1134

CERTIFICATION RULES FOR PRODUCTS IN THE FIRE DOMAIN IN CONFORMITY WITH THE REGULATION (EU) no 305/2011 CONSTRUCTION PRODUCTS

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These rules are edited in English.
They can freely be consulted.

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1 DEFINITIONS

CEA:	Comité Européen des Assurances.
EN:	European Standard
ISO:	International Standardisation Organization
Issuing notified certification body	The notified certification body that issued the first certificate.

1 Domain of application

The present document defines the application procedure to assess and verify the constancy of performance of construction products in the fire domain in application of the Regulation N° 305/2011 of the European Parliament and of the Council of 9 march 2011 published on 4 April 2011 in the Official Journal of the European Community and.

The present rules only apply to the products listed in annex 1 (cfr. notification scope – Notified Body ANPI 1134).

The Regulation mentions 5 Systems of assessment and verification of constancy of performance'. System 1, as mentioned in Annex V of the Regulation, is applied.
The following documents are fully part of the present implementation rules:

- **Annex 1**: EN harmonized standards (cfr. notification scope - Notified Body ANPI 1134)
- **Annex 2**: Request file ' CERT CE-CPR PROC 001 GENERAL RULES F WD 001 CUSTOMER REQUEST (F)(N)(E) "
- **Annex 3**: Procedure in case of fire detection and extinguishing product modification(s)

2 Scope of the EC certification

The scope of the certification are the components (products) in the fire domain according to the prescriptions listed in annex 1 (cfr notification scope – Notified Body ANPI 1134).

3 Evaluation criteria

3.1 Administrative criteria

If one of the requirements is not met, the request can be rejected.

Before introducing a request, the applicant has to ensure that he meets the requirements defined by the present implementation rules, including the annexes, concerning his product and manufacturing unit. He has to commit himself to respect the same requirements throughout the validity period of his certificate.

The request is introduced by means of the form in annex 2.

To be a candidate for certification, the applicants (manufacturers, distributors …) have to meet the following requirements:

- demonstrate the performance of the product, with the standards of annex 1, formulated in the evaluation report edited on the basis of the tests determined in the present prescriptions;

- demonstrate, through an initial FPC, in order to make sure that the concerned product(s) will meet the necessary requirements for the certification.

See also CERT CAD PROC 010 Z_O INIT_SURV FPC IN 10492 F, this document is the operating procedure for the initial or surveillance Factory Production Control.
An initial control of the production site(s) and the eventual subcontractor(s) according to their degree of implication in the manufacturing of the to be certified product is imposed.

The auditor evaluates the aptitude of the declared factory control system and assures that the minimum imposed checks were carried out and followed up by the manufacturer.

The auditor formulates his statements in a written report.

During the handling of his request, the applicant can address comments and remarks to ANPI and, if necessary, be heard by the technical committee and the Secretary-General of the Certification Division from ANPI.

3.2 Technical criteria to be fulfilled by the applicant

3.2.1 Contents of the file to be submitted for certification

The document in annex 2 has to be filled in and sent to ANPI.

3.3 Decision

On the basis of the results of the initial factory production control, tests and answers provided by the applicant, ANPI Division Certification notifies one of the following decisions:

- delivery of the Certificate of constancy of performance,
- refusal of the Certificate of constancy of performance

in order to attest or not the conformity of the products with the used European standards.

The delivery of a Certificate of performance can, in no way, substitute the guarantee of ANPI Division Certification by the guarantee that, as stipulated by law, belongs to the manufacturer.

4 Special performance procedures

The applicant has the tests carried out by ANPI Laboratory or by a laboratory mentioned in the list of laboratories recognized by ANPI. The applicant requests and orders the tests directly to the laboratory.

5 Certification follow-up

5.1 Obligations of the certificate holder

In order to assure the certification follow-up, the certificate holder has to:

- inform ANPI about all the modifications to the certified product(s) according to the procedure in case of modifications to the products as mentioned in annex 3 of the present rules;
- inform ANPI about all the manufacturing locations (factories) and stock locations in Belgium and abroad as well as the primary storage locations for the imported products and the best possible detailed distribution network of the assembling locations of the products;
- sign a certification convention authorizing ANPI Certification Division to carry out the audits required in the certification (see model in annex 4);
- facilitate, at any time, the access to the locations stipulated in point 2 of this article, for the ANPI delegates, duly mandated to do so;
- put the register of complaints at the disposal of the inspection body. The certificate holder has to keep a register of complaints with a short and chronological overview of the complaints about the certified product(s), indicating the origin of the complaint, its content and the follow-up. The possible supplementary documents concerning the treatment of the complaint (notes, letters, fax etc.) are annexed to the register.

5.2 Surveillance controls

5.2.1 Surveillance

The surveillance is carried out by the Division Certification from ANPI. This can be subcontracted under their responsibility.

The surveillance controls are carried out in order to make sure that the certified performances of the product(s) still meet(s) the necessary requirements for the certification.

See also CERT CAD PROC 010 Z_O INIT_SURV FPC IN 10492 F, this document is the operating procedure for the initial or surveillance Factory Production Control.

The surveillance controls of the production sites and the eventual subcontractor(s) according to their degree of implication in the manufacturing of the certified performances of the product are imposed yearly**.**

The auditor examines the records of the control tests carried out by the certificate holder. He copies them if necessary.

The examination of the auditor consists in:

- the verification of the respect of the requirements stipulated in the present rules;
- the verification, through the manufacturing process and the regular records of the manufacturer, the fact that the constancy of performances of the product with the

technical file, with the initial type tests is maintained and of the respect of the characteristics mentioned in the annex ZA of the standard of the product,

- the verification of the eventual modifications in the organisation of the manufacturing, the manufacturing and the controls since the last visit,

The auditor evaluates the aptitude of the declared factory control system and assures that the minimum imposed checks were carried out and followed up by the manufacturer.

All means (rooms, installations, equipment) allowing the auditor to carry out his mission have to be put at his disposal free of charge, as well as the competent persons to operate them.

5.2.2 Decision after surveillances

On the basis of:

The results of the checks of the manufacturing unit and maybe also of the subcontractors and the answers given by the certificate holder.

In case of unfavourable results or abandon, ANPI Certification Division pronounces the withdrawal of the Certificate of performance.

Only the manufacturer is responsible for the content of his DoP. ANPI will only check the properly use of his Notified Body number and not the content of the DoP of the product.

The decisions are announced by ANPI Certification Division and are executory starting from the moment of the announcement.

Every withdrawal due to a sanction (for instance in case all surveillance controls have not been carried out by the manufacturer or in case of unsatisfactory results) is subject to an announcement, including a description of the grounds of the decision:

to the Public Authorities, and to the European network of notified bodies.

See also the procedure CERT PROC 004 RAPEX- misuse- non conformity or complaints based certified or agreed product withdrawal F.

This execution procedure fixes the applicable rules starting from the notification to the certificate holder until the possible withdrawal of a product from the market as a result of a RAPEX notification, an illegal use of the marking, the existence of non-conformities or complaints.

See also point 6.2 of the rules (Illegal use)

6 Authorisation to use the CE marking

6.1 CE marking requirements

The CE marking requirements are mentioned in annex ZA of each applicable standard mentioned in annex 1.

The ANPI identification number as Notified Body is **1134.**

The graphical chart of the CE mark can be found in the Regulation N°305/2011

7 Certification bodies

7.1 ANPI Certification Division

The Division Certification of asbl ANPI vzw guarantees the certification and approval acts. The system organization of this division is accredited by BELAC according to the criteria of the ISO/IEC 17065 concerning the institutions proceeding to the certification of Products, Systems and Enterprises.
This division:

- receives and treats the requests,
- guarantees the correct follow-up of the requests,
- does the evaluation, the review and takes the certification decision for the request and renewal files,
- delivers the certificates that are signed by the Secretary General when all criteria for certification foreseen in the rules are met,
- guarantees through audits the correct follow-up of the inspections and the surveillance of the certified or approved Products, Systems and Enterprises,
- guarantees the correct follow-up of the renewal of the certificates.

7.2 The Advice and Appeal Committee for the Certification Activities (CARC)

The Advice and Appeal Committee for the Certification Activities (CARC) is defined in the articles of association of asbl ANPI. It guarantees the Board of asbl ANPI vzw, and all other bodies that the certification rules are correctly observed, particularly concerning free trade, independence and integrity of the certification. It treats complaints appropriate to the sector about the non observance of the certification rules and of the technical reference documents.

8 Certification treatment

8.1 Basic conditions

The Applicant or Holder of the certificate has to respect the following obligations:

- submit an official request and completed by a mandated representative,
- submit the necessary information,
- to go along with the stipulations applicable to the certification system, and continue to do this,
- facilitate the evaluation management,
- only use the marking or advertising it according to the authorized and agreed criteria,
- stop the use or advertising of the marking as soon as the certificate is suspended or withdrawn,
- to pay the costs and contributions concerning the certification.

Note: Every written request for information from ANPI Certification Division to the Applicant that stays without an answer, will lead to a registered letter. If there is still no answer the Applicant is informed, without prejudice to the possibility to appeal, that his file will be closed and will be returned to him. The already invoiced amounts are not recoverable.

8.2 Treatment product certification requests

8.2.1 Certification request criteria

The Applicant submits his request to the ANPI Certification Division by means of the certification request form for the assessment and verification of the performances of a product included in annex 1. This is the only valid request form with the exclusion of any other document.

8.2.2 Registration

On receipt of the request the secretarial staff of the ANPI Certification Division will achieve the following:

1. register the request and attribute a file number;
2. provide the Applicant within 10 working days with the following:
   a) the registration number of the file,
   b) the present Certification rules
   c) the Technical specification for the concerned product containing the following:
      - the technical certification criteria,
      - the contents of the technical file that has to be submitted for the certification (in case it is not already in our possession),
      - the invoice for the registration rights.

8.2.3 Receptivity of the request and certification project – Application review

On receipt of the technical file and the proof of payment of the registration rights the ANPI Certification Division will achieve the following:

- verification of the completeness of the request file;
- treatment of the request;
- composition of the certification file;

The certification file is composed within 10 working days, counting from the receipt date of the complete request file and the payment of the amounts invoiced by ANPI.

8.2.4 Certification process (Evaluation, review and decision)

The technical staff from the Division Certification of ANPI:

- does this based on all information and on the certification file,
- requests complementary information, if necessary
- gives an advice,
- decides to deliver the certification or not

The decision is taken within 15 working days starting from the transmission of the certification file by the administrative team.

8.2.5 Delivery of the certificate

The Division Certification of ANPI:

- informs the Applicant when the decision is negative
- sends the request to the Applicant when it is about a complementary information request.
- When the decision is positive the original certificate is drawn up after having received the signed certification convention (see model in annex 4) that is sent to the Applicant.

The Applicant receives a license number for the first product for which he obtains a certificate. All other certificates of constancy of performance that he will obtain in the future will fall under that same number.

The treatment is done within 15 working days after having received the conclusions of the decision.

8.2.6 Duration of the certification

The certification remains valid as long as the requirements defined in the harmonized standard are met and/or the product and the factory production control are not modified in a significant way.

8.3 Transfer of certificates from Another Notified Body

8.3.1 Cooperation between Issuing notified certification body and ANPI Division Certification

The manufacturer requesting the transfer of the certificate from another NoBo to ANPI has to be sure of the cooperatin of the former Notified Body by delivering a document coming from that NoBo. This document has to include, at least, the following information:

- Identification of the issuing notified certification body and the certificate(s) subject to the transfer ;
- Evidence provided by the issuing notified certification body to be taken into account by ANPI Division Certification (e.g.: Corrective action plan, product modifications, …);
- The agreement of the manufacturer to the exchange of information between the issuing certification bodies and ANPI Division Certification;
- Statement that the report of the I(S)FPC reflects the current situation.

- If it is not possible to establish such a cooperation with the former NoBo, ANPI Division Certification will be allowed to demand supplementary evidence (tests performed by ANPI Division Laboratories, audit, …).

8.3.2 Documents to be delivered

The manufacturer has to deliver the following documents to ANPI Division Certification:
- DoP of the product ;
- Technical file containing the following elements:
- electronics schematics
- layout
- assembly schematics
- bill of material ((list of the electronics components for each PCB)
- mechanical drawings
- parts list (lists of the components making the product: PCBs, housing, screws, mechanical parts...)
- documentation:
    - datasheet
    - operating manual / user's manual
    - installation manual
    - service manual
    - software documentation
    - EC declaration of conformity (when the conformity is demonstrated)
- Test report showing the performances declared by the manufacturer in his DoP ;
- Last factory audit report (SFPC) with, if it is the case, the corrective actions provided to the Issuing notified certification body.

8.3.3 Certification process

On the basis of the documents provided, ANPI Division Certification will carry out the following verifications:

- Accordance between DoP, existing Certificate, test report and technical file;
- Analysis of the last factory audit report and, if it is the case, of the corrective actions;
- Analysis of the test report according to the harmonized standard.

- Those verifications will be conducted as descbied in the chapter 8.2.

9 Simplified procedures

In relation to construction products covered by a harmonised standard and which are individually manufactured or custom-made in a non-series process in response to a specific order, and which are installed in a single identified
construction work, the performance assessment part of the applicable system, as set out in Annex V of the CPR, may be replaced by the manufacturer by Specific Technical Documentation demonstrating compliance of that product with the applicable requirements.

10 Appeal against certification decisions

Requests for appeal against certification decisions are addressed to the Secretary General of the Division Certification of ANPI. They are treated by the Management Team Meeting (MTM) of ANPI. This MTM:

- will evaluate the suitability of the certification prescriptions in function of the submitted item;
- will verify the integrity of the treatment of the file;
- will, in case they decide the appeal is founded, propose a solution.

If the applicant of the appeal finds that the rules were not applied impartially by the MTM of ANPI, he can, at his own charges, introduce an ultimate appeal at the Advice and Appeal Committee for the Certification Activities from ANPI.

11 Withdrawal of the certification

The authorization the use of the NoBo number 1134 and the Certificate of constancy of performance can be withdrawn by the Division Certification of ANPI in the following cases:

- at the explicit request from the manufacturer;
- in case of non-payment of the certification services;
- as the result of a sanction;
- if the certification activities in the domain are stopped;
- if a prohibition is declared by a public authority to put it on the market.

For the Products that are recognized as being not in conformity or from which the certificates or conformity certificates expire or became invalid the user of the ANPI NoBo number is compelled to remove the number from his Products and to no longer use the ANPI NoBo number and the Certificate of constancy of performance.

The decisions of retreat of the right to use the certificate are announced to the Certificate holder by means of a registered letter (except for case a).

12 Protection – Appeal - Sanctions – Arbitration

In case of violations of the dispositions of the present rules, related prescriptions or agreements noticed by ANPI, ANPI is empowered to impose sanctions about the use of the ANPI NoBo number and/or institute legal proceedings to protect the interests of ANPI.

The market surveillance exclusively belongs to the Public Authorities.

12.1 Protection of the ANPI NoBo Number

ANPI has the authority and commits itself, in the framework of the applicable legislation, to start every legal action it thinks expedient to protect his NoBo Nimber against every form of abuse or things that could harm it.

12.2 Illegal use

In the framework of the treatment by ANPI Certification Division of an illegal use, only the use of the marking making reference to ANPI Certification Division, this means the use of the marking CE 1134 or 1134-CE is concerned.

Is considered as being illegal use, the application of the marking CE 1134 or 1134-CE without the autorisation from ANPI Certification Division on:

- products or packages,
- technical, commercial or publicity documents.

In all cases (illegal uses under the authority of asbl ANPI vzw or not), the Public Authorities are informed.

12.3 Sanctions in case of illegal use of ANPI NoBo Number

The sanctions are imposed by the Division Certification from ANPI.

The following sanctions can be pronounced:

- The registered warning letter containing the corrective actions ANPI decided upon;
- The temporary withdrawal of the right to use the ANPI NoBo number awaiting the corrective actions;
- The definitive withdrawal of the right to use the ANPI NoBo number;
- Fines (the amount of the fine can be 10 times as high as the concerned certification(s), raised with the procedure costs committed by ANPI).

The sanctions are announced by means of a registered letter.

After having been informed about the sanctions, the Certificate holder has 10 days to dispute those sanctions at the ANPI Management Team Meeting (MTM). In case the MTM judges the dispute admissible, he or his representative will be summoned by registered letter. In the absence of the interested parties, the MTM will pronounce the sanctions.

In case of withdrawal of the authorization to use the ANPI NoBo Number the user still has to fulfil al his obligations towards ANPI on the date of withdrawal. He may not claim, even not partially, a refund of the use and the management that were already paid or still have to be paid.

12.4 Appeal against sanctions

The user has one month after having received the notification of the sanction, to go into appeal against the sanction. This will be submitted to the CARC.

The appeal the user of the mark can lodge against the sanction suspends the execution of the sanction.

12.5 Arbitration

When all possibilities of appeal stipulated in those rules are exhausted, the dispute will be settled at the courts of Nivelles.

ANNEX 1

STANDARDS AND REGULATIONS

Notification scope as notified body **ANPI 1134** available on NANDO:
http://ec.europa.eu/growth/tools-databases/nando/index.cfm?fuseaction=notification.html&ntf_id=269631&version_no=17

ANNEX 2

See CERT CE-CPR PROC 001 GENERAL RULES F WD 001 CUSTOMER REQUEST (E)(F)(N) actual version available on www.anpi.be

ANNEX 3

PROCEDURE IN CASE OF MODIFICATIONS TO THE FIRE DETECTION PRODUCTS

In order to maintain the validity of the certificates delivered by ANPI, ANPI has to be informed about each modification of the product.

ANPI has to be informed and has to approve the modifications before they are implemented. The procedure for the treatment of modifications described underneath has to be applied.

The procedure for treatment of announcements of modifications to Products is described in CERT PROC 023 ADVICE REQUEST F.

Major modifications

Major modifications in the documents, the production process or the Product that could affect the demonstration of conformity to the applicable standards and rules.

Examples of major modifications:

- Changes in component values
- Changing of component (e.g.: electrolytic condenser instead of a ceramic condenser, a transistor that is replaced by an equivalent or better model, thermistor of a heat detector, IR LED or photodiode in an optic smoke detector, microprocessors or ASICs);
- Changes of minor tracks on a PCB (for instance a minor modification in the position of the track in order to obtain a different component size/shape);
- Changing of material into similar or improved specifications (for instance PCB material);
- Changing of the application method of PCB coating;
- Changes to the layout or tracks of a PCB (different from the minor changes described above);
- Change of labels and documents that could affect the marking or the data requirements by ANPI or by the applicable standards.
- Changes, even minor, to the profile of the detector that affect the shape, the smoke entries or fixation clips;
- Changes to the protection shields against insects on a smoke detector;
- Changing of materials (e.g. metal housing replaced by plastic housing, characteristics of different materials such as for instance fragility, corrosion resistance, etc.);
- Changes or upgrades in the software or designs of programmable components (e.g.: ASIC, main and auxiliary microprocessors) that affect the functioning of the equipment;
- Changes in the characteristics of the digital circuits (e.g.: speed);
- Major changes to the production process (for instance a new production line, an alternative production site);
- Changes that can have an impact on the conformity with the EMC requirements..

The Major Modifications have to be announced to the Division Certification.

The department ANPI Division Certification will consult the laboratory in order to determine whether the announcement corresponds to a major modification and whether complementary tests are necessary. The certificate holder is never allowed to implement Major Modifications without the positive advice from ANPI Division Certification.

Minor modifications

Minor modifications in the documents, the production process or the Product that do not affect the demonstration of conformity to the applicable standards and rules.

Examples of minor modifications:

- Correction of writing or typing error;
- Administrative changes to document formats etc;
- Additional information to assist the production;
- Minor changes in order to improve / update the production process.
- Changing of component manufacturer for non crucial components such as resistances, condensers, etc (N.B. a thermistor of a heat detector would be a critical component);
- Very minor changes of tracks on a PCB (for instance a slight modification (< 0.5 mm) of the track width, radius of curvature or size of a sensor, with the guarantee that the security and the integrity of the circuits is maintained);
- Changing of the diameter of a mounting hole in a component;
- Minor changes to the profile of the detector that do not affect the complete shape, smoke entries or fixation clips;
- Corrections of software bugs that do not affect the requested functions;
- Minor changes of a PCB that do not affect the layout of tracks or components;
- Label changes that do not affect the marking requested by ANPI or by the applicable standard(s);

The certificate holder can group up to 5 minor modifications to the same Product before announcing them and has to announce them at least 1 month before Surveillance audit date of the Product.

The minor modifications can be implemented in the production before having received the advice from ANPI Division Certification. This implementation is the responsibility of the certificate holder.

The ANPI certification division will consult the laboratories in order to determine whether the declaration corresponds to a minor modification and whether complementary tests are necessary.

In case of deviations encountered during the surveillance test by the laboratories, the holder is obliged to provide the proof of the implementation of necessary corrective actions including the products put on the market.

ANNEX 4

See CERT PROC 018 CERTIFICATION CONVENTION F WD 012 CE-CPR-P E F N