/IEC17021-1:2015 《合格评定 管理体系审核与认证机构的要求 第1部分：要求》
(CNAS-CC01:2015) 及 IAS、国家认监委、认可委有关的认证认可规则、指南及综合公司实际编制

This document is prepared in accordance with ISO/IEC 17021-1:2015 Conformity assessment —
Requirements for bodies providing audit and certification of management systems — Part 1: Requirements
(CNAS-CC01:2015) and the relevant certification and accreditation rules and guidelines of the IAS、CNCA、
CNAS and GEC'S operation regulations.

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文件修改历史记录

Revising C.V.

版本 Version	修改章节 Modified chapter	修改日期 Modified date	修改内容 Modified content	批准人 Approver	批准/发布日期 Approval/Release date	实施日期 Implementation date
A/0	--	--	初始文件 Initial Issuing	马玉华 Cindy Ma	2018/10/25	2018/11/1
A/1	全文 All	2020/4/3	ISO45001:2018 改版升级及 编码等相关细节修订 revision upon ISO45001:2018 upgrading & document numbering principle change	马玉华 Cindy Ma	2020/4/3	2020/4/3
A/2	全文 All	2021/6/1	公司管审完成后,适应新的 管理要求 Revision to fulfill the new requirements of management review from the CNCA	马玉华 Cindy Ma	2021/6/1	2021/6/1
A/3	全文 All	2023/6/1	依 IAS 评审要求英译 English translation by IAS accreditation requirement	马玉华 Cindy Ma	2023/6/1	2023/6/1

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1. 目的 Objective

为使拟申请认证的组织/获证组织了解自身的权利和义务，特制定本文件。

In order to intended application organization/certified organization know its rights and obligations to Work out this document.

2. 适用范围 Appropriate Scope

适用于各拟申请质量、环境及职业健康安全管理体系认证的所有组织/获证组织。

Applicable to All organizations/certified organizations that intend to apply for quality, environment and Occupational health and safety management system certification.

3. 权责 Responsibility

本公司：各项与拟申请认证的组织/获证组织涉及的权利和义务制定，更新和发布并监督其了解和遵守。

获证组织：积极了解各项与获证组织相关的权利和义务并遵守。

The Company should be work out, update, issue relevant rights and obligations of intended application organization/certified organization, and monitor their understanding and compliance.Certified organizations should be positive understand and compliance rights and obligations associated with the licensed organization.

4. 定义 Definition

参考 ISO9000:2015 《质量管理体系-基础和术语》、CNAS-CC01:2015 管理体系认证机构要求等其他行政制度及本公司文件规定

Refer to ISO9000:2015 "Quality Management System - Fundamentals and terms", CNAS-CC01:2015 management system certification body requirements and other administrative systems and the provisions of the company's documents.

5. 管理流程 Management Process:

5.1 权利 Right

5.1.1 认证申请（委托）人有权了解认证机构运作依据和认证程序；

5.1.1 The applicant (client) has the right to know the operation basis and certification procedures of the certification body.

5.1.2 有权索取有关认证的说明和公开文件；

5.1.2 Have the right to request certification instructions and public documents.

5.1.3 有权对审核计划和审核组成员提出异议，并得到合理解决；

5.1.3 Have the right to raise objections to audit plan and audit team members, and get reasonable settlement.

5.1.4 有权对审核组提出的不合格事实进行确认；

5.1.4 Have the right to confirm the unqualified facts

5.1.5 有权对审核组工作和审核结论提出质疑；

5.1.5 Have the right to question the audit team's work and audit conclusions

	国恒认证检测（广东）有限公司 G-Eternal Certification & Inspection(GuangDong) Co.,Ltd	编号 Doc.No.: GEC-PD-03
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5.1.6 认证机构批准的正式审核报告与审核组的审核结论有差异时，有权要求认证机构作出解释；

5.1.6Have the right to required certification body to explain when the formal audit report and the audit conclusions of audit team have differences by certification body

5.1.7 当认证机构将审核 / 监督检查分包给外部机构或人员时，有权提出意见，包括不同意（应有正当理由）。

5.1.7Have the right to give opinions and include disagreement (Just cause) when the audit and supervision inspection be outsourced to external organization and personnel by the certification body.

5.1.8 有权正确使用认证证书和标志，有权要求登入认证机构名录和认监委官网并公告；

5.1.8Have the right to correctly use the certificates and marks and to be logined to certification body directory and CNCA and make an announcement

5.1.9 有权要求认证机构保密和遵守本方的有关规定；

5.1.9Have the right to require the certification body to keep confidential and comply with the relevant provisions of the party.

5.1.10 有权对认证机构 / 人员提出申诉 / 投诉并了解相关途径；

5.1.10Have the right to appeal/complain to certification body/personnel and know the relevant channels.

5.1.11 有权了解对认证机构的工作提出建议；

5.1.11Have the right to make recommendations on the work of certification body.

5.1.12 有权要求认证机构对其他有关认证问题作出解释或澄清。

5.1.12Have the right to seek explanation or clarification from certification body on other certification issues.

5.2 义务 Obligations

5.2.1 始终遵守认证机构认证审核的有关程序规定和公开文件的要求；

5.2.1Always comply with the certification body certification audit procedures and public document requirements

5.2.2 按期交纳费用（因自身原因而致认证不通过时也应交纳费用）；

5.2.2Pay the fee on schedule (They should also pay fees when because of their own reasons by the certification is not outdated).

5.2.3 为认证机构、地方认证认可执法部门进行的现场审核、验证、检查、复评和解决投诉做出必要安排；包括接受认证机构的文件审查，调阅所有记录（包括客户投诉）；

5.2.3Make necessary arrangements for on-site audit, verification, inspection, reassessment and complaint resolution by certification bodies, local certification and accreditation law enforcement agencies and including examination of documents by certification bodies and access to all records (including customer complaints)

5.2.4 积极配合审核，如实提供情况、说明、资料、文件、记录；

5.2.4Actively cooperate with audit, truthfully provide information, description, data, documents, records

5.2.5 正确使用认证证书和认证认可标志，需就使用保持在获准认证的范围内作声明；

5.2.5The proper use of certification certificates and certification recognition marks, need to make a statement within the scope of the approved certification.

5.2.6 在宣传认证结果时不得损害认证机构的声誉，不得做出使认证机构认为误导或未授权的声明；

5.2.6 Do not damage the reputation of the certification body and Do not make statements that the

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certification body considers misleading or unauthorized

5.2.7 当认证被暂停或撤销 / 注销时，应立即停止涉及认证内容的宣传，并按认证机构要求交回所有认证文件（含证书）、停止认证宣传、标志使用等；

5.2.7The certification content publicity should be stopped immediately when the certification is suspended or withdrawing and logoffed, The organization should be return all certification documents (including certificates), stop certification publicity, logo use by the certification body requirements.

5.2.8 获证后定期进行内部审核和管理评审。两次内审 / 管理评审间隔的时间不得超过 12 个月。

5.2.8The organization should be periodically conducted internal audit and management review after certified.

The interval between two internal audits/management reviews shall not exceed 12 months.

5.2.9 获注册后在有效期内应及时向认证机构通报管理体系的重大变化情况。

5.2.9The organization should be timely notified the major changes in the management system after registration, within its validity.

6. 参考文件 Reference Document

6.1 《GEC-PD-04 认证认可标识（牌）使用及认证证书管理规定》

6.1GEC-PD-04 Certification/Accreditation Mark (Brand) Use and Certification Certificate Management Requirements

6.2 《GEC-MP-07 授予、保持、更新、暂停、撤销、变更（含特殊/临时审核）、恢复认证程序

6.2GEC-MP-07 Granting, Maintaining, Renewing, Suspending, Withdrawing, Changing (Including Special Temporary Audit), Restoring Certification Management Procedure

6.3 《GEC-PD-02 管理体系认证获证后基本规则》

6.3GEC-PD-02 Basic Rules for After Certification of Management System

6.4 《GEC-MP-08 申、投诉和争议处理程序》

6.4GEC-MP-08 Appeals, Complaints and Dispute Handling Management Procedure

6.5 《GEC-MR-15 申投诉调查小组工作规则》

6.5GEC-MR-15 Rules for the Work of the Complaint Investigation Team

6.6 《GEC-05-19 管理体系审核报告附件 1：组织获证后关注事项》

6.6 GEC-05-19 Management System Audit Report Annex 1: Matters of concern after certified

7. 使用记录 Using Record

上述文件涉及的所有记录

All records covered by the above documents