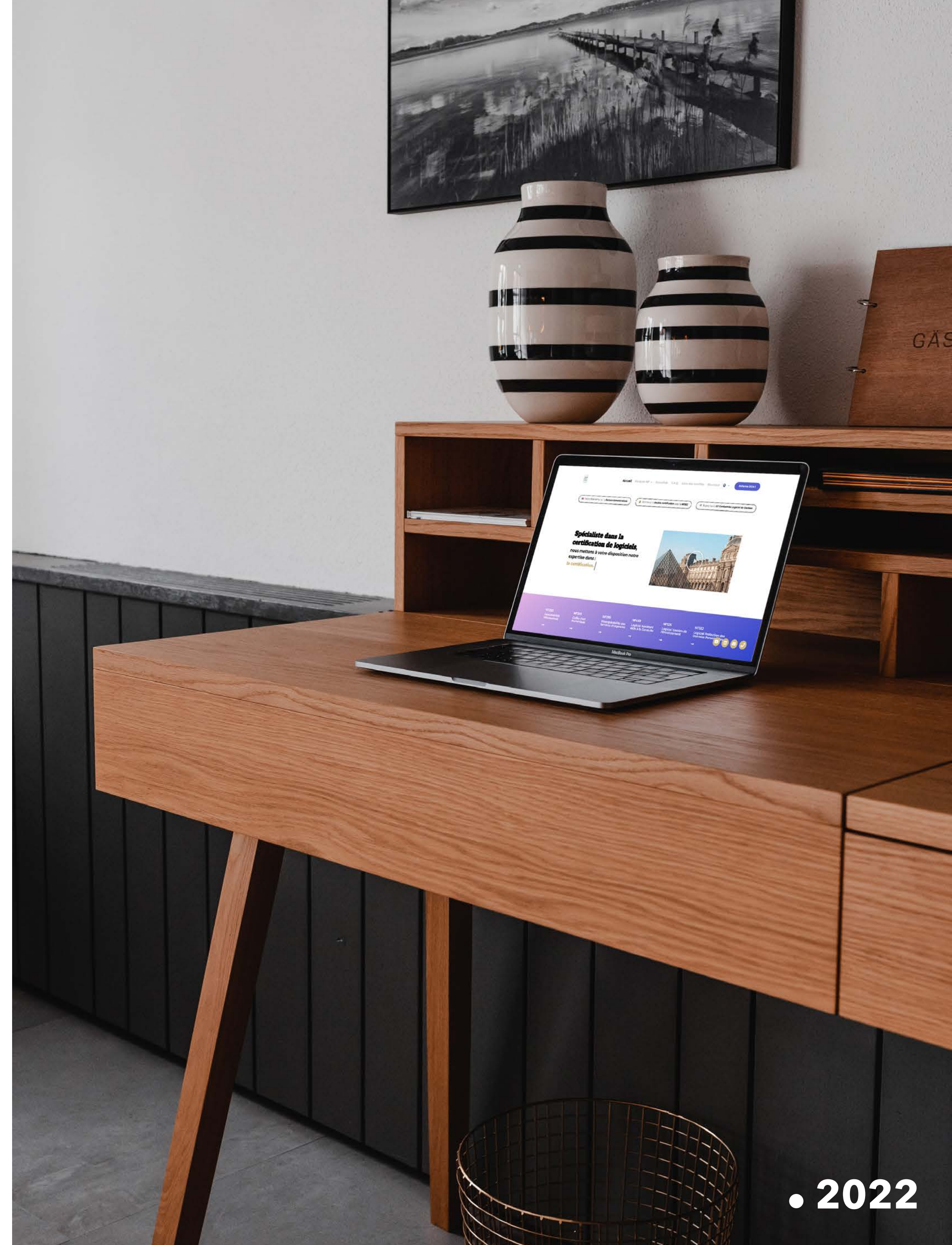


NF

WWW.INFOCERT.ORG

- CERTIFICATION IN BRIEF ☞
- Q&A ON THE CERTIFICATION ☞
- THE CERTIFICATION PROCESS ☞
- CONFORMITY ESTIMATE ☞



THE **CERTIFICATION RULES** DEVELOPED BY **INFOCERT**, WITH
AFNOR CERTIFICATION, **ARE RECOGNIZED** BY
PROFESSIONALS AND REGULATORY BODIES **AS REFERENCES.**

CERTIFICATION IN **BRIEF**

1.

TO JUSTIFY

Of the **conformity**
of the software

2.

TO OPEN AND ACCESS

To new markets by
justifying of the **quality** of
its product and the
virtuous approach in
which you are committed.

3.

TO IMPROVE

The quality of your
product in response **to**
quality requirements -
from standards ISO 9001
and ISO 25051.

4.

TO OPTIMIZE

Internal practices and
processes - hotline, tests,
documentation, etc

5.

TO BENEFIT

Of the recognition of the
NF mark that inspires
quality , confidence and
safety.

6.

TO BE INFORMED

Of the regulatory changes and
have a product **regularly**
updated

Q&A ON THE CERTIFICATION

Who is concerned by certification?

The certification is addressed **to both software publishers** and **companies developing their own software** in-house and seeking to comply with regulations.

What does the **NF mark** correspond to?

The mission of the NF mark is to guide consumers and to help them **choose** and **consume better** in order to **guarantee them a level of excellence**. For consumers, it inspires **quality, confidence** and **safety**.

How long does the certification process take?

Being certified is being part of a process of **transparency, improvement** and **continuous evolution** of its software.

The length of the process is related to the **time it will take you to bring your software into compliance** - following the certification rules. This time can vary from **one to several months** and an attestation of actual progress can be sent to you while your product is brought into conformity.

THE CERTIFICATION PROCESS

REGISTRATION

INITIAL AUDIT

REPORT & DECISION

ANNUAL MONITORING

To validate your registration, we will need you to send us back the quotation signed as well as the **payment of a first administrative invoice** - *including certain items of the quotation.*

You will then receive:

1. **Your certification rules** - *which will need to be integrated into your software.*
2. **An attestation of actual progress**, valid for 6 months, which will allow you to justify to Tax Administration or to potential clients that you have registered in the certification process.

THE CERTIFICATION PROCESS

REGISTRATION

INITIAL AUDIT

REPORT & DECISION

ANNUAL MONITORING

Once the integration of the certification rules into your software is complete, we will take an **appointment** together for your certification audit.

The certification audit may be carried out by one or more auditors and will be followed by the **sending of a report**, listing the deviations, which will have to be corrected if necessary.

The audit can take **place remotely or at your premises** and travel and accommodation costs will be invoiced according to the costs actually incurred by the auditor - costs related to transport time will be invoiced and it is possible to schedule audits abroad - in French or in English.

THE CERTIFICATION PROCESS

REGISTRATION

INITIAL AUDIT

REPORT & DECISION

ANNUAL MONITORING

You will find in your **report** the list of the deviations observed between your software and the certification rules which could be of several types:

- either **points of vigilance**,
- either **minor non-conformities**,
- or **major non-conformities**.

Depending on the nature and type of the deviations, an *additional control* may be considered in order to validate the correction of the deviations in the software. The invoice will be based on the time actually spent by the auditor to make the verifications.

THE CERTIFICATION PROCESS

REGISTRATION INITIAL AUDIT **REPORT & DECISION** ANNUAL MONITORING

Following all the checks, **INFOCERT** suggests that AFNOR Certification take one of the following decisions:

- certification **agreement**,
- **refusal** of certification.

In the event of a certification agreement, the certificate of conformity will be **sent by email** and **available for download on our dedicated website**.

THE CERTIFICATION PROCESS

REGISTRATION

INITIAL AUDIT

REPORT & DECISION

ANNUAL MONITORING

Following the initial certification audit, an **annual monitoring** will be organized.

Its duration is generally **shorter** and is linked with the evolution of the certification rules or the functional modifications of the software.

An order form will be sent 3 months before the planned monitoring date for the maintenance of the mark and the right of use.

ARTICLES

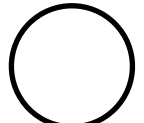
INITIAL AUDIT

BILLED

REGISTRATION AFTER AUDIT

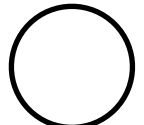
CERTIFICATION RULES - € 890

Automatically added to an initial audit quote, they are also available for purchase directly on our website



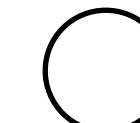
MEMBERSHIP OF THE NF MARK - € 890

Membership of the NF Mark validates your registration in the certification process.



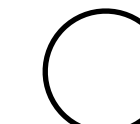
CERTIFICATION AUDIT - € 2.900 + Admissibility and preparation of the audit 490€

The certification audit generally lasts two days and allows one or more of our auditors to verify that your software complies with the regulations in force and that the certification rules have been well integrated.



AUDIT REPORT - € 1.450

The audit report will allow you to find the list of deviations noted by the auditor.



CERTIFICATE OF CONFORMITY - € 1.290 - 2ND CERTIFICATE = € 500, 3RD AND + = € 160

The cost of the certificate of conformity obviously includes the publication of your certificate but also the management of your certificate, the analysis of your request, the administrative formalities, the trademark application letters, etc.



ITEMS

ANNUAL MONITORING

BILLED

REGISTRATION AFTER AUDIT

CERTIFICATION RULES - FREE

Updates of the certification rules are made available for free for our clients.



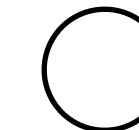
MEMBERSHIP OF THE NF MARK - FREE

Updating your NF Mark registration is free of charge.



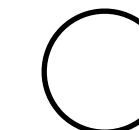
CERTIFICATION AUDIT - € 1.450/day

The annual monitoring usually lasts one day and can in some cases take place remotely.



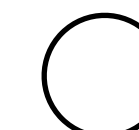
AUDIT REPORT - € 725/day

The audit report will allow you to find the list of deviations noted by the auditor.



CERTIFICATE OF CONFORMITY - € 1.290 - 2ND CERTIFICATE = € 500, 3RD AND + = € 160

The cost of the certificate of conformity obviously includes the publication of your certificate but also the management of your certificate, the analysis of your request, the administrative formalities, the trademark application letters, etc.



DO NOT HESITATE **TO CONTACT US!**

www.infocert.org (+33) 1.40.17.04.05 contact@infocert.org