

Document Verification Procedure

GSQA-PRG-003 · 2.0 · 2026-10-19

1. Itemised verification records

Record the applicable requirement, edition, clause, parameter, method, report page, conditions, values, units, finding and reasons. A single “all passed” checkbox cannot replace specific evidence.

2. Independent confirmation

Official institutional directories and report-validation channels are checked. Where necessary, independent confirmation uses genuine, available contact details. Verification must not rely solely on applicant-provided contacts that cannot be independently checked or on images of seals.

3. Missing material and inconsistencies

Requests specify missing items, existing problems, required documents and deadlines. The relationship between original and replacement versions is retained. No finding that all requirements are met is issued while conflicting reports, restrictions or adverse results remain unresolved.

4. 01 Establish the product and scope

Check authority to apply, the exact model, configuration, intended use and target market. Identify applicable requirements and grounds for non-applicability. Research candidates, nominations and direct applications follow the same conditions.

5. 02 Verify reports and testing bodies

Check complete reports and attachments, the body’s qualifications for the methods and site, authenticity, product correspondence, measured data and clauses. Where necessary, confirm through independent official channels.

6. 03 Resolve omissions and questions

Specific requests for additional documents are issued for conflicts, omissions or authenticity concerns. Unresolved critical issues cannot be offset by other favourable results. All versions remain traceable.

7. 04 Make an independent decision

Verifiers provide itemised findings. An authorised person who did not perform the verification and has

no unresolved conflict makes the decision. An award requires all conditions to be met and a reliable core performance margin. The outcome includes reasons.

8. 05 Register, publish and maintain

Once the necessary publication and licence conditions are satisfied, publish the specific scope, basis, validity period and certificate. Subsequent changes, renewals, suspensions, withdrawals and corrections retain their history.

9. Records, administration and correction

For matters covered by this document, records must retain the application or case number, specific product and market, version used, documents and page references, responsible personnel, material dates, reasons and formal notices. Personal information and trade secrets are handled according to access permissions. Questions about a record may be raised through correction, complaint or reconsideration channels available to an entitled applicant. Submission alone does not alter an existing decision or licence. The outcome is determined by the formal notice and current record.

10. Effective date, application and version control

Version 2.0 of this document is published and takes effect on 19 October 2026. It applies to relevant matters formally submitted after that date. Existing applications retain their original snapshot and rules. Material changes are notified separately and handled under transitional arrangements; new conditions are not retrospectively inserted into historical decisions. Website and downloadable texts must agree. Superseded versions identify their replacement, and name or wording corrections are recorded separately from substantive amendments.