



NOTIFICATION OF CHANGES FORM

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| Document No: | FR.128-NAC |
| Issue Date/ No: | 22.03.2024/2 |
| Rev Date/No: | 00.00.0000/0 |
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|--------------------------------|---|
| CAB Name: | |
| NAC File No: | NAC- |
| Date of Change Made/To Be Made |/..../.... |
| Location of Change: | Headquarters: <input type="checkbox"/> Branch: <input type="checkbox"/> Other: <input type="checkbox"/> (.....) |

PART I. STRUCTURAL CHANGE

After entering current and previous information, please select the applicable situation from the table and submit your evidence to NAC.

| Current details of CAB | | |
|--|--|--|
| CAB Name | | |
| Address | | |
| Email | | |
| Website | | |
| Tax Office/Number | | |
| Legal Owner of the Organization | | |
| Authorized Representative and Signatory | | |
| Legal Status of the Organization | Public Institution <input type="checkbox"/> | Limited Company <input type="checkbox"/> |
| | Joint Stock Company <input type="checkbox"/> | Association <input type="checkbox"/> |
| | Foundation <input type="checkbox"/> | Other:..... <input type="checkbox"/> |
| Previous details of CAB (Prior to changes) | | |
| CAB Name | | |
| Address | | |
| Email | | |
| Website | | |
| Tax Office/Number | | |
| Legal Owner of the Organization | | |
| Authorized Representative and Signatory | | |
| Legal Status of the Organization | Public Institution <input type="checkbox"/> | Limited Company <input type="checkbox"/> |
| | Joint Stock Company <input type="checkbox"/> | Association <input type="checkbox"/> |
| | Foundation <input type="checkbox"/> | Other:..... <input type="checkbox"/> |

| Condition | Documents Required | Accreditation Status |
|--|--|---|
| <input type="checkbox"/> 1.A In cases where the legal entity that the organization belongs to has undergone changes resulting in the dissolution of the original | <ul style="list-style-type: none"> The contract (transfer agreement, etc.) that brings about a change in the structure of the Legal Entity Declaration that debts to the NAC as of the transfer date have been paid Commitment showing that the new legal entity will fulfill the financial obligations of the former legal entity. | <ul style="list-style-type: none"> Accreditation can continue under the same accreditation number. In this case, an accreditation certificate will be issued for the new legal entity. |

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| <p>legal entity and the new legal entity has accepted responsibilities towards the NAC.</p> | <ul style="list-style-type: none"> • 'Change Impact Analysis' that also includes the aspect of impartiality. • Commercial registry record regarding the change • 'Accreditation Agreement' signed by the new legal entity. • Accreditation Application • If the activities carried out by the CAB require a license, such license must also be submitted. • Current copies of other documents forming the basis for accreditation (For example, license, professional liability insurance, etc.) • Declaration that the new legal entity accepts responsibilities towards clients and NAC for the activities of the former legal entity. • Legal documents showing the signature authority of the person/people authorized to represent and bind the organization. | <ul style="list-style-type: none"> • Until the accreditation of the new legal entity is announced on the NAC website, the CAB (Conformity Assessment Body) cannot issue reports/certificates containing the NAC accreditation mark. |
| <p><input type="checkbox"/> 1.B In cases where the legal entity to which the organization is affiliated has been dissolved due to changes in its structure, and the new legal entity does not accept responsibilities towards its clients and the NAC.</p> | <ul style="list-style-type: none"> • A letter from the former legal entity requesting the withdrawal of its accreditation well in advance of the potential change. | <ul style="list-style-type: none"> • The accreditation of the organization whose legal entity has been dissolved will be withdrawn. • The new legal entity will be directed to apply for accreditation. |
| <p><input type="checkbox"/> 1.C In cases where the legal entity (A) to which the organization is affiliated sells/transfers all personnel, systems, equipment, and other infrastructure in the relevant conformity assessment area to another legal entity (B)</p> | <ul style="list-style-type: none"> • The contract causing a change in the structure of the Legal Entity (such as a transfer agreement) • Declaration that all debts owed to the NAC as of the transfer date have been paid • Commitment to fulfilling the financial obligations of the former legal entity • Impact Analysis that also includes considerations of impartiality • 'Accreditation Agreement' signed by the new legal entity • Accreditation Application • Commercial registry entry regarding the change (if available) • If the activities carried out by the CAB require a license, such license must also be submitted. • Current copies of other documents that serve as the basis for accreditation (For example, license, professional liability insurance, etc.) • Declaration by the new legal entity (B) that it accepts the responsibilities towards the clients and NAC for the activities of the former legal entity (A) • Legal documents demonstrating the signing authority of the person(s) authorized to represent and bind the organization • A letter from the relevant entity (A) committing not to engage in conformity assessment activities in the same field for at least one (1) year and accepting the withdrawal of the current accreditation file. | <ul style="list-style-type: none"> • After declaring the transfer to NAC, the accreditation of legal entity (A) will be withdrawn. • A limited-scope assessment will be planned to assess the effects of the change. • Until the accreditation of the new legal entity (B) is announced on NAC website with a new file number, the CAB cannot issue reports/certificates containing the NAC accreditation mark. • An accreditation certificate will be issued for the new legal entity (B). • From the signing of the transfer agreement between legal entities A and B until the announcement of the new legal entity's accreditation on the NAC website, neither A nor B may issue reports/certificates containing the accreditation mark. • Note – In the event that the new legal entity (B) does not accept the responsibilities of legal entity (A) towards the NAC, the file for entity A will be closed, and entity B will be |

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| | | directed to apply for initial accreditation |
| <input type="checkbox"/> 1.D <ul style="list-style-type: none"> - Change of the legal entity's name (trade name change) - Change of the type of legal entity (e.g., transformation from a limited company to a joint-stock company) (Provided there is no change in the organization's personnel, equipment, ownership, or infrastructure) | <ul style="list-style-type: none"> • Commercial registry record of the change • Impact Analysis that also includes consideration of impartiality • Current copies of other underlying documents for accreditation (such as licenses, professional indemnity insurance) • 'Accreditation Agreement' signed by the new title holder | <ul style="list-style-type: none"> • Accreditation continues under the same accreditation number. • An accreditation certificate is issued for the new title. |
| <input type="checkbox"/> 1.E Change in Legal Entity's Ownership Structure (A partner leaving/new partner joining/change of ownership) | <ul style="list-style-type: none"> • Commercial registry record regarding the change • Impact Analysis that includes considerations of impartiality • If needed, current copies of other documents that serve as a basis for accreditation (such as licenses, professional liability insurance, etc.) • Legal documents showing the authority of the person(s) authorized to represent and bind the organization. | <ul style="list-style-type: none"> • Accreditation continues with the same accreditation number. |
| <input type="checkbox"/> 1.F Address and Location Changes | <ul style="list-style-type: none"> • Commercial registry record concerning the change • Impact Analysis, including aspects of impartiality • Current copies of other foundational documents for accreditation (For example: licenses, professional liability insurance, etc.) | <ul style="list-style-type: none"> • As a result of the evaluation, it may be decided to continue accreditation in the relevant scopes, or to suspend it partially or entirely. • If there are any scopes that have been suspended, an assessment will be scheduled after the CAB (Conformity Assessment Body) notifies that it is ready for assessment to lift the suspension. • The accreditation certificate is revised to reflect the new situation. |

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PART II. PERSONNEL/EQUIPMENT CHANGE

Please specify any changes related to personnel, equipment, etc., that you wish to report, and select the relevant situation in the table below. Then, submit your evidence to NAC.

| Condition | Documents Required | Accreditation Status |
|--|--|--|
| <input type="checkbox"/> 2.A Change in Critical Personnel | <ul style="list-style-type: none"> • List of scopes where the changed personnel are involved (If a prepared list exists, it should also include other authorized personnel in these scopes. New personnel should be marked with an asterisk.) • Documents demonstrating the competence of newly appointed personnel in the relevant field, if applicable. (Such as training certificates, equipment usage certificates, records demonstrating past experience, competency criteria derived from national/international regulations, etc.) • Impact Analysis, including considerations of impartiality (if necessary) • When personnel changes require modifications to the accreditation certificate (Example: CMC value may change in calibration laboratories), necessary work is also included in the impact analysis. • Records indicating the assignment of critical personnel in managerial functions (appointment letters, etc.) | <ul style="list-style-type: none"> • Following NAC assessment, if there is a risk that the changes may affect competence, a decision may be made to partially or fully suspend accreditation in the relevant scopes. • If the sole competent personnel in a particular area leaves and no replacement is assigned for that area, the relevant scope is suspended. • When the CAB declares that it has appointed competent personnel in the suspended scope due to personnel changes, an assessment is scheduled to lift the suspension. This assessment may include all assessment methods (on-site assessment including office and/or witness assessment, remote assessment, document review, etc.). • If the reported changes require modifications to the accreditation certificate, a new certificate is issued. |
| <input type="checkbox"/> 2.B Critical Equipment and Infrastructure Changes | <ul style="list-style-type: none"> • List of scopes where the changed or newly added equipment is used (The prepared list should also include other equipment used if available. New equipment should be marked with an asterisk (*).) • Impact Analysis, including considerations of impartiality (if necessary) • Impact analysis conducted by the laboratory regarding equipment changes • Records of activities carried out due to the changes • Records demonstrating the technical specifications of the equipment | <ul style="list-style-type: none"> • Following NAC assessment, if there is a risk that the changes may affect competence, a decision may be made to partially or fully suspend accreditation in the relevant scopes. • If deemed necessary, NAC may schedule an assessment. This assessment may include all assessment methods (on-site assessment including office and/or witness assessment, remote assessment, document review, etc.). |

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PART III. CHANGES IN LABORATORY ACTIVITIES

Please provide information on any changes related to unsatisfactory PT results, standards, methods, etc., and provide details in the table below. Then, submit evidence to NAC.

| | | | |
|--|-----|----|--|
| Are there any unsatisfactory PT / ILC results? If any, provide information of unsatisfactory PT / ILC results. | Yes | No | |
| Are there any revised standards or in-house methods within CAB's accredited scope? If any, provide information of the revised standards, in-house methods. | Yes | No | |
| Are there any changes in the requirements of regulatory authorities, regulatory legislations, regulations etc.) | Yes | No | |
| Is there any use of back-up device in accredited scope? If any, provide information of the scope(s) related with the back-up device. | Yes | No | |

| Condition | Documents Required | Accreditation Status |
|--|---|---|
| <input type="checkbox"/> 3.A Unsatisfactory PT/ILC result | <ul style="list-style-type: none"> • Evidence of prompt and appropriate corrective actions. • New PT/ILC plan. | <ul style="list-style-type: none"> • Following the evaluation of such results, if there is a risk that the changes may affect competence, a decision may be made to partially or fully suspend accreditation in the relevant scopes. • If the reported changes require modifications to the accreditation certificate, a new certificate is issued. |
| <input type="checkbox"/> 3.B Revised standards or in-house methods | <ul style="list-style-type: none"> • List of scopes where the revised standard or in-house method is used. • Records of activities carried out due to the changes (including new documentation and validation records, when necessary). | <ul style="list-style-type: none"> • If deemed necessary, NAC may schedule an assessment. This assessment may include all assessment methods (on-site assessment including office and/or witness assessment, remote assessment, document review, etc.). |
| <input type="checkbox"/> 3.C Changes in regulations etc. | <ul style="list-style-type: none"> • List of scopes which are affected by this change. • Records of activities carried out due to the changes (including new documentation and validation records, when necessary). | <ul style="list-style-type: none"> • If deemed necessary, NAC may schedule an assessment. This assessment may include all assessment methods (on-site assessment including office and/or witness assessment, remote assessment, document review, etc.). |



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| <input type="checkbox"/> 3.D Use of back-up devices | <ul style="list-style-type: none">• List of device(s) and scopes where this device is used.• Records of activities carried out due to this use. | <ul style="list-style-type: none">• If deemed necessary, NAC may schedule an assessment. This assessment may include all assessment methods (on-site assessment including office and/or witness assessment, remote assessment, document review, etc.). |
|---|--|--|

Subsequent Actions Following the Receipt of Evidence and Program Manager's Opinion

Program Manager Name:

Date: