
Document Name: Coronavirus COVID-19 impact on certification process.

Version: 1

1.0 What is the purpose of this document?

Due to the outbreak of the COVID-19 coronavirus, many factories, especially in China, are currently closed and, with no clear date of when they will be operational again, this is preventing Applicants from collecting some of the data required to conduct assessment and re-certifications.

This document, is created to outline how Global GreenTag will be dealing with this unforeseen event.

2.0 Content of the document

2.1 Initial Certifications

For initial certifications, Applicants may choose to put their assessment on hold until affected factories resume activities, with no penalty fees. Once factories are operational again and the GreenTag assessor notified, the assessment will be resumed.

2.2 Re-certifications with GreenTag v3.2 to v4.0 upgrade

For re-certifications, with v3.2 to v4.0 upgrade, the Applicant may choose to put their assessment on hold until affected factories resume activities with no penalty fees. Once factories are operational again and the GreenTag assessor notified, the assessment will be resumed.

The applicant may also choose to get an extension of their certificate under v3.2 if they can provide Global GreenTag a signed declaration confirming that there are no changes to the product, materials, processes and suppliers used in the products since last renewal of their latest certificate.

However, the extension will only apply at most until the next renewal is due, and the documentation required to upgrade to v4.0 will need to be provided as soon as possible and no later than then next renewal. An additional fee to upgrade to GreenTag Standard v4.0 from the extended GreenTag Standard v3.2 certificate will apply.

2.3 Re-certifications from remaining at v4.0

The applicant will get an extension of their certificate under v4.0 if they can provide Global GreenTag a signed declaration confirming that there are no changes to the products and suppliers used in the products since last renewal of their latest certificate.

However, the extension will only apply at most until the next renewal is due, and the documentation required to re-assess the products under v4.0 will need to be provided as soon as possible and no later than then next renewal.

Please note that additional fees for the re-assessment will apply.

2.4 Additional fees for re-assessment and upgrade.

If you would like to enquire about the cost of the upgrade and re-assessment fees please contact us. Please note that these fees are in addition to any re-certification fees and renewal fees that normally apply.

Document Information and Revision History

Document Name & Reference Original Author	Position paper factories and suppliers affected by Corornavirus
	Omar Biaz
Current Revision Author(s)	David Baggs

Revision History

Revision	Date	Author	Notes
1	13/02/2020	Omar Biaz	Document created