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# AltoMaxx Technologies Inc.

## PROCEDURE FOR SUCCESSFUL APPLICANT

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## 1. PURPOSE

The purpose of this procedure is to establish, implement and maintain a system to control documents and records for clients who successfully complete the requirements to become certified by AltoMaxx Technologies.

## 2. SCOPE

This procedure is applicable to all documents relating to certification, client communication, and management systems within AltoMaxx Technologies.

## 3. CERTIFICATION DOCUMENTATION

### 3.1 FORMAL DOCUMENTATION

AltoMaxx Technologies provides the client with formal certification documentation that clearly conveys, or permits identification of the following:

- a. The name and address of AltoMaxx Technologies;
- b. The date certification is granted (the date is never preceding the date on which the certification decision was completed);
- c. The name and address of the client;
- d. The scope of certification;
- e. The term or expiry date of certification, if certification expires after an established period;
- f. Any other information required by the certification scheme.

The formal certification documentation including the signature or other defined authorization of the person(s) of AltoMaxx Technologies assigned such responsibility either under contract with the CB or is a legal entity under organizational control of the CB.

Formal certification documentation are only issued after, or concurrent with, the following:

- a. The decision to grant or extend the scope of certification has been made;
- b. Certification requirements have been fulfilled;
- c. The certification agreement has been completed/ signed.

The status of the client is updated in the Client Registrar by the Quality Manager.

### 3.2 RESPONSIBILITIES

Upon receiving the certification documents and after entering into legal agreement with Altomaxx, the client agrees to the contractual agreements. If the client does not act within the scheme requirements and in compliance with requirements set in the Terms and Conditions AltoMaxx may take legal action against said parties.

## 4. REFERENCES

- ISO / DIS 21384-3
- ISO/ IEC 17065

## 5. RECORDS

1. Master list of document
2. Documents Change Note
3. Master list of Records
4. Client Registrar