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| <b><u>Product Approval<br/>Work Instruction</u></b> | <b>Work Instruction No. PAD 12.01</b>   |
| <b>1/11/2025<br/>(18-09-2026)</b>                   | <b>Work Instruction: Quality Manual</b> |

### **Change follow up**

| <b>Revision</b> | <b>Date</b> | <b>Changes</b> |
|-----------------|-------------|----------------|
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### **1. General**

- 1.1. The quality manual refers to all activities conducted by the Product Approval Directorate (PAD). It has been written according to the requirements of ISO/IEC 17065.

### **2. Introduction**

- 2.1. The Product Approval Directorate is a part of the Laboratories Division of the Standards Institution of Israel. It conducts Product Approval according to ISO/IEC 17065.
- 2.2. The PAD System was established according to the standards law (1953) article 11, and according to the

Instructions of the Commissioner for Standardization ruled by the Israeli government. Operating principles, set by the legislator, have been developed over the years into an operating programs through The Standards Institution of Israel (SII).

- 2.3. There exists only one Product approval directory scheme in SII, serving to stipulate the rules, procedures, and management for implementing product approval certification, as established by the laws and Instructions of the Commissioner for Standardization mentioned above.
- 2.4. The Standards Institute of Israel (SII) retains authority and responsibility for its Product Approval directory certification activities, decisions, and statements.



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2.5. The working processes of the Product Approval directory system acts in accordance with the requirements of international standards:

2.5.1. The Product Approval directory system operates in accordance with the requirements detailed in ISO/IEC 17065.

2.5.2. The laboratories that test the products meet the applicable requirements of ISO/IEC 17025.

2.5.3. The quality management audits are performed in a system that meets the applicable requirements of ISO/IEC 17021 and is accredited by RvA and ANAB.

2.5.4. The PAD and any part of the same legal entity and entities under its organizational control shall not:

2.5.4.1.1. be the designer, manufacturer, installer, distributor or maintainer of the certified product;

2.5.4.1.2. offer or provide consultancy to its clients;

Note: The persons employed by, or under contract with, entities under organizational control shall fulfil the same requirements of this International Standard as persons employed by, or under contract with PAD.

### **3. The Standards Institution of Israel**

3.1. The Standards Institution of Israel (SII) is a public institution, whose role is to:

3.1.1. Formulate and set standards in Israel.

3.1.2. Carry out inspections and testing to determine product compliance with the Standards (for imported products and product certifications).

3.1.3. Certify management systems according to international standards.

3.1.4. Certify products by PAD directorate according to requirements .

Notes:

1. The Product Approval directorate provides a platform to certify products comply with standards and regulatory requirements.

2. The Requirements against which the product of the client is evaluated are "S"- docs & specified

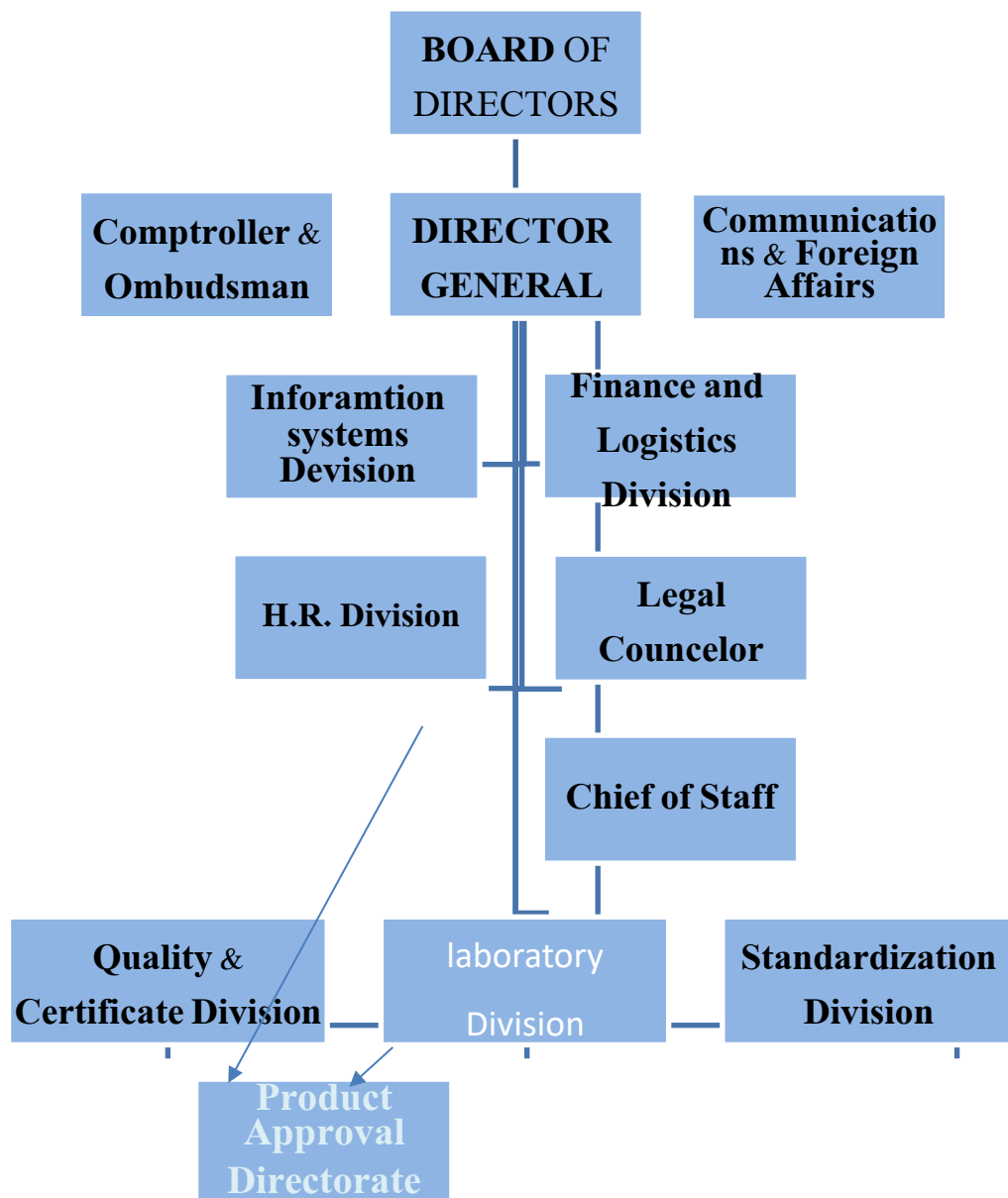
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standards..

3.1.5. Operates The PAD system that provides a platform to certify products



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3.1.6. Standardizations division – Responsible for the coordination, preparation, and publication of the Israeli Standards.

3.1.7. Laboratory division – Responsible for the operation of the Institutes labs such as: Electricity and electronics lab, Mechanics & Construction and Energy lab, Chemistry Food and Textiles lab, Calibration's lab and teleprocessing lab. Responsible for testing products under the PAD directorate.

3.1.8. Quality and Certification division – Responsible for the following subjects: Product certification, Process certification, Management system certification, and GHG verifications. The operation of the division is conducted through auditors who perform the audits. The division is responsible for the training center, which is operated by an external body.

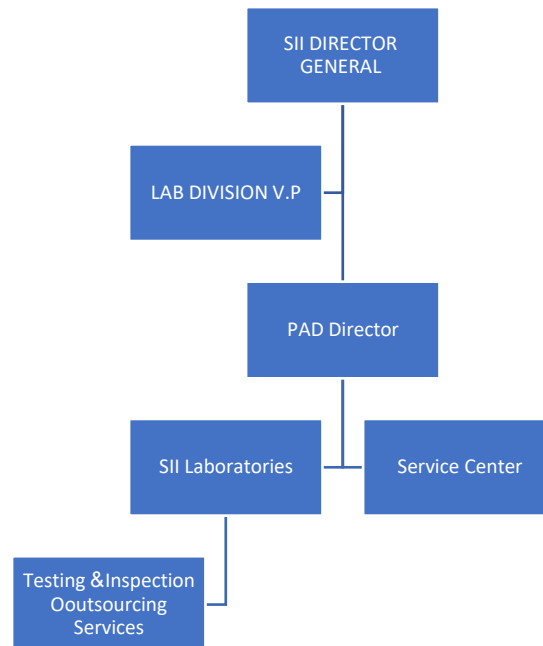
3.1.9. Service divisions – Finance division, Human resource division and central computer division who provide service to all the institutes' units.

#### **4. Product Approval Directorate Activities**

4.1. **General-** This "Quality Manual" describes the general processes in the Product Approval Directorate . It also provides a short summary of all the work instructions relevant for each topic. This manual is operated in accordance with the quality manuals of the Laboratories Division ( Procedure No. 288) and the Standards Institute of Israel.

4.2. **Governance and Management Commitment-** The structure of the Product Approval Directorate, as well as the roles and responsibilities of each of their members are detailed in this Quality Manual, and their competencies described in PAD 12.16- Personnel Competencies. The structure of the Product Approval Directorate is detailed below:

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**4.2.1. Director General** – It has been set by the Standards Law that SII Director General will be responsible for All sii operation. He is also responsible for appointing the Head of the Product approval Directorate.

4.2.1.1. The Director General is responsible for:

4.2.1.1.1. Determining and supervision of the implementation of the policies and work instructions.

4.2.1.1.2. Decision and supervision of the finances of SII.

4.2.1.1.3. Delegation of authority to committees or personnel, as required, to undertake defined activities on its behalf.

4.2.1.1.4. Provision of adequate resources for certification activities.

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4.2.2. **Product Approval Director** – The Director is responsible for managing all **Product Approval** affairs, including: policy and goals, and decision on any matter concerning the **Product Approval** management. The Directorate gives the principles and guidelines for all the activities related to the **Product Approval**.

4.2.2.1. General:

4.2.2.1.1. The **Product Approval** Directorate is responsible for Development of policies relating to the operation of SII **Product Approval** activities.

4.2.2.1.2. Development of **Product Approval** activities.

4.2.2.2. The Director is appointed without termination date.

4.2.3. **Product Approval Directorate**– Responsible for contact with the customer, including application review, contractual arrangements and continuous operation of the product approval management. Responsible for preparing testing/inspection plans for all parties performing inspection, and/or tests. Responsible for the product file management.

4.2.3.1. The Operations Directorate is responsible for implementation of inspections, and testing procedures of the products.

4.2.3.2. The Operations Directorate is responsible for managing all activities within the PAD and have formal rules for the appointment, terms of reference and operation of any activities that are involved in the certification process. The PAD shall retain authority to appoint and withdraw members which operate in the product certification process. In a way that ensures that they are free from any commercial, financial and other pressures that might influence decisions

4.2.3.3. The Operations Directorate acts as the operational branch of SII Director General in the product approval system.

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4.2.4. **SII Laboratories** – The laboratories evaluate the compliance of products to the relevant requirement. The testing is done according to protocols, and performed by authorized & competent personnel (authorization performed in accordance with SII 150 sop).

4.2.4.1. Test results are approved by a professional senior authority, prior to transferring the results to the Product approval director.

4.2.4.2. The Laboratories Division is responsible for the Laboratories.

4.2.5. **Inspectors** – Authorized to evaluate the products, product file according to the requirements of the relevant product.

4.2.5.1. The Inspectors are professional testing personnel from the laboratories, who were trained and authorized to perform inspections according to set of requirements.

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4.3. **Impartiality-** the PAD Directorate is committed to impartiality, as all SII employees, all personnel involved in PAD s have signed a declaration regarding confidentiality and conflict of interest. In order to avoid impartiality and conflict of interest every employee in any work should immediately report his managers whenever there is a concern about impartiality and conflict of interest and act upon their instructions and PAD will react in a way that reduce risk.

**Competencies-** the required competencies of all the PAD Directorate members are detailed in the "Personnel Competencies" (PAD 12.16). This work instruction also describes the training process for new personnel.

4.4. **Outsourcing and Contracted Inspectors-** the PAD Directorate does not outsource any activities related to inspections, or make use of contracted inspectors. A limited number of its activities related to product testing are outsourced, only to bodies that meet the applicable requirements of ISO/IEC 17025 or ISO/IEC 17020. PAD does not work with any organization that provides consultancy, therefore no activities are marketed or offered as linked with the activities of an organization that provides consultancy.

4.5. **Confidentiality-** as certification records are considered confidential, they are treated according to the relevant section of the "Certification Records Work instruction" (PAD 12.18). Due to the sensitivity of the information, records are kept securely and are not disclosed without the consent of the customer with the exception of the obligatory publication of receipt of the product approve. PAD shall inform the customer in advance; of the information it intends to place in the public domain.

4.5.1. When the PAD is required by law or authorized by contractual arrangements to release confidential information, the client or person concerned shall, unless prohibited by law, be notified of the information provided.

4.5.2. Information about the client obtained from sources other than the client (e.g., from the complainant or from regulators) shall be treated as confidential.

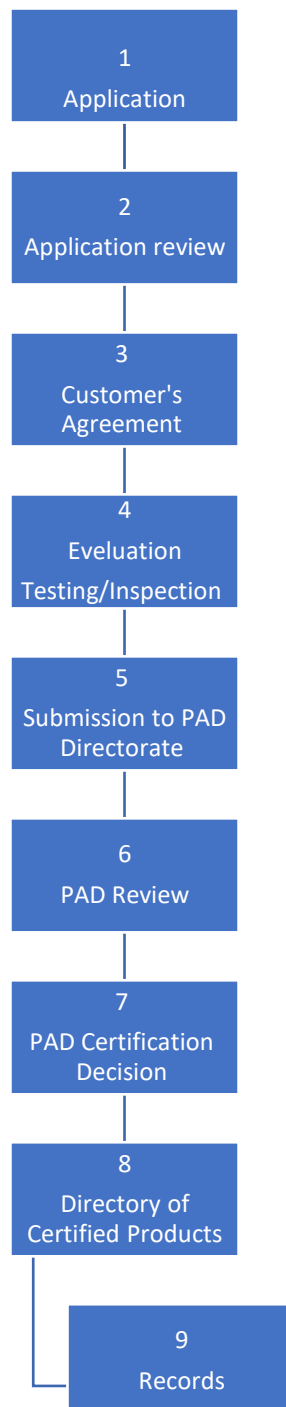
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- 4.6. **Certification Process**- the entire certification process is described in chapter 5 of this "Quality manual. These include (but are not limited to): communicating with the customer, application review, planning the inspection, conducting the inspection, and product tests, review of the product file and inspection reports, the recommendation of the decision of approval( certificate of approval).
- 4.7. **Complaints and Appeals**- in the PAD Operations Directorate complaints& Appeals are treated according to the work instruction "Handling Complaints & Appeals" (PAD 12.12). This work instructions will be available to the customer upon request.
- 4.8. **Management System**- As described in the "Quality manual".
- 4.8.1. **Internal audits** are performed according to the "Internal Audits" Work Instruction (PAD 12.19).
- 4.8.2. The "Corrective and Preventive Actions Work instruction" (PAD 12.10) and Management Reviews (PAD 12.15) are also used as a means of improvement.
- 4.9. **Records and Document Management**- records of certifications are kept at the PAD Directorate according to the "Certification Records Work instruction" (PAD 12.18) (See "Records" below). The management of documents is done according to the "Documents Management" (PAD 12.14).
- 4.9.1. The results and conclusions of the internal audits and management reviews are submitted to the Director of the Laboratories Division and the PAD Directorate in addition to the actions described in the relevant work instructions.
- 4.10. **Liability and Finance**- the PAD Directorate as part of the Standards Institute of Israel (Sii) evaluates the risks arising from certification activities and possess appropriate insurance to cover liabilities. Sii have the financial stability and resources required for its operations.
- 4.11. **Non-discriminatory Conditions**- The policies and procedures under which PAD operates, and the administration of them, shall be non-discriminatory. Procedures shall not be used to impede or inhibit access by applicants. PAD shall make its services accessible to all applicants whose activities fall within the scope of its operations.



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**5. Flow diagram- PAD Certification process**





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The certification process, as outlined in the flow diagram above, includes the following stages:

**5.1. Customer application-**

5.1.1. An initial application is received at the Product Approval Directorate from the customer.

5.1.2. Access to the certification process shall not be conditional upon the size of the customer or membership of any association or group, nor shall certification be conditions upon the number of certifications already issues. There shall not be undue financial or other conditions.

**5.2. Application review**

5.2.1. As a response to the application, PAD staff reviews the information obtained in the application form to ensure that:

5.2.1.1. The information about the customer and the product is sufficient for the conduct of the certification process;

- *The following are example of necessary information:*

- *the product(s) to be certified;*
- *the standards and/or other normative documents for which the client is seeking certification;*
- *the general features of the client, including its name and the address(es) of its physical location(s), significant aspects of its process and operations (if required by the certification scheme), and any relevant legal obligations;*

See document "market control " – supervisor of standardization.

5.2.1.2. Any known difference in understanding between PAD and the customer is resolved including agreement regarding standard or normative document;

5.2.1.3. There is no risk to impartiality. based on ownership, personnel, marketing shared resources.

And if exists it should be recorded how to eliminate or minimize such a risk.

5.2.1.4. The scope of certification sought is defined;

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5.2.1.5. The means to perform all evaluation activities are available;

5.2.1.6. PAD has the competence and capability to perform the certification activity.

5.2.2. Where PAD has no prior experience, PAD has a process to identify when the customer's request for certification includes

5.2.2.1. The product; or A normative document; or a legal obligation.

5.2.3. In these cases PAD ensures it has the competence and capability for all certification activities it must undertake and maintain a record of the justification for the decision to undertake certification. PAD shall confine its requirements, evaluation, review, decision, to those matters specifically related to the scope of certification.

5.2.4. PAD declines to undertake a specific certification if it lacks any competence or capability for the certification activities it must undertake.

5.2.5. PAD laboratory do not rely on certifications it has already granted to the customer or has already granted to other customer to omit any activities.

5.2.6. Information about the customer obtained from sources other than the customer shall be treated as confidential.

5.2.7. Upon completion of this stage, the PAD laboratory issues Confirms that the work can be done.

5.3. Customer agreement:

5.3.1. By providing to the PAD laboratory an official purchase order according to the price quotation, the customer agrees with the defined standards for testing/evaluation, including issuance of a Test Certificate ,

NOTE: The contract review conducted in accordance with procedure 111- LAB Division.

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#### 5.4. **Evaluation**

5.4.1. The PAD laboratory performs relevant testing/evaluation, prepares test reports and obtains from the customer a signed PAD application form confirming the final company and product details (see Annex B).

5.4.2. Product testing/inspection is conducted according to the applicable requirements of ISO/IEC 17025 or ISO/IEC 17020 and the laboratory procedures for each specific product's standard.

5.4.3. PAD assigns personnel to perform each evaluation task which it undertakes with the resources available to it.

*NOTE: Outsourced tasks are completed by personnel usually assigned by the organization to which the task is outsourced*

5.4.4. PAD ensures all needed information and/or documentation is made available for performing the evaluation tasks.

5.4.5. PAD carries out the evaluation activities which it undertakes with its internal resources and manages the few outsourced resources for testing, in accordance with the evaluation plan. The products are evaluated against the requirements covered by the scope of certification and other requirements specified in the certification scheme.

5.4.6. PAD informs the customer of all nonconformities.

5.4.7. If one or more nonconformities have arisen PAD provides information regarding the additional evaluation tasks needed to verify that nonconformities have been corrected.

5.4.8. If the customer agrees to completion of the additional evaluation tasks, the process specified above is repeated to complete the additional evaluation tasks.

5.4.9. The results of all evaluation activities are documented prior to review.



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#### **5.5. Submission to the PAD Directorate**

- 5.5.1. Folder "Application" contains: - Application by the customer; -
- 5.5.2. Folder "Certificate" contains a draft of Test Certificate in Word format;
- 5.5.3. Folder "Report" contains the final signed of test report;
- 5.5.4. Folder "Test results" contain the relevant raw test/inspection data (if any testing/inspection was performed; if a project includes a modification/amendment of the previously certified device with no additional testing required, this folder may be omitted);
- 5.5.5. Folder "User Manual + Logo" contains the product manual/specifications and the company logo in .jpg/.jpeg format

#### **5.6. PAD Directorate Review**

- 5.6.1. The PAD shall assign at least one person to review all information and results related to the evaluation. The review shall be carried out by person(s) who have not been involved in the evaluation process.
- 5.6.2. PAD reviews the documentation package, using the checklist "Release of a Certificate by the Technical Certifier (see Annex B), to ensure that the product has been appropriately evaluated/tested/inspected in accordance with all relevant procedures.
- 5.6.3. In case of a positive outcome of the evaluation, the PAD signs the test report.
- 5.6.4. If an PAD certifier has insufficient knowledge/experience in a particular product category, a relevant PAD laboratory reviewer will participate in the technical certification file review

#### **5.7. Certification Documentation**

- 5.7.1. PAD shall be responsible for, and shall retain authority for, its decisions relating to certification.
- 5.7.2. PAD shall assign at least one person to make the certification decision based on all information related to the evaluation, its review, and any other relevant information. The certification decision shall be carried out by a person that has not been involved in the process for evaluation
- 5.7.3. The person(s) assigned by the PAD to make a certification decision shall be employed by, or shall be under contract with with SII.



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5.7.4. PAD organizational control shall be a documented authority by PAD over another entity in a network of legal entities (in which PAD resides), linked by ownership or board of director control.

5.7.5. PAD provides to the customer formal certification documentation that clearly conveys, or identification of:

5.7.5.1. The name and address of PAD;

5.7.5.2. The date certification is granted; the date does not precede the date the certification decision was completed;

5.7.5.3. The name and address of the customer;

5.7.5.4. The scope of certification (including the name of the standard and date of issuance);

5.7.5.5. The term or expiration date of certification if certification expires after an established period;

5.7.5.6. Any other information required by the certification scheme.

5.7.6. Formal certification documentation (Quality manual— 8.2-annex B is issued only after or concurrent with:

5.7.6.1. The decision to grant or extend the scope of certification has been made; and

5.7.6.2. Certification requirements being fulfilled;

5.7.7. Within a period Of 2 years , PAD personnel shall not be used to review or make a certification decision for a product for which they have provided consultancy

## **5.8. Changes Affecting Certification**

5.8.1. When the certification scheme introduces new or revised requirements that affect the customer. PAD verifies the implementation of the changes by the laboratories and takes actions required by the scheme.

PAD ensures that those changes are communicated to all clients.

5.8.2. PAD considers other changes affecting certification including changes initiated by the customer and decides upon the appropriate action.

5.8.3. The actions to implement changes affecting certification shall include,



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if required, the following:

- 5.8.3.1. evaluation;
- 5.8.3.2. review
- 5.8.3.3. decision
- 5.8.3.4. issuance of revised formal certification documentation to extend or reduce the scope of certification;
- 5.8.3.5. These actions shall be completed in accordance with applicable parts of the QM. Records shall include the rationale for excluding any of the above activities.

#### **5.9. Termination, Reduction, Suspension or Withdrawal of Certification**

- 5.9.1. When a nonconformity with certification requirements is substantiated, PAD considers and decides upon the appropriate action.
- 5.9.2. When the appropriate action includes evaluation, review or certification decision, the requirements in the section above are fulfilled.
- 5.9.3. If certification is cancelled, the directory of certified products is updated

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- 5.9.4. If certification is reinstated after cancellation, PAD makes all needed modifications to formal certification documents, public information, authorizations for use of marks, etc. to ensure all appropriate indications exist that the product continues to be certified. If a decision to reduce the scope of certification is made as a condition of reinstatement, PAD makes all needed modifications to formal certification documents, public information, authorizations for use of marks, etc. to ensure the reduced scope of certification is clearly communicated to the client and clearly described in certification documentation and public information.
- 5.9.5. If certification is suspended, PAD formulate and communicate the following to the client by a competent person familiar with all aspects related to handling of suspended certification:
- 5.9.5.1. Actions needed to end suspension and restore certification for the product(s) in accordance with the certification scheme;
- 5.9.5.2. Any other actions required by the certification scheme.
- 5.9.5.3. Any evaluations, reviews or decisions needed to resolve the suspension, or that are required by the certification scheme, shall be completed in accordance with the applicable parts of this QM.
- 5.9.5.4. If certification is reinstated after suspension, the PAD shall make all necessary modifications to formal certification documents, public information, authorizations for use of marks, etc., in order to ensure all appropriate indications exist that the product continues to be certified.

## **5.10. Records**

- 5.10.1. PAD retains records to demonstrate that all certification process requirements (in ISO/IEC 17065 and those of the certification scheme) have been effectively fulfilled.
- 5.10.2. The PAD transfers the documentation package to a dedicated folder with restricted access on the SII server for keeping in accordance with the relevant SII procedures
- 5.10.3. PAD keeps records confidential. Records are transported, transmitted and transferred in a way that ensures confidentiality is maintained.
- 5.10.4. Records are retained for a period of 7 years.

## **6. Directory of Certified Products**

- 6.1 PAD maintains information on certified products which contains at least:
- 6.1.1 Identification of the product;
- 6.1.2 The standard(s) and other normative documents to which conformity has been certified;



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6.1.3 Identification of the client.

6.2 The information is published through electronic media or made available on request. PAD also informs on request about the validity of a given certification.



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## 7. Cross reference: PAD work instructions against standard requirements

| Standards Requirement |                                                      | Standard Mark Certification Work instruction |                                                                                |
|-----------------------|------------------------------------------------------|----------------------------------------------|--------------------------------------------------------------------------------|
| Number                | Requirement                                          | Number                                       | Work instruction / form                                                        |
| 4.1.2                 | Certification Agreement                              | N/A<br>N/A                                   | Customer Agreement                                                             |
| 4.1.3                 | Use of license, certificates and marks of conformity | PAD 12.50                                    | Use of ANSI Mark                                                               |
| 4.2                   | Management of Impartiality                           | QM                                           | Employee signed declaration regarding confidentiality and conflict of interest |

| Standards Requirement |                                             | Standard Mark Certification Work instruction |                                                                                 |
|-----------------------|---------------------------------------------|----------------------------------------------|---------------------------------------------------------------------------------|
| Number                | Requirement                                 | Number                                       | Work instruction / form                                                         |
|                       | Impartiality                                | SII 52.<br>SII 69                            | Preventing conflict of interests<br>Basic Ethical rules                         |
| 4.3                   | Liability and Financing                     |                                              | Impartiality                                                                    |
| 4.4                   | Non-discriminatory conditions               |                                              |                                                                                 |
| 4.5                   | Confidentiality                             | SII 39                                       | Data Confidentiality                                                            |
| 4.6                   | Publicly Available Information              |                                              | SII Website                                                                     |
| 5.1                   | Organizational Structure and Top Management | PAD-12.01                                    | Quality Manual                                                                  |
|                       |                                             | PAD-12.16                                    | Personnel Competencies                                                          |
| 5.2                   | Mechanism for Safeguarding Impartiality     | PAD-12.01                                    | Employee signed declaration regarding confidentiality and conflict of interest. |
| 6.1                   | Certification Body Personnel                | PAD-12.01                                    | Quality Manual                                                                  |
|                       |                                             | PAD-12.16                                    | Personnel Competencies                                                          |
| 7.1                   | General                                     | PAD-12.01                                    | Quality Manual                                                                  |



|                                                                  |                                         |
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| <b><u>Product Approval</u></b><br><b><u>Work Instruction</u></b> | <b>Work Instruction No. PAD 12.01</b>   |
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|      |                                                                                |                            |                                                       |
|------|--------------------------------------------------------------------------------|----------------------------|-------------------------------------------------------|
| 7.2  | Application                                                                    | PAD-12.01                  | Quality Manual                                        |
| 7.3  | Application Review<br>Contract review                                          | PAD-12.01<br>Procedure 111 | Quality Manual-annex a<br>Procedure 111- LAB Division |
| 7.4  | Evaluation                                                                     | PAD-12.01                  | Quality Manual                                        |
|      |                                                                                | PAD-12.01                  | Quality Manual                                        |
|      |                                                                                | PAD-12.01                  | Quality Manual                                        |
| 7.5  | Review                                                                         | PAD-12.01                  | Quality Manual                                        |
| 7.6  | Certification Decision                                                         | PAD-12.01                  |                                                       |
| 7.7  | Certification<br>Documentation                                                 | PAD-12.01                  |                                                       |
| 7.8  | Directory of Certified<br>Products                                             | PAD-12.01                  |                                                       |
| 7.9  | Surveillance                                                                   | NA                         |                                                       |
| 7.10 | Changes<br>Affecting<br>Certification                                          | PAD-12.01                  |                                                       |
| 7.11 | Termination,<br>Reduction,<br>Suspension, or<br>Withdrawal of<br>Certification | PAD-12.01                  | Quality Manual                                        |
| 7.12 | Records                                                                        | PAD 12.18                  | Certification Records                                 |
| 7.13 | Complaints and Appeals                                                         | PAD 12.12                  | Handling Complaints & Appeals                         |
| 8.1  | General Management<br>System Requirements                                      | PAD-12.01                  | Quality Manual                                        |
| 8.2  | General Management<br>System Documentation                                     | PAD-12.01                  | Quality Manual                                        |
| 8.3  | Control of Documents                                                           | PAD 12.14                  | Documents Management                                  |
| 8.4  | Control of Records                                                             | PAD 12.18                  | Certification Records                                 |
| 8.5  | Management Review                                                              | PAD 12.15                  | Management Reviews                                    |
| 8.6  | Internal Audits                                                                | PAD 12.19                  | Internal Audits                                       |
| 8.7  | Corrective Actions                                                             | PAD 12.10                  | Corrective and Preventive<br>Actions Work instruction |
| 8.8  | Preventive Actions                                                             |                            |                                                       |



|                                                     |                                         |
|-----------------------------------------------------|-----------------------------------------|
| <b><u>Product Approval<br/>Work Instruction</u></b> | <b>Work Instruction No. PAD 12.01</b>   |
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**8. Annex****8.1 Annex a****PAD application form for Project No****1. Applicant (Client) information**

|              |          |              |
|--------------|----------|--------------|
| Company:     | Address: |              |
| City:        | Country: | Postal code: |
| P.O. Box:    | Tel.:    | Fax:         |
| Responsible: | Mobile:  | E-mail:      |

**2. Client information (☐ Same as applicant)**

|           |          |              |
|-----------|----------|--------------|
| Company:  | Address: |              |
| City:     | Country: | Postal code: |
| P.O. Box: | Tel.:    | Fax:         |

**3. Description of Unit Under Test *(Note: Precisely as should appear at PAD certificate. If more than one trademark is used, please specify if all trademarks are owned by applicant).***

|                       |           |             |
|-----------------------|-----------|-------------|
| Test item(s)<br>name: | Model(s): | Trade mark: |
| Electrical Rating:    |           |             |
| Short<br>description: |           |             |

**4. Standards *Choose relevant applicable standards***

|    |    |    |
|----|----|----|
| 1: | 2: | 1: |
| 3: | 4: | 2: |
| 5: | 6: | 3: |

**5. National differences *Indicate which national differences (countries) should be included (if any).*****6. PAD certificate publication**

The full certificate will be registered in the Restricted Area of PAD web certification database and a short extract will be registered in the Public Area of the PAD web certification database.



|                                                                  |                                         |
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| <b><u>Product Approval</u></b><br><b><u>Work Instruction</u></b> | <b>Work Instruction No. PAD 12.01</b>   |
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7. **Signatures and approvals**

|                       |  |                           |  |
|-----------------------|--|---------------------------|--|
| <b>Customer name:</b> |  | <b>Approved by (SII):</b> |  |
| <b>Signature:</b> —   |  | <b>Signature:</b>         |  |
| <b>Date:</b>          |  | <b>Date:</b>              |  |

|                                                                  |                                         |
|------------------------------------------------------------------|-----------------------------------------|
| <b><u>Product Approval</u></b><br><b><u>Work Instruction</u></b> | <b>Work Instruction No. PAD 12.01</b>   |
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## 8.2 Annex B

### Release of a Test Certificate by the Technical Certifier for PAD Certification Scheme Test Certificate № .....

#### 1. Applicant

|          |       |
|----------|-------|
| Company: | xxxxx |
| Address: | xxxxx |

#### 2. Product

|                    |       |
|--------------------|-------|
| Test item(s) name: | xxxxx |
| Model(s):          | xxxxx |

#### 3. Place of testing

|                                         |        |
|-----------------------------------------|--------|
| 1. SII LAB:                             | Yes    |
| 2. SII testing staff at other premises: | No/Yes |

#### 4. Project file

|                                                                             |           |
|-----------------------------------------------------------------------------|-----------|
| 1. Project file on decentralized local server, project file number correct: | Yes       |
| 2. Test specification (standards, test programs etc.) correct:              | Yes       |
| 3. Standards are covered by the ANAB accreditation scope:                   | Yes       |
| 4. Test results (records, test equipment, etc.) plausible:                  | N/A / Yes |
| 5. Draft of certificate correct:                                            | Yes       |
| 6. Subcontracting (if done) recorded properly:                              | N/A / Yes |

#### 5. Signatures and approvals

|                                                                                                                                          |         |
|------------------------------------------------------------------------------------------------------------------------------------------|---------|
| The project file is complete, the product conforms with the requirements of the certification scheme.<br>Certificate release is granted. |         |
| Technical Certifier:                                                                                                                     | xxxxxxx |



|                                                                  |                                         |
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| <b><u>Product Approval</u></b><br><b><u>Work Instruction</u></b> | <b>Work Instruction No. PAD 12.01</b>   |
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|                                                   |            |
|---------------------------------------------------|------------|
| <b>Signature:</b>                                 |            |
| <b>Date of certification review and decision:</b> | xx/xx/xxxx |

**Note:**

Verdicts to be used: Yes / No / Not Applicable (or N/A).