

Conditions for the issuance of certificates according to CPR by certification body of SKZ - Testing GmbH and for the use of the "CE" marking

1 General

SKZ-Testing GmbH operates as a certification body, testing laboratory as well as inspection body and is accredited (scope of accreditation under www.skz.de) as well as notified as a certification body in accordance with the Construction Products Regulation (ID no. 1213).

Certifications in system 1 / 1+ / 2+ are performed in accordance with Annex V of the Construction Products Regulation on the basis of harmonized technical specifications.

2 Procedure for the certification

2.1 Application by the manufacturer (= customer) / contract

The manufacturer (= customer) shall apply for the issuing of a certificate according to CPR by submitting an application form or in text form to the Certification Body of SKZ-Testing GmbH. Upon request, the Certification Body provides preliminary information about the sequence of the procedure. In the application form the product and the scope of application of the requested certification are specified. Furthermore, the customer confirms that he will fulfil the certification requirements and provide all information relating to the product.

The Certification Body reviews the application and concludes a contract with the manufacturer (= customer), if all information required is available. The contract is concluded for an unlimited period of time. It shall remain in force if it is proved during the surveillance that the requirements are still complied with. The contract is sent in digital form.

Contract modifications by the customer are accepted exclusively in written form. In case of amendments to the contract initiated by the Certification Body the customer will be informed in writing or by text form immediately.

2.2 Initial inspection

Within the scope of the initial inspection on site at the production plant the first assessment of the plant (prerequisites in terms of equipment and staff, quality management system) and the factory production control (production control by the manufacturer) is carried out and under system 2+ also the initial inspection of the products performed by the manufacturer or a testing institute commissioned by him is monitored.

Only inspectors of SKZ-Testing GmbH with the relevant competence are deployed. If another institution is deployed, the customer will be informed (approval by the customer).

A record about the inspection is prepared which shall be signed by the customer or the customer's representative and in which possible deviations from the requirements are documented. These deviations must be verifiably rectified.

About the initial inspection a report is drawn up. The customer and ,if applicable, the production plant where the inspection was performed, shall obtain a copy of this inspection report.

If samples are taken which have to be tested (system 1 / 1+), testing is usually performed at SKZ-Testing GmbH. The consent of the customer of the Certification Body is necessary in case of the subcontracting to an accredited testing laboratory. If the product requirements are not complied with during the initial test, the company will be informed accordingly by the Certification Body and requested to rectify the deviation. Upon proof of the rectification of the deviations the initial test is repeated.

2.3 Certification decision / certificate granting

Once all documents have been submitted, the independent certification committee of the Certification Body of SKZ-Testing GmbH meets for reviewing all documents relevant to the procedure. Provided no deviations are detected in the procedure, the certificate according to CPR is issued, published at www.skz.de and the corresponding link sent to the customer (now certificate holder).

After receiving the certificate, the certificate holder may finally draw up the declaration of performance and affix the CE marking to his product

The producer shall pass on certificates as well as reports to third parties only in unabridged form.

2.4 Surveillance

The surveillance of factory production control is carried out in accordance with the requirements of the underlying harmonized technical specification (usually at least once a year). Only inspectors of SKZ-Testing GmbH with the relevant competence are deployed. If another institution is deployed, the customer will be informed (approval by the customer).

A record about the inspection is prepared which shall be signed by the customer or the customer's representative and in which possible deviations from the requirements are documented. These deviations must be verifiably rectified.

The surveilling results (including test results, if applicable) are sent by the certification body to the certificate holder.

2.5 Validity period of the certificate

The certification is valid until the holder of the certificate terminates it in written form or no longer fulfills the requirements on a long term basis or the certification basis does not apply. The Certification Body reviews the documents prepared within the scope of the surveillance. Provided all requirements are complied with, the certificate remains valid in its original form.

2.6 Special surveillance

A special surveillance is performed for the following reasons:

- Failure of a surveillance (the requirements are not met)
- Application of the customer
- Application of the notification body
- Modification of the harmonized technical specifications
(In doing so, the deadlines published in the Official Journal of the EU must be observed.)
- Change of ownership or substantial staff changes (if required)

The scope of the special surveillance is stipulated by the Certification Body. The Certification Body can have a special surveillance performed if third parties notify it of breaches of the contractual stipulations or the Construction Products Regulation.

The Certification Body reviews the documents prepared within the scope of the special surveillance. Provided all requirements are complied with, the certificate remains valid in its original form. If a special surveillance is not passed successfully, the Certification Body withdraws the certificate holder the certificate for this product and informs the certificate holder accordingly. If other products are affected by the withdrawal, the certificate is adjusted accordingly.

A new certification is only possible if the entire program is started from the beginning again.

3 End of certification / termination

The certification ends for the following reasons:

- Termination by the holder of the certificate
- Failure to settle the certification fees
- Failure to pass a special surveillance
- Improper use of the certificate
- Amendments of EU directives or harmonized technical specifications

The Certification Body informs the holder of the certificate accordingly. Thereafter, the certificate holder is no longer entitled to affix the CE marking to his product and to advertise with the certification.

The certificate holder and his product will be deleted from the SKZ website, certificates become invalid.

The contract may be terminated in writing by either party with three months' notice to the end of the calendar half-year.

The right to terminate the contract for exceptional reason remains unaffected.

4 Advertisement

After receiving the certificate and drawing up the declaration of performance, the manufacturer is authorized, to refer in his business papers as well as on the building product, the pertaining packaging and delivery notes to the certification. The text used for this shall only refer to the certified building product or manufacturing plant and is in any case subject to the prior approval of the Certification Body.

If the certification ends or if the certificate is withdrawn, as of this date the customer is no longer entitled for marketing purposes.

If the certification expires or the certificate is revoked, the client is no longer entitled to advertise with it from that point on.

5 Confidentiality of the Certification Body / information to third parties

The staff of the Certification Body and the staff of the inspection body or testing laboratory instructed by it have the duty of confidentiality towards third parties. Information concerning the content of the contract or the inspection or test reports may only be disclosed with the consent of the customer. This shall not apply to requests for information of courts and authorities in the instances prescribed by law or to the public announcement of concluded agreements. Further exceptions include the right of access to documents and the right of information and participation of the Accreditation Body DAkkS. Thus, DAkkS has also the right to review reports of SKZ-Testing GmbH about individual certification procedures, participate in witness audits or, in general, request information about completed or running procedures of the customer from SKZ-Testing GmbH. The customer is obliged to consent at any time to a DAkkS member participating in an inspection within the scope of a witness audit.

The personnel of the Certification Body and the employees of the inspection body or testing laboratory commissioned by it shall, in particular, observe all relevant provisions of the Federal Data Protection Act (BDSG) and the General Data Protection Regulation (DSGVO) when carrying out the order.

6 Duty of SKZ-Testing GmbH to furnish information

During the duration of the contract SKZ-Testing GmbH is obliged to inform the customer about essential changes of the certification requirements, certification conditions and standards. This also applies to substantial changes with regard to SKZ-Testing GmbH.

7 Customer's duty of cooperation and forbearance

The customer undertakes to support the activities of SKZ-Testing GmbH which are necessary for the performance of the tests / initial inspection / surveillance and, particularly, to provide SKZ with the necessary information and documents in a timely and complete manner and/or to grant SKZ permission to inspect and have access to the information and documents required.

Furthermore, the customer shall appoint one or more contact persons who are at the disposal of SKZ-Testing GmbH on site supporting them with relevant information and decisions.

The customer must ensure that, when questioned by the representatives and employees of the manufacturer or the respective manufacturing plant, the inspectors are provided with truthful information about all circumstances and processes that may be relevant to the initial inspection/surveillance.

The customer shall refrain from doing anything that could endanger the impartiality of the authorized inspectors.

The customer undertakes that, after the granting of the certificate, he will inform SKZ-Testing GmbH immediately and in writing or in text form about all significant changes which might affect his certification and possibly require a new assessment within the scope of a special surveillance. This also includes extensions or changes of the product range.

Upon request, records about complaints and information from interested circles as well as the resulting measures shall be submitted to the inspectors of SKZ-Testing GmbH.

8 Appeals and complaints

The certificate holder can lodge an appeal/complaint against decisions of the Certification Body within one month after receipt of the letter. Prior to a decision, the certificate holder must be given the opportunity to express his view orally or in text form. The certification body informs the certificate holder in writing or in text form about the result.

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Mül/Nk

In case of doubt only the original German version is valid. No liability is accepted for translation errors.