



Guidebook

on certificates of admittance for use

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Introduction

The guidebook presents activities of CNBOP-PIB (Scientific and Research Centre for Fire Protection – National Research Institute) with respect to granting certificates of admittance for use.

1. Legal framework

- 1.1. Act of 24 August 1991 on fire protection (Journal of Laws – Dz. U. 2018, item 620 with subsequent amendments) [1].
- 1.2. Regulation of the Minister of the Interior and Administration of 20 June 2007 on specific activities executed during the admittance process, changes and control of products' admittance for use, fees charged by the authorised body and method of fixing the value of fees for such activities (Journal of Laws – Dz. U. No. 143 item 1001) [2].
- 1.3. Regulations of the Minister of the Interior and Administration of 20 June 2007 on a listing of products used to assure public safety or protection of health and life and property, as well as rules for issuance of a certificate of admittance of those products for use (Journal of Laws – Dz. U. No. 143 item 1002) [3].
- 1.4. Regulation of the Minister of the Interior and Administration of 27 April 2010 amending the Regulation on the specification of products used to assure public safety or the protection of health and life and property, as well as rules for issuance of certificates of admittance for the use of those products (Journal of Laws – Dz. U. No. 85 item 553) [4].
- 1.5. Regulation of the Minister of the Interior and Administration of 18 May 2018 amending the Regulation on the specification of products used to assure public safety or the protection of health and life and property, as well as rules for issuance of certificates of admittance for the use of those products (Journal of Laws – Dz. U. 2018, item 984) [5].

2. Preliminary information

The guidebook merely explains the procedures adopted in the admittance process according to provisions of regulations [1], [2], [3], [4] and [5] specified in item 1 of this guidebook.

CNBOP-PIB rules for conducting the processes of admittance are described in detail in the *Programme regarding admitting products for use in fire protection P-D*, which is available on request at CNBOP-PIB Certification Department.

Products used to assure public safety or protection of health and life and property, implemented into use in fire protection units and used by those units to alarm about a fire or another type of hazard and

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for the execution of rescue operations, as well as products used as handy extinguishing equipment, may only be used once admittance for use has been obtained in advance.

Certificate of admittance for use for products specified above is issued in the form of a certificate of admittance.

The certificate of admittance may be issued on the basis of:

- 1) a positive assessment of operational properties of a duly identified product, confirmed depending on needs by: testing, expert opinion or other documents, should this arise from use conditions of the product,
- 2) a positive assessment of technical and organisational conditions of the product manufacturer.

The assessment of technical and organisational conditions (TOC) of a duly identified product is carried out on the basis of the Polish Standards, and should there be no applicable ones – on the basis of technical and operational requirements specified by regulation [4].

The assessment of technical and organisational conditions of the product manufacturer is carried out on the basis of standards concerning quality management systems.

If the product has been:

- 1) manufactured or approved for use in another European Union member state or in the Republic of Turkey pursuant to legal regulations,
- 2) manufactured in another member state of the European Free Trade Association (EFTA) which is a party to the agreement on the European Economic Area pursuant to legal regulations,

the certificate of admittance is issued once proof has been found that the product safety level is not lower than the one specified in the Polish Standards or in technical and operational conditions specified by the regulation.

NOTE: Declaration of placing (manufacture / admittance) of the product on the market, referred to above, is not the basis for issuing a certificate of admittance until it is established that the safety level of this product is not less than that specified in the Polish Standards or technical and operational requirements.

NOTE: The option described above does not amend the mode of granting the certificate of admittance specified by relevant binding regulations.

A product admitted for use shall be marked by the manufacturer with a mark of the admittance body and the number of the certificate of admittance.



Products, for which certificate of admittance has been issued, are subject to admittance control, executed once a year by the body which had issued the certificate of admittance.

In the event of negative control results, the entity, which had issued the admittance, is entitled to have it withdrawn.

Fees are charged for all activities connected with issuance and change of the certificate of admittance and for its control.

The value of the fee charged for activities connected with the issuance of a change of the product admittance certificate depends on:

- 1) type of executed activity,
- 2) type of product,
- 3) level of the complexity of the product or of the evaluation programme,
- 4) costs of labour on the basis of documented number of worked hours and hourly rate,
- 5) costs of product testing dependent on the scope of testing.

The value of the fee charged for product control activities along with technical requirements depend on costs connected with testing of the product and the assessment of test results.

The procedures adopted in the product admittance process have been presented in a simplified way in the diagram provided in item 14 of the guidebook.

The list of products comprised by the obligation of obtaining certificate of admittance use including the technical reference document was specified by annex to regulation [4].

3. Procedures of issuance, change and withdrawal of the certificate of admittance

3.1. Preparatory activities for submission of application for admittance of a product for use

3.1.1. The preparatory activities commence once it has been confirmed that the Applicant has no financial arrears towards CNBOP-PIB.

3.1.2. An Applicant interested in obtaining admission of a product into use submits an application to the CNBOP-PIB Certification Department (DC), where it obtains information on:

- procedures adopted in the certificate of admittance process,
- requirements for the product,
- the list of research laboratories in which to perform tests of the products,
- testing scope (programme), the results of which are indispensable for execution of the certificate of admittance process,

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- costs related to carrying out the admittance process (without the cost of rests as they are agreed directly with the laboratory).

3.2. Submission of application for admission of product into use

The Applicant submits to DC a filled in application for the process of product admittance for use containing unambiguous identification of the product, together with basic information about the Applicant and manufacturer, as well as the place / places where the product is manufactured. The application for admittance is at the same time an agreement with CNBOP-PIB for the execution of admittance services.

The application form should be filled in by the Applicant and complemented with the following obligatory attachments all prepared in Polish:

- documents allowing precise identification of the product;
- technical description of the product and the technical conditions of use of the product;
- product manual;
- warranty and service information;
- data on technical and operational properties of the product;
- data on the environmental impact of the product;
- declaration of conformity with the essential requirements for products covered by the European Union Directives (other declarations, if applicable).

In addition, if the Applicant is not the manufacturer of the product:

- Written authority of the Manufacturer for the Applicant to perform on his behalf certain tasks along with their scope.

If the Applicant is requesting for carrying out the admittance process for an individual product or a batches of manufactured products, he should indicate unequivocally and without any doubt their identification (number /-s of item /-s, date /-s of production, unique batch number, etc.).

The condition for registering the application for admittance – concluding the agreement with CNBOP-PIB for the execution of admittance, is providing the original application with the documentation enabling product identification.

The application for admittance of product for use can be downloaded from the Institute's (www.cnbop.pl) or by asking the Institute's Client Relations Centre (COK).



3.3. Initial verification of application and documents

- 3.3.1.** DC carries out the initial formal assessment of the application for performing admittance of product for use, identifies the product manufacturer and verifies the correctness of provisions contained in the application, as well as the completeness and the correctness of the attached documents with respect to formal requirements.
- 3.3.2.** Should the result of verification be negative, DC informs the Applicant about the necessity of making the indispensable corrections, amendments or explanations. Until the time when the Applicant has executed recommendations specified by DC, the application remains unregistered.
- 3.3.3.** In the case of receiving a correctly filled in and signed original copy of the application with attachments, which make it possible to unequivocally identify the information defined in point 3.2 of the guidebook, DC prepares confirmation of registration and issues invoice for initial non-refundable fee in the amount as defined in the valid price list of the Certification Department.
- 3.3.4.** Confirmation of registration is sent to the Applicant in a documented way. The second copy of the confirmation of registration as well as all documents regarding the admittance process is attached to the application form.
- 3.3.5.** Moreover, together with confirmation of registration, DC sends to the Applicant a programme of necessary tests to be carried out, commissioning letter indicating research laboratory to carry out the tests within the scope defined by DC. The scope of tests results from technical reference documents, appropriate for the type of product, listed in the Annex to the Regulation [3], as amended by Regulations [4] and [5].

3.4. Testing of the product and recognition of test results

- 3.4.1.** Testing of product samples is executed by a laboratory specified by DC relevant for the subject of testing in accordance to the DC testing programme for the product, prepared by DC for the product pursuant to regulation [3] amended by regulation [4] and [5].
- 3.4.2.** DC recognizes test results obtained from accredited laboratories (in accordance with provisions on conformity assessment system), notified (in accordance with the provisions on conformity assessment system) or from abroad (if it results from international agreements), provided by the Applicant, as long as the tests have been done by methods approved by CNBOP-PIB.

NOTE: In a situation when the Applicant, along with the application, submits results of product tests, CNBOP-PIB, after carrying analysis of the results, recognises results of such tests



and/or presents to the Applicant programme of tests which are indispensable for obtaining a set of test results confirming that technical and operational requirements have been met.

If all test results of other testing laboratories are recognised, CNBOP-PIB shall commission the execution of identification tests of the product in its own laboratory. The scope of tests relates to at least the compliance of the product with the documentation and labeling. Execution of identification tests is a prerequisite for carrying out the process of admittance.

- 3.4.3.** In case it is necessary to carry out test at CNBOP-PIB laboratory, DC authorizes the Applicant to take a sample/-s of the product for tests essential for the admittance process. It is the duty of the Applicant to provide the laboratory with a representative sample/-s of the product. Details regarding the date, the costs of tests and the method of providing samples are to be agreed by the Applicant directly with the laboratory.

3.5. Assessment of the manufacturer's technical and organisational conditions

- 3.5.1.** Assessment of technical and organisational conditions of the manufacturer of the product (hereinafter referred to as the assessment of TOC) is an integral part of product admittance for use. The purpose of the assessment is to confirm at the manufacturing site of the product establishment, implementation and maintenance of technical and organizational conditions which ensure a stable and reproducible production of products that meet technical requirements of applicable reference documents (ie. Polish Standards or technical and operational requirements).
- 3.5.2.** The manufacturer, as part of ensuring appropriate technical and organizational conditions, is obliged to ensure among others traceability of measuring instruments used in the production process of the product being assessed. CNBOP-PIB requirements in this regard are published on the Institute's website.
- 3.5.3.** Assessment of technical and organizational conditions of the manufacturer is an analysis and evaluation of the information regarding the established, implemented and maintained production conditions. This information is obtained during assessment at the manufacturing site of the product (manufacturing site) and presented by the assessment team in a report from the assessment of the manufacturing site.
- 3.5.4.** Assessment of the TOC conditions of the product is carried out after the registration of the application for admittance of a for use and once DC receives positive results of the required tests.



- 3.5.5.** CNBOP-PIB (Certification Department or the Client Relations Centre) provides detailed information on the organization of the assessment of TOC (approximate costs, dates, objective of the assessment).
- 3.5.6.** The results of the assessment of TOC at the place / places of production are included in the report/-s which, together with attachments, are handed over to the assessed for review and acceptance.
- 3.5.7.** If, during the assessment of technical and organisational conditions, it is discovered that requirements are not fulfilled (i.e. CNBOP-PIB requirements for ensuring traceability), the assessed organization is obliged to carry out corrective actions by the deadline agreed with CNBOP-PIB. The assessment of the corrective actions and their effectiveness can be presented in the form of proof of execution submitted by the Client (documents and records) or in the form of an additional assessment. The method of evaluation of the actions is decided based on the type of inconsistency. Certificate of admittance cannot be issued until corrective actions are carried out and their effectiveness is evaluated.
- 3.5.8.** If indicated by the Applicant that the subject of the admittance process is a product which has been:
- lawfully manufactured or authorized in another Member State of the European Union or in the Republic of Turkey,
 - lawfully manufactured in another Member State of the European Free Trade Association (EFTA) being a party to the Agreement on the European Economic Area, determining the level of product safety in terms of TOC of the manufacturer of the product requires verification of assessment of technical and organizational (meeting the requirements of appropriate technical reference documents), which is an assessment being the basis for introducing these products for use in the countries mentioned above. The purpose of this activity is to confirm by CNBOP-PIB the stability and repeatability of production of products with properties not lower than those specified in the applicable requirements of Polish Standards or technical and operational requirements in relation to results of sample tests of the product referred to in point 3.4.
- 3.5.9.** If the applicant is applying for a certificate of admittance for the same or similar structurally type of product, CNBOP-PIB may accept the already carried out assessment of TOC at the manufacturer in order to assess the stability and repeatability of production of products that meet the requirements of the applicable technical documents provided that:
- the result of the assessment is positive,
 - not more than 3 years passed from assessment (counting from the day of submission by the Applicant a set of positive test results of the product),

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- the applicant submitted documentation that prove the functioning of appropriate technical and organizational conditions of production at the manufacturing site, within the scope of: method of monitoring the process of production of the product which is the subject of admittance, available records from the monitoring of the production process and others in accordance with the nature of the assessed area of production.

3.5.10. In the case when the Applicant submits documents proving that assessment of technical and organizational conditions has been carried out (eg. a report / minutes of the assessment of TOC, inspection of factory production control) of a given product type, and it was carried out by:

- a) CNBOP-PIB but commissioned by another Applicant, or
- b) by another accredited / notified certification body certifying products, as part of certification programme,

it is possible to recognize the results of these activities or documents ensuring their execution, in order to assess the stability and repeatability of the production of products that meet the requirements of the applicable technical reference documents provided that:

- submitted was a written consent of the owner of the document/-s for use in the process of admittance (relates to point a) above),
- the result of the assessment was positive, and not more than three years have passed since the assessment was carried out (counting from the day of submission by the Applicant a set of positive test results of the product).

3.5.11. It is possible to carry out the assessment of TOC without on-site assessment at the manufacturing plant after individual consideration of activities related to the assessment of stability and repeatability of the production of products that meet the requirements of the applicable technical documents, where supervision is conducted by accredited / notified European certification bodies which certify products in accordance with the rules resulting from the applicable legal basis (i.e. the conditions for supervision of certified personal protective equipment, according to the provisions of Directive 89/686/EEC or lifts for rescue teams according to the provisions of Directive 95/16/EC). Assessment of TOC without on-site assessment at the manufacturing plant is possible after analyzing the documents (agreement on the supervision of the EC certificate, report, record of assessment at the manufacturer / manufacturing plant, other related documents) which refer to the assessment of the manufacturing plant by a notified body.

3.5.12. CNBOP-PIB does not carry out the assessment of stability and repeatability of the production of product in the form of on-site assessment in the case of an admittance process, for products which are not subject to further production, i.e. products manufactured in a single



copy or a single batch – provided that their unequivocal and unquestionable identification is possible.

In cases such as:

- the production of another type of product in the same manufacturing plant,
- production of the same product type in another manufacturing plant,
- change of location and / or production technology,
- changes introduced in the product,

DC decides to carry out the assessment of technical and organizational conditions.

3.5.13. Fees for the assessment of TOC are calculated according to DC pricelist.

3.6. Review and assessment of documents

DC reviews documents compiled in the process of the certificate of admittance procedure to assess:

- results of tests related to conformity with the technical reference documents,
- results of the executed review of manufacturer's technical and organisational conditions.

and to formulate a conclusion based on the above regarding the result of the admittance process.

At each stage of assessment during the admittance process, DC informs the Applicant about the outcome of this assessment with a possible date of supplementing the documentation and / or additional steps which need to be taken (eg. supplementary tests, corrective actions) in order to remove the non-conformities.

3.7. Technical Committee

3.7.1. In order to clarify observations and/or doubts regarding substantial and/or formal-legal issues which arose during the admittance process, DC can seek counsel from CNBOP-PIB Technical Committee relevant to the case at hand.

3.7.2. Prior to convening the Technical Committee, DC informs the applicant about this in writing in order to obtain approval for additional costs to the process. No approval of costs in case of a necessity to obtain by DC the opinion of the Technical Committee will result in terminating the admittance process.

3.8. Decision on issuance or refusal to issue certificate of admittance for use

3.8.1. The decision made by DC to issue or refuse to issue certificate of admittance is based on the collected documents during the admittance process. In the event of refusal, CNBOP-PIB sends the decision to the Applicant in writing along with justification. The letter contains a notice on the procedure for appealing against the decision.



- 3.8.2.** If a decision is made to issue a certificate of admittance, the Applicant receives two copies of an agreement on control and supervision of the granted admittance certificate for signing. The certificate of admittance is issued to the Applicant once CNBOP-PIB has received signed agreement mentioned above and once all fees connected with the admittance process have been received by CNBOP-PIB. The value of charges is defined in the valid DC price list.
- 3.8.3.** In the event of issuing the certificate of admittance for a batch of products or a single product the Applicant receives to sign two copies of the agreement on the control of the granted admittance.
- 3.8.4.** DC issues, alters or refuses to issue an admittance or its amendment within 6 weeks from the date of completion of activities performed during the admittance process and changes in product admittance in accordance with the provisions of Regulation [3].
- 3.9. Admittance of a product for use**
- 3.9.1.** Admittance is issued separately for every type of product. DC may issue the admittance for a group of varieties of the product, if the results of tests on samples which are representative for that group meet the requirements specified in Polish Standards and technical and operational requirements that has been adopted as the basis for the ongoing process of admittance. In justified cases, DC may determine the rules for grouping varieties of selected products / groups of products – these rules are available on the Institute’s website (www.cnbop.pl).
- 3.9.2.** Certificate of admittance of a product for use is granted for a time not longer than 5 years. The admittance is confirmed by the granted certificate of admittance.
- 3.9.3.** The certificate of admittance shall be drawn up in 2 copies. One copy of the certificate of admittance is turned over by DC to the Applicant in a pre-fixed and documented way, and the fact of its release is recorded in the register of issued admittance certificates. The second copy marked by the imprint “TEMPLATE” is to be kept by DC.
- 3.9.4.** At the Applicant’s request, at an additional fee consistent with the DC price list, the number of copies being issued may be increased. The issuance of additional copies of the certificate of admittance is documented.
- 3.9.5.** At the request of the Applicant, there is a possibility of issuing additional copies (relates to translation into a foreign language) or a duplicate /-s of a certificate of admittance.



3.9.6. DC carries a list of products, for which a certificate of admittance has been issued. This list is regularly published on CNBOP-PIB webpage, which also contains information about certificates of admittance that had been withdrawn.

3.10. Interruption of the certificate of admittance process

The certificate of admittance process may be interrupted if:

- the Applicant fails to submit to DC within an agreed deadline the necessary documents and/or information indispensable to execute the process described in the application within the defined time period (or if a time period has not been defined – within 12 months of the day on which DC prepares written information regarding missing documents/information),
- or the activities are carried out ineffectively. If the application is not registered due to deficiencies / irregularities and the failure to supplement the application with indicated by DC, it is sent back to the Applicant,
- the Applicant fails to meet financial obligations towards CNBOP-PIB,
- the Applicant does not agree to convene by DC the Technical Committee relevant to the case at hand,
- the Applicant applies to DC with a request to have the process discontinued.

3.10.1. As a result of terminating the admittance process DC sends back to the Applicant the documentation relating to the terminated process, only at the written request of the Applicant. In this case, a copy is made of the sent documentation that is placed in the DC archives.

3.10.2. Termination of the admittance process results in the inability to continue. In order to carry out the admittance process of the product, for which the process has been terminated, the Applicant should submit a new application for admittance of the product for use with the required current attachments.

3.11. Application and usage of granted admittance

3.11.1. Granted admittance may be used by the Holder in accordance with the terms of the Agreement.

3.11.2. The agreement specifies in particular the obligation of the Applicant, ways of admittance control (does not apply to admittance granted for products manufactured in a single copy, a short series or single party), steps to be taken in the case of changes introduced to provisions in the admittance as well as the conditions for withdrawal of the granted admittance.



3.11.3. Products having an issued certificate of admittance shall be marked by the certificate of admittance holder with the mark of the certification department and additionally with the number of the certificate of admittance.

3.11.4. The rules for application of the mark of the certification department are regulated by **[3]** and they are defined precisely in a CNBOP-PIB document "Rules of using admittance body marking" which is available on the Institute's website www.cnbop.pl.

3.12. Withdrawal of an issued certificate of admittance for use

Admittance may be withdrawn if, among other things:

- a) control tests in supervision are negative results (§ 12 of Regulation **[3]**),
- b) the Holder of the admittance requests its withdrawal (§ 12 of Regulation **[3]**) (i.e. the Holder's representative authorized in writing),

DC withdraws the admittance within 6 weeks from the date of completion of the activities specified in paragraph a) above, or from the date of the receipt of the request referred to in point b).

DC informs the holder of the certificate of admittance in a documented way about its withdrawal.

Concurrently the holder of the certificate of admittance is also informed about:

- the reasons for taking a decision about withdrawal of the certificate of admittance,
- right of appeal and how to appeal against the decision to withdraw the admittance,
- the necessity to take steps which DC found essential in order to assure public safety or protection of health and life and property.

The Applicant shall have the right to make an appeal against the decision of the Manager of the Certification Department to the Director of CNBOP-PIB within 14 days of its receipt. The Applicant is informed in writing regarding the result of the appeal.

CNBOP-PIB publishes a list of withdrawn certificates of admittance.

Reissuance of the certificate of admittance for a product requires the execution of a new admittance process.

4. Admittance control

4.1. The control method of the certificate of admittance process is regulated by **[2]** and **[3]**.

4.2. Control activities are initiated by CNBOP-PIB

4.3. CNBOP-PIB, as part of admittance control, verifies if provisions of the agreement on control and supervision of granted admittance are kept (also including rules of using the mark of the admittance body).

- 4.4. Should it be impossible to obtain a product sample (absence of product to be sampled due to there being no production, absence of warehouse stock or in the case of products manufactured in one copy or in a short series etc.) CNBOP-PIB shall oblige the holder of the product's certificate of admittance in writing to inform the admittance body without delay about discontinuance of causes that render impossible the correct execution of the control process.

5. Changes in regard to issued certificate of admittance

Changes to the issued certificate of admittance can be made in regard to:

- change of the certificate of admittance (point 5.1), and/or
- change of provisions on the certificate of admittance (point 5.2), and/or
- transfer of rights to certificate of admittance (point 5.3), and/or
- changes arising from changes to the technical reference documents or legal regulations (point 5.4).

CNBOP-PIB charges fees for all activities regarding changes as stated above which are mentioned in point 9 of the guidebook.

5.1. Change of the certificate of admittance

- 5.1.1. Based on a written request from the holder of the certificate of admittance, DC evaluates the possibility and defines the necessary steps to be taken in order to change the certificate of admittance within the scope of for instance:

- change to materials, constructional and technological of the product, which can affect performance or it can affect the expansion of the products scope of application,
- new varieties of product or new products within the same group of products,
- change of manufacturing plant and/or location of production,
- addition of a new manufacturing plant and/or location of production,
- change of name and/or address of the manufacturer.

NOTE: In case of change in the name, address, legal status of the holder of the certificate of admittance see point 5.3 of the Guidebook.

- 5.1.2. The changes mentioned above can only be made once approved by CNBOP-PIB.

- 5.1.3. The process of changing the certificate of admittance by CNBOP-PIB consists of the following steps:

- initial formal evaluation of the application form for changing the certificate of admittance, and/or
- analysis of product documentation, and/or
- conducting tests of product sample by the admittance body, and/or
- analysis of test results submitted by the holder of the certificate of admittance, and/or

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- assessment of technical and organizational conditions of the manufacturing of the product, and/or
 - change of certificate of admittance.,
- within the scope relevant to changes reported by the holder of admittance.

5.1.4. Depending on the defined by CNBOP-PIB way of acting during the change of certificate of admittance, approved change requires a written statement of CNBOP-PIB in regard to the relevant matter at hand and/or a changed certificate of admittance. A change of the certificate of admittance scope acquires the form of replacement of the certificate of admittance by a basic product with a note in the document footer that the certificate being issued “replaces the certificate of admittance No..... of.....” The validity date of such replacement is the same as of the certificate of admittance previously issued for the basic product.

5.1.5. If a change in the certificate of admittance results in the necessity to change information in the agreement on control and supervision of the granted admittance certificate, the holder of the certificate of admittance receives two copies of an annex to the agreement. The changed certificate of admittance is issued once CNBOP-PIB has received signed annex to the agreement mentioned above and once all fees connected with the change of admittance process have been received by CNBOP-PIB.

5.2. Changes of provisions in the certificate of admittance

5.2.1. In cases other than those regarding change of certificate of admittance (as mentioned in point 5.1) DC can change the provisions in the certificate of admittance on its own initiative (for instance correction, updating the form template, etc.) or based on a written request of the holder of a certificate (for instance in case of technical data of a product which have to affect on the performance of scope extension of its application).

5.2.2. A change of provisions on the certificate of admittance shall take place once CNBOP-PIB has executed a review of documentation justifying the change. CNBOP-PIB charges a fee for the taken steps, excluding correction of provisions.

5.2.3. Changing the provisions on the certificate of admittance receives the same form as in point. 5.1.4.

5.3. Transfer of rights to the certificate of admittance

5.3.1. In the event of a change to:

- name and/or address of the holder of a certificate of admittance
- the legal status or owner relationship of the holder of a certificate of admittance

it is possible for CNBOP-PIB to transfer rights to the certificate of admittance and/or to update the appropriate provisions on the certificate of admittance, after making sure that the new

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organization is capable of fulfilling all requirements defined in the agreement on control and supervision of the granted admittance certificate.

- 5.3.2.** Execution of activities specified in point 5.3.1 requires a written request of the former and/or current holder of the certificate of admittance and documentation of the changes.

5.4. Changes to the technical reference documents or legal regulations

- 5.4.1.** Course of action to be taken in case of changes occurring in Polish Standards and in technical and operational requirements are regulated by [2].

- 5.4.2.** In case of changes to legal regulations DC informs the holder of the certificate of admittance about this defining, at the same time, possible steps which need to be taken in order to provide conformity of the product with these regulations.

6. Extension of the admittance period

- 6.1.** The issued certificate is not subject to extension. At the request of a Holder, it is possible to conduct re-admittance process, in accordance with the procedure and on rules specified in regulations [1], [2], [3],[4] and [5].

7. Re-admittance process

- 7.1.** Re-admittance process is conducted in a manner appropriate for a new process of admittance of a product for use and requires submission of a complete application for admittance referred to in point 3.2 of this guidebook.

- 7.2.** Taking into account the complexity of the product and the changes in the standardization status from the previous admittance process, as well as the final admittance control, DC decides on the future mode of conduct based on the following:

- documentation (including test reports, report of the assessment of TOC),
- information regarding changes introduced to the product and / or
- technical and organizational conditions of production or their absence.

- 7.3.** DC may withdraw from the execution of tests of the product if all conditions mentioned below are fulfilled:

- test results of the product submitted so far to CNBOP-PIB confirm compliance with all current requirements of technical reference documents (Polish Standards and / or technical and operational requirements) applicable in the process of re-admittance,
- the manufacturer provides a declaration that no changes were introduced to the product from the date of the most recent identification tests,
- product identification tests were performed in CNBOP-PIB laboratory, and the applicant shall provide a copy of the test report mentioned above,

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- during the validity period of the certificate of admittance samples of the admitted product were subjected to admittance control.

7.4. In the process of re-admittance DC performs assessment of TOC based on rules described in point 3.5 of this guidebook.

8. Recognition of the certification process

In cases where the applicant holds a valid certificate issued by CNBOP-PIB (European certificate of constancy of performance or national certificate of conformity) for the product – construction product within the meaning of the Regulation on construction products – falling within the scope of admittance, a certificate of admittance is issued after determining the compliance of requirements set in the certification process and in product admittance process.

Process of admittance can use documentation used in the already carried out certification process and recognized activities carried out in the certification process (for instance recognition of FPC assessment carried out in the certification process as a way of fulfilling the requirement for carrying out the assessment of TOC by the admittance body before issuing the certificate of admittance).

The decision on the possibility of recognition of activities performed as part of the certification process for the purpose of the admittance process is made after analyzing the material collected in the certification process and stating that they are compliant with the requirements of the admittance process. The fees in this case are calculated according to separate prices according to DC price list.

9. Fees for carrying out the process of admittance

9.1. Fees for carrying out the process of admittance of a product for use and for activities performed in the course of control and supervision of granted admittance are determined based on the current DC price list. Excerpt from the price list regarding the process of admittance is presented in point 13 of this guidebook.

9.2. Fees for tests are settled directly between the Applicant and the relevant laboratory and are not included in the cost for the process to issue or modify the admittance.

10. Appeals and complaints

10.1. Appeals

The Applicant has the right to appeal in writing against the decision of CNBOP-PIB regarding:

- 1) limitation of admittance scope,
- 2) withdrawal of admittance,

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

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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. 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.

10.2. Complaints

In each stage of the process of admittance and supervision over granted admittance, the Applicant, has the right to file a complaint against the activities of CNBOP-PIB.

CNBOP-PIB accepts complaints filed by:

- Applicants submitting to the process of admittance (complaints related to activities of DC CNBOP-PIB or its employees),
- Holders of certificates of admittance 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 a complaint is filed 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.

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

- in the case of complaints against the employees DC – Manager of DC,
- in the case of complaints against the work of DC – 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. 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 and further mode of conduct.



11. Confidentiality

DC undertakes to maintain confidentiality with respect to all information obtained from the Applicant and the manufacturer in the process and subject of admittance, during the duration of the agreement on the control and supervision of the granted admittance, as well as from other sources (complaints), except as provided by law.

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.

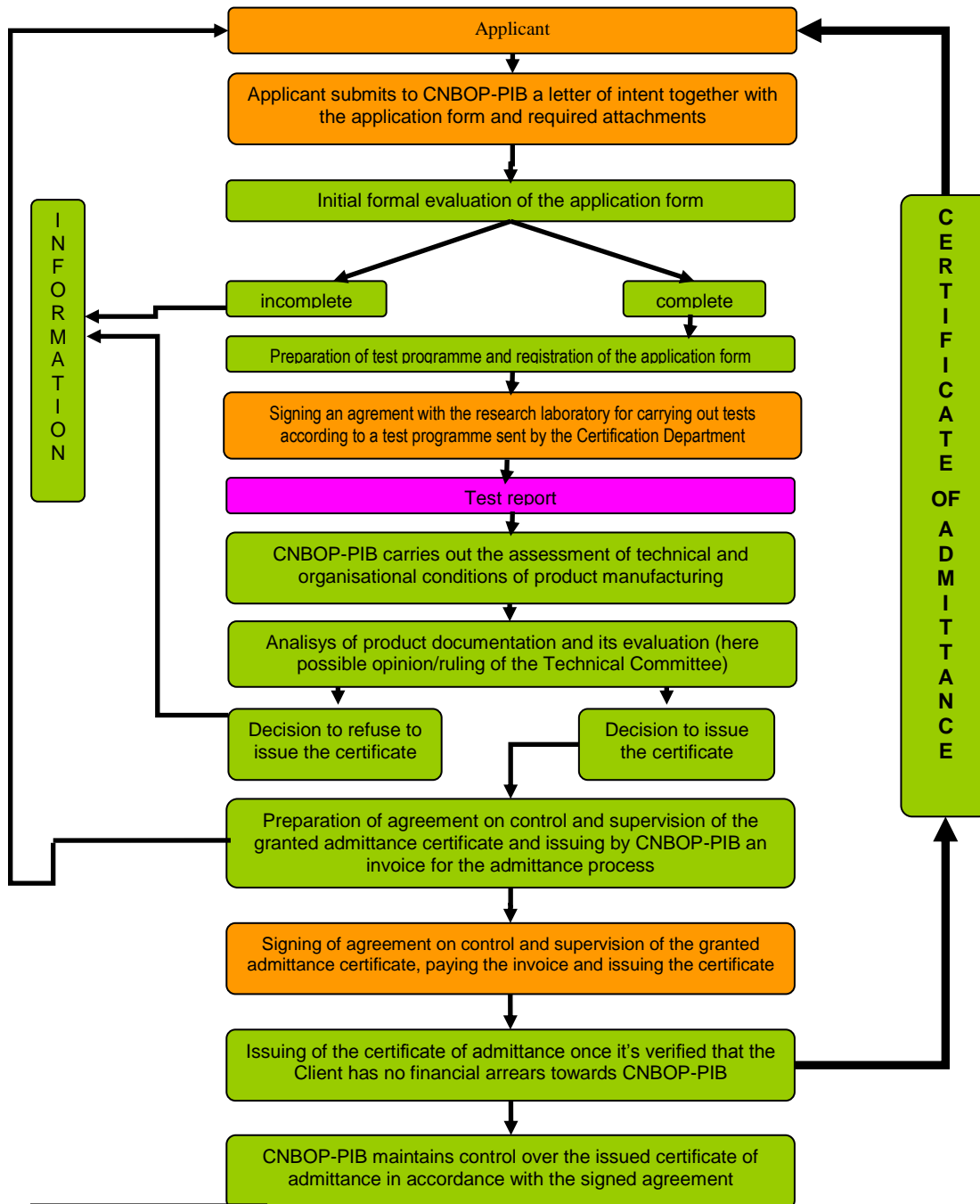
12. Published information

DC CNBOP-PIB publishes lists of issued and withdrawn certificates of admittance on the Institute's webpage www.cnbop.pl

13. Fee structure in the structure in the process of admittance for use

A fee for issuing certificate of admittance consists of the basic items: 1,2 and "other fees" (if applicable in the process)	
1.	The fee for initial formal assessment of the application for admitting a product for use, identification of the product manufacturer and registration of the application (50% of the average monthly salary in the previous quarter announced by the President of the Central Statistical Office, updated in the first decade of the quarter of the year)
2.	Basic fee for a review of the product documentation and issuing of the certificate of admittance
A fee for the change of the certificate of admittance consists of the basic items: 3,4 and "Other fees" (if applicable in the process)	
3.	The fee for initial formal assessment of the application for for changing scope of issued admittance a product for use, identification of the product manufacturer and registration of the application. (50% of the average monthly salary in the previous quarter announced by the President of the Central Statistical Office, updated in the first decade of the quarter of the year)
4.	The fee for a review of the product documentation and change of the admittance
Other fees (if applicable in the process)	
5.	Carrying out the assessment of the manufacturer's technical and organizational conditions
6.	Update of the subject and/or the scope of application
7.	Update of a test programme on application/ request of the Applicant
8.	Analysis submitted by the Applicant report of the FPC assessment in the manufacturing plant, carried out by another accredited and/or notified product certification department
9.	Analysis and approval of submitted by the Applicant documentation justifying the possibility to withdraw from carrying out the assessment of technical and organisational conditions due to the fact that CNBOP-PIB or different accredited/notified body, carried out the assessment of technical and organisational conditions in the manufacturing plant as requested by the Applicant (for a product which is the subject of the admission type with similar construction)
10.	Fee for a review of the application and issuing of opinion by the relevant technical committee (applicable when the application is reviewed by the Technical Committee)¶
11.	A fee for translation of documentation in a foreign language submitted for the process of admittance or the participation of a translator in the process of issuing, changing the scope or updating the certificate.
12.	Fee for analysis or approval of changes introduced to the admitted product and issuing opinion about necessity carry out supplementary research
13.	Change of certificate scope (expanding of certificate) and issuing replacement of the certificate of admittance
14.	Fee for analysis or approval of changes introduced to the admitted product (the fee is not charged when as a consequence of the analysis it is necessary to begin the process of change in the certificate of admittance)
15.	Formal update subscriptions in certificate of admittance issuing by CNBOP-PIB
16.	Issuance of a duplicate or additional copies of the certificate of admittance
17.	Issuing formal opinion (formal, legal, technical) in scope of admittance activities
Admittance control	
18.	Product sampling for control tests
19.	Testing of product samples
20.	Assessment of the product's compliance with the technical requirements of the submitted documentation on the basis of the tests results carried out and preparation of the inspection report and issuing postcontrol information

14. Diagram of procedures in the admittance process



Legend:
■ - Client obligations
■ - CNBOP-PIB obligations
■ -Laboratory obligations

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15. Contact telephone numbers and addresses

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NOTE:

Due to organizational and technical reasons, you are requested to arrange meetings in advance and contact Client Relations Centre from 7:30 to 15:30.

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