Instructions for completing the application for assessment and verification of constancy of performance of a construction product

Below we present a few principles to be followed when submitting an application for assessment and verification of the constancy of performance of a construction product. Compliance with these rules will help you avoid the need to correct the application, which will directly translate into the speed of registration and the possibility of analyzing your application. It should be noted that CNBOP-PIB Certification Department may initiate the process of assessment and verification of constancy of performance of a construction product only on the basis of a correctly 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 https://www.cnbo.pl/en/services/certification-and-admittance/european-certification-of-constancy-of-performance-of-construction-products). 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. The completed application together with complete documentation should be submitted to the CNBOP-PIB in paper version. Scans, faxes, copies / xero of applications and applications presented in other forms, as well as incomplete applications are not registered and cannot be the basis for conducting the certification process.

4. The application should be signed by an authorized person in the place indicated in the application (President / Director) and it should contain the date of 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 2 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. 10 to the application), additional documentation should be attached, i.e. attachments No. 12, 13 and 14.
Below we present tips on completing selected points of the application form for assessment and verification of constancy of performance of a construction product.

Using the indicated fields, select the purpose of the application (issuing the certificate or changing the certificate).

Provide the name and type of the construction product.

Select a harmonized standard(s) from the list for the construction product submitted for assessment and verification process.

Using the indicated fields, select whether the product is manufactured as part of serial production or whether it is a prototype version.

In case of selecting “Change of certificate scope” as above please provide the number of the issued and valid certificate applicable to the concerned product / products.
Provide full information identifying product Manufacturer

Provide the Manufacturer’s tax identification number

At this point indicate data identifying the manufacturing site with full data. If there is more than one manufacturing site, then all manufacturing plants should be indicated

Using the indicated fields select who applies for the process

If the Applicant is an authorized representative of the Manufacturer, indicate data identifying this entity along with the tax identification number

At this point, provide the name and surname of the person authorized to contact the Certification Department along with all contact details

These fields should be left blank – the Certification Department completes them

<table>
<thead>
<tr>
<th>Data złożenia</th>
<th>Data rejestracji</th>
<th>Numer wniosku</th>
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<tbody>
<tr>
<td>Data inspekcji ZKP</td>
<td>Raport ZKP z dnia</td>
<td>Numer umowy</td>
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<td>Numer certyfikatu</td>
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</table>
At this point, place a legible signature containing the first and last name, personal seal and initials

Provide the date of signing the application

These fields should be left blank – the Certification Department completes them