Material request for surveillance assessments and reassessments
Certification bodies and verifiers

Please return this form and its attachments with the grey fields in Section 1 completed no later than three (3) weeks before the assessment date (however, no earlier than two (2) months before the assessment).

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| Certification body/verifier | *Organisation name* |
| Accreditation symbol | *Sxxx* |
| Assessment date | *dd.mm.yyyy* |

# CHANGES IN THE ACTIVITIES

Please inform about essential changes in the activities and customers. Essential changes are changes in the legal, financial or organisational situation of the organisation and changes in the management and technical managers. Changes in the personnel, facilities or procedures are also essential.

With regard to **verifier organisations**, information about changes in the authorities’ approval decisions taken place after previous assessment, and any other changes in or affecting verification activities.

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Please inform about proposals of extensions, reductions or other updates to the scope. Detailed information about extensions and other scope updates are requested to be filled into Tables 1–3 below.
Please note that large scope extensions cannot possibly be included in the agenda of the assessment day mentioned above, and their assessment will be agreed separately.

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Table 1. Extensions to the scope

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| EXTENSIONS TO THE SCOPE(please add rows when needed)Also note language versions. |
| **CERTIFICATION OF MANAGEMENT SYSTEMS****Sertifiointiohjelma*Certification scheme*** | **Toimiala (EA-, NACE-koodi)*****Technical area (EA, NACE code)*** |
| or |  |
| **CERTIFICATION OF PERSONS****Sertifiointiohjelma*Certification scheme*** | **Sertifiointisektorit, vaatimusasiakirja*Certified sectors, certification criteria*** |
| or |  |
| **CERTIFICATION OF PRODUCTS****Sertifiointiohjelma*Certification scheme*** | **Tuote-, palvelu-, prosessivaatimukset*Product/service/process specifications*** |
| or |  |
| **Todentamiskohde, todentamisvaatimukset*Verification category, verification requirements*** | **Todentamistoimialat*****Field of verification*** |
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Table 2. Changes/updates to the scope

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| CHANGES/UPDATES TO THE SCOPE(please add rows when needed)Also note language versions. |
| **CERTIFICATION OF MANAGEMENT SYSTEMS****Sertifiointiohjelma*Certification scheme*** | **Toimiala (EA-, NACE-koodi)*****Technical area (EA, NACE code)*** |
| or |  |
| **CERTIFICATION OF PERSONS****Sertifiointiohjelma*Certification scheme*** | **Sertifiointisektorit, vaatimusasiakirja*Certified sectors, certification criteria*** |
| or |  |
| **CERTIFICATION OF PRODUCTS****Sertifiointiohjelma*Certification scheme*** | **Tuote-, palvelu-, prosessivaatimukset*Product/service/process specifications*** |
| or |  |
| **Todentamiskohde, todentamisvaatimukset*Verification category, verification requirements*** | **Todentamistoimialat*****Field of verification*** |
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Table 3. Reductions to the scope

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| REDUCTIONS TO THE SCOPE(please add rows when needed)Also note language versions. |
| **CERTIFICATION OF MANAGEMENT SYSTEMS****Sertifiointiohjelma*Certification scheme*** | **Toimiala (EA-, NACE-koodi)*****Technical area (EA, NACE code)*** |
| or |  |
| **CERTIFICATION OF PERSONS****Sertifiointiohjelma*Certification scheme*** | **Sertifiointisektorit, vaatimusasiakirja*Certified sectors, certification criteria*** |
| or |  |
| **CERTIFICATION OF PRODUCTS****Sertifiointiohjelma*Certification scheme*** | **Tuote-, palvelu-, prosessivaatimukset*Product/service/process specifications*** |
| or |  |
| **Todentamiskohde, todentamisvaatimukset*Verification category, verification requirements*** | **Todentamistoimialat*****Field of verification*** |
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Representative of the certification body/verifier

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| **pp.kk.vvvv** |  |
|  | Name |

# LIST OF APPENDICES

**To lead assessor:** please return all the material listed below.

**To** **technical assessors:** please return the material listed below regarding their assessment area, apart from Appendix 6 (Management review), and, regarding internal audits, only reports regarding the assessment area in question (Appendix 5).

Please return the **completed material request form** to both lead assessor and technical assessors. Save the form as: *SXXX material yyyy.docx*, where yyyy = assessment year.

1. Appendix Information about the technical managers for the field(s) of assessment, including changes
2. Appendix Information about possible extensions or other updates to the scope
* Requested change to the scope, entered in the table in Section 1
* Instructions for procedures, possible special instructions, reporting forms or other forms related to the change
* Personal qualifications related to the change, including justification
1. Appendix Relevant documentation of the management system, including information about the changes
* Description of the organisation and responsible persons
* Central operating principles/policies
* Operating instructions/instructions for procedures
1. Appendix Process descriptions
* From the application to the certification decision and the maintenance of the certificate
1. Appendix Internal audit plans and reports

Please include to lead assessor’s material all internal audit reports covering the fields of assessment and to technical assessor material internal audit reports related to technical assessor’s assessment area (reports after previous assessment).

1. Appendix Management review plan and minutes

Please include the management review minutes only to the lead assessor’s material (reports after previous assessment).

1. Appendix Management of competence, development and maintenance of competence (e.g. maintenance of qualifications)

Overview of competencies of personnel involved in certification/auditing/verification activities. Overview of the management of competence, such as a plan and implementation of personnel training and information about personnel monitoring

1. Appendix Reference to accreditation

Information about how and where a reference to accreditation or the accreditation symbol is used

1. Appendix List of certificates in force/conducted verifications by product, technical area and country (e.g. QMS, EMAS, PEFC, GHG) related to the assessed activities. Note: The annual FINAS data request related to management system certification does not cover this.

**Providers of Certification of persons:** Total number of certifications of persons by activity

1. Appendix Examples of reports

**Certification bodies:** Examples of audit and assessment reports relating to all technical areas that are under assessment

**Verification bodies:** Examples of verification assignment documentation relating to all areas that are under assessment: work reports and other internal verification documents that are referred to in the documentation, as well as verification reports and independent review reports

1. Appendix Notified body activities (if any)

Annual report of the operator to the authorities

# 4. DOCUMENT DELIVERY TO THE EXTRANET

Please deliver for each assessor a separate zip file, where material is arranged into folders in accordance with the numbering used in 2. List of Appendices (please see the image below). The name of the zip file must include the accreditation symbol, e.g. **Sxxx ISO 22000.zip.** Please do not change the numbers of the appendices.

**The compressed file must be in .zip format** – no other compression formats are accepted, such as .rar and .7z. The size of the zip files should preferably be less than 50 MB per file.

Documents should be arranged into subfolders in accordance with 2. List of Appendices. Each subfolder shall include in maximum one subfolder level, and the names of folders and files should be kept short to open the zip files without problems.

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Brief extranet instructions:

Go to the “Dokumentit” (Documents) page and click “Tuo uusia dokumentteja” (Add new documents). Select the folder in which you want to save your file. Subfolders are located under the folder named using your organisation’s accreditation symbol (see the example below):

Sxxx->

SXXX Shared

SXXX Customer-FINAS

SXXX ISO 9001

SXXX ISO 22000

SXXX PEFC

Please save the lead assessor’s material into the Customer-FINAS folder. Save the technical assessors’ material into folders named after each assessment area, e.g. material intended for the technical assessor of ISO 22000 in the “Sxxx ISO 22000” folder, etc. You can save material intended for all assessors into the shared folder (content of this folder is shown to all assessor team). Please also save any corrective measures into the Shared folder. The customer has rights to all folders. The technical assessors only have access to the content of the folder intended for their assessment area and to the Shared folder.

Select “Asiakkaan aineisto” (Customer material) as the material type.

If required, you can also save individual files other than zip files (.docx, .pdf, .xlsx, etc.) into the extranet, but in case many files, zipping them is recommended.

More extranet instructions and videos: [**https://www.finas.fi/Tietoa/Sivut/ohjeet.aspx**](https://www.finas.fi/Tietoa/Sivut/ohjeet.aspx)

**It is important that you notify us by email (****akkreditointi@finas.fi****) after you have uploaded your material to the extranet.**

**If you have any problems, please contact** **akkreditointi@finas.fi**.

**Thank you!**