

Contents

1. Scope of Application
2. Terms and Definitions
3. General
4. Information on Accreditation procedures
 - 4.1 Provision of Accreditation criteria and information
 - 4.2 Applications
 - 4.3 Preliminary visit
 - 4.4 Document Review
 - 4.5 Office Assessment
 - 4.6 Witness Assessment
 - 4.7 Timeframe for Completion of Corrective Actions
 - 4.8 Reassessment
 - 4.9 Follow-up assessment
 - 4.10 Recommendation to Accreditation Review Committee
 - 4.11 Extension of Accredited Scopes
 - 4.12 Additional procedures for Surveillance and Renewal assessment
 - 4.13 Management of Accredited Bodies
5. Report of CBs/TBs
6. Accreditation fees and Accreditation Assessment Mandays
7. Use of Accreditation Mark
8. Request for Correction, Suspension and Withdrawal
9. Handling of complaints and appeals
10. Access to Records of Complaints and Appeals
11. References
12. Annexes
 - (1) Applicant Profile and Business Plan
13. Forms

1. Scope of Application

This Guide provides information on accreditation services by KAB for the applicant and/or accredited management system CBs. In this regard, this Guide includes the procedures for accreditation procedures (application and assessment), registration and maintenance of accreditation, etc. All applicant and/or accredited CBs shall comply with this Guide in addition to the accreditation criteria and accreditation advisories.

- QMS (including QS-9000, TL 9000)
- EMS, OHSMS
- FSMS
- ISMS

2. Terms and Definitions

2.1 Classification by types of assessment

- (1) Initial assessment: activities related to the initial accreditation of CBs to determine whether they meet all the relevant requirements for accreditation.
- (2) Assessment for scope extension: assessment to be performed for the extension of scope of accredited CBs.
- (3) Surveillance: activities to determine whether the accredited CBs continue to comply with the accreditation requirements
- (4) Special surveillance: assessment to be performed in case any significant failure of the CBs to comply with accreditation requirements takes place.
- (5) Renewal accreditation assessment: activities to verify the overall continuing effectiveness of the accredited CB's quality system in its entirety in accordance with the same procedure with that for initial assessment before the expiry date of accreditation period, upon request by accredited CBs seeking for extension of its accreditation period.

2.2 Classification by stage of assessments

- (1) Document review: Assessment of conformity of the quality system of applicants or accredited CBs with accreditation criteria
- (2) Office Assessment: Assessment of conformity of the quality system and its implementation of applicants or accredited CBs with accreditation criteria conducted at the office of applicants or accredited CBs.
- (3) Witness assessment: assessment team witnessing the on-site activities of audits conducted by applicants or accredited CBs to assess whether they comply with their certification/training procedures, and the conduct of their auditors or trainers.
- (4) Reassessment: Partial or Full reassessment to be carried out again of the applicant or accredited CBs after a certain period of time when it is turned out that it is not possible to proceed with the next stages due to some major nonconformities identified during assessment.

□ Partial reassessment

When nonconformities such as the absence of specific accreditation requirements, or the failure to demonstrate effectiveness of quality system, the assessment team shall decide to discontinue the assessment. The partial reassessment shall be performed of the specific requirements and scopes at the stage of assessment (document review, office assessment, witness assessment) 1 month after the assessment was discontinued.

□ Full reassessment

When major nonconformities such as the absence of accreditation requirements, or the failure to demonstrate effectiveness of quality system, which influence entire quality management system are identified, the assessment team shall decide to discontinue the assessment. The full reassessment shall be performed of the all requirements and scopes at the stage of assessment (document review, office assessment, witness assessment) 3 months after the assessment was discontinued

- (5) Follow-up assessment: Assessment to check the effectiveness of corrective actions of nonconformities identified during assessment

Application for Accreditation (I)

KAB-G-01

- (6) Special follow-up assessment: Assessment to be performed when KAB considers that any significant changes have been made which could affect the operation of the CBs, for example change of legal status, top management, ownership, etc.
- (7) Special surveillance: Assessment to be performed in case any significant failure of the CBs to comply with accreditation requirements takes place.

2.3 Classification by composition of assessment team

- (1) Separate Assessment: Assessment to be separately carried out of each management system such as QMS(including QS-9000, TL 9000), EMS, and OHSMS.
- (2) Combined Assessment: When at least two or more management systems of an organization/body are assessed together at the same types and stages of assessment.
- (3) Joint Assessment: two or more accreditation bodies cooperate to assess a management system of a single organization/body at the same types and stages of assessment.

3. General

3.1 The policies and procedures under which KAB operates are non-discriminatory, and they are administered in a non-discriminatory manner. KAB does not use its procedures to impede or inhibit access by applicant bodies unless otherwise specified.

3.2 KAB does not practice any form of discrimination such as national origin, nationality of employees, hidden discrimination by speeding up or delaying application.

3.3 KAB makes its services accessible to all applicants whose activities fall within its declared field of operation. KAB does not require undue financial or other conditions. Access is not conditional upon the size of the applicant body or membership of any association or group, nor accreditation is conditional upon the number of bodies already accredited.

Application for Accreditation (I)

KAB-G-01

3.4 Under the above 3.3, KAB makes its services available to all applicants. KAB may, however, limit its services for the following, in so far as the KAB policies and the law permit:

- (1) When the applicant has no intention to comply with accreditation policies and procedures or to settle different understanding of accreditation criteria.
- (2) When KAB has decided to provide its services for the applicant operating in a defined geographic region or within a particular technical sector.

3.5 KAB will make decision on granting or expanding accreditation without undue delay based on the information and evidences of assessment performed and other information associated.

3.6 Assessments will be conducted based on annual accreditation schedules that agreed with CBs. In case surveillance or renewal accreditation assessment has not been completed within the defined timeframe or the accreditation period, accreditation shall be suspended or withdrawn.

4. Information on accreditation procedures

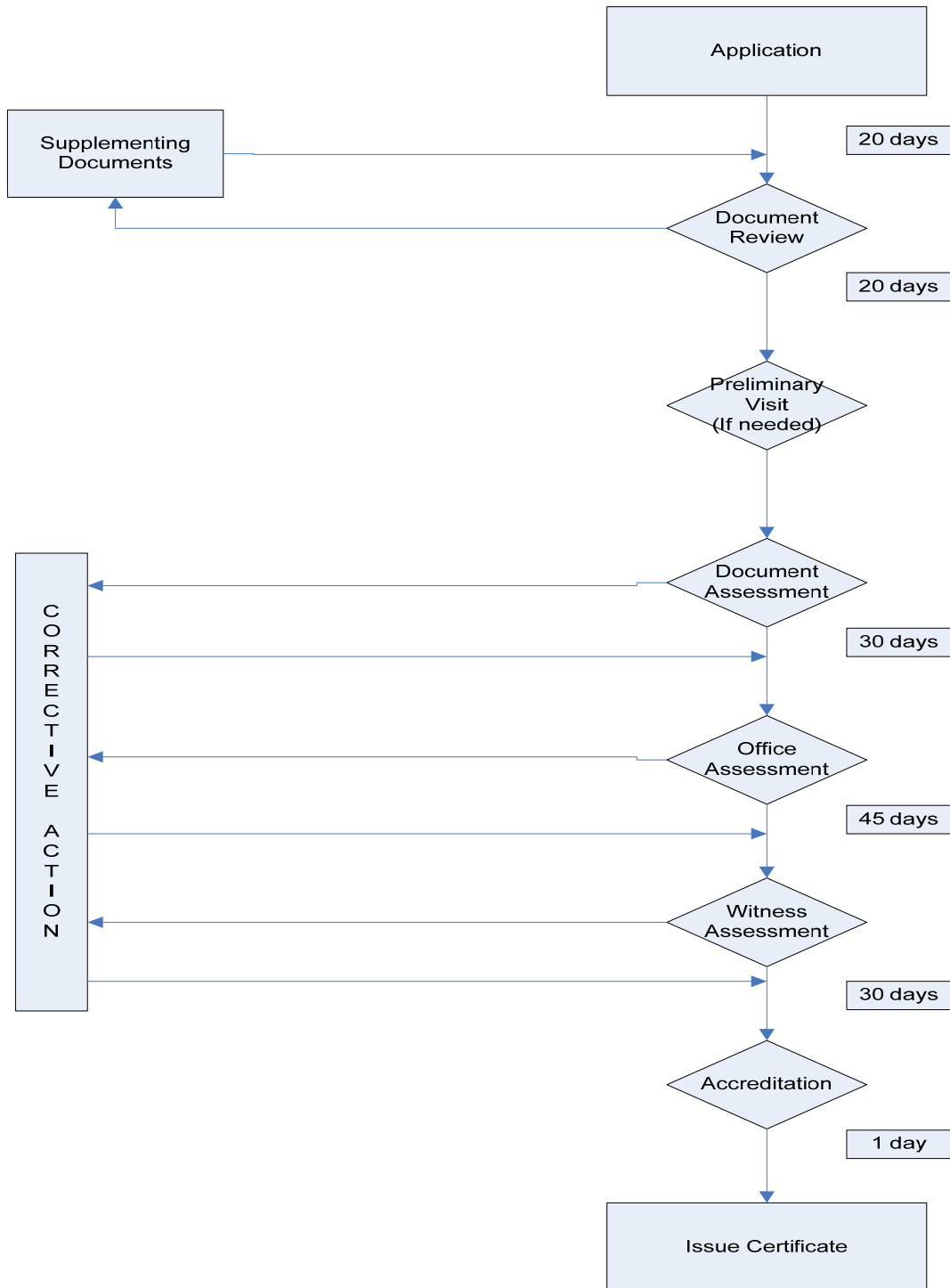
4.1 Provision of Accreditation criteria and information

Applicants shall have the current version of the following relevant documents with clear understanding of them.

- (1) QMS CB: QMS CB Accreditation Criteria (KAB-R-01)
- (2) TL 9000 CB: TL 9000 CB Accreditation Criteria (KAB-R-03)
- (3) EMS CB: EMS CB Accreditation Criteria (KAB-R-11)
- (4) OHSMS CB: OHSMS CB Accreditation Criteria (KAB-R-12)
- (5) FSMS CB: FSMS CB Accreditation Criteria (KAB-R-13)
- (6) ISMS CB: ISMS CB Accreditation Criteria (KAB-R-14)
- (7) KAB Accreditation Advisory (KAB-A-01~08)

4.2 Applications

4.2.1 Accreditation process and timeframe



Application for Accreditation (I)

KAB-G-01

[Note 1] It will take 146 days from the receipt of applications to decision to accreditation. In case of extension of scope, it will take 125 days as it does not include document review.

[Note 2] Total time period is typically working days of KAB and does not include the time incurred by the applicant including the time spent for supplementing application documents and taking corrective actions.

4.2.2 Conditions for application for initial accreditation and scope extension

Before submission of application, applicant shall ensure that it meets the following provisions as well as the accreditation criteria of each management system, and if it fails to do so, application may not be accepted.

- (1) Applicant shall complete at least one internal audit and one management review 3 months after it has established its management system.
- (2) Applicant seeking for accreditation, before application, shall perform the trial audits to demonstrate the adequacy of certification procedures and ability of operating certification as below. The trial audit program shall include the whole process from receipt of application to issuance of certificate.

Number of Scopes desired	Number of trial audits	Remarks
Less than 3	one or more audit(s) of at least one scope	N/A
3 to 6	one or more audits of each of at least 2 scopes	- per manufacturing and non-manufacturing group
6 to 10	one or more audits of each of at least 3 scopes	- per manufacturing and non-manufacturing group
10 to 15	one or more audits of each of at least 4 scopes	- per manufacturing and non-manufacturing group
More than 15	one or more audits of each	- per manufacturing and

Application for Accreditation (I)

KAB-G-01

	of at least 5 scopes	non-manufacturing group
<p>[Note 1] If the scopes of application include 03, 13, 21, 30, 33, 36, 37, trial audit shall be performed of each of them.</p> <p>[Note 2] If certification audits performed according to the applicable accreditation criteria during trial accreditation program meet the above provisions, they may be replaced with trial audits.</p> <p>[Note 3] <u>Trial audits for FSMS shall be performed according to food supply chain.</u></p> <p>[Note 3] <u>Trial audits for ISMS shall be performed in more than 2 fields classified by industries having risk regarding to information security</u></p>		

- (3) This provision is for training body. Translation is left out.
- (4) Applicant shall have the appropriate auditors required of each scope applied in accordance with the accreditation criteria of each management system before application
- (5) Information of the applicant may be published the public through KAB internet website or other notifications to identify or obtain the information on the applicant in terms of impartiality, independence, conflict of interest, etc.

4.2.3 Conditions for application for renewal accreditation

- (1) CBs seeking for re-accreditation shall submit the application for re-accreditation to KAB at least 3 months before its expiry date of accreditation.
- (2) Applicant desiring renewal accreditation shall ensure that the regular surveillances within the accreditation periods have been conducted and all the nonconformities raised are closed out before application.

4.2.4 Submission of application papers

- (1) Applicant shall submit the following documents with application form signed by its representative and pay the relevant application fees. These documents prepared in foreign languages other than Korean shall be accompanied by their Korean versions.

Application for Accreditation (I)

KAB-G-01

	initial	Renewal	Scope extension
Accreditation form	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Register of Juridical Person	<input type="radio"/>	<input type="radio"/>	
Articles of Association	<input type="radio"/>	<input type="radio"/>	
List of shareholders	<input type="radio"/>	<input type="radio"/>	
Applicant profile and Business Plan(See Annex 2)	<input type="radio"/>		
<u>List of auditors(including technical expert)and related evidence per each management system applied</u>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<u>Crtification Manual and procedures</u>	<input type="radio"/>	<input type="radio"/>	
Cross reference table with accreditation criteria	<input type="radio"/>	<input type="radio"/>	
Statement of oath to observe KAB Accreditation Criteria and Procedures: Initial accreditation and re-accreditation	<input type="radio"/>	<input type="radio"/>	
Evidence of competence analysis (including audit instruction) on each accreditation scope applied	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Payment receipt of Application fees	<input type="radio"/>		<input type="radio"/>

- (2) Applicant may submit the application form and the associated documents to KAB in person or by mail.
- (3) When KAB determines that the application is complete after reviewing them, it shall proceed with assessment planning. And if required, KAB requests the applicant to provide further information in support of the application. If the applicant fails to do so within 90 days, the application shall be rejected.
- (4) KAB assessment of the applicant will begin from the point of the application being formally accepted in accordance with the above (3).
- (5) When a part of accreditation scopes applied has not satisfied accreditation requirements, KAB, in consultation with the applicant, may proceed with the assessment excluding the specific scopes. In this case, applicant may apply for the extension of those excluded scopes separately later.
- (6) When it is turned out that the application form or associated documents have been counterfeited, application shall be rejected.
- (7) When KAB decides to reject the application, it shall request the applicant to provide the justification to KAB within one week.

Application for Accreditation (I)

KAB-G-01

- (8) When applicant fails to provide the justification within one week after the above notification, its application shall be rejected, and 50% of the application fees and all application documents shall be returned to the applicant by KAB.

4.3 Preliminary visit

- (1) The preliminary visit of the applicant by KAB may be performed with the agreement of the applicant to check that its management system has been established and operated in consistent with its policy, and implemented and maintained effectively in order to determine whether to proceed with the next stage of assessment.
- (2) The preliminary visit is not considered as part of initial accreditation assessment, and normally spends 1 MD. When the plan of the visit that specifies its purpose and content is notified to the applicant in advance, the applicant shall cooperate for the assessment team to check at least records of internal audit and management review, competence of the applicant, deficiencies of the system.

4.4 Document review

- (1) Document review is carried out for assessments of initial or re-accreditation. However, document review may be also conducted in surveillance when accredited bodies have made any significant changes of quality systems.
- (2) KAB may decide not to proceed with an on-site assessment based on the nonconformities found during document and record review. When the applicant has not completed corrective actions of nonconformities identified within 90 days after notification of the results of document review without any justification, KAB shall reject the application and shall not return the assessment fees for document review including application fee.
- (3) This provision is for training body. Translation is left out.

4.5 Office assessment

- (1) After the corrective actions of all nonconformities identified during the document review have been completely, the applicant shall cooperate with KAB to arrange schedule for the office assessment.
- (2) The applicant shall document and demonstrate to the team that it has adequate competence to comply with accreditation criteria for the accreditation scopes applied.

Application for Accreditation (I)

KAB-G-01

4.6 Witness assessment

4.6.1 Selection of the organizations to be witnessed

- (1) The team leader shall decide at the closing meeting of the office assessment that at least one witness assessment shall be carried out in each of manufacturing sector and non-manufacturing sector (only for initial assessment and scope extension).
- (2) Witness assessment for initial and renewal accreditation of the CB applied or accredited for EMS and OHSMS shall be performed of stage 1 and stage 2 certification audits.
- (3) The assessment team shall witness a full certification audit (on-site audit/stage 2 audit) of an organization by CB for a minimum of 1.5 M/D. In case such audit is not planned, 2 certification audits of 1 M/D may be witnessed.
- (4) For witness assessment for renewal accreditation of the applicant, the applicant shall arrange the audit of an organization seeking for initial certification or renewal certification in principle. If such audit is not planned within the assessment timeframe for renewal accreditation, 2 surveillances may be witnessed. Witnessing for surveillance of CB may be performed of the CB's surveillance audit of an organization.
- (5) For initial accreditation and scope extension, the following critical scopes shall be witnessed.
 - 1) QMS CB: 03, 10, 11, 13, 19, 21, 28, 30
 - 2) EMS CB: 10, 11, 12, 17, 28, 39
 - 3) OHSMS CB: at least one per each group on application
 - group A(petrochemicals etc): 10, 11, 12, 13, 14
 - group B(metal/non-metal): 15, 16, 17
 - group C(machinery/electric): 18, 19, 22
 - group D(construction): 28
 - group E(transportation, warehouse and telecommunication): 31
 - 4) FSMS CB : one per each group on FSMS CB accreditation manual(annex 1)
 - 5) ISMS CB : if including following industries, witness audit will be performed in

each.

- Financial and Insurance(Korea standard industry classification 65, 66)
- Information processing and business managing computer(Korea standard industry classification 582, 62, 63)

(6) In addition to the witnessing of critical scopes, assessment team shall determine and notify scopes and organizations for witnessing taking account of the following:

- ① main scopes of accreditation of applicant
- ② work and audit experience of the auditors in each scope
- ③ effectiveness of audit instructions and training of the auditors in the relevant industrial sectors
- ④ At least 2 scopes of three scopes, ie. HW, SW, SC for TL 9000
- ⑤ any other applied scopes in which competence of applicant for performing certification functions has not been demonstrated

4.6.2 Conduct of witness assessment

- (1) Prior to witness assessment, all nonconformities found at the office assessment against accreditation criteria related to auditor competences and certification procedures for the scopes to be witnessed shall be closed out and confirmed by the team.
- (2) At least 10 days before the witnessing, applicant shall submit to the KAB audit plan programme(the certification contract and document review results as required). And also it shall provide assessment team with a copy of its quality system documents and detailed instructions for audit.
- (3) Assessment team may accompany an appropriate technical expert for witnessing of certification audit and costs incurred by the technical expert shall be borne by the applicant.
- (4) If witness assessment is not performed or planned without any reasons within 90 days after office assessment for initial accreditation, the application will be rejected
- (5) In principle, witness assessment follows the office assessment. If certification audit is not planned within the timeframe for renewal accreditation or surveillance resulting from limited number of organizations to be witnessed, witness assessment may be conducted prior to the office assessment.

Application for Accreditation (I)

KAB-G-01

- (6) Number of times of witness assessment for surveillance and renewal accreditation is subject to the KAB-A-05, Accreditation Fees and Assessment Mandays.
- (7) In case audits conducted by the CB does not fully satisfy the purpose of the witness assessment, one additional witness assessment may be performed.

4.7 Timeframe for Completion of Corrective Actions

The results of corrective actions for all non-conformities issued at the accreditation assessment process (document review, the office assessment, the witness assessment and the follow-up assessment) shall be submitted within 30 days from issue date. In case the plans for corrective actions are submitted within 30 days, however, the results shall be submitted within 90 days. The application of accreditation shall be rejected in case the results of corrective actions are not submitted without any particular reasons within defined timeframe. In case of surveillance, Accreditation Review Committee shall be convened to decide whether to suspend or withdraw the accreditation of CB

4.8 Reassessment

When it is turned out that it is not possible to proceed with the next stages due to some major nonconformities identified during assessment, the team shall discontinue the assessment and consider proceeding full or partial reassessment. Costs incurred for the assessment by the time shall be borne by the applicant.

4.9 Follow-up assessment

Assessment Mandays and fees for follow-up assessment are subject to KAB-A-05.

4.10 Recommendation to the Accreditation Review Committee

- (1) All the assessments are completed, KAB shall make recommendations of accreditation of the applicant to the Accreditation Review Panel. The applicant shall pay relevant assessment fee by the due date. In case the justification of delay of payment is reasonable, KAB may allow the applicant to postpone the payment for not more than 60 days from its due date. In this case, the presentation to the Accreditation Review Committee will be deferred until the full payment.
- (2) In principle, the Accreditation Review Committee is convened on the 4th week of

Application for Accreditation (I)

KAB-G-01

every month, but it may be changed according to KAB-P-10. The decision of accreditation can be notified to the applicant normally within 30 days after the verification of corrective actions taken, unless otherwise specified.

- (3) Probation of part of accredited scopes shall be determined only if specific scope(s) have not fulfilled accreditation requirements including failure to have the qualified auditors while the requirements for the operation of CB are complied with. In this case, KAB shall publish the name of the CB concerned, scope(s) of accreditation and the period to be probated without reporting to the Accreditation Review Committee. Normally, the period of probation shall be up to the expiry date of accreditation period, and CB shall not carry out initial certification during this period. In case the CB has not met the accreditation criteria of the specific scopes, they shall be excluded from the accredited scopes by the decision of the Accreditation Review Committee.
- (4) The decision of the Accreditation Review Committee is valid on the following day of the Accreditation Review Committee meeting. For initial accreditation (or renewal accreditation), accreditation certificate in Korean and English will not be issued until the registration fee is paid. When and how to grant the Accreditation Certificate may be agreed between KAB and the applicant.

4.11 Extension of accredited scopes

- (1) Extension of scopes shall be conducted in accordance with the same procedure with that for initial assessment. However document review will be done only when there are significant changes in management system, and witness assessment may be excluded in case CB's audit competences for those applied scopes are objectively demonstrated at the office assessment.
- (2) For the extension of three digit scopes that have been excluded under an accredited two digit scope of [Annex1] of QMS Certification Body Accreditation Criteria, document review(1MD) may be performed without office assessment nor witness assessment.

4.12 Additional procedures for surveillance and renewal accreditation

4.12.1 Regular Surveillance

- (1) In principle, following initial accreditation of a CB, KAB shall conduct surveillance every six months for the first one year and thereafter, once a year. The date of first surveillance shall be programmed from the completion of initial assessment.

- (2) Surveillance shall be conducted in accordance with the same procedure with that for initial assessment but document review will be done only when there are significant changes in management system.
- (3) When the assessment team determines at its discretion that it is difficult perform witnessing based on the following reasons, it may decide the conformity with the accreditation requirements based on office assessment only.
- ① There is no certified organization newly certified or to be witnessed within the surveillance cycle
 - ② This provision is for training body. Translation is left out.
- (4) CBs shall cooperate with KAB to arrange that office and witness assessment are conducted before the completion of the cycle. Recommendation to suspend or withdraw accreditation will be referred to the Accreditation Review Committee in case the assessment is not completed within the defined timeframe or justification of postponement is not provided.

4.12.2 Special surveillance

When Executive Director considers it is necessary, special surveillance may be performed for monitoring or any other significant reason(s) without any prior notification. The cost incurred shall not be charged to the CBs.

- (1) For certification body
- ① CB conducted audits of the scopes not accredited
 - ② CB did not comply with the certification procedures including composition of audit team, auditor time etc.
 - ③ CB proceeded audits of an organization that evidently doesn't comply with the certification standard.
 - ④ CB was requested to make clarifications on its certification audits at the Accreditation Review Committee's meeting more than one time for recent one year by KAB
 - ⑤ Appeals raised or information received of certification audit performed by a CB from outside (government, relevant international bodies, etc)
 - ⑥ Other reasons leading to major risks of operation of certification schemes in breach of accreditation criteria

4.12.3 Renewal accreditation assessment

- (1) KAB shall conduct the re-accreditation assessment of accredited CBs every three years in accordance with the same procedure with that for initial assessment.
- (2) When combined assessment is conducted for re-accreditation of two or more management systems, KAB shall review and decide whether to accept or not taking account of cycle of surveillance. In this case, the accreditation period will be subject to that of management system having the expiry date ahead.
- (3) Interval of renewal accreditation assessments of sector-specific schemes such as TL 9000 etc, shall be subject to that of ISO 9001, regardless of the date of their initial accreditation.

4.12.4 Those nonconformities identified from surveillance or re-accreditation assessment, which may lead to suspension or withdrawal of accreditation shall be reported to the Accreditation Review Committee, and actions shall be taken according to the decision of the Accreditation Review Committee based on KAB-A-07.

4.12.5 Special follow-up accreditation assessment

Assessment Mandays and fees for Special follow-up assessment are subject to KAB-A-05

4.13 Promotion of Information on the accredited CBs and the certified organizations

4.13.1 KAB makes and periodically updates a list of the accredited CBs/TBs and statistics of certificates issued. Such information shall be publicly available on the KAB website at <http://www.kab.or.kr>.

4.13.2 CBs shall make available the details of its certified organizations and, especially, check that the current data of certified organizations are properly maintained by AIAG and QuEST Forum in the fields of TL 9000.

4.12.3 If a CB trying to promote organization certified by the CB on KAB Registration Documents, Registration fee may be paid by the relevant organization.

5. Report of CBs

CBs shall report their certification activities to KAB in accordance with KAB-A-04.

6. Accreditation fees and assessment mandays

Accreditation fees and assessment man-days are subject to KAB-A-05, and CBs shall pay the fees accordingly.

7. Use of Accreditation Mark

Details on use of Accreditation Mark, IAF MLA Mark and Words are subject to KAB-A-06.

8. Request for Corrective Action, Suspension or Withdrawal of Accreditation

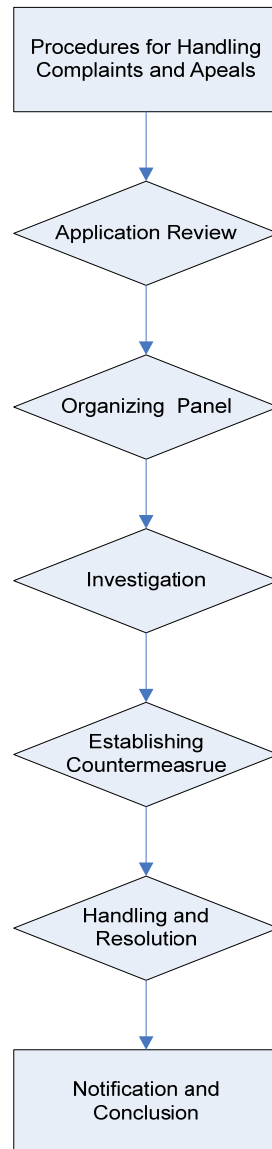
When accredited CB is not in conformity with accreditation requirements or does not follow the KAB procedures in performing certification activities, KAB shall determine request for corrective actions, suspension or withdrawal of accreditation on the CB in accordance with the KAB-A-07.

9. Handling of Complaints and Appeals

9.1 When CBs intend to raise complaints and appeals with regard to the accreditation schemes of management systems, it shall provide KAB with relevant information and evidences in written including subject and details of the complaints or appeals, name of compliant or appellant, contact information.

9.2 Details on procedures or methods to deal with complaints, disputes and appeals are described in the KAB-P-20.

9.3 Handling process



10. Access to records of Complaints, Disputes and Appeals

Applicant and accredited CBs shall make available to the KAB, when requested, the records of all complaints and appeals, and subsequent actions.

11. Annexes

- (1) Procedure for Accreditation Assessment(I) (KAB-P-16)
- (2) Procedure for Issuance of Accreditation certificates of CBs and notification (KAB-P-18)

Application for Accreditation (I)

KAB-G-01

- (3) Procedure for Handling Complaints and Appeals (KAB-P-20)
- (4) KAB Accreditation Advisory (Report of CBs)(KAB-A-04)
- (5) KAB Accreditation Advisory (Accreditation fees and Assessment Mandys) (KAB-A-05)
- (6) KAB Accreditation Advisory (Use of Accreditation Mark) (KAB-A-06)
- (7) KAB Accreditation Advisory (Request for Corrective Action, Suspension or Withdrawal of Accreditation)(KAB-A-07)

12. Reference

- (1) Status and Business Plan of Application organizations

13. Forms

- (1) Application Form for Accreditation by Certification Body (KAB-G-01-01)
- (2) Application Form for Accreditation by Training Body (KAB-G-01-02)
- (3) Statement of Oath to observe Accreditation Criteria and Procedures (KAB-G-01-03)
- (4) Cross Reference Table with Accreditation Criteria (KAB-G-01-04)

[Annex 1]

Applicant profiles and Business Plan

<p>1. Overview of applicant</p> <p>A Outline of company</p> <p>B History</p> <p>C Motives for foundation and expectations of the business</p> <p>D Directions of development of business and future plan</p> <p>2. Organization and Personnel</p> <p>A Organizational chart</p> <p>B Representative and current Management (including a list of Directors, Management Committee, and Deliberation Committee, organizations each member belongs to)</p> <p>C Current shareholders (including organizations each members belongs to)</p> <p>D Status of employees(including auditor, <u>technical expert</u> etc) and plan for future recruitment</p> <p>E Records and plans for Training</p> <p>F Summary of related body</p> <p>G Name and duties of the department which has no direct relationship with department involved in <u>certification activities</u></p> <p>3. Facilities*</p> <p>4. Schedule for certification/training activities</p> <p>A Status of management systems concerned</p> <p>B Internal audits including - date, auditors, major findings etc.</p>	<p>C Management review including - date, participants, review items etc.</p> <p>D Trial audits including - date, name of company audited, certification scope(s)</p> <p>5. Certification Plan (Training Plan)</p> <p>A Status of certifications in the accreditation scopes applied (Status of training courses applied)</p> <p>B Annual plan for certifications (Annual plan for training)</p> <p>6. Financial plan</p> <p>A Current state of finance - Main financial state of recent settlement of accounts - Current state of bank loan - Annual plan for capital increase and loaning</p> <p>B Presumption of finance - Plan for supply of capital - presumed balance sheet - presumed statement of profit and loss</p> <p>C Future prospect for profit - Profit and loss analysis - Prospect of profit for the next five years</p>
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**Statement of Oath to observe
Accreditation Criteria and Procedures**

Name of certification body :

We hereby pledge to observe the following conditions on KAB accreditation criteria and procedures while we maintain accreditation granted by the Korea Accreditation Board (hereinafter referred to as the "KAB") located in Seoul, Republic of Korea which performs accreditation functions designated by the Korean Agency for Technology and Standards of the Ministry of Knowledge Economy according to the Article 7 of Quality Management and Industrial Products Safety Control Act, and Article 16 of Environmental Friendly Industrial Structure Promotion Act. We also pledge to willingly accept any measures taken by the KAB in case we violate the following conditions.

1. Conformance with KAB's Accreditation Criteria and Procedures

- 1.1 Common Criteria and Procedures for Certification Body: We will observe the accreditation criteria, procedures and ISO/IEC 17021(or ISO 22003, ISO.IEC 27006) as required by the KAB, relevant international organizations including the IAF, the PAC, etc. and relevant international Groups including the BIG 3, the QuEST Forum, etc., as applicable for each accreditation scheme.
- 1.2 Criteria and Procedures for Certification Body : We agree to require both certified organizations and our management and staff to do their work by complying with the CB's certification requirements and procedures, as applicable.

2. Provision of Materials, Information and Facilities

We agree to provide correct data of certifications on a monthly basis and all information and facilities required by the KAB in operating accreditation programs.

3. Agreement on KAB Accreditation Assessments and Cooperation

- 3.1 We agree to complete all preparations for accreditation assessments and allow KAB assessment team to access to our documents, records and all sites, interview with our employees during initial accreditation assessment, surveillance, re-accreditation

Application for Accreditation (I)

KAB-G-01

assessment and investigate complaints against us, where applicable.

- 3.2 We agree to accept initial accreditation assessment, surveillance assessment and re-accreditation assessment to be conducted by KAB, and to provide full cooperation as required by KAB. In addition, we agree to accept special surveillance assessment when KAB deems that we have significantly failed to comply with accreditation requirements.
- 3.3 We agree to allow KAB assessors to access to our documents, records and all sites and have interviews with our employees during special assessment of our organization with the purpose of investigating complaints/appeals raised upon us.
- 3.4 We agree to KAB assessors' witnessing of our audits for organizations(or training courses, where applicable). When KAB selects some organizations or training courses, we will secure an agreement of the selected organizations or of each trainee that they will accept KAB's witnessing. We will inform those organizations or trainees, at the time of our contract with them for certification or trainee's application for training course, that we will cancel the certification contract if they reject KAB's witnessing.
- 3.5 We agree that KAB will review and check the qualifications of the external auditors or sub-contractors employed for certification audits. In this case, we will seek their consents before KAB commences with its review.
- 3.6 We agree to perform TL 9000 in compliance with the TL 9000 Quality Management System Requirements.

4. Scope of Activities

- 4.1 We agree to provide certification services within the accredited scopes and will not misuse or lead to misunderstanding in a way that may damage the reputation of KAB.
- 4.2 Upon suspension of accreditation, we will not issue or re-issue the certificates that use accreditation mark of KAB or includes any statements implying that we are accredited by KAB in any case such as initial certification, renewal of certification, extension of certification scopes, or changes of representative or location during the period of suspension.
- 4.3 Upon withdrawal of accreditation, we agree to stop using accreditation mark of KAB

Application for Accreditation (I)

KAB-G-01

and all words on accreditation granted by KAB in all documents and advertisements at the time of marketing and certification activities, to delete immediately all words on accreditation granted by KAB from all related materials, publications, books, marketing materials and periodicals, and to return to KAB, when requested, all accreditation documents including accreditation certificates.

- 4.4 We agree not to misuse or mislead the use of accreditation documents, mark, report or any related part of them.
- 4.5 We agree to observe KAB requirements when we mention accreditation status in our documents, advertising materials, publications, etc.

5. Notification of Changes

We agree to report immediately to KAB of all changes in our quality system against all of KAB's conditions for granting accreditation, i.e. accreditation requirements and procedures, including our legal status, articles of association, rules, documents, structures, personnel and procedures.

6. Payment of Accreditation Fees

We agree to pay all accreditation fees by the deadlines, as required by the KAB, according to the KAB-A-05 regardless of the result of accreditation assessment. We also agree that KAB reviews, every two years, our documents and/or records made or maintained by us in order for KAB to verify the correctness of amount of the accreditation fees of us.

7. Report of Complaints and Appeals

We agree to record and report to KAB of any measures we have taken against all complaints or appeals raised to us at the end of every year.

8. Confidentiality

We agree to keep confidentiality of all information of the organizations that we acquired during performing certification activities.

9. Limitations of Responsibilities

Application for Accreditation (I)

KAB-G-01

- 9.1 We agree to maintain adequate arrangements, such as insurance, to cover liabilities arising from our operations and/or activities for the indemnification or compensation for the interested parties including KAB or certified organizations.
- 9.2 We will not be responsible for the expenditures on any losses or damages of KAB occurred in the process of our activities that have been carried out in accordance with our provisions under the approval of KAB. Exception to this remains in the case where the loss, damages or other causes are due to our deliberations.
- 9.3 We agree that we will not require KAB of any responsibility for the expenditure on any losses or damages of our body occurred by KAB in the process of the accreditation activities that have been carried out in accordance with related rules and laws. Exception to this remains in the case where the losses, damages or other causes are due to deliberations of KAB.

10. Recognition of Rights

We recognize that we are granted the following rights by KAB during the period for which accreditation is valid by being accredited and signing this Statement of Oath.

- 10.1 Right to certify organizations and/or operate training courses within the scope(s) accredited by KAB according to KAB's accreditation criteria.
- 10.2 Right to raise complaints, disputes and appeals if we have different views against the decisions, procedures, or general administrative works done by KAB for accreditation, according to applicable KAB procedure, i.e. "Complaints, Disputes and Appeals (KAB-P-20)".
- 10.3 Right to use the accreditation certificate and accreditation mark within accredited scopes in accordance with applicable KAB Accreditation Advisory, KAB-A-06.
- 10.4 Right to indicate and advertise MLA affiliation in accordance with applicable KAB Accreditation Advisory, KAB-A-06.
- 10.5 Right to request KAB to provide information on accreditation and certification within the extent not to infringe interested parties' interests.
- 10.6 Right to be protected by KAB against our right within the extent not to infringe interested parties' interests.

Application for Accreditation (I)

KAB-G-01

Year Month Date :

Name of the Representative :

Signature :

Address :

To the Chairman of KAB

KAB-G-01-03 Rev.0

Additional Claus

1. This document will be effective from 19 May 2008.