

信息通报规则

Rule of Information Notification

1 目的

Purpose

- 1.1 为确保获准认证组织向CMD通报相关信息的及时性、准确性，特制定本文件。

This document is prepared to ensure the timeliness and accuracy of the information notified to CMD by the certificated organization.

2 范围

Scope

- 2.1 本文件规定了获准认证组织信息通报规则，适用于获准认证组织向CMD通报相关信息。

This document specifies the information notification rules of the certificated organizations, which are applicable to the certificated organizations reporting relevant information to CMD.

3 通报内容和要求

Contents and requirements of notification

3.1 通报内容

Contents of notification

- 3.1.1 认证组织管理体系的变更，包括：

Changes to the management system of the certificated organization, including

- 1) 法律地位、经营状况、组织状态或所有权变化；

Changes in legal status, business situation, organizational status or ownership.

- 2) 组织机构、部门职责调整；

Adjustment of organizational structure and departmental responsibilities.

- 3) 组织和管理层（如关键的管理、决策或技术人员，包括管理者代表）人员、联系人变更；

Changes in organization and management personnel (such as key management, decision-making or technical personnel, including management representatives), and contacts.

- 4) 获证管理体系覆盖的运作范围的变化；

Changes in the scope of operations covered by the certificated management system.

- 5) 管理体系和过程和/或产品的重大变更;

Significant changes to management systems and processes and/or products.

- 6) 联系地址和场所的变更;

Changes of contact address and premises.

- 7) 组织或产品发生重大事故, 有无国家监督抽查不合格;

The organization or product has a major accident, or fails to pass the national supervision and random inspection.

- 8) 对组织的重大投诉;

Major complaints against the organization.

- 9) 监管机构介入的严重事件和违法情况;

Serious incidents and breaches of the law in which the regulator is involved.

- 10) 持有的行政许可证明、资质证书、强制性认证证书等过期失效, 重新提交的申请已被受理但尚未换证的;

The administrative license, qualification certificate, compulsory certification certificate has expired, and the resubmitted application has been accepted but has not been renewed.

- 11) 影响管理体系运行的其他重要情况;

Other important circumstances affecting the operation of the management system.

- 12) 其他方面的变更(如名称、地址、网址、联系电话、传真和电子信箱等)。

Other changes (Such as name, address, web address, contact number, fax and E-mail, etc.)

3.1.2 获证组织应指定一名联系人, 负责与CMD审核策划组沟通关于信息通报事宜。

The certificated organization shall designate a contact person to be responsible for communicating with the CMD audit planning group about information notification.

3.1.3 获证组织应形成信息通报制度, 定期通报相关信息, 重大事项、监管机构介入的严重事件和违法情况应即时通报, 以便CMD针对相关变化及时准确做出安排, 确保认证持续满足要求。

The certificated organization shall form an information notification system, regularly report relevant information, and immediately report major events, serious events and

violations involving regulatory bodies, so that CMD can make timely and accurate arrangements for relevant changes to ensure that the certification continues to meet the requirements.

3.3文件的提供

Provision of documents

认证组织申请产品认证，对特定产品认证方案，如需要对CMD产品认证规则等文件进行解释，在申请产品认证的组织有请求时，CMD将予以提供。

When applying for product certification, if a certificated organization needs to obtain an explanation of the CMD product certification rules and other documents for a specific product certification scheme, CMD will provide it when requested by the organization applying for product certification.