
**PCBWTM Program certyfikacji bezpieczeństwa wyrobów na Znak
Zgodności TEST+MONITORING**

Legal Scope:

TÜV Rheinland Polska Sp.zo.o.

Business Scope:

P.04 Solar & Commercial Products

Process Scope:

6.3 Service Delivery : 6.3.3 Certification

1. Objectives

The purpose of this document is to establish uniform rules of conduct for voluntary certification carried out by the Product Certification Body TÜV Rheinland Polska Sp. z o.o. in the field of voluntary product safety certification.

2. Terms and Abbreviations

Terms/abbreviations	Description
TRP	TÜV Rheinland Polska Sp. z o. o.
PCBWTM	Program of safety certification of products for the Mark of Conformity - Test + Monitoring
TM	Test + Monitoring
KRS	National Court Register

3. Scope of Application

3.1. Products Certifying Body of TÜV Rheinland Polska Sp. z o.o. (hereinafter referred to as TRP) certifies products for voluntary certification in accordance with the requirements of this certification program. The certification program is based on national, European, regional and other normative documents (e.g. internal test basis of TÜV Rheinland Group). Reference documents including identification of product and standards is available on the website (www.tuv.com/poland/pl/ > Company > About Us > TÜV Rheinland Poland > Accreditations and Authorizations > " List of flexible scope of accreditation of JCW-P Zabrze").

The certification program shall comply with:

- standard PN-EN ISO/IEC 17065 Evaluation of conformity - Requirements for bodies certifying products, processes and services,

**PCBWTM Program certyfikacji bezpieczeństwa wyrobów na Znak
Zgodności TEST+MONITORING**

- standard EN ISO/IEC 17030 Conformity assessment - General requirements for third-party conformity marking,
- standard PN-EN ISO/IEC 17067 Conformity assessment - Product certification basics and guidelines for product certification programs,
- standard PN-EN ISO/IEC 17020 Conformity assessment - Requirements for performance of various types of bodies performing inspection.

TRP conducts certification processes of products in accordance with the certification program for conformity marks. Type of the product certification program - 3 according to PN-EN ISO/IEC 17067.

3.2. The Test + Monitoring Certificate of Conformity authorises you to use the certificate for marketing purposes and to mark your products with the mark of conformity. It applies to the indicated type/series of products. It confirms compliance with the normative requirements specified in the offer and certificate. Conformity mark Certificate TEST + Monitoring is issued for a period of up to 5 years. The certificate is valid under the condition of obtaining a positive result from the obligatory yearly review of product documentation and inspection of conditions carried out at least once a year. The technical and organisational aspects of the production plant(s)



In case of products where safety parameters are not the subject of certification, the mark "Functionality" is applied. Within the framework of certification, functional and usable features of the product and ability to achieve assumed parameters are checked. Except of product assessment criteria, functions and activities and elements of surveillance are the same as in case of TM conformity mark certification.



***PCBWTM Program certyfikacji bezpieczeństwa wyrobów na Znak
Zgodności TEST+MONITORING***

4. Principles**4.1 Application**

The Applicant interested in certification sends to TRP the completed form "Application for certification - data for preparation of the offer". The form is available on the website (www.tuv.com/poland/pl/ > Downloadable Documents > Product Safety and Quality > "Application for Certification - Questions for Bid Preparation") or sent by an employee of TRP after the customer has indicated his desire to proceed with the certification process. It is allowed to submit the application in other form, however the application should contain at least information about the subject and scope of certification and data of the applicant, including production address.

4.2 Overview of the application

TRP employee checks information included in the application, i.e. Customer data, scope of certification and if TRP is competent to carry out the process. After checking the correctness and completeness of the information contained in the application and agreeing with the TRP expert the certification mark, the TRP employee prepares and sends to the Client the offer together with a set of documents (Order, General Agreement, Regulations of Product Certification Body, General Transaction Conditions). The offer contains detailed information the offer includes among others detailed information about the agreed scope and course of certification, the mark to be placed on the certificate, completion dates and certification costs. In case of finding any inconsistencies or shortcomings in the application, at the verification stage appropriate arrangements are made between the parties. When accepting the terms of the offer, the Customer sends the order to TRP on the form attached to the offer. TRP also accepts the order sent in another form, provided that it refers to the offer presented to the Customer (original signed by an authorized person).

The client is necessary to provide to the TRP:

- two signed copies of the attachment "General Agreement" with TRP Product Certification Body,
- current excerpt from KRS.

After delivering the signed order, the Client receives a letter confirming acceptance of the order, containing the data of the expert assigned to the project, project number and detailed scope of documentation to be provided during the certification process.

The implementation of the certification programme depends on the type of certification programme selected by the Client, which is indicated by the Applicant in the form "F04-WA Application for certification data for preparation of the offer" and confirmed in the document "Order".

***PCBWTM Program certyfikacji bezpieczeństwa wyrobów na Znak
Zgodności TEST+MONITORING***

4.3 Evaluation

In preparation for the evaluation, the submitted documents are verified for completeness. Once the documents are verified, the TRP staff proceeds to the evaluation stage.

Assessment includes:

- evaluation of product documentation,
- inspection of the production site,
- product testing.

These stages may run in parallel or in any order.

4.3.1. Evaluation of the dossier

During the documentation evaluation stage, TRP Experts check: technical documentation, assembly instructions, maintenance instructions, labels, markings, risk assessment and any other documents necessary for the certification process.

4.3.2. Inspection of the manufacturing site

In case of ordering certification of products according to the Test + Monitoring program, it is necessary to conduct an inspection at the production plant. The expert responsible for certification sets the date of the visit with the Customer. After the inspection date is set, the TRP expert sends the inspection requirements to the Client. TRP employee sends Inspection Plan.

The inspection of the production site shall include in particular:

- a. verification of manufacturing technology,
- b. inspection of manufacturing and control equipment,
- c. verification of control and measuring instruments and their surveillance procedures,
- d. verification of quality control instructions, workstation documentation, procedures of conduct at each stage of the production process,
- e. verification of the organisation of production and quality control,
- f. verification of the qualifications of the persons involved in production and quality control,
- g. verification of documentation concerning the manufactured product,
- h. checking the registration of complaints and the action taken on them.

In case of obtaining a negative result from the inspection, depending on the identified non-conformities, the Client may discontinue the certification process, incurring the costs incurred to date, or introduce corrective actions within the scope and time specified by TRP.

***PCBWTM Program certyfikacji bezpieczeństwa wyrobów na Znak
Zgodności TEST+MONITORING***

The client is required to provide evidence of corrective and/or preventive action to the TRP inspector when declaring continued participation in the certification process.

4.3.3. Product testing

TRP uses laboratories accredited in the applicable scope, and laboratories recognized by TRP that meet the requirements of PN-EN ISO/IEC 17025, which is confirmed by a compliance audit conducted by TRP.

The Client's approval is required to order the tests. The laboratory is selected based on the List of Laboratories approved by TRP.

The samples for testing supplied by the Customer shall be representative for the whole range or group of products to be certified. They shall be made using components and subassemblies identical to those used in production, manufactured using the tools and methods established for serial production.

In special cases, samples are taken by TRP in accordance with specific requirements defined in standards or other guidelines.

TRP acknowledges laboratory tests provided by the Client if completed by a laboratory accredited or notified for evaluation or a laboratory recognized by TRP. Reports should refer to current standards. Test reports should not be older than 5 years from the date of commencement of certification.

It is also possible to accept tests carried out at the Customer's premises under the supervision of TUV Rheinland experts.

4.3.4. Result of the evaluation

The results of the activities are documented in reports. After a positive evaluation of the documentation, tests and inspections, the reports are submitted for review. If any irregularities are found, the Client is informed about them. He may take corrective and/or preventive actions. The date of action and the scope is given by the TRP Expert.

Depending on the type of non-conformities found, verification of corrective actions introduced by the Customer may consist in: a renewed review of the documentation and records of the corrective actions taken, an additional inspection of the production site or re-testing of the product in all or in the scope indicated by the TRP Expert. The Client is obliged to present to the Expert TRP evidence of implementation of corrective and/or preventive actions - in case of declaration of further participation in the certification process. In case of no or negative decision of the Client the certification process is terminated with negative result.

***PCBWTM Program certyfikacji bezpieczeństwa wyrobów na Znak
Zgodności TEST+MONITORING***

4.4 Overview

The final review is performed by an independent TRP Expert. During the review the following is checked is the correctness of the certification process, the conformity of the test results obtained, and the correctness of the documentation submitted for evaluation in the context of the applicable reference documents.

4.5 Certification decision

A person making certification decision does not participate in certification process. Decision on granting or refusing to grant the certificate is made by Director of Certification Body on the basis of an assessment of an expert performing an independent review.

In case of a positive decision, the original certificate is handed over to the Client together with a set of documents (if required) after payment of all fees for certification.

The notification of a negative decision together with the justification and information on the amount to be paid for certification shall be delivered by TRP to the Client in writing. The notification contains information about the possibility of appealing against the decision.

Limitation, suspension, revocation and termination of the certificate.

Cases in which the certificate may be restricted, suspended, revoked or terminated are described in detail in the Rules of Certification of CAB (www.tuv.com/poland/pl/ > Downloadable Documents > Product Safety and Quality > "Certification Regulations (EN) - document effective from 15.02.2019").

In case of termination, suspension, restriction or withdrawal of certification, TRP shall inform the Client in writing and make changes as to the status of certification in certification documents and public information.

4.5.1 Limitation

In case of limitation of the scope of the certificate the Client shall send back the original certificate to TRP. He is also obliged to cease referring to the certificate or mark of conformity in relation to the products which are no longer within the scope of certification. Then, after paying the fee for issuing a new certificate, the certificate is sent to the Client with an amended scope.

4.5.2 Suspension

***PCBWTM Program certyfikacji bezpieczeństwa wyrobów na Znak
Zgodności TEST+MONITORING***

The decision on suspension of the certificate shall be made by the TRP giving the date of entry into force of such decision. Additionally, its duration and conditions of reinstatement of the certificate are given.

If it is found that the product may cause danger to life or health, TRP suspends the certificate with immediate effect. The period of suspension of the certificate is included in the period of its validity.

Conditions for certificate reinstatement:

- presentation of corrective and preventive actions in relation to the identified non-conformities,
- presentation to TRP of evidence confirming compliance of modified products with requirements of standards being the basis of certification.

4.5.3 Withdrawal

In the case of certificate revocation, the Customer shall send back the original certificate to TRP. The decision on certificate revocation is made by TRP. The decision shall include information on the necessity to remove the compliance mark from the products and marketing materials for which the certificate has been withdrawn (it applies to products in stock and on the market), as well as all the information referring to the withdrawn certificate and ceasing to use copies of the certificate.

4.5.4 Termination

The Client requesting termination of certification shall return the original certificate to TRP, immediately cease using copies of the certificate and conduct all advertising, sales and marketing activities related to the terminated certification.

4.6 Certificate issuance

The T+M Certificate is issued for a period of 5 years, however the condition of its validity is passing yearly supervision and fulfilling the obligations defined in the Rules of Certification of the Product Certifying Body and paying the licence fee.

The following data is given on the certificate:

- certificate and project number,
- TRP designation (order number),
- Customer's name, address and place of production,
- optional Customer's logo,
- basis for testing, basis for certification,

***PCBWTM Program certyfikacji bezpieczeństwa wyrobów na Znak
Zgodności TEST+MONITORING***

- date of issue and expiry of the certificate,
- certification program,
- description of the certified product,
- name, address of the certification body and signature of the person authorised to issue the certificate,
- TÜV Rheinland mark of conformity, Polish Centre of Accreditation accreditation symbol.

4.6.1 List of certified products

TRP maintains information on certified products and can provide information on the validity of issued certificates upon request.

Information on issued certificates is placed on the international website www.certipedia.com. Suspended and withdrawn certificates can be found at www.tuv.com. The responsibility for the published data lies with TRP.

4.6.2. Use of certificates and conformity mark

Products for which a certificate has been issued can be marked with the corresponding mark of conformity.

A customer, who obtained the right to mark the product with the mark of conformity and decided to apply the mark on certified products, should:

- affix this mark directly to the product in a permanent and non-transferable manner,
- where the physical size or nature of the product does not allow the mark to be affixed directly to the product, it may be affixed to the packaging or accompanied by other information.

Other third-party marks of conformity, such as those relating to quality or environmental management systems and services, should not be displayed on the product or on the packaging of the product.

If the reference document is revised, the product may be labelled as before until the end of validity of the certificate.

Reference to the TRP mark of conformity is allowed in documents and promotional materials, only with respect to certified products, provided that the accompanying information is not misleading to potential recipients.

If the client wishes to provide copies of the certification documents to others, the documents must be copied in their entirety.

***PCBWTM Program certyfikacji bezpieczeństwa wyrobów na Znak
Zgodności TEST+MONITORING***

If a certification program is improperly referenced, certification is falsely claimed, or certificates/marks of conformity are used in a manner that is misleading, TRP may take appropriate legal action or suspend the certificate.

The Client receives from TRP a Visual Identification Catalogue containing guidelines for the use of the logo.

4.7 Supervision

During the validity period of the certificate TRP supervises the issued certificate in order to make sure that the Customer delivers to the market products which are compliant with documentation concerning the tested product, meets the requirements of reference documents being the basis of certification and uses the certificate and marks of conformity properly. At least once a year the inspection of the production site is carried out. In order to check the proper functioning of the production process.

The scope of the surveillance inspection is detailed in the inspection plan. It should it takes into account, among other things:

- Conduct an annual review of documentation; the review may take place during inspections; the review concerns production (technical) and quality documentation (inspection records, procedures, instructions, complaints, etc.),
- verification of compliance with the Customer's obligations specified in the Rules of Certification,
- verification of keeping records by the Customer of complaints of certified products,
- verification of changes in product documentation,
- control of corrective actions to non-conformities and observations found during previous inspections,
- license fees, payment of annual fees associated with the certificate.

In case of non-compliance, the TRP may conduct additional inspection and may require additional testing. If irregularities are found, the TRP may decide to suspend, limit the scope of or revoke the certificate.

Detailed information on the supervision of the issued certificate, including the procedure in the case of non-compliance, are specified in the Rules for Certification of Product Certification Body and General Terms and Conditions of Transaction, which are attached to the General Agreement, which is received by the customer together with the offer for certification. The Certification Regulations

***PCBWTM Program certyfikacji bezpieczeństwa wyrobów na Znak
Zgodności TEST+MONITORING***

and General Terms and Conditions are also available on the website of TÜV Rheinland Polska Sp. z o.o.

4.7.1 Changing the specified requirements

TRP certifies compliance with current requirements, therefore it constantly monitors standardization works and other normative documents, which are the basis for certification, and in case of their changes or updates, it carries out the analysis of these changes. On the basis of the analysis results, the conditions of certificate maintenance and the date of product and documentation adjustment to the new requirements are determined and the Customer is informed.

The process of evaluating these actions may include: dossier evaluation, Technical and Organisational Conditions inspection, full or partial laboratory testing. These activities may be carried out during surveillance (verification of the production site, product documentation) and involve with additional costs. If the assessment is positive, TRP will issue a new certification document.

If the product is not adjusted to the new requirements within the period specified by TRP, the certificate will be suspended.

4.7.2 Certificate continuation (renewal)

The basis for extending the validity of the certificate is the submission of a new application by the Customer and delivery of the required documents. TRP may reassess certified products. A new offer is prepared for the Customer. The condition to continue certification is to obtain a positive result of the assessment, previous positive results of the supervision of the certificate and fulfilment of all financial obligations.

4.7.3 Extension of the scope of the certificate

The holder of the certificate, wishing to extend it by additional types or models of products, with the same specified requirements, coming from the same manufacturer, when the differences in the construction of the product and its use in relation to the product for which the certificate has already been issued, are very small and do not deteriorate the quality of the product and safety of its use, shall submit an application for certification, enclosing only a description of differences in relation to the certified product, together with technical documentation showing the essence of those differences.

Based on the analysis of the application, a decision is made on the possibility of extending the certificate and a cost calculation of the process is made.

***PCBWTM Program certyfikacji bezpieczeństwa wyrobów na Znak
Zgodności TEST+MONITORING***

TRP may decide not to carry out the inspection, but require only the assessment of those additional types or models of products in order to determine their conformity with the standard or other normative document. In other cases those fragments of the certification procedure are applied which result from new circumstances with regard to the product for which the certificate has already been issued. Such circumstances are analysed and assessed by TRP. Result of such assessment is the basis for taking decision concerning certification.

4.8 Other certification conditions**4.8.1 Rights and obligations of TÜV Rheinland Polska Sp. z o.o.**

All information concerning Clients obtained at all stages of the certification and surveillance process, as well as research and opinions, are treated as confidential and are adequately protected by TRP, which informs Clients about changes in certification requirements, giving the effective date of new requirements and conditions for maintenance of certification, if such changes require the Client to take adaptation actions.

In reasonable cases specified in the contract with the Customer, TRP has the right to:

- a. interruption of the certification process and testing and opinion,
- b. suspension of the validity of the certificate,
- c. withdrawal of the certificate,
- d. limits to the scope of certification.

TRP retains all documentation provided and prepared in accordance with the program for a period of 10 years from the date of certification.

The detailed responsibilities of TÜV Rheinland Poland Sp. z o.o. have been laid down in the Rules of Certification of Product Certification Body and General Terms and Conditions of Business, which are annexed to the General Agreement that the Customer receives together with the offer for certification. The Certification Regulations and General Terms and Conditions are also available on TÜV Rheinland Poland Sp. z o.o. website.

4.8.2 Customer Rights and Responsibilities.

The Customer undertakes to make available to TRP all documents required in the process of certification, testing and evaluation and provides access to the areas of the company related to the scope of the performed service.

The customer will inform TRP of all significant changes to the certified product and will keep records of all complaints and the action taken on them.

**PCBWTM Program certyfikacji bezpieczeństwa wyrobów na Znak
Zgodności TEST+MONITORING**

The Client may refer to the obtained TRP certificate in its advertising activity in accordance with the TRP requirements and regulations.

The customer may request:

- interruption of the certification, testing and opinion process,
- extension of the scope of certification,
- renewal or extension of the certificate.

4.8.3 Complaints and Appeals.

The Customer has the right to lodge a complaint against the actions of TRP and the right to appeal the certification decision. Information on the way of considering complaints and appeals is available at <https://www.tuv.com/poland/pl/> (site navigation: Home → Company → About us → TÜV Rheinland Poland → Appeals, complaints).

4.8.4 Subcontracting of compliance assessment activities / subcontracting in the area of programme conduct If work is subcontracted, written permission must be obtained from the Client.

5. Roles & Responsibilities

N/A

6. Specifications

N/A

7. Attachments

N/A

8. Related Documents

N/A

***PCBWTM Program certyfikacji bezpieczeństwa wyrobów na Znak
Zgodności TEST+MONITORING***

9. External Reference Documents

N/A