

	PUBLIC INSTITUTIONAL DOCUMENT		
	Prime Certification Services (PCS) Unipessoal Lda		
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1.0 PURPOSE

PRIME Certification Services operates product certification activities for manufactured wood products in accordance with applicable certification schemes, regulatory requirements, and ISO/IEC 17065 principles. This document provides a general overview of the certification process used for conformity assessment and certification activities related to formaldehyde emissions and associated regulatory requirements.

2.0 SCOPE OF CERTIFICATION ACTIVITIES

Certification activities may include products and manufacturing facilities associated with:

- Formaldehyde emission certification programs.
- EPA TSCA Title VI requirements.
- CARB ATCM requirements.
- Applicable technical and regulatory standards.
- Applicable certification schemes operated by PRIME Certification Services.

3.0 CERTIFICATION PROCESS

The certification process may include the following stages:

3.1 Application

Applicants shall submit the required application forms, technical information, and supporting documentation related to the products and manufacturing facilities seeking certification.

3.2 Application Review

PRIME Certification Services reviews the submitted information to verify:

- Scope applicability.
- Technical feasibility.
- Regulatory requirements.
- Availability of evaluation resources.

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3.3 Certification Agreement

Following acceptance of the application, a certification agreement is established defining the responsibilities of both parties and applicable certification requirements.

3.4 Evaluation Activities

Evaluation activities may include:

- Documentation review.
- Onsite assessments.
- Remote or ICT-assisted assessments.
- Product sampling.
- Technical evaluations.
- Manufacturing process assessments.
- Verification of quality control systems.

3.5 Qualification Testing

Products seeking certification may undergo qualification testing performed by qualified laboratories operating in accordance with applicable standards and accreditation requirements.

3.6 Technical Review

Evaluation results, technical records, testing data, and assessment findings are independently reviewed by qualified personnel.

3.7 Certification Decision

Certification decisions are made independently based on objective evidence demonstrating conformity with applicable certification scheme and regulatory requirements.

Certification may be:

- Granted.
- Maintained.

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- Suspended.
- Reduced.
- Withdrawn.
- Denied.

Personnel involved in evaluation activities do not participate in the final certification decision related to the same activity.

3.8 Certification Issuance

When certification requirements are fulfilled, PRIME Certification Services issues formal certification documentation identifying:

- Certified products.
- Applicable certification scheme.
- Applicable standards or regulatory requirements.
- Certification scope.

3.9 Surveillance Activities

Periodic surveillance activities are conducted to verify continued conformity with applicable certification requirements.

Surveillance activities may include:

- Periodic assessments.
- Surveillance testing.
- Quality control reviews.
- Evaluation of corrective actions.
- Follow-up assessments.

4. NONCONFORMITIES AND CORRECTIVE ACTIONS

Any identified nonconformities shall be documented and communicated to the client.

Clients are responsible for:

- Implementing corrective actions.
- Providing objective evidence of correction.

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- Maintaining conformity with certification requirements.

Failure to adequately address nonconformities may result in:

- Reduction of certification scope.
- Suspension.
- Withdrawal of certification.

5. CHANGES AFFECTING CERTIFICATION

Certified clients shall notify PRIME Certification Services regarding significant changes that may affect certification, including:

- Facility changes.
- Organizational changes.
- Process modifications.
- Product changes.
- Quality system changes.

6. APPEALS AND COMPLAINTS

Applicants and certified clients have the right to submit complaints or appeals related to certification activities or certification decisions. Appeals and complaints are handled through formal impartial processes established by PRIME Certification Services.

7. USE OF CERTIFICATION MARK

Authorization for use of certification marks and related certification claims shall be controlled in accordance with applicable certification scheme requirements. Misuse of certification marks or misleading certification claims may result in corrective actions, suspension, or withdrawal of certification.

8. CONFIDENTIALITY

All information obtained during certification activities is treated as confidential, except where disclosure is required by law, regulatory authorities, accreditation requirements, or applicable certification schemes.

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9. IMPARTIALITY

PRIME Certification Services conducts all certification activities with impartiality, independence, technical competence, and objectivity in accordance with ISO/IEC 17065 principles.

10. AVAILABILITY OF INFORMATION

Information regarding certification activities, complaints, appeals, certification status, and public policies may be made available through the PRIME Certification Services website or upon request.

PRIME Certification Services

Certification Process

Public Institutional Document

Based on ISO/IEC 17065 and applicable certification scheme requirements

FABIO ROSA

DIRECTOR



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