Guidebook on the process of assessment and verification of the constancy of construction products performance

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1 Introduction

This guidebook contains a description of the operation of Centrum Naukowo-Badawcze Ochrony Przeciwpożarowej – Państwowy Instytut Badawczy (CNBOP-PIB) [ang. Scientific and Research Centre of Fire Protection – National Research Institute] with respect to the execution of assessment and verification of the constancy of performance of construction products according to system 1 pursuant to Regulation of the European Parliament and the Council (EU) No. 305/2011 (with amendments), which is necessary for the issuance by manufacturer of a declaration of performance and marking construction products with CE marking.

The rules and procedures for conducting the processes of assessment and verification of constancy of performance of construction products used in fire protection by CNBOP-PIB are described in detail in the Scheme regarding assessment and verification of constancy of performance of construction products PC-CPR, which is available on request at CNBOP-PIB Certification Department.

2 Legal framework


Competencies of CNBOP-PIB Certification Department (DC CNBOP-PIB) are acknowledged by accreditation granted by the Polish Centre for Accreditation No. AC 063 in conformity with PN-EN 45011:2000 “General requirements for entities executing product certification systems” related to:

- assessment of the performance of the construction product on the basis of type testing (including sampling), type calculation, tabulated values or descriptive documentation of the product;
- initial inspection of the manufacturing plant and of factory production control;
- continuous surveillance, assessment and evaluation of factory production control.

The scope of the accreditation may be found on the webpage of the Polish Centre for Accreditation: http://www.pca.gov.pl.

CNBOP-PIB is the holder of authorisation issued by the Minister of the Economy and notification of the European Commission No. 1438 under the scope of Regulation of the European Parliament and the Council (EU) No. 305/2011. The scope of notification may be found on the webpage of the European Commission: http://ec.europa.eu.
3 Definitions

For the needs of this guidebook, the following definitions shall be applicable:

“construction product” means any product or set manufactured and placed on the market to allow permanent incorporation in construction structures or in their elements, the properties of which affect the performance of building structures in relation to basic requirements concerning construction structures;

“construction structures” mean buildings and structures;

“essential characteristics” mean those properties of a construction product that refer to the basic requirements related to building structures;

“performance of a construction product” means performance related to the relevant essential characteristics expressed as level or class, or in a descriptive way;

“level” means the outcome of an assessment of the performance of a construction product in relation to its essential characteristics, expressed as a figure;

“class” means the scope of levels of performance of a construction product limited by the minimum and maximum values;

“product type” means a set of representative levels or classes of performance in relation to essential characteristics of a construction product manufactured based on a given combination of raw materials or different components in a specific production process;

“harmonised technical specifications” mean harmonised standards and European assessment documents;

“harmonised standard” means a standard adopted by one of the European standardisation bodies specified in annex no. I to Directive 98/34/EC, based on a request issued by the Commission pursuant to Article 6 of the cited Directive;

“intended use” means the intended use of a construction product specified in the relevant applicable harmonised technical specification;

“specific technical documentation” means documentation specifying that methods applied under relevant assessment and verification system of constancy of performance have been replaced by other methods, provided that the results achievable with the adoption of the new methods are equivalent with the results achievable with the use of research methods defined in the relevant harmonised standard;

“making available on the market” means each delivery of a construction product for needs of distribution or application on the EU market under commercial activity, either against payment or free of charge;

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“placing on the market” means placing a construction product for the first time on the EU market;

“economic operator” means a manufacturer, importer, distributor or authorised representative;

“producer” means a natural or legal person, which manufactures a construction product or which commissions designing or manufacturing of a construction product and places that product on the market under its own name or logo;

“distributor” means a natural or legal person in the supply chain, other than manufacturer or importer, which makes the construction product available on the market;

“importer” means a natural or legal person with a place of principal business in the European Union, which places a construction product from a third country on the market in the EU;

“authorised representative” means a natural or legal person with a place of principal business in the European Union, which was granted written authorization from the manufacturer for the execution of specific tasks on its behalf;

“withdrawal from the market” means any means, the objective of which is to prevent making available on the market a construction product in the given supply chain;

“accreditation” has the meaning specified in the Regulation (CE) No. 765/2008;

“factory production control” means documented ongoing and internal production in the factory pursuant to the relevant harmonised technical specifications.

4 Certification

The assessment and verification of the constancy of performance of construction products with respect to their essential characteristics is implemented by CNBOP-PIB Certification Department (DC CNBOP-PIB) pursuant to system 1 specified in annex V to Regulation [1] with amendments. Under system 1 DC CNBOP-PIB performs the following activities:

- certification process:
  - assessment of the performance of the construction product on the basis of type testing (including sampling), type calculation, tabulated values or descriptive documentation of the product,
  - continuing surveillance, assessment and evaluation of factory production control,

- supervision process:
  - continuous surveillance, assessment and evaluation of factory production control.

In the certification process, during assessment of the performance of the construction product, DC CNBOP-PIB indicates a research laboratory, in which testing is to be carried out according to the testing programme developed.
4.1 Preparatory procedure for product's assessment and verification of constancy of performance

Applicants requesting the execution of the process of assessment and verification of constancy of performance may be the manufacturer or its authorised representative. The authorised representative is appointed on the basis of a written authorisation issued by the manufacturer. Drawing up technical documentation is not comprised by the scope of authorisation granted to the authorised representative. **An Applicant which is not a manufacturer of the given product, should be aware that the “Agreement on supervision of the issued certificate (CPR)”, which lays down rules for usage and supervision of the issued certificate of constancy of performance, is concluded with the manufacturer of the given product.**

In the stage of preparing a product for the process of assessment and verification of constancy of performance by DC CNBOP-PIB, **the Applicant should know which existing regulations on the EU market refer to which product essential characteristics and which specific requirements are applicable in member states with respect to basic requirements for construction structures.**

The CNBOP-PIB Certification Department grants to the Applicant all indispensable information concerning ways of commencing the process of assessment and verification of constancy of performance of a product, including information on:

- regulations, requirements and methods connected with the assessment and verification of constancy of performance of a construction product,
- technical documentation which has to be attached to the application,
- costs connected with the performance of the assessment and verification process by DC CNBOP-PIB,
- testing laboratories that carry out the determination of the performance of products,
- possibilities of applying Specific Technical Documentation (if applicable).
4.2 Applying for product’s assessment and verification

When applying for the assessment and verification of constancy of performance for a construction product, the Applicant submits a filled out application for the execution of assessment and verification of constancy of performance for a construction product. The application is to contain an unambiguous identification of the product, basic information concerning the Applicant, manufacturer and place or places of production of the given product. The application for certification is at the same time an agreement with CNBOP-PIB for the execution of certification services.

Ordered and complete documents are to be attached to the application, and if needed also certified as true copies by the document owner, including, among others:

- description of the product (e.g. data sheet), including a description of its intended use (applicable for all product varieties, if they exist),
- instructions concerning the product (assembly, installation, service, maintenance), as well as information concerning safety,
- assembly drawings and diagrams (e.g. electric, hydraulic) of the product and its subassemblies, elements and pictures of the product,
- filled in list(s) of essential characteristics of the product related to its declared intended use, on the basis of which DC CNBOP-PIB will carry out the process of assessment and verification of constancy of performance,
- special technical documentation (confirmation that FPC covers the product in question, current description of the main stages of product production, the method of supervising the purchase of materials (raw materials), components or services (subcontracting, if any) used in the production of the product, control and measurement equipment used for testing/checking the product together with a description of the method of supervising this equipment, list and description of controls and interoperative tests as well as of finished products).

The lists of essential characteristics according to harmonised standards covered by the scope of CNBOP-PIB notification is available on CNBOP-PIB webpage: http://www.cnbop.pl/

The registration of the application – concluding the agreement with CNBOP-PIB for the execution of certification services, requires the submission of a correctly filled out signed valid original form in a printed out version along with all the required and applicable attachments.

Documentation for needs of the process should be submitted in the language version acceptable by DC CNBOP-PIB: either Polish or English. CNBOP-PIB Certification Department admits the submission of documentation in other language versions, yet it reserves the right to request the submission of a translation of the submitted documentation (including a sworn translation) or to have a sworn translation made at the Applicant’s cost into Polish of the entire submitted documentation or its selected fragments to allow the execution of the process.

The application for execution of assessment and verification of constancy of performance of a construction product may be downloaded from the Institute’s webpage: http://www.cnbop.pl/ or may be received at request from
### 4.3 Formal verification of application, identification of product manufacturer and registration of application

The application is verified with respect to its correctness and completeness of provisions contained in it and of the attached documentation in the aspect of formal requirements and from the viewpoint of possibilities of carrying out the process for product varieties grouped within product family.

The Applicant is informed of the results of verification of the submitted application in a documented way:

- **in the event of a negative outcome of formal verification** – about the necessity of correcting the application and/or necessary supplementing of the attachments. The process shall not be continued until the Applicant has completed all the required activities;
- **in the event of a positive outcome of formal verification** of the submitted (also corrected and/or supplemented) application – the Applicant receives confirmation of application registration along with information on further procedures to be followed and the anticipated costs of the process.

Registration of the application is tantamount to concluding an agreement for the execution of certification services between the Applicant and CNBOP-PIB.

Activities connected with preparatory works necessary to commence the process of assessment and verification of the constancy of performance may be discontinued by DC CNBOP-PIB in the event of:

- failure to submit documents and/or information required by DC CNBOP-PIB within a period of 12 months since the date of sending written information about the necessity of making supplements and corrections in the application and/or documentation appended to the application, or if the activities mentioned above are performed within the given deadline in an ineffective way;
- receipt of the Applicant’s written application for discontinuation of activities for needs of launching the process of assessment and verification of constancy of performance.

Resumption of preparations for launching the process of assessment and verification of constancy of performance shall only be possible once the Applicant has filed a new application for the performance of the process of assessment and verification of constancy of performance of a construction product along with all the required and applicable attachments. The re-submission of the application entails the necessity of paying charges connected with the initial verification of the application and the attached documentation.
4.4 Assesment of the performance of the construction product

Assessment of the performance of the construction product is carried out to define the performance of a construction product with respect to the essential characteristics for intended use of that product declared by the manufacturer.

Assessment of the performance of the construction product in relation to the essential characteristics declared by the manufacturer for the intended use is carried out on the basis of the applicable harmonized standard(s).

The harmonised standard serving as the basis for the assessment of the performance of the construction product is identified by the provision of the reference number and issuance date of the standard (EN), along with all applicable modifications and corrections to that standard. Assessment of the performance of the construction product in relation to all the characteristics taken into consideration in the harmonised standard, for which the manufacturer declares performance. For essential characteristics, as to which no performance of product are declared, the manufacturer should provide the indication “NPD” (No Performance Determined).

As regards characteristics, in relation to which the requirements according to the harmonised standard is not applicable, the manufacturer should indicate “NA” (not applicable).

The determination of performance of representative samples of a construction product or products of the same product family is performed by CNBOP-PIB testing laboratory based on methods specified in the harmonised standard (e.g. testing, verification, measurements, appraisals) and is aimed at the determination of performance of such a product.

The selection of samples, including their number necessary to determine product type, is based on rules defined in the harmonised standard, which is the basis for the process being executed. The samples should be representative for the currently ongoing manufacturing process. As regards tests carried out on prototype samples, under the initial inspection of the manufacturing facility and the factory production control carried out by DC CNBOP-PIB, the representativeness of the sample for the planned manufacturing method of the product needs to be confirmed – if the relevant confirmation is not available, the performance of the product type on samples from serial production is necessary.

Due to the fact that in the systems 1 and 1+, the notified product certification body bears full responsibility for the tests of the product which are the basis for the assessment of its performance, resolving the possibility of recognition of test results provided by the Applicant for the assessment (e.g. performed before submitting the application for certification, performed in a laboratory other than indicated by CNBOP-PIB, etc.), is preceded by an analysis of these results.

The formal analysis concerns, among others, the assessment:

- whether the Applicant has the right to use the submitted testing reports,
- whether the tests had been executed by testing laboratories accredited by the Polish Centre for Accreditation or by signatories of the EA Multilateral Agreement (EA MLA http://www.european-accreditation.org/) or International Laboratory Accreditation Cooperation Multilateral Agreement (ILAC MRA https://www.ilac.org/) – the scope of accreditation of the laboratory must refer to the time when the laboratory has been performing tests described in the submitted report.
➢ the copy of the submitted report is to be certified true by the owner of the original report;

Substantive analysis serves the purpose of evaluation of, among others:
➢ meeting requirements related to recognition of test results specified by the harmonised standard and/or the relevant sectorial group GNB-CPR (if they had been distinguished),
➢ representativeness of samples in relation to product family and in relation to current manufacturing conditions,
➢ the type and adequacy of the applied methods in determination of performance (tests, verifications, measurements, calculations etc.) of the product.

A necessary condition for recognition of the tests results is to receive confirmation, on the basis of the conducted analysis, of the possibility of bearing responsibility for the activities performed (tests, sampling, documenting) as referred to in art. 46 CPR. If the test results are accepted, the Certification Department reserves the right to order re-test in a part of the scope of the submitted test results.

Pursuant to the defined performance in relation to essential characteristics of a product and its documentation compiled in the process, DC CNBOP-PIB assesses the performance of the construction product, which is an outcome of assessment, verification and/or classification of the product which is carried out according to requirements specified by the applicable European harmonised standard(s).

4.5 Initial inspection of the manufacturing plant and of factory production control

The manufacturers of construction products shall assure the availability of procedures, which guarantee that the declared product performance would be maintained in serial production. Requirements for factory production control, which allow for specific conditions of the manufacturing process of a given construction product, are specified by applicable harmonised standards.

The manufacturer, as part of ensuring proper conditions of factory production control, is obliged to i.e. ensure traceability of measuring instruments used in the production process of the product being assessed. CNBOP-PIB requirements in this regard are available on the Institute’s website.

The process of assessment and verification of constancy of performance construction products performed by CNBOP-PIB comprises the initial inspection of the factory and of factory production control (FPC) of the manufacturer of a given product or the entity to which the manufacturer commissions the manufacturing of the construction product. The date for carrying out the inspection is agreed with Applicant. Unless otherwise agreed, the inspection is to be carried out once DC CNBOP-PIB has made a positive assessment of the performance of product type or positive results of verification of Specific Technical Documentation.

DC CNBOP-PIB shall draw up and send out written notification to the manufacturer with respect to the organisation of the planned inspection, including a plan of the FPC specification, which should define, among others, the objective and scope of the inspection, documents serving as criteria for inspection, as well and the programme and basic conditions for the execution of the inspection.
The FPC inspection is to verify whether:

a) all resources necessary for the achievement of the product characteristics required by the applicable European harmonised standard are in place and correctly implemented, and

b) FPC procedures in accordance with the FPC documentation and followed in practice, and

c) the product complies with the initial type testing samples, for which compliance with the assessed performance specified in the applicable harmonised standard has been verified.

Inspections should be carried out for all locations, where final product assembly takes place or where final product testing is performed to verify whether all conditions specified above (from a) to c)) have been fulfilled.

If the subject of testing during the process was a prototype/were prototypes of a construction product, and the manufacturer’s intention is to commence serial production of the product, the initial inspection of the manufacturing facility and the FPC are performed prior to commencement of production and/or the implementation of FPC. During the initial inspection DC CNBOP-PIB shall verify:

➢ the availability of all resources required to achieve by the product all characteristics required by the harmonised standard,

➢ the implementation and application in practice of FPC procedures which are based on FPC documentation,

➢ availability of procedures confirming that the manufacturing processes that lead to production of subassemblies consistent with requirements of the harmonised standards and that (each) subassembly would be the same as was applied in sample(s) subjected to the determination of performance of product type and verified with respect to consistency with the harmonised standard.

Results of the completed FPC are to be contained in a report on FPC inspection. The report shall be drawn up in two counterparts, which along with the appendices are turned over to the organisation subject to assessment for review and signing.

If during initial inspection of the production facility and of factory production control DC CNBOP-PIB ascertains that the manufacturer failed to assure the constancy of performance of the manufactured product, the manufacturer is obliged to undertake necessary remedial measures within the deadline proposed by the manufacturer and approved by CNBOP-PIB.

If DC CNBOP-PIB has at its disposal results of FPC inspection performed by CNBOP-PIB assessment team during the present or preceding calendar year for the production facility indicated by the Applicant, producing:

➢ the product subject to the process,

➢ a product of a similar structure and scope of performance to the product for which the process is being executed, provided that the Applicant presents a written declaration of the manufacturer on covering the subject product by the FPC system evaluated by DC CNBOP-PIB and submits a documentation confirming the manufacturing of the subject product by the FPC system,

it will be admissible not to perform the FPC inspection based on the positive outcome of assessment and verification of information submitted to DC CNBOP-PIB.

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4.6 Assessment and verification (overview)

Documentation collected in the course of certification is subject to assessment and verification with view to finding confirmation to the constancy of performance features of a construction product declared by the manufacturer in relation to essential characteristics, the results of which are a basis for granting certification or refusing to issue the certificate of constancy of performance.

At every stage of assessment and verification, DC CNBOP-PIB notifies the Applicant of results and, if applicable, the deadline for supplementing the documentation and/or undertaking additional actions (e.g. tests, corrective actions) to eliminate the ascertained deficiencies. Decision on issuance or refusal to issue a certificate of constancy of performance.

Results of the assessment and verification of constancy of performance serve as grounds for a decision taken by the Manager of DC CNBOP-PIB on issuance or refusal of issuance of a certificate of constancy of performance. Decision on granting certificate of constancy of performance is used as a basis for preparing:

➢ an agreement with the manufacturer, which specifies the principles of using and supervising granted certificate of constancy of performance,
➢ certificate of constancy of performance.

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 certificate. The decision on refusal of issuance of a certificate of constancy of performance along with the justification is sent to the Applicant in a documented way.

4.7 Issuance of certificate, validity period

Certificates of constancy of performance are issued by CNBOP-PIB for a period of 10 years. The validity period of the certificates may be extended for the subsequent 10 years provided that the harmonised technical specifications, test methods cited in the harmonised technical specification, manufacturing conditions and the factory production control do not undergo significant changes, and what is more, requirements contained in the agreement on supervision of the issued certificate must be respected. Certificates of constancy of performance are issued by CNBOP-PIB in Polish-English version.

At the manufacturer’s request additional language versions or duplicates may be issued. The certificate is turned over to the manufacturer of a construction product once CNBOP-PIB has received a signed agreement on certificate supervision and once it has been confirmed that all financial obligation towards CNBOP-PIB have been settled.

4.8 Discontinuation of the process

Discontinuation of the process of assessment and verification of constancy of performance for a product, which has already been registered, may take place if:

➢ the Applicant does not submit supplementary documents and/or information required by the DC CNBOP-PIB within a specified period of time (or, if such period of time has not been specified – within 12 months);
➢ the Applicant fails to pay due amounts to CNBOP-PIB,
➢ the Applicant applies for discontinuation of the process.

A decision on discontinuation of assessment and verification process for a construction product is delivered to the Applicant in writing. Documentation regarding a registered certification process that has been discontinued shall not be returned to the Applicant.

To continue/resume the process of assessment and verification of the constancy of performance, the Applicant has to submit a new application requesting the execution of the process of assessment and verification of constancy of performance of a construction product along with all the applicable appendices.

4.9 Supervision over issued certificates of constancy of performance

As a notified body CNBOP-PIB continues supervision of the certificates of constancy of performance in a continuous on-going way by providing continuous surveillance, assessment and evaluation of factory production control (FPC) carried out in manufacturing facilities specified on the certificate of constancy of performance. Activities in regard to supervision are initiated by CNBOP-PIB.

The frequency of execution of FPC inspection under supervision obligations arises from harmonised standards which are the basis for issuance of supervised certificates. Should the harmonised standard fail to specify the requirements, FPC inspections under supervision services shall be performed at least once a year. Nevertheless, DC CNBOP-PIB reserves the right of performing additional FPC inspections under certificate supervision, among others in the case of:
➢ executing the process of assessment and verification of constancy of performance of a product in connection with changes to the product notified by the producer, which affect the issued certificate of constancy of performance,
➢ change in harmonised standards serving as the basis for issuance of a certificate with respect to FPC requirements,
➢ change in conditions of factory production control or a change of location where the product covered by the certificate is manufactured,
➢ receipt of a complaint concerning the performance of the product declared by the manufacturer confirmed by the certificate of constancy of performance issued by CNBOP-PIB,
➢ verification of undertaking and/or the effectiveness of undertaken remedial measures to which the manufacturer had been obliged by CNBOP-PIB (see below).

If in the course of supervisory activities aimed at verifying constancy of performance of a manufactured product DC CNBOP-PIB finds that the product does not have the same properties as the product type being subject of the process of assessment and verification of constancy of performance executed by DC CNBOP-PIB, the manufacturer shall be obliged to undertake appropriate corrective measures, while the certificate(s) is(are) suspended or, if necessary, withdrawn. If corrective measures have not been undertaken or if they do not bring the required results, DC CNBOP-PIB shall limit, suspend or withdraw the certificates, as appropriate.
4.10 Conditions for application and use of the issued certificate

The certificate may be used by the manufacturer in conformity to conditions of the agreement concluded with CNBOP-PIB on supervision of the issued certificate. The agreement specifies in particular the manufacturer’s obligations (referred to as certificate holder in the agreement), ways of executing certificate supervision, procedures to be applied in the event of a change of certification requirements serving as the basis for issuance / supervision of a certificate and procedures to be followed in the event of modification of the product, the manufacturing proves and the FPC system, conditions for a change of the scope and update as well as conditions for suspending, limiting termination and withdrawal of the issued certificate of constancy of performance.

The manufacturer should always have full control and maintain the necessary resources to be able to be responsible for the conformity of the product with the declared performance.

By placing or ordering the placing of CE marking on a construction product the manufacturer indicates that he assumes responsibility for the conformity of that product with the declared performance. The rules and conditions for placing CE marking are defined by regulations cited in chapter 2 of this guidebook.

The manufacturer shall apply the number of CNBOP-PIB notified body 1438 on the certified product along with the CE marking.

Conditions for the use of the identification number of the notified body have been laid down in the document entitled "Rules of using notified body (CNBOP-PIB) identification number", whereas the principles of referring to certification through the use of CNBOP-PIB logo are specified in the document "Rules for using CNBOP-PIB logo for the purpose of referring to certification". Both documents are available on the Institute’s website at http://www.cnbop.pl.

According to the documents mentioned above, incorrect or unauthorised reference to the certificate of constancy of performance and/or identification number of CNBOP-PIB notified body that lead to the following: request or undertaking remedial measures, suspension or withdrawal of a certificate or all certificates, publishing information on CNBOP-PIB webpage concerning illegal or fraudulent reference to the certificate and/or identification number of the CNBOP-PIB notification, as well as commencing litigation.

5 Modification of the scope of granted certification

5.1 Modification of product, manufacturing process, the FPC system

A manufacturer of a certified product is obliged to inform DC CNBOP-PIB without delay of all intended modifications of the product, the manufacturing process or FPC system, which could affect any kind of performance assessed and verified by DC CNBOP-PIB on the basis of applicable relevant harmonised standard(s), specified in the certificate of constancy of performance issued by CNBOP-PIB.

Any changes in this respect require written notification by the manufacturer to DC CNBOP-PIB pursuant to conditions specified in provisions contained in Regulation 305/2011 and in agreement on supervision of the issued certificate.
Based on the received information DC CNBOP-PIB defines the possibility, and where applicable also the scope of prospective activities connected for the assessment and verification of the constancy of performance, which could have been changed as an effect of modification and possible changes in relation to the issued certificate.

The subject of assessment of the performance of the construction product carried are all characteristics in relation to which the manufacturer declares performance that could have been changed as an effect of the modification, with the exception of situations foreseen in the relevant applicable harmonised standard.

Where applicable, in regards to aspects of activity that could be changed as an effect of modification, the inspection of the manufacturing facility and the FPC is to be repeated.

Introduction of changes in the certificate of constancy of performance takes place in the form of issuance of a certificate with specification of its issuance date. If applicable, turning over of the certificate including provided information on the incorporated modifications requires drawing up by the manufacturer an annex to the agreement concluded with CNBOP-PIB in supervision of the certificate.

### 5.2 Change of scope of the certificate

In justified cases, at the request of the manufacturer in the form of an application (form No. DC/CPR-01a), written request, DC CNBOP-PIB may modify the scope of the certificate. Such cases may concern, among others, the following:

- change of performance of essential characteristics declared by the manufacturer, concerning the certified construction product (changes may arise from modification of the product mentioned above),
- change in the scope of performance of essential characteristics concerning the certified construction product declared by the manufacturer (with concurrent change of application of the certified product or without such change),
- change in the scope of product varieties covered by a valid certificate (with concurrent change of the intended use of products and scope of performance or without such a change),
- change of production facility (change of the location where production takes place [REMOVED], change of ownership relations),
- addition of another reference document (harmonised standard) on the certificate, [REMOVED]
- addition of another reference document (harmonised standard) on the certificate.

A change in the scope is initiated by relevant written application of the manufacturer to DC CNBOP-PIB. Pursuant to the received information DC CNBOP-PIB determines the possibility and method of further procedures to be followed. The process of changing the certificate scope comprises all the necessary activities appropriate to the change, which are specified on a case-by-case basis by DC CNBOP-PIB. A change in the scope of the certificate is done against payment. The basis for a change of the certificate is a positive decision issued by the Head of DC CNBOP-PIB on the extension or limiting the scope of a valid certificate on the basis of results of the completed assessment and verification in relation to the notified change.
Incorporation of a change in the certificate of constancy of performance takes place in the form of reissuance of the certificate with a specified date of its issuance. Handing over a certificate with a changed scope requires the manufacturer to sign an annex to the agreement concluded with CNBOP-PIB on supervision of the certificate.

5.3 Changes (updates) of provisions in the certificate

In justified cases, at its own discretion or at a written request of the manufacturer, DC CNBOP-PIB may change (update) provisions in the issued certificate.

In case of a written request submitted by the manufacturer, DC CNBOP-PIB defines the possibility and methods of further proceedings in the case of certificate update pursuant to the received information. Changes are introduced on the basis of the analysis of documentation that justifies the change and may only refer to those entries in a valid certificate, which are not subject to or result from the assessment and verification process. Certificates may be updated for a fee and may require carrying out an FPC inspection (for instance change of the location where production takes place or addition of an alternative location and/or deletion of the hitherto product manufacturing location on the certificate). Changes of certificate records are based on a DC CNBOP-PIB decision to update the certificate. Such decisions are based on results of analysis conducted in relation to the reported need for change.

A change (update) of provisions in the certificate of constancy of performance consists in the next issue of certificate including the date of that issuance. If a change (update) regards data included in the certificate supervision agreement, submission of a certificate update requires the manufacturer to sign a relevant annex to the agreement.

5.4 Change of harmonised standards serving as basis for issuance of certificate

Similarly as test standards that define testing methods cited in harmonised standards, harmonised standards may be subject to updates, modifications, corrections and may be supplemented. Pursuant to Regulation 305/2011 the manufacturers assure that changes in the applicable harmonised standards are incorporated appropriately. CNBOP-PIB may change the scope of and/or update provisions contained in valid certificates of constancy of performance within the scope mentioned above at the request of the Certificate Holder. Undertaken actions are relevant to the scope of differences between the previous and new wording of the harmonised standards requirements and/or test standards provisions referred to in those specifications.

Processes are initiated:

➢ in the case of substantial changes – in the form of a change of the certificate scope, as specified in items 5.1 and 5.3 of this guidebook;
➢ in the case of formal changes – in the form of an amendment (update) of certificate records, as specified in item 5.3 of this guidebook.
5.5 Transfer of rights to the certificate

In the case of changes concerning:

➢ name and/or address,
➢ legal, commercial, organizational status,
➢ title or ownership relations,

the Holder of the certificate of constancy of performance must report the change to DC CNBOP-PIB in writing. On the basis of such report, DC CNBOP-PIB shall individually analyse each case and decide upon the possibility of transferring the certification rights and/or updating the certificate with respect to provisions concerning the constancy of performance.

Results of the analysis mentioned above are notified to the Certificate Holder in writing. If the outcome of the analysis is positive, the Holder is informed about further steps to be undertaken in order to transfer the certificate rights. If the decision on the possibility of transferring the rights to use a certificate is negative, a relevant application for an independent process of assessment and verification of the constancy of performance of a construction product must be filed.

5.6 Other changes concerning the certificate

Should other changes occur than those specified in items 5.1 to 5.5 of this guidebook, which in the manufacturer’s opinion would give rise to the necessity of updating provisions in the held certificate, a written notification is to be submitted to CNBOP-PIB describing the nature of the changes.

Pursuant to the received information, DC CNBOP-PIB determines the possibility and further procedures to be followed for needs of executing the required changes in relation to the issued certificate. The certificate holder is notified in writing of the outcome of the findings, along with indication of the scope of activities (in relation to activities described in chapter 4 of this guidebook) that have to be performed to have the change and/or update of the certificate approved, appropriately to the scope of the notified change.

Approval of a change of a certificate has a written form, while a basis for the update of the certificate is a positive decision issued by the Manager of DC CNBOP-PIB, which is made on the basis of results of activities considered to be necessary for approval of the change and/or update of the certificate.

Incorporation of a change in the certificate of constancy of performance shall have the form of reissuance of the certificate with specification of the date of such issuance. If the change concerns data contained in the agreement on certificate supervision, handover of the updated certificate requires the manufacturer to draw up a relevant annex to the agreement.

6 Suspension, restoration, limitation, withdrawal and termination of the certificate of the constancy of performance

Within the validity period, an issued certificate may be suspended, limited or withdrawn. Once the manufacturer has eliminated causes for the suspension, DC CNBOP-PIB restores the certificate.
Certificates are suspended if:

➢ it is found that a product placed on the market does not have the same performance as the type of product being subject of assessment and verification of constancy of performance carried out by DC CNBOP-PIB,

➢ it is found that the product has been modified, which may have impacted the product's performance, without the knowledge and/or consent of CNBOP-PIB,

➢ it is found that production conditions at the manufacturing site have been significantly altered without prior notification to CNBOP-PIB,

➢ results of FPC inspection are negative,

➢ it is made impossible for CNBOP-PIB to perform actions related to certificate supervision referred to in item 4.10 herein,

➢ it is found that the manner of use and/or referencing to the issued certificate or in the use of the identification number of the notified body (1438) is not compliant with the agreement concluded by CNBOP-PIB and the Certificate Holder,

➢ there is a stoppage in production which lasts more than 12 months,

➢ the absence or ineffective execution by the holder of activities arising from a change of identification requirements, as specified in item 5.4 of this guidebook,

➢ the Holder does not fulfill its financial obligations towards CNBOP-PIB

➢ DC CNBOP-PIB received and then finds confirmation of the performance of a process of assessment and verification of constancy of performance of a construction product by another notified body, based on the applicable harmonised standard, for the intended use of the product specified in the certificate issued by CNBOP-PIB, in relation to characteristics confirmed by DC CNBOP-PIB,

➢ the Holder grossly breaches the agreement,

➢ CNBOP-PIB receiving a written request from the Holder.

The time period for which certification is suspended and conditions for its reinstatement shall be individually established by DC CNBOP-PIB for each case and communicated to the Holder in writing. The period of suspension may not exceed 12 months. DC CNBOP-PIB may reinstate a certificate, which is done in writing. The certificate may be reinstated in full or in a limited scope, depending on the results of verification whether reinstatement conditions have been met.

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. Limitation is performed by replacing the certificate with another certificate with a properly limited scope, which supersedes all the previous issues of the said certificate.

Certificates may be withdrawn if:

➢ the Holder's actions undertaken within a specified period of time and intended to eliminate deficiencies due to which the certificate has been suspended turn out to be ineffective,
➢ the certificate supervision agreement is terminated or replaced,
➢ in justified cases, immediately after DC CNBOP-PIB has found that the product does not have the same performance as the product type,
➢ the Holder grossly breaches provisions of the certificate supervision agreement,

Termination of the certification takes place:
➢ at the written request of the certificate Holder (i.e. the Holder’s representative authorized in writing),
➢ as a result of the termination of the agreement for the supervision of the certificate.

DC CNBOP-PIB forwards the decision on suspension, limitation, withdrawal or termination of a certificate to the certificate holder in writing and specifies the date from which such decision is in force.

If a certificate of constancy of performance is suspended, withdrawn or terminated it may not be used and the Holder is obliged to discontinue:
− marking the products with the identification number of the Notified Body of CNBOP-PIB (1438),
− issuing, publishing and using publicity materials that contain any references to the certificate identification number of the Notified Body of CNBOP-PIB.

In the case of the withdrawal or termination of a certificate, the Holder is obliged to return the original of the certificate at the request of CNBOP-PIB. Moreover, in case of withdrawing a certificate, the Holder is obliged to undertake all feasible means aimed at restoring and/or achieving any performance features which had been specified in the certificate, and – should such a need arise – also to recall and/or withdraw all products whose performance properties are different from those provided for in the certificate from the market.

When applying for issuance of a certificate after it had been withdrawn or terminated, the holder should submit an application for a repeat of the process of assessment and verification of the constancy of performance.

Information concerning the suspension, limitation, withdrawal or termination of the certificate of constancy of performance of DC CNBOP-PIB is in each case provided to the notifying body.

7 Change of the EC certificate of conformity into a certificate of constancy of performance


Initiation of the process of obtaining a certificate of constancy of performance requires submission by the manufacturer of a written application for issuance of a certificate of constancy of performance including applicable list(s) of essential characteristics of the construction product in conformity to the applicable harmonised standard(s).

CNBOP-PIB carries out the change described above according to rules described in item 5.3 of this guide book.
The issuance of a certificate of constancy of performance requires conclusion of an agreement, which is to specify conditions for supervising that certificate pursuant to relevant requirements and the terminating the hitherto agreement on supervising of the EC certificate of conformity being replaced. The certificate of constancy of performance is granted a validity period, identical with the validity of the agreement on supervision of the issued certificate of constancy of performance, which comprises 10 years. The hitherto number of the EC certificate of conformity is placed on the issued certificate of constancy of performance, with modification of 1438/CPD/XXXX into 1438-CPR-XXXX. The new certificate receives an inscription concerning the replaced EC certificate of conformity. It is possible to update certificates in administrative mode (rewriting from CPD to CPR) and this only applies to products with identical components, described in the collected process documentation, without the need for additional tests. The use of a different component not indicated in the said process documentation will entail the need to carry out supplementary tests, which are relevant to the subject of the change and the analysis of the entire documentation. The above mode is only possible for CPD certificates issued by CNBOP-PIB.

8 Charges for the performance of assessment and verification of the constancy of performance

Fees for the execution of assessment and verification of constancy of performance of a construction product and for activities performed under the surveillance of valid certificates of constancy of performance are determined on the basis of DC CNBOP-PIB Price List. The structure of fees in processes related to assessment and verification of constancy of performance is presented in attachment 2 to this guide book.

Fees for the execution of assessment and verification of constancy of performance shall be borne by the Applicant. Costs of maintaining and surveillance of the certificate shall be borne by its holder, i.e. the manufacturer. Costs of determination of performance of the essential characteristics of the product samples are settled directly between the Applicant and the testing laboratory and are not included in the costs of process carried out by DC CNBOP-PIB.

9 Appeals and complaints

9.1 Appeals

The Applicant is entitled to appeal against a decision issued by the Manager of DC CNBOP-PIB within the scope of:

- refusal to grant certificate or to change the scope and/or update of the certificate,
- suspension of certificate,
- limitation of certificate scope,
- withdrawal of certificate,
- termination of certificate.

Appeals shall be submitted to CNBOP-PIB Director in writing within 14 days as of receiving the decision. The fact of receiving a formal appeal is confirmed in a documented manner within 14 days from date of receiving it by CNBOP-PIB. The decision to keep or revoke the decision the Manager of the Certification Department makes
CNBOP-PiB Director within 30 days from the date of receiving the appeal after analysing all documents on the matter and taking into account the client's arguments. Upon completion of the appeal proceedings, the appellant is informed of the decision of CNBOP-PiB Director in writing. If the decision cannot be made within the time period mentioned above, the appellant is notified in writing of the date when the relevant decision would be made.

9.2 Complaints

In each stage of the process of assessment and verification of constancy of performance of the Applicant, and in the stage of supervision over the issued certificate the certificate holder shall have the right to lodge a complaint with respect to the operation of CNBOP-PiB.

CNBOP-PiB accepts complaints lodged by:

- Applicants submitting to the process of assessment and verification of the constancy of performance (complaints related to activities of DC CNBOP-PiB or its employees),
- Holders of certificates of constancy of performance issued by CNBOP-PiB in the stage of supervision over those certificates (complaints related to activities of DC CNBOP-PiB or its employees),
- other parties (complaints concerning activities of the Applicant/Holder or the Certification Department).

The complaint should be submitted within 14 days since the arising of circumstances that justify its lodging. All complaints are registered and reviewed. If the complaint is lodged by phone, CNBOP-PiB requires a written confirmation of the complaint. Otherwise, the complaint is not considered. The fact of receiving a formal complaint is confirmed in a documented manner within 14 days from date of receiving it by DC CNBOP-PiB.

The decision regarding the complaint, after analysing all documents on the matter and taking into account the client's arguments, is made by:

- in the case of complaints against the employees DC CNBOP-PiB – Manager of DC CNBOP-PiB,
- in the case of complaints against the work of DC CNBOP-PiB – CNBOP-PiB Director,
- in the case of complaints against the Applicant / Holder – CNBOP-PiB Director.

The final decision regarding settling the complaint takes the form of a letter addressed to the complainant. Complaints are reviewed within 30 days from the date of receiving them by CNBOP-PiB.

In cases when the time required for review of the complaint exceeds the indicated period, the Complainant is notified by CNBOP-PiB of the expected deadline for review of the lodged complaint. Once the complaint handling procedure has been completed, the Applicant is informed in writing on the decision made by CNBOP-PiB Director.

10 Confidentiality

CNBOP-PiB undertakes to maintain confidentiality with respect to all information obtained from the Applicants, manufacturer and manufacturing plants in the process and subject of assessment and verification of constancy of performance, as well as during supervision over the certificate, as well as from other sources (complaints), with the exception of cases in which CNBOP-PiB is bound to provide information concerning the undertaken activities. This is applicable to informing:

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➢ the notifying body, i.e. the Minister of Construction – on refusal, limiting, suspension, withdrawal or termination of certificates,

➢ other notified bodies, which are carrying out similar tasks to a third party under system 1 of assessment and verification of the constancy of performance and with respect to products covered by the same harmonised standard – as regards appropriate information in negative issues, and at request also in positive ones, the results of such assessments or verification;

➢ market supervision bodies (based on a relevant request) – on undertaken activities connected with assessment or verification of the constancy of performance,

➢ other bodies in cases and within the scope stipulated by legal regulations.

In the 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.

11 Published information

DC CNBOP-PiB publishes lists of issued (valid), limited, suspended, withdrawn or terminated certificates of conformity (CPD) and certificates of constancy of performance (CPR) on the Institute’s webpage http://www.cnbop.pl/.
12 Contact information

Centrum Naukowo-Badawcze Ochrony Przeciwpożarowej - Państwowy Instytut Badawczy

Scientific And Research Centre For Fire Protection - National Research Institute

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tel. +48 22 76 93 300, fax. +48 22 76 93 356

cnbop@cnbop.pl

www.cnbop.pl

Certification Department – DC CNBOP-PIB

Technical Committee for Quality Systems and Management

Phone: +48 22 769 33 47

e-mail: jcw@cnbop.pl

Support and Audit Department

tel. +48 22 789 33 45

e-mail: dwia@cnbop.pl

NOTE:

Due to organizational and technical reasons, you are requested to arrange meetings in advance and contact Support and Audit Department from 7:30 to 15:30.
### APPENDIX 1

List of products, for which DC CNBOP-PIB carries out the process of assessment and verification of the constancy of performance pursuant to harmonised standards of the products.

<table>
<thead>
<tr>
<th>No.</th>
<th>Group of products</th>
<th>Harmonised standard</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Fire detection and fire alarm systems</strong></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Control and indicating equipment</td>
<td>EN 54-2</td>
</tr>
<tr>
<td>2.</td>
<td>Fire alarm sounders</td>
<td>EN 54-3</td>
</tr>
<tr>
<td>3.</td>
<td>Power supplies to be used in control and indicating equipment</td>
<td>EN 54-4</td>
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<td>4.</td>
<td>Fire detectors – heat point detectors</td>
<td>EN 54-5</td>
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<td>5.</td>
<td>Fire detectors – smoke point detectors</td>
<td>EN 54-7</td>
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<td>6.</td>
<td>Fire detectors – flame point detectors</td>
<td>EN 54-10</td>
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<tr>
<td>7.</td>
<td>Manual call points</td>
<td>EN 54-11</td>
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<tr>
<td>8.</td>
<td>Fire detectors – smoke line detectors</td>
<td>EN 54-12</td>
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<tr>
<td>9.</td>
<td>Voice alarm control and indicating equipment</td>
<td>EN 54-16</td>
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<td>10.</td>
<td>Short circuit isolators</td>
<td>EN 54-17</td>
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<td>11.</td>
<td>Input/output devices</td>
<td>EN 54-18</td>
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<td>12.</td>
<td>Fire detectors – aspirating smoke detectors</td>
<td>EN 54-20</td>
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<td>13.</td>
<td>Alarm transmission and fault warning routing equipment</td>
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<td>Visual alarm devices</td>
<td>EN 54-23</td>
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<td>15.</td>
<td>Loudspeakers</td>
<td>EN 54-24</td>
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<td>16.</td>
<td>Components of fire alarm systems using radio links</td>
<td>EN 54-25</td>
</tr>
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<td></td>
<td><strong>Fixed firefighting systems. Components for gas extinguishing systems</strong></td>
<td></td>
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<tr>
<td>17.</td>
<td>Control panels for extinguishing equipment</td>
<td>EN 12094-1</td>
</tr>
<tr>
<td>18.</td>
<td>Manual triggering and stop devices</td>
<td>EN 12094-3</td>
</tr>
<tr>
<td></td>
<td><strong>Smoke and heat control systems</strong></td>
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</tr>
<tr>
<td>19.</td>
<td>Smoke dampers (natural smoke and heat exhaust ventilators)</td>
<td>EN 12101-2</td>
</tr>
<tr>
<td>20.</td>
<td>Smoke control dampers</td>
<td>EN 12101-8</td>
</tr>
<tr>
<td>21.</td>
<td>Power supplies for smoke and heat control systems</td>
<td>EN 12101-10</td>
</tr>
<tr>
<td></td>
<td><strong>Smoke alarm devices</strong></td>
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<tr>
<td>22.</td>
<td>Smoke alarm devices</td>
<td>EN 14604</td>
</tr>
<tr>
<td></td>
<td><strong>Ventilation for buildings</strong></td>
<td></td>
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<tr>
<td>23.</td>
<td>Fire dampers mounted in pipes</td>
<td>EN 15650</td>
</tr>
<tr>
<td></td>
<td><strong>Hose systems</strong></td>
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<tr>
<td>24.</td>
<td>Hose reels with semi-rigid hose</td>
<td>EN 671-1</td>
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<td>25.</td>
<td>Hose systems with lay-flat hose</td>
<td>EN 671-2</td>
</tr>
<tr>
<td></td>
<td><strong>Fixed firefighting systems. Components for sprinkler and water spray systems</strong></td>
<td></td>
</tr>
<tr>
<td>26.</td>
<td>Sprinklers</td>
<td>EN 12259-1</td>
</tr>
<tr>
<td></td>
<td><strong>Hydrants</strong></td>
<td></td>
</tr>
<tr>
<td>27.</td>
<td>Underground fire hydrants</td>
<td>EN 14339</td>
</tr>
<tr>
<td>28.</td>
<td>Pillar hydrants</td>
<td>EN 14384</td>
</tr>
</tbody>
</table>
APPENDIX 2  
Fee structure in the process of guidebook on the process of assessment and verification of constancy of performance – reaction to fire of cables (system 1+)

| Fees for European assessment and verification of constancy of performance of construction product (AVCP) |
| Is consists of the basic items: 1+ (2, 3 or 4) +5 And "Other fees" (if applicable in the process) |
| 1. Initial payment. Payment for technical and organizational work (non-refundable) |
| 2. Carrying out of the FPC inspection by CNBOP-PiB |
| 3. Analysis of supplementary documentation regarding factory production control of the product which is the subject the AVCP process |
| 4. Carrying out assessment and verification of constancy of performance of the construction product and making decision to issue or refuse to issue the certificate |

Other fees (optional)

| 7. Detailed analysis of the optional attachments to the application for performing AVCP process |
| 8. A fee for translation of documentation in a foreign language submitted for the AVCP process or the participation a translator in the process of issuing, changing the scope or updating the certificate. |
| 9. Reviewing an application/ case and issuing a ruling / opinion by the Technical Committee. |
| 10. A fee for the analysis of documentation submitted by the Manufacturer concerning with the modification of the product or manufacturing process or the FPC system. |
| 11. A fee for updating or limiting the scope of certificate of constancy of performance |
| 12. A fee for updating certificate of conformity (issued under the 89/106/EWG directive) for a certificate of constancy of performance |
| 13. Changing the scope of a certificate regarding the product or its performances |
| 14. Changing the scope of a certificate regarding product manufacturing process |
| 15. Translation certificate into a foreign language. |
| 16. Sending a duplicate or additional copies of the certificate |

Supervision over the certificate

| 16. Carrying out FPC inspection in supervision |