GUIDEBOOK ON NATIONAL ASSESSMENT AND VERIFICATION OF CONSTANCY OF PERFORMANCE OF CONSTRUCTION PRODUCTS

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1. **General information**

This guidebook describes the activities and rules of conduct of CNBOP-PIB in the process of assessment and verification of constancy of performance (hereinafter referred to as national AVCP) of construction products (1+, 1 or 2+) executed according to the provisions of the regulations mentioned in point 1.

The process of admittance of products in fire protection is presented in a separate guidebook (a guidebook on admittance certificates).

CNBOP-PIB Certification Department (referred to in short as DC) carried out national assessment and verification of constancy of performance (AVCP) of construction products which are required for national manufacturers to issue a declaration of performance and to mark the manufactured products with a construction mark. Detailed rules of conduct of CNBOP-PIB during national AVCP result from the National Scheme of Assessment and Verification of Performance of Construction Products (PC-B), which is available on request at CNBOP-PIB Certification Department. This Guidebook is a description of how CNBOP-PIB acts according to the rules resulting from the PC-B scheme referred to earlier.

The current list of products subject to the national AVCP processes carried out by CNBOP-PIB, together with the information about the applicable technical specifications (and their releases, if applicable) for these products and the applicable AVCP system, is available on the Institute’s website at Services → Certification and admittance → National assessment and verification of constancy of performance.

National AVCP of construction products carried out by CNBOP-PIB is equally available to all organizations, regardless of their size and legal status, as well as participation in any organization.

Participation and the tasks of an accredited certification body in national AVCP depend on the applied system. The tasks of DC as an accredited body, executed as part of the 1+, 1 or 2+ system, are presented in Chapter 2 of this guidebook.

After national assessment and verification of constancy of performance of a construction product, the manufacturer shall, at his / her own responsibility, issue a national declaration of performance and affix a construction mark before placing the product on the market.

The provisions of regulations [1] and [2] define the content and rules of providing the national declaration of performance by the manufacturer.

2. **Legal basis**

   1) The Law of 16 April 2004 on construction products (Dz. U. z 2020 r. poz. 215) [1],

   2) Regulation of the Ministry of Infrastructure and Construction of 17 November 2016 on how to declare the performance of construction products and how to label them with a construction mark (J. of L. 2016 item 1966, 2018 item 1233, 2019 item 1176 and 2164) [2].
3. National system of assessment and verification of constancy of performance of construction products

<table>
<thead>
<tr>
<th>National system of assessment and verification of constancy of performance</th>
<th>Elements of the national system of assessment and verification of constancy of performance (tasks of the accredited body)</th>
<th>Type of issued document / product marking</th>
</tr>
</thead>
</table>
| 1+ | ➢ assessment of the performance of a construction product based on sample testing (including sampling), calculations, tabular values or descriptive documentation of the product\(^1\)  
➢ initial inspection of the factory and factory production control  
➢ issuing a national certificate of constancy of performance  
➢ continuation of supervision, of assessment and evaluation of factory production control  
➢ control tests of samples taken at the factory or the manufacturer’s warehouse | National certificate of constancy of performance/Construction mark  
Example of marking:  
063-UWB-xxxx  
(where: 063 – accreditation number of CNBOP-PIB Certification Department,  
UWB – common acronym: abbreviation of Law [1],  
xxxx – number of the certificate) |
| 1 | ➢ assessment of the performance of a construction product based on sample testing (including sampling), calculations, tabular values or descriptive documentation of the product\(^1\)  
➢ initial inspection of the factory and factory production control  
➢ issuing a national certificate of constancy of performance  
➢ continuation of supervision, of assessment and evaluation of factory production control | National Certificate of Conformity of Factory Production Control/Construction mark  
Example of marking:  
063-UWB-xxxx  
(where: 063 – accreditation number of CNBOP-PIB Certification Department,  
UWB – common acronym: abbreviation of Law [1]) |
| 2+ | ➢ initial inspection of the factory and factory production control  
➢ issuing a national certificate of conformity of factory production control  
➢ continuation of supervision, of assessment and evaluation of factory production control | |

4. Rules of conduct in the process of national assessment and verification of constancy of performance

4.1. Preparatory procedure for filing a product for assessment and verification of constancy of performance

The manufacturer of the product or his authorized representative may be the applicant for the process of national AVCP.

DC or CNBOP-PIB Customer Service Centre provide all necessary information on how to start the process of national AVCP and verification of constancy of performance of a construction product, including information on:

- regulations regarding the process of national AVCP,
- technical documentation required to be attached to the application, necessary to start the process of national AVCP,
- costs related with carrying out the process of national AVCP,
- the scope of tests, resulting from the technical specification appropriate to a given construction product and its intended use (system 1+, 1),
- research laboratories performing tests for assessing the performance of a construction product (system 1+, 1).

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\(^1\) According to regulation [2]
\(^2\) According to §4 item 9 of regulation [2] DC recognizes the findings in terms of performance included in the NTA issued for a construction product as the assessment of performance of this product and does not perform the tasks referred to in §4 item 2, point 2 letter a, §4 item 3, point 2 letter a of regulation [2], i.e. DC does not assess the performance of the product when the technical specification in the process is a NTA.
\(^3\) As above.
4.2. Applying for national AVCP

When applying for national AVCP, the applicant submits a completed application for carrying out the process of national AVCP with attachments. Depending on the applicable system 1+, 1 or 2+, the applicant should fill out an appropriate application. The application form for performing the process of national AVCP contains detailed instructions on how to fill out the application. The application form should be signed by the Applicant. Once the application is signed by both parties (the applicant and CNBOP-PiB), the application for the process is also an agreement with CNBOP-PiB for performing the process of national AVCP.

NOTE: It is possible to submit an application for “national assessment and verification of constancy of performance based on the National Technical Assessment”, which will initiate the process of obtaining both the National Technical Assessment and the national certificate of constancy of performance. The application does not apply to processes where the reference document is a Polish Standard for the product.

In order for the application for performing the process of national AVCP (conclusion of a process agreement with CNBOP-PiB) to be registered, it is essential to provide the original application together with documentation enabling identification of the product.

In special situations, taking into account the recommendations of the authorities of the national government aimed at ensuring safety of life and / or health, it is permissible to register an application for the above-mentioned process submitted together with attachments in an electronic version, i.e. based on a scan of a correctly filled out and legibly signed application. However, the condition for completing the process and issuing the certification document is providing the original application to CNBOP-PiB.

Applications for performing the process of national AVCP can be obtained from the Institute's website (www.cnbop.pl) or by sending a request to the Certification Department or CNBOP-PiB Customer Service Centre.

Attachments to the application, such as instructions for use, operating instructions and information on health and safety risks that the product presents during application and use, should be submitted in Polish. The remaining documentation should be submitted in a language version accepted by CNBOP-PiB: either in Polish or in English. However, the Certification Department allows for the documentation to be submitted in other languages, but reserves the right to request translation of such documentation (including sworn translations) or sworn translation into Polish of the entire documentation of its selected fragments in order to perform the process of national AVCP.

NOTE: It is possible to encode information regarding the name and address of the manufacturing site on the certificate of constancy of performance. In order to do this, the Applicant is required to submit with the application for performing national assessment and verification of constancy of performance of a construction product a written request for encoding as stated above (optional attachment to the application).

4.3. Initial formal assessment of the application, identification of the manufacturer of the product and registration of the application

The application is checked to verify the correctness of records, completeness and correctness of the attached documentation in terms of formal requirements and for the possibility of carrying out the process for varieties of the product grouped within a product family.

The applicant shall be informed in a documented manner about the results of the verification of the submitted application:

- in case of a negative result of initial verification – the applicant is informed about the necessity
- to correct the application and / or to supplement the attachments. The process is not continued until the applicant performs specified actions;
- in case of a positive result of the formal verification of the application (possibly corrected and / or supplemented), the applicant receives confirmation of registration of the application and information on the further course and projected costs of the process; they include general information on the costs of the process and, if applicable, the need to carry out assessment of the production conditions;

Registration of the application is tantamount to concluding an agreement for the execution of certification services between the
Applicant and CNBOP-PIB. The fee for the initial formal assessment of the application, identification of the manufacturer of the product and registration of the application is not refundable.

The activities related to the preparation to start the process of national AVCP may be interrupted in the case of:

- failure to provide documents and / or information required by DC within a specified period of time or, if no written notice has been given, within 12 months of the date DC prepares written information about the necessity of supplementing or correcting the application / the documentation, or performing such tasks within the time limit but in an ineffective manner,
- receiving written statement from the Applicant where he/she resigns from commencing the process of national AVCP.

In order to re-establish the commencement of the process of national AVCP, the Applicant is required to submit a new application for performing the process along with the attachments.

4.4. Assessment of product performance (refers only to processes in system 1+, 1)

4.4.1. The assessment of product performance is carried out only in case of processes of national AVCP, where the applicable technical specification is the Polish Standard or Technical Approval issued by 31.12.2016 (inclusive). According to regulation [2], where the technical specification is the national technical assessment (NTA), the activities described in this point shall not apply.

The assessment of product performance is carried out in the manner specified in the Polish Product Standard i.e. based on test results, calculations, tabular values or descriptive documentation of this product.

If there are no test reports attached to the application, DC, together with the confirmation of application registration, shall provide the Applicant with product testing program indicating a testing laboratory, where product testing should be performed. The scope of performance of the construction product included in the test program and the methods of relevant tests result from the applicable technical specifications, which take into account the intended use of this product. Details on the date, cost of testing and how to provide samples the applicant shall agree directly with the testing laboratory.

The sampling of the product for testing is taking into account the rules resulting from the applicable Polish Standard. In justified cases the sampling is carried out by DC CNBOP-PIB.

The Applicant shall agree details regarding the date, cost of the test and the manner in which the samples are to be provided directly with the laboratory indicated by DC.

The assessment of product performance includes:

a) assessment of the possibility of using the test results of the product for the needs of conducting the process of national AVCP.

Test results should be presented by research laboratories in the form of Test reports. If the Applicant provides a copy of a test report, it should be confirmed by the Applicant's signature for compliance with the original in relation to all pages of the copy of the report.

b) evaluation of test results contained in these reports – the obtained test results are analyzed and evaluated in relation to the technical specification of the product.

DC recognizes results of tests obtained in accredited laboratories (in accordance with the provisions on the system of conformity assessment) or foreign laboratories (if it results from international agreements), provided by the Applicant, subject to confirmation, based on analysis, that DC is liable for the performed actions (testing, sampling, documentation).

If all test results from testing laboratories outside CNBOP-PIB are recognized, in order to make sure that the presented product documentation is reliable and the test results are representative of the product being the subject of the certification process, DC commissions product identification tests in CNBOP-PIB laboratory. The scope of tests refers to at least the product’s compliance with the documentation and marking. Carrying out product identification tests is a prerequisite for conducting the process of national AVCP by CNBOP-PIB.
In the case of a positive result of the assessment of performance – the process is continued. In the case of negative result of the assessment of performance properties, DC specialist informs in writing about the scope of the essential characteristics of the product for which the result of the assessment of performance was negative, in order to obtain the client's stance whether to carry out the tests again. If there is no reaction from the client within the time limit set by DC, the evaluation process is completed with negative results.

4.4.2. If processes of national AVCP are carried out based on Technical Approvals issued until December 31, 2016 (inclusive), DC verifies the completeness of initial type-testing of the product, and in the case of deficiencies – sends a request to the Applicant in writing for appropriate supplementation.

4.4.3. In the case when the Applicant submits an application for the AVCP process on the basis of a Polish standard (PN) for a product covered by the national AVCP certificate, whose validity has expired, and which was previously covered by a certificate of conformity issued by CNBOP-PIB by December 31, 2016, DC carries out a so-called re-process of national AVCP, as a continuation of the issued certificate of conformity as above [REMOVED]. Then, the assessment of performance of the product includes activities described in 3.4.1, in which case test results provided by the Applicant and prepared by CNBOP-PIB laboratories before submitting the application for carrying out the process of assessment and verification of constancy of performance of the construction product can be used. In order to use the test results mentioned above the following must be confirmed: adequacy and validity of the used test methods, representativeness of samples relative to a family / product series, no changes in the construction of the product from the date of the tests. The Applicant is informed about the result of the analysis in writing. Further course of action – according to 3.4.1.

The obtained results are analyzed and evaluated in reference to the technical specifications of the product.

In case of processes of national AVCP in system 2+, the obligation to carry out an evaluation of the performance of the product rests with the Manufacturer.

4.5. Initial inspection of the factory and factory production control (FPC)

As part of the processes of national AVCP of a construction product (in system 1+, 1 and 2+), DC conducts an initial inspection of the factory and factory production control (FPC). The location of carrying out the initial inspection of the manufacturing site (FPC) results from the provisions of the applicable technical specifications. If no such information is specified in these specifications, CNBOP-PIB carries out the FPC inspection at least at the location of the final testing of the finished product.

The date of the inspection and the composition of the assessment team shall be agreed with the Applicant.

In case of system 1+ and 1, the inspection shall be carried out after a positive assessment of the performance of the construction product (if applicable), unless otherwise agreed.

During the inspection conducted as part of system 2+, the Applicant shall make available to the auditors any documentation concerning product testing which he/she carried out, for instance, among others, test protocols of samples taken at the manufacturing site.

CNBOP-PIB prepares and sends in advance written notice to the manufacturer about the organization of the inspection, including the FPC inspection plan, specifying, among others, the purpose and scope of the inspection, the documents constituting the inspection criteria, as well as the program and the basic conditions for carrying out the inspection.

Customer Service Centre provides detailed information regarding the organization of the FPC inspection (approximate costs, date, purpose of the inspection).

The inspection program derives from the scope of the inspection itself and takes into account detailed FPC requirements resulting from the technical specifications applicable to the products which are the subject of the process of national AVCP.

The manufacturer, in order to ensure proper conditions of factory production control (FPC), is obliged, among others, to ensure measurement traceability of the measuring instruments used in the manufacturing process of the product being assessed. CNBOP-PIB requirements in this regard are available on the Institute's website.
The results of the FPC inspection are included in the FPC inspection report. The report is prepared in two identical copies, which, together with the attachments, is submitted to the assessed organization for review and to be signed.

Based on the FPC inspection report, DC specialist responsible for the process assesses the results of the inspection of the manufacturing site and of FPC.

If CNBOP-PIB performs initial inspection of the factory and of FPC (where the product is manufactured) it is possible to recognize the results of this inspection, subject to the following conditions:

A. the result of the FPC inspection was positive,

B. the result of the inspection is current – meaning the inspection was performed:

- in the current year (relative to the date of registration of the application) – if there is no supervision of FPC performed by CNBOP-PIB as part of the already issued certificates,
- in the year preceding the current calendar year (relative to the date of registration of the application) – if there is supervision of FPC performed by CNBOP-PIB as part of the already issued certificates, as long as there were no additional circumstances known to the specialist (e.g. changes in the location of production, changes in performance), affecting the change in production technology of the product,

C. the subject of the inspection was a product what underwent the process of national AVCP or a product of similar construction and performance scope as the product currently undergoing the process of AVCP.

Failure to fulfill the conditions mentioned above or the occurrence of circumstances influencing the change of technology of production of the product during the process of certification makes it necessary to perform an inspection of the factory and of FPC.

4.6. Review

Documentation collected in the process of national AVCP is subject to review, the results of which are the basis for deciding whether to issue or not to issue a certificate.

At each stage of performing the national AVCP, CNBOP-PIB shall provide the Applicant with the result of these activities, including the possible date of supplementing the documentation and/or performing additional activities (eg. tests, corrective actions) in order to remove the identified nonconformities.

In matters of doubt, the results of assessment and verification may be the subject of an opinion/ruling of a relevant Technical Committee functioning at the Certification Department.

4.7. Making a decision to issue a certificate

The results of assessment and verification of constancy of performance (including any opinions and/or rulings of a relevant Technical Committee) shall be the basis for the DC Manager to make a decision whether to issue or refuse to issue the following:

- in system 1+ or 1: National Certificate of Constancy of Performance
- in system 2+: National Certificate of Conformity of Factory Production Control

The decision to issue a certificate is the basis for preparing the following:

- an agreement specifying the rules for using and supervising the issued certificate,
- an invoice with the final payment for the process according to the current DC price list,
- appropriate certificate.

DC issues, changes or refuses to issue the certificate or change its scope within 6 weeks after finishing all activities resulting from process of issue / change of the scope of the certificate. The decision to refuse to issue a certificate with justification is provided to the Applicant in a documented manner.

4.8. Issuing a certificate, validity period

Based on the decision to issue a certificate and after signing an agreement for the supervision of an issued certificate and settling financial liabilities towards CNBOP-PIB, the Applicant shall be given the appropriate certificate.

The certificates mentioned above are issued for a period of:
10 years – when the technical specification is a Polish Standard,
the validity of the national technical assessment of the product.

At the request of the Applicant, it is possible to issue additional language versions of the certificate or duplicates.

4.9. Terminating the process of national AVCP
Terminating the process of national AVCP which has been registered can occur if:

– the Applicant does not provide the documents and/or information required by DC within the specified time limit or, if no written notice is given, within 12 months of the date when DC prepared written information about the necessity of supplementing and correcting the application/documentation attached to the application, or the Applicant performs these activities within the time limit in an ineffective manner,
– the Applicant fails to meet his/her financial obligations towards CNBOP-PIB,
– the Applicant applied for the process to be terminated.

The decision to terminate the process of assessment and verification of constancy of performance of a construction product is submitted to the Applicant in writing. Documentation of a registered process of national AVCP that has been terminated is not returned to the Applicant. It is possible to re-apply for the process of national AVCP of a construction product which was subject to a terminated process, it is necessary to submit a new application with the required attachments.

5. Applying and using the issued certificate
The certificate may only be used by the Holder in accordance with the terms and conditions of the agreement for the supervision of the issued certificate.

The agreement specifies in particular the obligations of the Holder, the methods of supervision over the issued certificate, the rules of conduct in case certification requirements change and the product (system 1+, 1) and FPC (system 2+) are modernized, as well as the conditions of suspension, limitation, withdrawal and termination of the issued certificate change.

Improper reference to the type and/or the system of national AVCP or the misuse of the certificate may result in appropriate corrective or legal actions.

The Holder of the certificate issued by CNBOP-PIB is obliged to prepare a national declaration of performance and mark the product with a construction mark. The model of the construction mark is defined in annex no. 1 to Law [1], and the rules for placing the construction mark are defined in Regulation [2].

6. Supervision over the issued certificate
CNBOP-PIB continually supervises the issued certificates by assessing and evaluating factory production control (FPC) in the manufacturing plant(s).

Activities related to the supervision are initiated by CNBOP-PIB.

The frequency of the FPC inspections in supervision results from the requirements of the technical specifications being the basis for the issuance of the supervised certificates. If the requirements are not specified in these specifications, the FPC inspections shall be performed at least once a year. Nonetheless, DC reserves the right to carry out additional inspections as part of the supervision over the certificates in the following situations:

– as a response to the information received from the certificate Holder regarding modifications of the product, the production process or the FPC system which may affect any product performance of the product assessed and verified by CNBOP-PIB based on the applicable technical specification,
– change in the certification requirements,
– obtaining by CNBOP-PIB documented information that the Holder does not comply with the obligations set out in the agreement for the supervision of an issued certificate,
– about the non-compliance by the Holder of the contract of supervision over the issued certificate
– whenever it is necessary to evaluate the corrective actions taken by the Holder with regard to the nonconformities discovered by CNBOP-PIB.
In case of products for which CNBOP-PIB carries out processes of national AVCP according to system 1+, supervision of issued national certificates of constancy of performance shall also include control tests of samples taken from the factory or the manufacturer's warehouse. The frequency of the control tests results from the technical specification of the product, and if the specification does not specify – every 2 years, i.e. in the second and fourth year of certificate validity.

ATTENTION: In case when a set of construction products is the subjects of certification, the FPC inspection in supervision can be carried out in the place of use of the set of products.

ATTENTION: In case of products for which CNBOP-PIB carries out processes of national AVCP according to system 1+, supervision over the issued national certificates of constancy of performance also includes control tests of samples taken from the manufacturing plant or the warehouse of the manufacturer. The frequency of performing control tests results from the technical specification of the product, and if not specified in the specification – every 3 years.

7. Modifications in the certificate, including extending and limiting the scope of the issued certificates

Changes regarding:

- change in records on the certificate (e.g. change in the product name, change of technical data, change of marking, name or date of the publication of the technical specification, etc.), including correcting errors found on the certificate,
- material and structural changes in the product,
- technological changes, addition of another place of production in the case when the basis for issuing the certificate was a National Technical Assessment (necessity to carry out an FPC inspection),
- change of name and/or address of the manufacturer, the manufacturer or the authorized representative of the manufacturer,
- changes in the scope of the issued certificate by additional variants or versions of the products within the same technical specification.

require an application (form No. DC/1bE or form No. DC/1dE) from the Applicant to CNBOP-PIB (with due notice resulting from the agreement for the supervision of an issued certificate – if applicable). Based on this, DC determines the possibility and procedure for modifying/extending/limiting the scope of the issued certificate.

There is a fee for changing the scope of the certificate. The basis for changing the certificate is the decision of CNBOP-PIB to extend or limit the scope of a valid certificate of assessment and verification in reference to the reported change. Introducing a change to a certificate including extension/limiting of an issued certificate takes the form of a certificate replacement, specifying the date from when the change was accepted by CNBOP-PIB. Handing over of a certificate with a revised scope requires that the certificate Holder signs an annex to the agreement concluded with CNBOP-PIB on the supervision of the certificate.

7.1. Change of the national certificate of conformity / national certificate of factory production control to the National Certificate of Constancy of Performance / National Certificate of Conformity of Factory Production Control

DC carries out change / update of the scope of the national certificates of conformity / factory production control issued until 31.12.2016. These tasks are carried out in the mode provided for in the binding agreement on the supervision of the issued certificate, but taking into account legal requirements introduced by the regulations, cited in point 3 of this Guidebook, which are valid from 01.01.2017. The process of changing the certificate is carried out in the scope covering only the analysis of reported changes. As part of the ongoing certification change processes, the Certification Department issues in place of the replaced national certificates of conformity / national certificates of factory production control, respectively national certificates of constancy of performance / national certificates of conformity of factory production control, maintaining the validity date of the already issued certification documents. The issuance of a certificate requires the conclusion of a new agreement on the supervision of the issued certificate and the withdrawal of the contract that has been binding so far.

7.2. Re-applying for the process of AVCP

Re-applying for the process of AVCP concerns processes where the technical reference document is the national technical assessment (KOT) or the Polish Standard (PN). Where the technical reference document is:

- national technical assessment (KOT) – the process is carried out in the mode appropriate for the new national process of AVCP. A complete application for the process should be submitted no later than 3 months before the expiry date of the certificate,
7.3. Extending the validity of the national CoP certificate (applies only to the area of Polish Standards)

In case of national CoP certificates, when the technical specification is a Polish Standard, at least three months before the end of the validity period of the certificate, the Applicant should report to CNBOP-PIB in order to extend the validity of the certificate by submitting a formal application on the form for issuing a certificate and the Manufacturer’s statement of no changes in the construction product since the last performed tests. In order for DC to review the records on these certificates. As a result of the review as above DC will:

- confirm the up-to-date and adequacy of the entries on the national CoP certificate – in this case another certificate is issued with the expiry date extended for another 10 years,
- state that it is necessary to change the existing entries – in this case information about the scope of modification of the entries is sent to the Applicant and another certificate issue is prepared containing the relevant changes, with the expiry date extended for another 10 years.

The Applicant’s failure to submit an application for updating the extension of the national CoP certificate for issuing the next issue of the certificate results in the expiry of the current agreement on the supervision of the national CoP certificate, and thus the termination of the certificate.

7.4. Continuation of the issued national certificate of compliance (applies only to the area of Polish Standards)

In case of national certificates of compliance, when the technical specification is a Polish Standard, the Applicant should report to CNBOP-PIB in order to extend the validity of the certificate by submitting a formal application on the form for issuing a certificate and the Manufacturer’s statement of no changes in the construction product since the last performed tests.

As part of the continuation of the compliance certificates, the Certification Department issues national certificates of constancy of performance for a period of 10 years. Certificates receive numbers and markings in accordance with the current requirements in this respect.

**NOTE:** If the FPC inspection (surveillance) was not carried out last year or current year, compared to the date of issue of the next certificate, as part of the certificate continuation process an inspection of the manufacturing plant and factory production control should be carried out in accordance with point 4.5.

8. Other changes regarding the certificate

In the event of any change other than those mentioned in Section 6 of this guidebook which cause, in the Holder’s opinion, the necessity to update the records on the issued certificate, it is essential to provide CNBOP-PIB with a written statement describing the substance of the changes.

Based on the received information DC identifies the possibility and the method on how to proceed in order to introduce appropriate changes to the issued certificate. The Holder of the certificate is informed in writing about the outcome of the above, together with an indication of the scope of activities (in regard to the activities described in Chapter 3 of this guidebook) which are necessary for the change and/or update of the certificate to be approved, according to the scope of the reported change.

The certificate may be updated for a fee and may require an FPC inspection (e.g. change of the address of the manufacturing plant or addition of another manufacturing plant if there is no need to change the reference document). Acceptance of a change in the
Certificate is done in writing, but the basis for the update of the certificate is in the form of an appropriate CNBOP-PIB decision, which is based on the results of the activities identified as necessary to complete the update.

Introducing a change to the national certificate or updating it takes the form of replacing the certificate where the date from when the change was accepted by CNBOP-PIB is stated.

When the change refers to the data contained in the agreement for supervision, the handing over of the revised/updated certificate requires the manufacturer to sign a relevant annex to the agreement.

9. Suspension, termination, limitation, withdrawal and restoring a certificate

During the validity period, CNBOP-PIB may suspend, limited, withdraw or terminate the issued certificate.

Suspension of the certificate takes place when (among others):
- the construction product made available on the market does not have the performance which was specified in the certificate issued by CNBOP-PIB (applies to certificates issued in system 1+ and 1),
- the construction product does not have the same performance as the product type specified in the certificate issued by CNBOP-PIB (applies to certificates issued in system 1+ and 1),
- the product, before being made available by the manufacturer on the market, was subject to a modification that could have altered the product's performance without the knowledge and/or consent of CNBOP-PIB (applies to certificates issued in system 1+ and 1),
- the production process does not meet the requirements of the technical specification being the basis for issuing the certificate by CNBOP-PIB (applies to certificates issued in system 2+),
- production conditions at the factory have changed significantly without prior notice to CNBOP-PIB,
- the results of the FPC inspection are negative,
- it is not possible for CNBOP-PIB to perform activities resulting from the supervision over the certificate,
- there are inconsistencies in the way of using and/or referring to the issued certificate as opposed to the provisions of the agreement for the supervision of the issued certificate concluded with CNBOP-PIB,
- the Holder fails to execute or executes ineffectively activities resulting from the changes in the certification requirements,
- the Holder fails to meet his/her financial obligations towards CNBOP-PIB,
- the provisions of the agreement are grossly violated by the Holder,
- CNBOP-PIB receiving a written request from the Holder.

and in case of system 1+ additionally:
- the results of control tests of product samples are negative.

The time period of the suspension is determined according to the reason of the suspension and is normally 3 months, but not longer than 12 months.

When the certificate is suspended, it cannot be used and the Applicant is obliged to cease referring to the certificate and using advertising materials referring to it in any way.

The certificate may be partially limited at a written request of the certificate Holder. The limitation of the granted certification may also be based on the results of the supervision of the issued certificate performed by DC. The limitation is performed by replacing the certificate with another certificate with a limited scope, which replaces all previous editions of the certificate.

Withdrawal of the issued certificate takes place when:
- the Applicant does not remove in time the nonconformities being the basis for suspending the issued certificate.

Termination of the certificate occurs:
- at the written request of the certificate Holder,
- as a result of the termination of the agreement for the supervision of the certificate.

In case of withdrawal/termination of the certificate the Applicant is obliged to cease referring to this certificate and using advertising materials referring to it in any way.
materials referring to it in any way.

Restoring the certificate by CNBOP-PIB is done in writing and is made for the full or limited scope of the certificate, according to the results of the evaluation of the fulfillment of the restoration conditions.

10. Changes in the certification requirements

DC notifies the certificate Holder of the fact that the requirements being the basis for the processes of national AVCP (technical specifications, certification scheme) have changed. At the same time, the certificate Holder is informed of the necessary steps that need to be taken and the date of their implementation. If the certificate Holder fails to take the steps mentioned above or he/she exceeded the indicated date of their implementation, CNBOP-PIB suspends the issued certificate.

11. Transferring rights to the issued certificate

In case of changes in:

- the name and/or address of the certificate Holder,
- the legal status or ownership relationship of the certificate Holder,
- property rights or ownership relations,

the Holder of the National Certificate of Constancy of Performance (system 1+, 1) or the National Certificate of Conformity of Factory Production Control (system 2+) is required to inform DC of this fact in writing. On the basis of this information, DC performs an individual analysis and decides on the possibility of transferring the rights to the issued certificate and/or updating records on the certificate.

The certificate Holder is informed about the result of the analysis and the decision in writing. If the result of the analysis is positive, the Holder is informed of the next steps in order to transfer the rights to the certificate. If the decision on the transfer of rights to use the certificate is negative, it is necessary to submit an application for an independent process of national AVCP of the construction product.

12. Appeals and complaints

12.1. Appeals

The Applicant/The Holder have the right to file a written appeal against the decision of CNBOP-PIB regarding:

- the refusal to issue a certificate,
- the suspension of the issued certificate,
- limiting the scope of an issued certificate,
- withdrawal of an issued certificate,
- termination of an issued certificate.

The appeal is submitted to the CNBOP-PIB Director in writing within 14 days of receiving the decision.

The appeal is reviewed by the CNBOP-PIB Director within 30 days of its receipt. In cases where the time needed to review the appeal exceeds the set time limit, the appellant shall be informed in writing by CNBOP-PIB of the expected time of reviewing the appeal.

CNBOP-PIB sends confirmation to the Applicant / the Holder of receiving the appeal and, upon completion of the appeal proceeding, informs him/her in writing of the decision of the CNBOP-PIB Director.

12.2. Complaints

At each stage of the process of national AVCP and supervision over the issued certificate, the certificate Holder is entitled to file a complaint with respect to the activities of the Certification Department or its employees. CNBOP-PIB also accepts complaints filed by other parties (complaints regarding the activities of the Applicant / the Holder or the Certification Department).

The complaint should be filed within 14 days of the date on which the circumstances giving rise to the complaint arise.
13. Confidentiality

CNBOP-PIB undertakes to maintain confidential all information obtained from the Applicants, Manufacturers and manufacturing plants in the process and subject of certification, as well as during supervision over the issued certificate, as well as from other sources (complaints), except as provided for by law.

In case of providing by CNBOP-PIB the information as mentioned above, the Applicant is informed in writing about the scope and the recipient of the provided information, unless the law provides otherwise.

14. Fees for carrying out the process of national AVCP

The fees for carrying out the process of national AVCP and for activities carried out as part of the supervision over the issued certificates are determined based on the current price list of CNBOP-PIB Certification Department. Information regarding the fee structure is presented in Annex 1 to this guidebook.

The fees for carrying out the process of national AVCP are covered by the Applicant for this process and the fee for introducing changes to the issued certificate will be paid by the certificate Holder, who is a party to the agreement for the supervision of the issued certificate.

The costs of testing are settled directly between the Applicant and the testing laboratory and are not included in the costs of the process of national AVCP carried out by DC CNBOP-PIB (system 1+, 1).

15. Published information

CNBOP-PIN publishes a list of issued, suspended, withdrawn and terminated National Certificates of Constancy of Performance and National Certificate of Conformity of Factory Production Control on the Institute’s website at www.cnbop.pl.

Moreover, DC CNBOP-PIB maintains information on certified products/FPC. This information includes at least the following:

1) number of the certificate,
2) scope of the certificate (product name and type and/or information regarding FPC),
3) name and address of the Applicant,
4) validity period of the certificate,
5) identification of the applicable technical specification
16. Address and contact information

Centrum Naukowo-Badawcze Ochrony Przeciwpłonowej im. Józefa Tuliszkowskiego
Państwowy Instytut Badawczy

Scientific and Research Centre for Fire Protection – National Research Institute
(CNBOP-PIB)

ul. Nadwiślańska 213
05-420 Józefów, Poland
Tel: +(48) 22 769 33 00
Fax: +(48) 22 769 33 73
e-mail: cnbop@cnbop.pl

Certification Department – DC CNBOP-PIB
Technical Committee for Quality Systems and Management
Phone: (+48) 22 769 33 47
e-mail: icw@cnbop.pl

Support and Audit Department
Tel: 22 789 33 45
e-mail: dwia@cnbop.pl

NOTE:
Due to organizational reasons, please arrange meetings in advance and contact Support and Audit Department from 7:30 to 15:30.
ANNEX NO. 1

Fee structure in the process of national assessment and verification of constancy of performance of construction products

<table>
<thead>
<tr>
<th>Fees for national assessment and verification of constancy of performance of construction product (AVCP) is consists of the basic items and &quot;Other fees&quot; (if applicable in the process)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The fee for the initial formal assessment of the application, identification of the manufacturer of the product and registration of the application – non-refundable</td>
</tr>
<tr>
<td>2. Carrying out assessment and verification of constancy of performance of a construction product and issuing a decision on issuing/ refusing to issue a certificate.</td>
</tr>
<tr>
<td>Process of changing the certificate – concerns the product or its performance:</td>
</tr>
<tr>
<td>3. Initial fee and for carrying out technical and organizational tasks</td>
</tr>
<tr>
<td>4. Carrying out assessment and verification of constancy of performance of a construction product and issuing the decision on issuing/ refusing to issue a certificate</td>
</tr>
<tr>
<td>Process of changing the certificate – concerns manufacturing conditions for the product:</td>
</tr>
<tr>
<td>5. Initial fee and for carrying out technical and organizational tasks.</td>
</tr>
<tr>
<td>6. Carrying out assessment and verification of constancy of performance of a construction product and issuing the decision on issuing/ refusing to issue a certificate</td>
</tr>
<tr>
<td>Other fees (optional):</td>
</tr>
<tr>
<td>7. Taking samples for the process. (In justified cases the sampling is carried out by DC CNBOP-PIB)</td>
</tr>
<tr>
<td>8. Updating the subject and / or the scope of the application.</td>
</tr>
<tr>
<td>9. Updating the test programme at the request / notification of the client</td>
</tr>
<tr>
<td>10. Detailed analysis of optional attachments to the application for the process of national AVCP</td>
</tr>
<tr>
<td>11. A fee for translation of documentation in a foreign language submitted for the process of national AVCP</td>
</tr>
<tr>
<td>12. Analysis of supplementary documentation submitted by the Applicant regarding factory production control of the product constituting the subject of the certification process.</td>
</tr>
<tr>
<td>13. A fee for the analysis of documentation submitted by the Manufacturer in connection with the modification of the product, the production process, FPC.</td>
</tr>
<tr>
<td>14. A fee for updating the national certificate of assessment and verification of constancy of performance or for limiting the scope of the certificate of constancy of performance.</td>
</tr>
<tr>
<td>15. Translating the certificate to a foreign language.</td>
</tr>
<tr>
<td>16. Sending a duplicate or additional copies of the certificate.</td>
</tr>
<tr>
<td>Supervision over the certificate:</td>
</tr>
<tr>
<td>17. Carrying out FPC inspection in supervision.</td>
</tr>
<tr>
<td>18. Analyzing the results of the FPC inspection planned by CNBOP-PIB and carried out by a subcontractor as part of supervision over the issued certificates</td>
</tr>
<tr>
<td>19. Taking samples for control tests (when it results from the supervision over the issued certificate, in justified cases the sampling is carried out by DC CNBOP-PIB)</td>
</tr>
<tr>
<td>20. Evaluating the results of control tests of product samples</td>
</tr>
</tbody>
</table>

Note:

A 23% VAT on goods and services needs to be added to the fees.

Regardless of the outcome of the certification process or certificate change, the initial fee is non-refundable.