



1 SUSPENSION & WITHDRAWAL OF CERTIFICATE

In case of disrespect of the certification rules or damage to the MSPO image, the following disciplinary measures shall be implemented:

- Absence of major corrective action implementation within defined timelines, the personnel in charge of Certification Decision then takes the suspension decision depending on the criticality of the nonconformity.
- In the case of serious and indisputable failure to comply with the requirements of the standards, ECCO personnel in charge of Certification Decision shall suspend the certificate, temporarily.

NOTE: Suspension of a certificate cannot last for more than three (3) months.

- In the condition the Certificate Holder refuses to pay the required professional fees to ECCO prior to the audit, the certificate will be suspended and if no action is taken by the Certificate Holder, the certificate will be withdrawn after 3 months of suspension. A suspended certificate doesn't give the allowance to sell any MSPO certified products.

2 REDUCTION & EXTENSION OF CERTIFICATION SCOPE

Extension of a certification scope can be made by a Client by filling in a new application form.

If it is intended to extend the scope of an existing certificate, this can be implemented by means of an extension audit. An extension audit can be conducted within the framework of a surveillance audit, a recertification audit or at a time which is set independently.

A new member shall only be added to the existing group during a surveillance or recertification audit. The group manager shall inform ECCO in writing within 60 working days before an audit, if a new member is to be added to the group. The period of validity of a certificate does not change as a result. Exceptions must be justified in writing.

3 RETENTION OF RECORDS


ECCO will ensure that necessary records and documents are adequately protected and maintained and will ensure that records that are no longer needed by ECCO or are of no value are disposed in a timely manner. This policy is also for the purpose of aiding employees of ECCO in understanding their obligations in retaining electronic documents - including e-mail, web files, text files, sound and movie files, PDF documents, and all Microsoft Office or other formatted files.



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POLICY FOR SUSPENSION, WITHDRAWAL,
REDUCTION & EXTENSION OF CERTIFICATION
SCOPE & RETENTION OF RECORDS

DOCUMENT REF.:
ECCO-PL-02

4 DOCUMENT CONTROL

Rev.	Description of Amendment	Approved By	Signature	Date
00	Initial Release	Director		2018-12-20