## Instructions for completing the application for a process

Below, we present a few rules that should be followed when submitting an application for the process to be carried out by CNBOP-PIB Certification Department (DC). Following these rules will help you avoid the need to correct the submitted application, which will directly translate into efficient registration and the possibility of analyzing your application. Please keep in mind that CNBOP-PIB Certification Department may initiate the certification / admittance process only on the basis of a properly submitted and completed application.

- 1. Before completing and submitting the application, please make sure that your application form is up-to-date (the current form is available at <a href="https://www.cnbop.pl/en/services/certification-and-admittance">https://www.cnbop.pl/en/services/certification-and-admittance</a>). The form number along with the issue date is at the bottom left corner of the application form. The form must be valid as of the date of its completion and signing by the person authorized by the Applicant.
- 2. The application should be completed in accordance with the instructions given in this document.
- 3. Filled out application with complete documentation should be submitted to CNBOP-PIB for registration. It is possible to submit attachments to the application in electronic form. For this purpose, the option of submitting documentation in electronic form should be selected in the application (item before the list of attachments). Then DC specialist designated to conduct the process will contact the authorized contact person indicated in the application in order to provide a link to the sentbox and the password. Passwords are generated each time for the purpose of adding / supplementing documentation.
- 4. The application should be signed by an authorized person, in the place indicated in the application (President / Director) and contain the date of the signature.
- 5. The application should be supplemented with applicable attachments. The list of documents to be submitted to the application can be found on page 3 of the form
- 6. It should be ensured that the documentation attached to the application is complete, legible, segregated, consistent and enables unambiguous identification of the product together with the components (if applicable).
- 7. When attaching the results of tests to the application (attachment No. J18 to the application), additional documentation should be attached, i.e. attachments No. J20, J21 and J22.

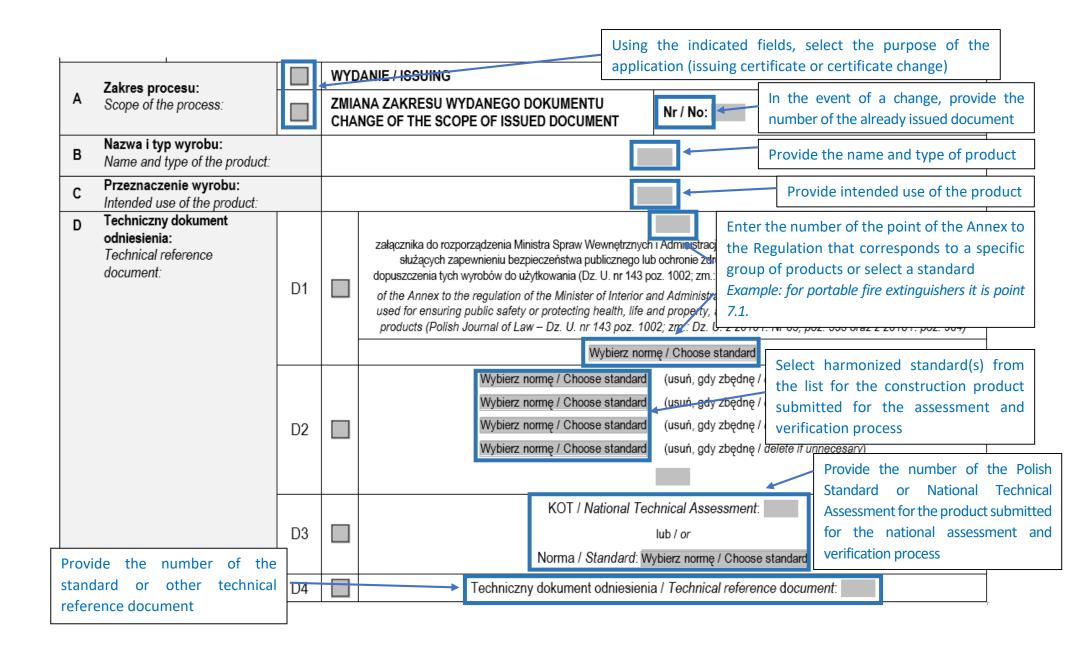
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Check all process types for which are are applying for the product in question.

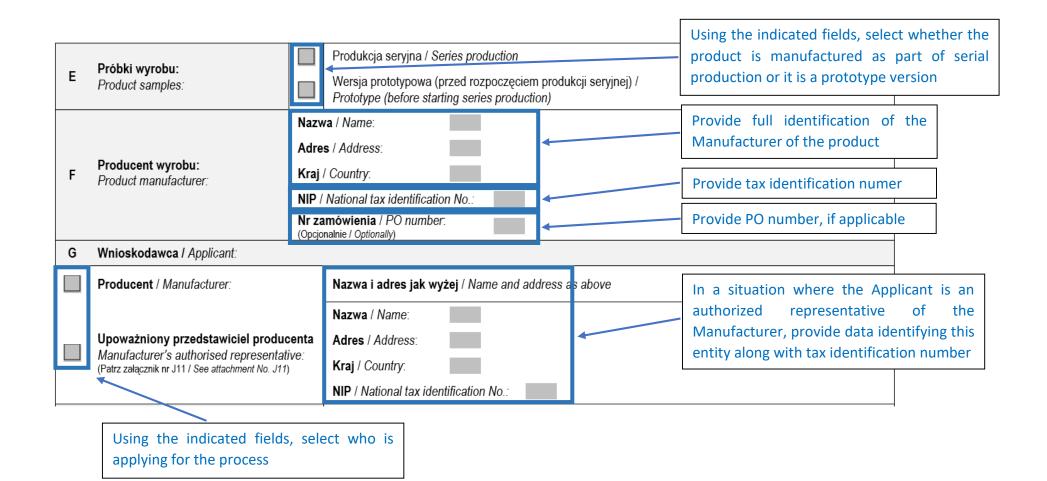
Below we present tips on completing selected points of the application form.

Wnioskuję o I I apply for:		Prosimy o udostepnienie nastepuiacych informacii	
		Using the indicated fields, select the type of process for	
© S CNBOP-PIB	przeprowadzenie dopuszczenia wyrobu do użytkowania performing admittance of product Zgodnie z Programem dopuszczenia wyrobów do użytkowania w ochronie przeciwpożarowej P-D According to the Scheme of admitting products for use in fire protection P-D	Which you are applying  A, B, C, D1, F, G, H, I, J1, J2, J7, J8, J9, J10, J11, J12, J15  Opcjonalnie / Optionally: J16, J18, J20, J21, J22, J23	
<b>€</b>	przeprowadzenie europejskiej oceny i weryfikacji stałości właściwości użytkowych wyrobu budowlanego (system 1+ lub 1) (oznakowanie CE) – obszar notyfikowany / performing European assessment and verification of constancy of performance of construction product (system 1+ or 1) (CE marking) – notified area  Zgodnie z Program oceny i weryfikacji stałości właściwości użytkowych wyrobów budowlanych PC-CPR According to the Scheme of the assessment and verification of constancy of performance of construction	The listed points must be completed for a given process  A, B, D2, E, F, G, H, I, J1, J2, J3, J4, J11, J12 Opcjonalnie / Optionally: J16, J17, J18, J19, J20, J21, J22  Europejski system oceny i weryfikacja stałości właściwości użytkowych: European system of assessment and verification of constancy of performance: (wypełnia prowadzący wniosek zależnie od potrzeb / fills a specialist conducting the proces as needed)	
<b>B</b>	przeprowadzenie krajowej oceny i weryfikacji stałości właściwości użytkowych wyrobu budowlanego (system 1+, 1 lub 2+) performing national assessment and verification of constancy of performance of construction product (system 1+, 1 or 2+) Zgodnie z Program krajowej oceny i weryfikacji stałości właściwości użytkowych wyrobów budowlanych PC-B According to the Scheme of the national assessment and verification of constancy of performance of construction products PC-B	A, B, D3, E, F, G, H, I, J1, J2, J4, J6 (2+), J11, J12, J13 Opcjonalnie / Optionally: J16, J18, J19, J20, J21, J22  Krajowy system oceny i weryfikacja stałości właściwości użytkowych: National system of assessment and verification of constancy of performance: (wypełnia prowadzący wniosek zależnie od potrzeb / fills a specialist conducting the proces as needed)	
CNBOP-PIB xxxx/yyyy	przeprowadzenie certyfikacji zgodności wyrobu (certyfikacja dobrowolna) performing conformity certification of product (voluntary certification) Zgodnie z Programem certyfikacji zgodności wyrobów PC-DO According to the Scheme of certification of conformity of products PC-DO	<b>A, B, D4, E, F, G, H, I, J1, J2, J5, J11, J12, J14</b> Opcjonalnie / <i>Optionally</i> : J16, J18, J20, J21, J22	

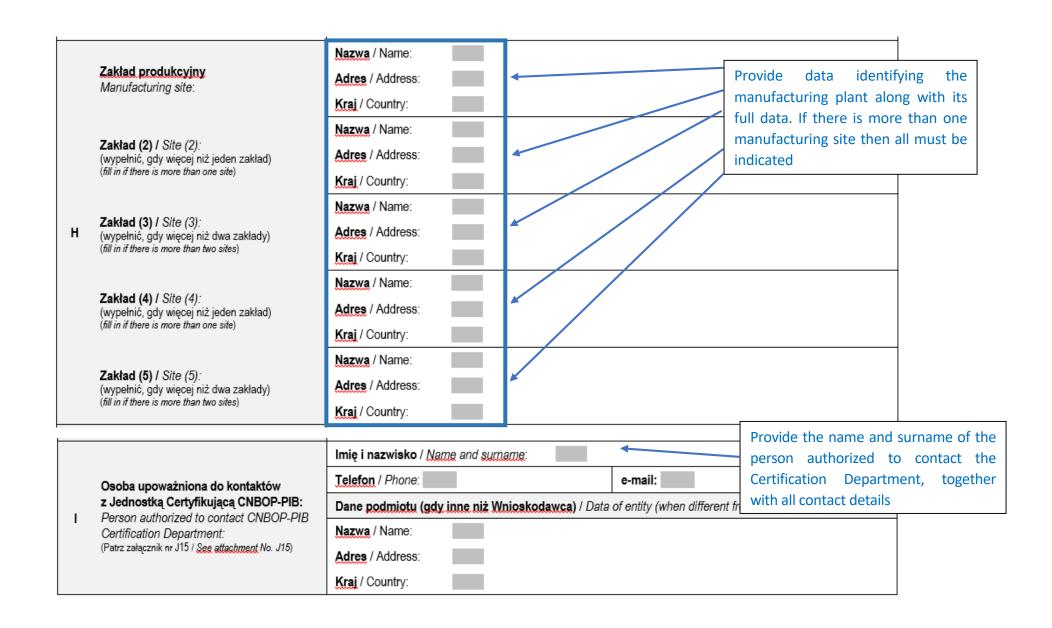
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eave these fields blank – they are filled					
by the Certification Department	WYPEŁNIA CNBOP-PIB I TO BE FILLED IN BY CNBOP-PIB				
te destination bepartment	Data rejestracji / <u>Registration date</u>		Numer wniosku / Application <u>number</u>		
Data oceny warunków produkcji Date of the assessment of production conditions	Raport z dnia / Report of	Numer umowy / Agreement numbe	Numer wydanego dokume Number of issued docume		
Wt	ym miejscu należy podać datę podpisania wniosku		Here place a legible signature wing the name and surname or a person seal and a signature		
Data / Date			Prezes/Dyrektor President/Director  Czytelnie imię i nazwisko, podpis Legibly name and surname, signature		
PONIŽSZE ZAPISY UZUPEŁNIA CNBOP-PIB I THE SECTION BELOW TO I			Leave these fields blank – they are filled in by the Certification Department		
Potwierdzam poprawność złożonego wniosku.			CNBOP-PIB		
<b>Data i podpis osoby prowadzącej wniosek</b> Date and signature of Certification Department s			Imię, nazwisko oraz podpis osoby upoważnio Name and signature of authorised representativ Data / Date	е	

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