

Appendix: exemption request form

Exemption request form

To be used for requesting for an exemption by a participant from an MPS certification standard. Fill in the form as completely as possible for a speedy processing of the exemption request. Form can be sent to gsm@my-mps.com.

1. General information

Application date :

Name of submitter :

MPS number :

2. Standard to which the exemption relates

MPS standard :

Requirement/point :

3. Description of exemption and substantiation of request

Why is an exemption applied for, why can the relevant requirement not be met, for what period is an exemption requested for and why.

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4. What measures are taken to be able to meet the certification requirement again when the exemption expires?

An exemption has a maximum duration of one year and offers the possibility to work towards a structural solution to meet the requirement. How is being worked towards this structural solution?

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To be completed by MPS:

Exemption:

- Yes
- No

Explanation and substantiation of decision

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Term of possible exemption

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Date on which decision was made and from when possible exemption applies

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Name and signature

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