1. ABOUT TÜV RHEINLAND

1.1 TÜV Rheinland Group is one of the leading certification bodies in the world. Its laboratories are situated in over 60 countries and 6 geographical regions. Testing and certification services date back to the year of 1872.

1.2 A Polish branch, TÜV Rheinland Polska Sp. z o.o. (TRP) operates since 1994. It employs several hundred employees in several offices located all over the country and cooperates with many external experts. Specialists of various branches, with use of opinions and expertise, deal with management systems certification, product certification which embraces testing the quality and safety of products as well as inspection services of technologies, workplace and personnel inspections.

1.3 Many years of experience and continuous competences improvement provides our Clients with the best quality of services. We are always performing accurate and objective assessment with the support of scientific expertise. Thanks to that our Clients can be certain that their management systems, products condition and technologies comply with the international standards and that their certificate is not only a decoration to an office but also a genuine quality approval. The value of our services can be measured with the fact that they are recognized and acknowledged worldwide.

1.4 TÜV Rheinland Poland Sp. z o. o. employees possess the proper knowledge, experience and skills, that guarantee their professionalism and quality of services. Every stage of the performed task is handled with regards to proper work culture and comfort of mutual cooperation as well as respect to the principles of impartiality. These features make our brand associated with prestige and reputation fitting to the TÜV Rheinland Group slogan "Precisely Right."

1.5 The motto: "together we change the world caring for the quality of life" reflects the main objective of TÜV Rheinland Poland Sp. z o. o.

2. CERTIFICATION SCOPE

Certification of products is performed in compliance with the requirements of standards or other normative documents. The obligatory documents including the identification products groups and applying standards are listed in Appendix 1.

3. BASE OF THE CERTIFICATION PROGRAM

- PN-EN ISO/IEC 17067 Conformity assessment - Fundamentals of product certification and guidelines for product certification schemes;
- PN-EN ISO/IEC 17065 Conformity assessment - Requirements for bodies certifying products, processes and services;
- PN-EN ISO/IEC 17030 Conformity assessment - General requirements for third-party marks of conformity;
- PN-EN ISO/IEC 17020 Conformity assessment - Requirements for the operation of various types of bodies performing inspection.
4. PROGRAM TYPE

This program offers a certification process based on type 3 of the certification program, according to PN-EN ISO / IEC 17067 standard.

4.1 Type 3

| I | Choose of actions including planning and preparations to gather the necessary data and information to the process |
| II | Properties verification – tests, documentation check, inspections |
| III | Overview – expert assessment of information and results of evaluation |
| IV | Certification decisions |
| V | Attestation, granting a permit – certificate issue, granting the right to use the certificate, giving the right to use the conformity mark |
| VI | Supervision – inspection of samples from the factory, inspecting the manufacture process |

A certificate obtained in the certification process entitles to use it for marketing purposes and gives a permission to mark Client's products with a TÜV Rheinland Conformity Mark, containing the relevant keywords, depending on the scope and type of assessment. The certificate confirms that the product complies with normative requirements which were specified in the offer. The rule applies to entire series of products.

5. IMPARTIALITY, CONFIDENTIALITY

The Products Certification Body (JCW) of TÜV Rheinland Poland Sp. z o. o. (TRP) focuses on providing its services in an impartial, objective and ethical way. The rules guaranteeing impartiality and independence of TRP were determined in the Quality Policy. All information relating to Clients obtained at all stages of the certification and surveillance processes, as well as those learned during the testing are treated as confidential and are protected by the TRP in an appropriate way.

6. CERTIFICATION PROCESS STAGES

6.1 Preparing for assessment of conformity

6.1.1 Preliminary information for the certification applicant

A client interested in certification of their products sends a completed form "Application to prepare an offer for services within the Products Certification Body" (F01 to MS-0007830) to the JCW TRP. The template of the application is available at www.tuv.com, or can be sent by an employee of the TRP to the Client.

6.1.2 It is possible to submit an application in another form. It must, however, contain at least the following: identification of the product, subject and scope of the certification and applicant's data.

6.1.3 Application review

JCW employee reviews the information stated in the application. Object of such checking is: information about the client and the product is sufficient to carry out the process, scope of certification has been properly defined,
measures to carry out all activities related to evaluation are available, the certification body possess the competences and capabilities to carry out the process. If the application refers to a certification process, which the JCW TRP does not have competences in or possibilities to perform, the applicant is informed of the refusal to carry out the process. In case of a positive result of the review, the JCW employee prepares an offer for the Client.

6.1.4 Offer and order
The offer is prepared basing on the information provided in the application. It is sent to the Client electronically. It includes detailed information about the scope and course of certification, an example of the conformity mark to be granted, deadlines and costs. Additional information on the certification process are introduced as attachments to the offer. If the Client accepts the conditions of the offer, an order should be sent to the JCW TRP. Moreover, depending on the type and specifics of the certification, the Client should sign a general agreement of cooperation with the JCW as well as other documents related to the product, that will be evaluated. It is obligatory to sign / to have a general agreement between the two parties. The agreement as well as the Certification Rules and General Conditions of Transactions set the requirements for the use of the certificate and the supervision of use to be performed by the JCW TRP.

6.1.5 Order confirmation
The order is verified after it is delivered to the JCW. If the result of the verification is positive the Client receives an order confirmation, including project number with order number and information about next stages of the assessment.

6.1.6 Preparation for assessment
Submitted documents are verified in terms of their completeness, dates and appointed experts to conduct the assessment are determined.

6.2 Evaluation
Appointed employees of the JCW start the assessment stage, which includes: check of technical documentation, laboratory tests of products and inspections of the production site. These steps may occur simultaneously or in an unspecified order.

6.2.1 Documents check
Documentation evaluation includes (among others):
- check of the supervised technical documentation,
- check of manuals, instructions of assembly and maintenance,
- checking the labels on products,
- checking the list of components, along with their description and a list of the raw materials used,
- check of guidelines on quality criteria significant from the point of view of safety (e.g. acceptable and unacceptable defects of the raw material used, etc.).

6.2.2 Inspection
The certification process requires to carry out an obligatory inspection of technical and organizational conditions (WTO) in the factory. A date of the inspection in the Applicant location is established by the JCW TRP. Before performing the planned inspection the JCW worker equips the Client with the JCW WTO requirements, WTO Inspection Plan and a date confirmation. The inspection purpose is random confirmation the compliance at least one of the products certified in given program with the sample sent for testing, verify the documentation and check the stability of the manufacturing process and its recurrence. A detailed scope of the inspection is presented in the plan of inspection sent to the Client in advance.

6.2.3 Laboratory tests
6.2.3.1 The JCW TRP performs tests in laboratories that meet the requirements of PN-EN ISO/IEC 17025. Each of the commissioned work need the consent of the Applicant. TRP is fully responsible for the performed laboratory tests. The choice of laboratory is made with approved by the JCW TRP list of laboratories, based on their scope of accreditation or upon an analysis carried out by TRP concerning the competences and technical conditions of a given laboratory.

6.2.3.2 Samples for testing obligatory for the purposes of certification process, are supplied by the Client in the manner specified in the instruction of samples picking and the quantity specified in the offer. Along with the samples the client is obliged to send to the JCW TRP a Declaration of Identity. The template of this document is to be obtained by the Client prior to the process. The testing sample should be representative of the entire range or group of products, manufactured with use of parts and components identical to those used in the proper production and produced using the tools and the methodology set for series of the proper production. In special cases, the samples can be picked by the JCW according to the specific requirements set in standards and other guidelines.

6.2.3.3 The JCW TRP accepts the results of already performed laboratory tests provided by the Client at the application stage. These tests results are recognized and accepted under the below conditions:
- tests were performed by a laboratory accredited or notified for evaluation,
- were performed by the non-accredited laboratory, but approved by TRP,
- issued reports refer to current standards,
- it is recommended that test reports are not older than one year.

6.2.4 Results of the evaluation
All results of assessment activities are documented in reports. Positive results of documentation evaluation, laboratory testing and inspection are forwarded for the review.
Negative marks obtained at any stage of the assessment are presented to the Client along with the information about any discovered irregularities. The Client can take corrective and/or preventive actions within the scope and time specified by the JCW and undergo a re-evaluation or terminate the certification process, bearing the costs of performed elements of the process.
In case of no decision made regarding the above activities, the JCW sets a deadline to make a decision. In case of no information given from the client, the process is finished and the applicant shall pay the costs of performed assessment elements.

6.3 Review
The final overview of the information and the results for the mark granting is made by the JCW expert who was not engaged in the assessment process. The review is the process of verification if the certified product meets given requirements, if the results obtained are correct, and if the scope of the applied testing complies with documents that constitute the basis for certification and the remaining JCW requirements stated in the offer.

6.4 Certification decision
The decision whether to issue or to refuse issuing the certificate is made by the expert of the Certification Body not involved in the assessment stage. If the certification process ends with a failing result the JCW employee forwards this decision to the Client together with an argumentation. If the decision is positive the employee prepares a certificate and sends it to the client to be approved. After its approval the certificate hard copy is sent to the Client with complete documentation (if required).

6.5 Certificate issue
6.5.1 Certificate
Certificate is issued with a 3-year expiry date. It is valid only under the circumstance that the Client participates in a regular surveillance and obtains a positive result of the assessment which is stated in the JCW TRP Certification Rules. Also the obligatory condition is paying the license fee.

6.5.2 Certificate contents is:
- Client’s name, address and factory details, optionally Client’s logo,
- assessment basis,
- date of issue and validity,
- certification program acronym,
- description of the certified product, optionally a photo or other visualization of the product,
- the JCW name, address and a signature of a person authorized to make the certification decision,
- certificate number, page number, project and order number,
- TRP conformity mark visualization, Polish Centre for Accreditation (PCA) symbol issued for the JCW TRP (if justified).

7. ISSUE CERTIFICATE OF CO-LICENSE

The co-license certificate is intended for entities that want to use the TÜV Rheinland compliance test mark by selling previously certified products under their own brand. The customer interested in receiving the co-license certificate submits the application on the received form (F04 Application for the issue of co-license to MS-0007830). In the application it is necessary to indicate the owner and the main certificate number as well as his consent to the co-license. The co-license certification process is carried out in accordance with points 6.2-6.5, the assessment stage depends on the product specification. In the case of changes to the main certificate referred to in point 11 and point 12 for the certificate co-license applies the same actions as for the main certificate on the basis of which it was granted co-license.

8. LIST OF CERTIFIED PRODUCTS

The JCW holds and archives information about certified products and provides information about the validity of issued certificates at a request. Information about a suspended or withdrawn certificate are uploaded to www.tuv.com website. Moreover all information about the certificates issued by TRP are uploaded to internet portal www.certipedia.com. TRP is responsible for all data published there.

9. APPLICATION OF TÜV RHEINLAND CERTIFICATES AND CONFORMITY MARKS

Products with a certificate can be marked with a proper TÜV Rheinland Conformity Mark. The Client, who has obtained the right to mark a product with the conformity mark and decided to mark their products with it must:
- put the conformity mark directly on the product in a fixed way which makes it impossible to transfer it to another product,
- if the physical size or type of product does not allow to place the mark directly on the product, the mark may be applied on the packaging or to be presented in other information attached to it.
Product or the product’s packaging should not contain any other conformity marks of a third party, e.g. marks related to the quality management systems or environmental and service management systems.

In case of any amendments made to the reference document, the product can be marked in the way it was marked so far until the end of the validity date of the certificate.

Clients can refer to TRP conformity marks in documents and promotional materials, but only concerning the certified products, provided that the distributed information is not misleading to their potential Clients.

The logotype of the mark is specified in Appendix 2 – The Book of marks visualization.

If the Client wants to provide copies of certification documents to other parties, the documents must be copied integrally and as a whole.

In case of improper references to the certification program or using certificates and conformity marks in a misleading way, TRP undertakes appropriate legal actions or suspend the certificate.

The rules for the use of the conformity mark are set out in the General Annex and the common conditions of use for all variants of the TÜV Rheinland test mark.

10. SUPERVISION OF THE ISSUED CERTIFICATE

During the period of the certificate validity, the JCW supervises the issued certificate to ensure that certified products meet requirements of reference documents which are the basis for certification and the conformity mark and the certificate are used properly. The principles of supervision are determined in the offer accepted by the Client. Information about the results of this surveillance is forwarded by JCW after its completion.

10.1 Basic functions and activities in the certificate supervision

10.1.1 Inspection

Within certificate’s validation date and at least once a 12 months (+/-3 months) factory inspection is performed. During the inspection, apart from evaluating the production process stability, also a random product or documentation control is performed. During at least one of the inspections performed in the supervision period it is necessary to conduct a random control at least one of the products certified in given program.

If the production of the certified product model was put on hold or suspended and the product is not available on stock, then the inspection is performed for a similar product manufactured on the same production line as the one that is certified.

The WTO inspection scopes I and II are determined in a detailed way in the inspection plan. They should contain among others:

- Verification of the Client’s recognition of the responsibilities determined in the Certification Rules,
- Verification of the records of complaints to the certified product,
- Verification of corrective actions to nonconformities and remarks given during previous inspection.
- Verification of changes in product documentation

10.1.2 Additional test – full or partial

JCW can appoint the product for additional tests during the certification supervision period if:

- Product’s construction was changed and reported by the Client,
- During the WTO inspection nonconformities were discovered,
- After consumer or institutional authorities notifications.

The necessity of performing these tests and their scope is recommended and decided by JCW and the Client is informed about them.

10.1.3 Additional verification
Verification of WTO inspection report and evaluation of documentation in case of any changes.

10.2 Discovering a nonconformity or withdrawals from the general conditions of the contract
In case of discovering a nonconformity within any of the areas related to the certification, JCW may conduct an unscheduled WTO inspection in order to control the noted irregularities, to suspend or withdraw the certificate or limit the scope of certification – according to the agreement.
JCW decisions regarding performing an unscheduled inspection and additional study, suspending, revoking or limiting the scope of the certificate may be preceded by a clarification request from the license owner.
All actions related to noted nonconformities of the product are informed by the JCW employee in the written form accompanied with the decision argumentation.

11. CHANGES THAT AFFECT THE CERTIFICATION PROCESS

11.1 Changes in the specified requirements
JCW TRP confirmation of conformity with the current requirements, thus constantly monitors the standardization work and other normative documents, which are the basis for certification. If standard change or update, JCW performs analyzes of these changes. Based on the results of the analysis JCW establishes conditions to maintain certification and the deadline to adjust the products and documentation to new requirements.
The evaluation process of these activities may include: evaluation of the documentation, inspection, laboratory tests on a full or part-range. These activities can be carried out in the course of supervision (verification of the production site, evaluation of documentation). Additional evaluation may be associated with additional costs. In the case of a positive result of the evaluation JCW issue a new certificate.
If the Client do not adapt to new requirements for product in the designated data, the certificate will be suspended

11.2 Continuing (extension) of the certificate
The crucial task for extending the validation dates of the certificate is to make a new application and providing the JCW with all needed documents. JCW may perform another evaluation of the certified product or may accept the evaluation reports submitted during the initial certification. A new offer is introduced to the client. The requirement for extension of the certification is obtaining a positive result of the overview, providing previous positive results of certification surveillance and seeing to all financial settlements

11.3 Extension of the certificate scope
The certificate holder who wishes to extend it for additional products types or models, accounted to the same specific requirements, coming from the same manufacturer, with very minor differences in construction of the product and its use in relation to the already certified product that do not deteriorate product quality, safety of use, shall apply for another certification process, attaching only a list of differences between the new and the already certified product with its full technical documentation pointing to the essence of the differences between them.
Based on the analysis of the application a decision about the certification extension is made. Also the costs of the new process are calculated.
The Certification Body may decide not to perform additional inspections and require only to perform additional tests of new models in order to determinate their conformity with the standard or other normative documents. In different cases the procedures that result from the new circumstances compared to the product that has already obtained the certificate are used. These circumstances are analyzed and reviewed by the JCW TRP employee. The outcome of this review is the basis for making the certification decision.

12. CERTIFICATION LIMITING, SUSPENSION, WITHDRAWAL AND TERMINATION
The JCW Certification Rules document stipulates when and how it is possible to limit, suspend, revoke or terminate the certificate.

12.1 Limiting
In case of limitation of the certificate scope, the certificate holder should send the original copy of the certificate back to the JCW TRP office. The Client is also obliged to stop any activity relating to the certification or the conformity mark in terms of promoting the product which now is no longer conforming with the certification scope. After paying the certification fee, the Client receives a certificate with the revised scope.
Decision about limiting the certificate is made by the JCW and passed to the client in a written form.

12.2 Suspension
The decision about the certificate suspension is made by the JCW which informs the date of applying the decision. Also, the date of the suspension and the certificate validity restoration is given.
If discovered that the product may cause danger to life or health, DJCW suspends the certificate immediately.
The period of suspension of the certificate is counted within the period of its validity.
Conditions of restoring the certificate:
- To present the corrective and preventive actions relating to the discovered nonconformities,
- To deliver to JCW an evidence that confirms the conformity of the modified products according to required standards that constitute a basis for certification.

12.3 Withdrawal
In case of withdrawal of the certificate, the certificate holder should send the original copy of the certificate to the JCW TRP. The decision of withdrawing the certificate is made by the JCW. The decision contains among others: information about the necessity of removing the conformity mark from all of the products and marketing materials where it was applied (this applies both to those products that are stocked in the warehouse as well as those already on the market). The Client is also obliged to remove all documents evoking the withdrawn certificates and its copies.
The certificate holder has the right to appeal to the decision of DJCW within 30 days from the receipt of the decision.

12.4 Termination
The holder of the certificate who wants to terminate the certification of their products is obliged to send the original copy of the certificate to the JCW TRP and to immediately stop using the certificate and its copies in all advertising, commercial and marketing activities related to the completed certification, as well as any information related to the withdrawn certificates and to stop using their copies.

In the event of termination (at the customer's request), suspension, restriction or withdrawal of certification, the certification body informs the Customer in writing and makes necessary changes to the status of certification in certification documents and public information.

13. RIGHTS AND OBLIGATIONS OF THE CLIENT, RIGHTS AND OBLIGATIONS JCW TRP
The detailed information are pointed out in the JCW Certification Rules and the General Conditions of Transactions that constitute the Appendix to the General Agreement, which the Client receives along with the offer for certification. The Certification Rules and General Terms of the Transactions are also available on website www.tuv.pl.

14. COMPLAINTS AND APPEALS
The customer has the right to file a complaint about the company's activities and the right to appeal against the certification decision. Information on how to deal with complaints and appeals is available at www.tuv.com in part „About us“.

15. PRICE LIST

All prices are set according to the current price list which is available in JCW TRP at a request. After the analysis of the application to offer the Client is provided with the offer and cost calculation. The certification process costs, among others, depend on: the number of certified goods and their complexity. The costs are calculated according to the estimated quantity of time committed to perform the work by JCW employees who are involved in all the stages of the process, also it includes the costs of travels and accommodation. All costs of certification – no matter its result – are to be paid by the Client.

If the certification process is interrupted, suspended or withdrawn then the payment is accounted only for these services that were performed up to the date of its interruption.

The client who have obtained the certificate is to pay certification fees next year after the certification was issued and all following years during the certificate validity. These costs embrace the surveillance service and license fees, and are one of many conditions of certificate validation sustenance.

16. ARCHIVES

The certification body shall archive all documentation provided and prepared in accordance with the program for a period of 10 years from the date of issue of the certificate.

17. ATTACHMENTS

- The Criterial documents
- The Book of marks visualization
- General and common terms and conditions of usage for all variants of the TÜV Rheinland test mark