



RULES OF THE BENOR MARK

**Specific technical rules from the mark
BENOR for certification of manual
extinguishing means for fires other than
the extinguishers under pressure**

2 ed. 2024.03



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FOREWORD

These rules are property of asbl ANPI vzw whose members represent all actors involved in the market of fire and intrusion prevention:

- Group nr 1: the insurance companies and their professional organization (Assuralia);
- Group nr 2: the authorities;
- Group nr 3: the professional organizations representing the certification bodies or bodies being capable of becoming a certification body;
- Group nr 4: the organizations representing the users that are not represented in Group nr 1;
- Group nr 5: organizations of standardization, training, research, inspection and laboratories.

These rules are published in French, Dutch and English.

In case of discrepancies between different language versions, the French text shall prevail.

It can freely be consulted.

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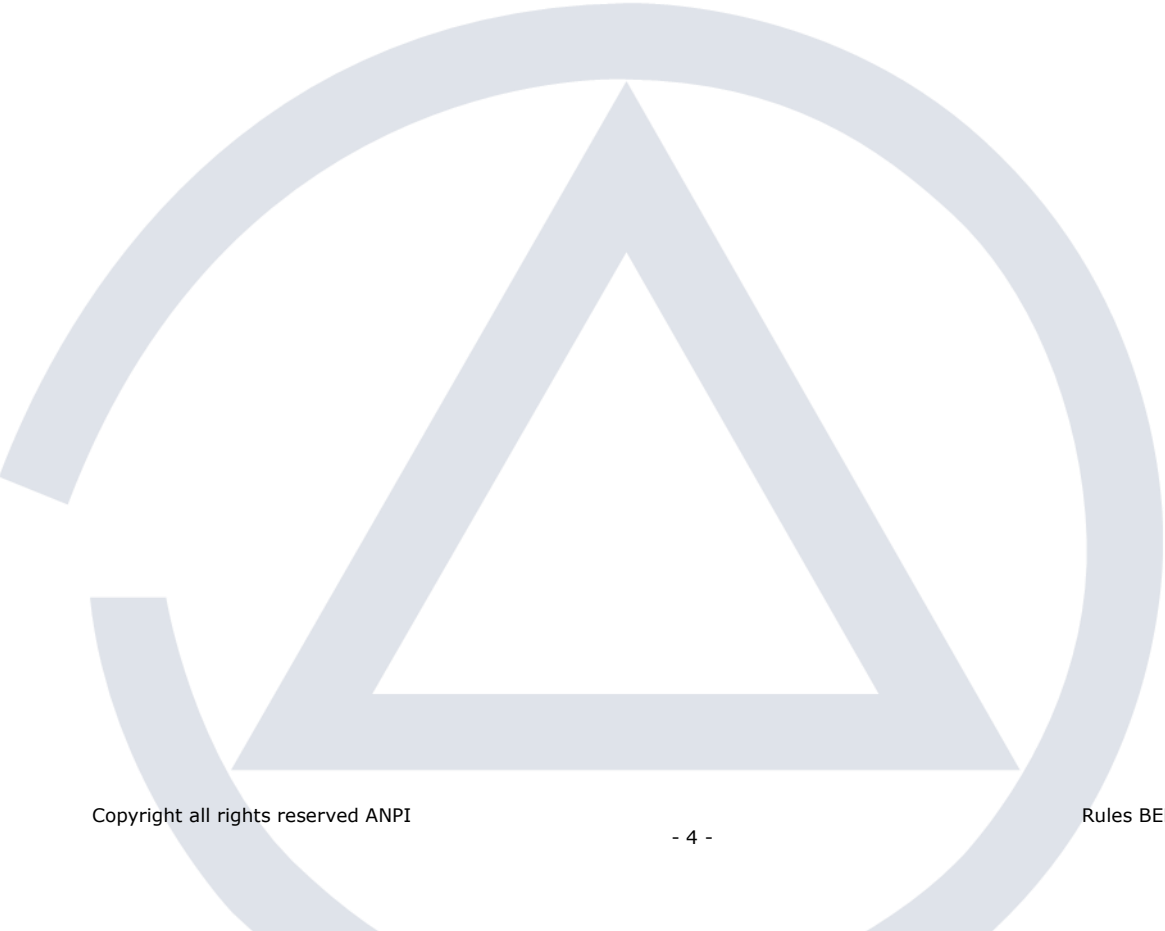
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DEFINITION:

There will be a reference to the following definitions each time the text of the BENOR rules use them written with a capital.

Note: terms that are explicitly defined in a paragraph of the BENOR rules are not listed underneath, but are written "*in italic*" in the text of the rules.

Active protection: fire prevention measures making use of manual or/and automatic systems of detection, extinguishing or smoke evacuation.

Applican: the Manufacturer, the Distributor, or any other physical or moral person having introduced a certification request for a Product.

Auditor: person carrying out administrative and technical control acts in the framework of the certification (surveillance) procedure. This is done in respect with the standard EN 17065.

BENOR certificate: document delivered by the Division Certification from ANPI asbl demonstrating that the prescriptions of the BENOR reference documents have been respected.

BENOR label: label on the Product proving the certification of the Product. The BENOR label is the guarantee for all the users of the Product that the complete quality chain for the making of the Product has been respected.

Certificate holder: applicant that obtained a license allowing him to use the BENOR mark on a certain product.

Certification audit: an administrative and/or technical act of control by an Auditor (not to be confused with an Inspector) in the framework of the delivery procedure for the certification.

Certification file: file to be submitted in order to obtain a certification and to be completed afterwards by all information that could have an impact on the production quality or that has been modified.

Distributor: physical or moral person that is legally responsible to put Products on the market (importer, wholesaler, retailer, etc.).

Inspection: technical act of control carried out by an Inspector (not to be confused with an Auditor) in the framework of the site surveillance of an installation or in the framework of the verification of the conformity of the fire prevention rules requested by laws or Standards. The inspection is not the subject of the present rules since the aimed products are not part of an installation. It is only mentioned as information since the inspection reports may be used by the Auditors in the framework of the certification surveillance. It also allows the building owner to be sure, by means of a third party, that the complete quality chain, from the making of the Product until the installation, has been respected.

Inspector: person carrying out technical acts of control on products installed on site. Those acts are done in respect with the standard EN 17020.

Installer: physical person qualified to assure the realization, the maintenance and the repair of an installation.

Manufacturer: the physical or moral person that makes a Product.

Organization in charge of surveillance audits: an organization that is mandated to check whether the technical criteria imposed by the BENOR rules are correctly respected.

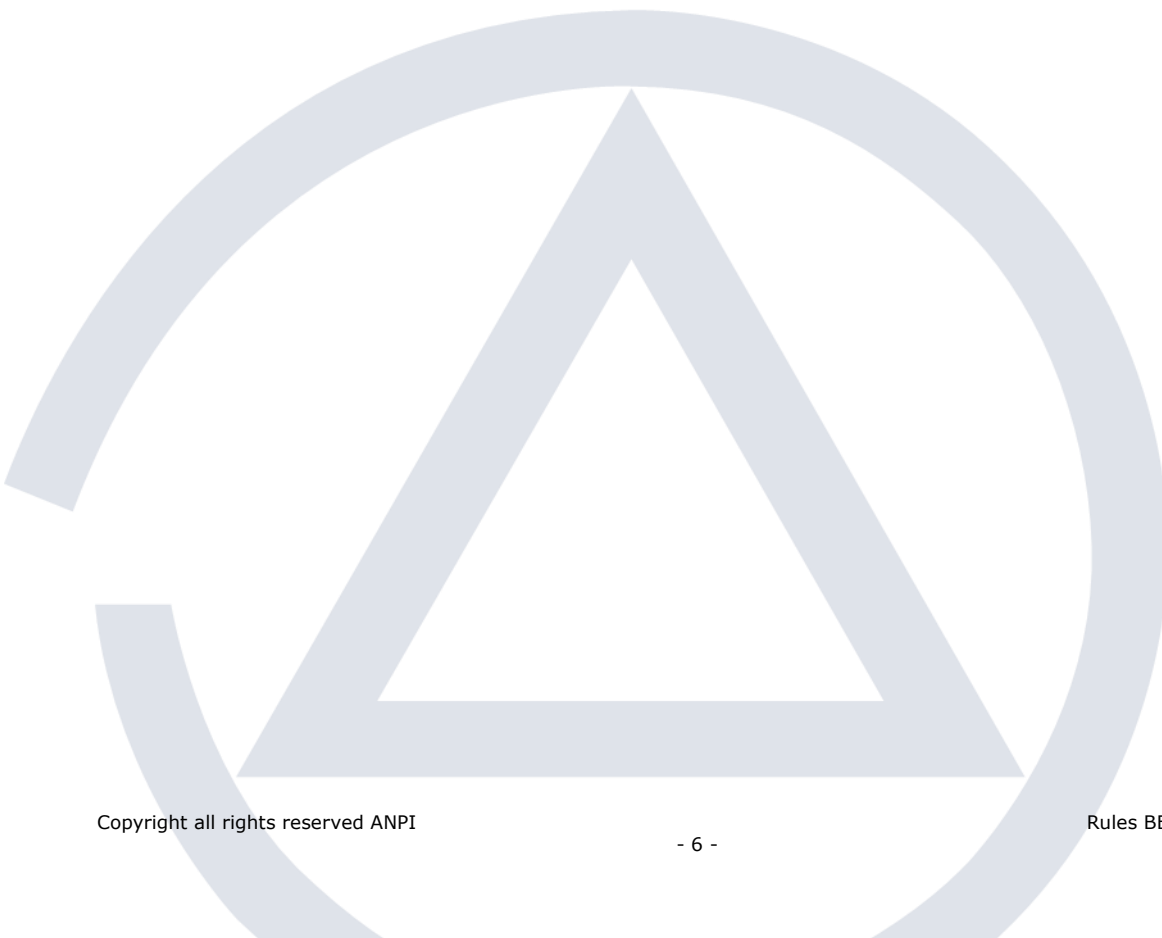
Producer: see Manufacturer.

Product: finished product that is certified and can be used immediately.

Surveillance audit: administrative and/or technical act of control carried out by an Auditor (not to be confused with an Inspector) in the framework of the (surveillance) procedure of the certification.

System: whole of Products that has proven to be compatible.

User of the mark: certificate holder who has a license to use the BENOR mark for the products covered by his certificate.



CHAPTER 1 - GENERAL DISPOSITIONS

Article 1.1 Scope

The present Specific Technical Rules cover the BENOR certification of manual extinguishing means, such as fire blankets, self-extinguishing waste bins, fire hose reels and fire hydrants. The aim is to guarantee high quality Products on the market in the framework of active fire prevention. The electrical control systems that can be linked to those Products (cabinets, container with opening detection contact) fall under the active fire Protection that is covered by the mark BOSEC.

Those rules are written in the framework of the mandate as Certification Organism (CO) granted by BENOR asbl to ANPI asbl. Therefore:

- it respects the "Specific sector rules of the mark BENOR" that regulates the functioning of the Sector Operator of the mark BENOR in the field of protection against fire and intrusion (ANPI TCT1). Those rules are available at ANPI Division Certification;
- it is an integral part and is subordinate to the General Rules of the mark BENOR (available at www.BENOR.be).

Important note: the present rules do not cover the portable or/and mobile extinguishers under pressure. Those equipments are covered by other rules under the responsibility of Apragaz asbl.

Article 1.2 Competences

The Technical Certification Committee 2 (TCC2) from ANPI is competent for the present Specific technical rules. This TCC is composed of experts from sector organizations Member of de ANPI asbl interested in the field of manual extinguishing means. The Members receive an invitation for every General Assembly and for the annual report of ANPI asbl. This TCC may be completed by experts, designated in function of the technicity of the examined files.

Article 1.3 Correspondence

All correspondence with regard to the grant, the use and control of the mark BENOR is addressed to ANPI Division Certification, with the exception of complaints and appeals against possible sanctions that have to be addressed to the CARC from ANPI.

Article 1.4 Use of the mark

ANPI Division Certification is empowered, under the conditions stipulated in chapter 2, to authorize the Certificate holder (hereafter called "Users of the mark") to make use of the mark BENOR for the "*BENOR products*", as long as the surveillances foreseen in article 3.4 are carried out and are satisfactory and as long as the application of article 2.13 about the withdrawal of the use of the brand is not called upon.

Article 1.5 Product BENOR

A "BENOR product", hereafter called "product", is the product that is manufactured in conformity with the products in accordance with the specifications mentioned in annex 1.

This conformity is established under the conditions of similarity and appreciation foreseen in the Belgian standards and with respect to the procedure of the "General rules of the mark BENOR, the present Specific technical rules". This conformity is decided by ANPI Division Certification.

CHAPTER 2 - AUTHORIZATION OF USE

Article 2.1 Process

In order to obtain the certification and the authorization to use the mark BENOR, the certification process is done in 5 steps:

1. initial evaluation of the certification request file handed over by the Applicant;

2. initial evaluation of the conformity of the Product or System with regard to normative documents, amongst others by means of tests carried out in laboratories that are accepted by the certification organization;
3. certification decision;
4. periodical surveillance audits sampling the Product in places that are accessible to the consumer (at the production or distribution chain);
5. maintain or withdraw the certificate.

The added value of the BENOR certification is not only to validate the quality of a Product at the moment of its initial certification but also to guarantee this same quality in time through checks and audits, at the distribution points

The implementation of the certification system is written down in the quality manual and/or the procedures of the Division Certification from ANPI.

A Basic requirements

The Applicant or Certificate holder has to take the following steps:

- a) submit an official certification request filled out and signed by a mandated representative by means of the document CERT BENOR P PROC 001 GENERAL RULES F WD 001 CUSTOMER REQUEST E available at the website www.anpi.eu.
- b) submit the necessary information;
- c) conform to the applicable dispositions of the certification scheme during the validity period of the certificate;
- d) facilitate the evaluation management;
- e) only use of make promotion for the mark according to the authorized modalities;
- f) stop the use or promotion of the brand as soon as the certificate is no longer valid or as soon as the brand is suspended or withdrawn;
- g) pay the costs and fees for the certification.

NOTE:

Every written information request from the Division Certification from ANPI to the Applicant that has not been answered can give cause to a reminder. In case that, after a month, there has been no answer to the registered letter, the Applicant is informed, without affecting the rights to appeal, that his file is closed. The file is returned to the Applicant. The amounts already invoiced cannot be recovered.

B Treatment of requests

Before introducing the request, the Applicant gets the Product(s) tested directly in the ANPI laboratories (article 2.4). The mission and test request are dealt with directly between the Applicant and the laboratories.

B.1. Stipulations for a certification request

The Applicant submits his request to the Division Certification from ANPI by means of the certification request form for the use of the mark BENOR available on the ANPI website. Only the use of this form is valid and excludes any other document.

B.2. Registration

On reception of the request, the secretariat of the Division Certification from ANPI undertakes the following actions:

1. registration of the request and assign a file number;
2. forwards to the Applicant within 10 working days:
 - the registration number of the file
 - the Product certification rules that contain:
 - o the technical certification stipulations,
 - o the contents of the technical file that has to be submitted for certification,
 - o the invoice for the registration rights.

B.3. Receivability of the request and certification project – Application review

On reception of the technical file and the proof of payment of the registration rights the administrative staff of the Division Certification from ANPI undertakes the following actions:

1. verification of the completeness of the file;
2. treatment of the request;
3. composition of the certification file.

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

C Certification process (Evaluation, review and decision)

The technical staff from the Division Certification of ANPI:

1. does this based on all information and on the certification file;
2. requests complementary information, if necessary;
3. gives an advice;
4. asks a second advice (review) from (an) expert(s) (external reviewer) in case of negative advice;
5. decides to deliver the certification or not.

This process is realized within 15 working days.

D Delivery of the certification

The Division Certification of ANPI:

1. informs the Applicant when the decision is negative;
2. sends the request to the Applicant when it is about a complementary information request;
3. when the decision is positive the original certificate is drawn up after having received the signed certification convention (see model in annex 2) 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 the mark 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.

E Duration of the validity of the certification

The certification is granted for an undetermined period as long as the certification convention is applicable and as long as the Surveillance audits don't lead to a withdrawal of the certification.

In case one of the specifications mentioned on the certificate have been amended or revised, it has to be proven to the Division Certification from ANPI that the concerned product(s) is (are) still in conformity with this amendment or revision and this according to the same conditions as the initial study and within a period of 2 years, or another period determined by the TCC2.

The duration of the validity of the certificate depends on the implementation of new binding Laws or standards or specific dispositions (technical notice, ...). In that case the TCC2 of the mark decides upon the certification duration and the possible time periods to redress the conformity, case per case.

F Surveillance

The surveillances are carried out in order to be sure that the certified Product(s) always comply with the certification requirements.

With respect to the surveillance audits the user of the brand has to:

- announce to the Division Certification from ANPI every modification to his certified Product(s) according to the annexed procedure;

- announce to the Division Certification from ANPI all manufacturing- and stock places in Belgium and abroad as well as places of primary storage for imported Products and communicate the distribution network;
- sign a certification convention that authorizes the Auditor mandated by ANPI to carry out the surveillance audit that are foreseen in the certification scheme;
- allow the ANPI representatives access to the places mentioned in the second point of this article at all times;
- put the register of complaints at the disposal of the mandated Auditor. The Certificate holder keeps a register of complaints with a brief and chronological overview of the complaints with regard to the certified Product(s). This register contains: the origin of the complaint, its content. Complementary documents concerning the treatment of the complaint (letter, fax note...) are added to the complaint as an annex.

The Organization in charge of the surveillance audits (designated by ANPI Division Certification) carries out the periodical surveillance audits according to the modalities in Annex 6. In function of the results of the audits the certification is maintained or not.

In case de surveillance is impossible (i.e. absence of a Product), the user of the mark has to ask to the Division Certification of ANPI an additional audit within 30 calendar days. If not, he is exposed to the possible sanctions.

G Extension/Modification

The user of the mark has to inform the Division Certification from ANPI as soon as possible, and at the latest within one month, about every modification with regard to the object(s) of the certification with the exception of modifications to Certified Products.

For modifications to Certified Products, see the procedure in Annex 7.

After having observed the modifications the Division Certification of ANPI announces its decision.

Article 2.2 Certification refusal

When the conditions for granting and using the mark BENOR are not fulfilled, ANPI Division Certification informs the Applicant about the situation and gives the conclusions. The Applicant can send his remarks to ANPI Division Certification and, if necessary, be heard by the technical committee.

Article 2.3 Use of the mark BENOR

By applying the mark BENOR on the products, the User of the mark attests:

1. the products bearing the BENOR mark are manufactured in conformity with their description in the publication of the technical approval;
2. the surveillance audits mentioned in chapter 4 are carried out;
3. the conformity to the specifications in annex 1.

Article 2.4 Laboratory tests

The Applicant gets the laboratory tests done apart from the certification procedure. The laboratory choice is defined in article 3.1 underneath.

Article 2.5 Forbidden to use the mark BENOR

Every use of the mark BENOR is forbidden if ANPI Division Certification has not given its authorization in written to use the mark or if it is withdrawn, suspended or resolved in accordance with the present rules.

Article 2.6 Unmarking of the product

Every product in stock with a BENOR mark has to be unmarked if the authorization to use the mark BENOR has been withdrawn to the User of the mark for a motive leading to a sanction.

Article 2.7 Commitment of the User of the mark

During the entire validity period of the right to use the mark BENOR, the User of the mark commits himself to manufacture according to the method described in the Certification file, and to not sell any other product using the same references than those of the BENOR product mentioned on the certificate defined in annex 3.

The User of the mark has to set up an internal quality system that allows to minimize the production non-conformities de production and to guarantee the necessary traceability in the framework of the surveillance audits. The User of the mark will see to it that a system of regular internal audits is implemented.

Article 2.8 Withdrawal of the certification

The authorization to use the mark BENOR can be withdrawn by the Division Certification of ANPI in the following cases:

1. at the explicit request of the User of the mark by means of a registered letter;
2. after enquiry by ANPI Division Certification, following an advice of the Technical Committee, (the BENOR Commission BENOR can be consulted in advance) communicated to the User of the mark by means of a registered letter, if one of the clauses of the general rules of BENOR asbl, of the present Specific technical rules or of the convention in annex 2 is not respected or if the surveillances foreseen in chapter 4 are not satisfactory;
3. in case of non-payment of the amounts specified in chapter 5.

If the withdrawal of the authorization to use the mark is the result of motives leading to a sanction, the User can submit an appeal to the CARC from ANPI.

If the withdrawal of the authorization to use the mark is the result of motives not leading to a sanction, the User of the mark can continue to sell the conform products, already bearing the mark BENOR, during a period mutually agreed upon.

In case of withdrawal of the authorization to use the mark BENOR the user still has to fulfil all 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.

Article 2.10 Certification Organization

When ANPI Division Certification is no longer mandated as Certification body, all contracts and authorizations to use the mark BENOR resulting from that mandate are cancelled and go to BENOR asbl, without additional costs for the User of the mark. The situation is the same in case ANPI asbl is dissolved.

CHAPTER 3 - GRANTING CONDITIONS OF THE MARK BENOR TO A PRODUCT TYPE

The granting of the mark BENOR is subordinate to:

1. obtaining the tests claimed by the Applicant in his request;
2. signing of a certification convention as shown in annex 2, aiming to guarantee the production surveillance of the certified product.

Article 3.1 Laboratory tests

Those tests, defined in annex 1, are carried out by a laboratory mentioned in the list of laboratories in annex 4.

The choice and control of the test products as well as their mounting are carried out in conformity with the dispositions defined by the laboratory.

The order and test request are treated by the Applicant directly with the laboratory of his choice based on the list in annex 4.

Article 3.2 Production surveillance

For the planned control, the User of the mark:

1. informs ANPI Division Certification about all the production and stock places in Belgium as well as abroad,
2. signs a certification convention, according to annex 2, authorizing an Organization in charge of the surveillance audits to carry out the controls according to the modalities in annex 6,
3. facilitates, at all times, to the correctly mandated delegates of the Committee of the Mark and of ANPI Division Certification, access to the places in point 1. of this article.

The controls are carried out by the Organizations in charge of the surveillance audits listed in annex 4 (list established by the Technical Committee).

Article 3.3 Transfers

The certification cannot be transferred. In case of modification of the legal statute of the certificate holder, the rights of this holder are stopped by right.

The Division Certification of ANPI has to examine the request of the company that ensures the entire or partial continuation of the activity linked to the use of the mark.

In case of a merge with another company the use of the certification can be transferred as long as:

1. the user of the mark and the other company sign an agreement that:
 - a) stipulates the new name of the company;
 - b) declares that the activities of the User of the mark were taken over by the new company;
 - c) stipulates the contractual links between the user of the mark and the company.
2. the new company signs a certification agreement with the Division Certification of ANPI. This agreement destroys the initial agreement signed between the user of the mark and the Division Certification of ANPI.

CHAPTER 4 - FINANCIAL REGIME

The tariff of the certification and surveillance costs is fixed by ANPI Division Certification.

CHAPTER 5 - PUBLICATIONS

Article 5.1

The Division Certification of ANPI has the mission to deliver the list of the Users of the mark, as well as the list of products for which the use of the mark has been authorized or withdrawn since the publication of the last complete list, to every person or body, private as well as public that asks for it

Article 5.2

Every publicity of the User of the mark regarding a BENOR product mentions the mark BENOR.

CHAPTER 6 - REPRODUCTIONS

Unless a written agreement between ANPI Division Certification, the laboratories and the Organization in charge of the surveillance audits, on one hand, and the User of the mark, on the other hand, the technical information in the reports of the test laboratories and the Organizations in charge of the surveillance audits may not be reproduced partially by the User of the mark in his promotion documents (publicity). Only an integral reproduction of the reports or certificates is authorized.

CHAPTER 7 – RESPONSIBILITES OF THE CERTIFICATION

Article 7.1 Manufacturing

The Certificate holder is responsible for the Product put on the market:

- he has the control and responsibility for all the production sites. In that respect he has to ensure that all the sites are accessible for the Organization in charge of the surveillance audits.
- He is the only one that can buy BENOR Labels (annex 5) and sees to it that they are applied on the Products when they leave the production site. He has to keep a register with his BENOR Labels and the production place where they were applied up-to-date.

Article 7.2 Surveillance audits

If facts are noticed during the surveillances that could influence the certification of one of the parties, the other parties will automatically be informed.

Article 7.3: Labels

The BENOR Labels to be applied on the certified products will always be delivered to the User of the mark for its own production.

CHAPTER 8 – PLACEMENT

The placement is not the subject of the present rules that only cover the certification of the Product. However, it is important to highlight this aspect since it is a crucial part of the fire prevention chain. A bad placement could harm the image of the Certificate holder and/or the BENOR certification. Therefore, the products have to be placed correctly and provided with a precise instruction notice.

CHAPITRE 9 – SANCTIONS

Article 9.1

When infringements of the General rules of BENOR asbl, of the present Specific technical rules or the convention mentioned in 4 and 8 are correctly observed by ANPI Division Certification, it has the same sanction rights towards the Users of the mark as those assigned to the Committee of the mark. The sanctions are taken by the Division Certification from ANPI that informs the TCC2.

Article 9.2

The following sanctions can be pronounced:

- the registered warning letter containing the corrective actions the TCC2 decided upon;
- the temporary withdrawal of the right to use the mark awaiting the corrective actions;
- the definitive withdrawal of the right to use the mark;
- 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).

Article 9.3

In case of a suspension, the User of the mark has the obligation to unmark all the products that are recognized by the Organization in charge of the surveillance audits as being of non-conform quality. The use of the certification and the mark will only be authorized again after a positive audit by that organization.

Article 9.4

The sanctions are announced by means of a registered letter.

Article 9.5

After having been informed about the sanctions, the Certificate holder has 10 days to dispute those sanctions at the TCC2. In case the TCC2 judges the dispute admissible, he or his representative will be summoned by registered letter. In the absence of the interested parties, the TCC2 will pronounce the sanctions.

Article 9.6

The definitive withdrawals of the use of the mark are made public on the website www.BENOR.be and on the website of the former holder of the mark. A judgement of court will be published, at the expense of the offender, in A4-size in at least two sector related professional journals.

In case of withdrawal of the authorization to use the mark the user still has to fulfil all his obligations towards ANPI asbl 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.

CHAPTER 10 – APPEAL - ARBITRATION

Article 10.1

The user of the mark 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.

Article 10.2

The appeal the User of the mark can lodge at the CARC against the sanction taken by ANPI Division Certification suspends the execution of the sanction.

The same rules apply in case of a withdrawal of the certification.

Article 10.3

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

CHAPTER 11 – CONFIDENTIALITY

All the parties make the commitment, for themselves as well as for their members or delegates to ensure the confidentiality of all the documents, test results, studies, schemes, processes, production volumes, etc... to which they have access while doing their job.

All Members of the different bodies involved in the certification (TCT1, TCC2, CARC, ANPI, SG) are submitted to article 458 of the Belgian Penal Code.

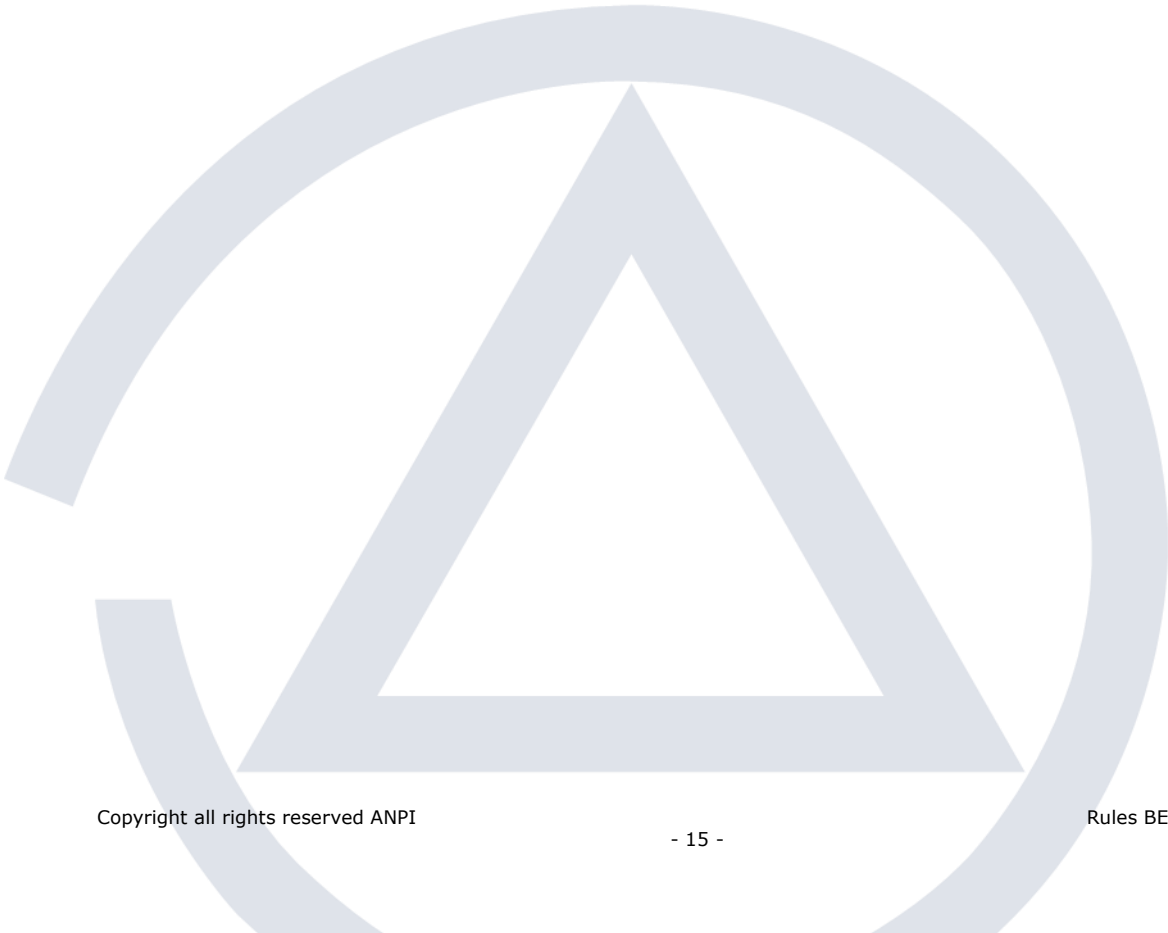
CHAPTER 12 – COMPLEMENTARY DISPOSITIONS

Article 12.1

The right to use the BENOR mark does not imply any warranty from ANPI Division Certification and, in accordance with the General rules, does not discharge the User of his responsibilities. It does not substitute the responsibility of the User of the mark to that of the organizations involved in the delivery or the follow-up of the certification.

Article 12.2

The User of the mark contributes by all means that lie in his power to the control of the mark BENOR, more specific by informing ANPI Division Certification about every fact that could endanger the correct use of it.



ANNEX 1 - APPLICATION SPECIFICATIONS

1.1 Fire blankets

ANPI NTN 148 Fire blankets

ANPI NTN 187 Fire blankets for electrical vehicles

1.2 Fire-extinguishing waste bins

ANPI NTN 108 Fire extinguishing waste bins

1.3. Fire hose reels

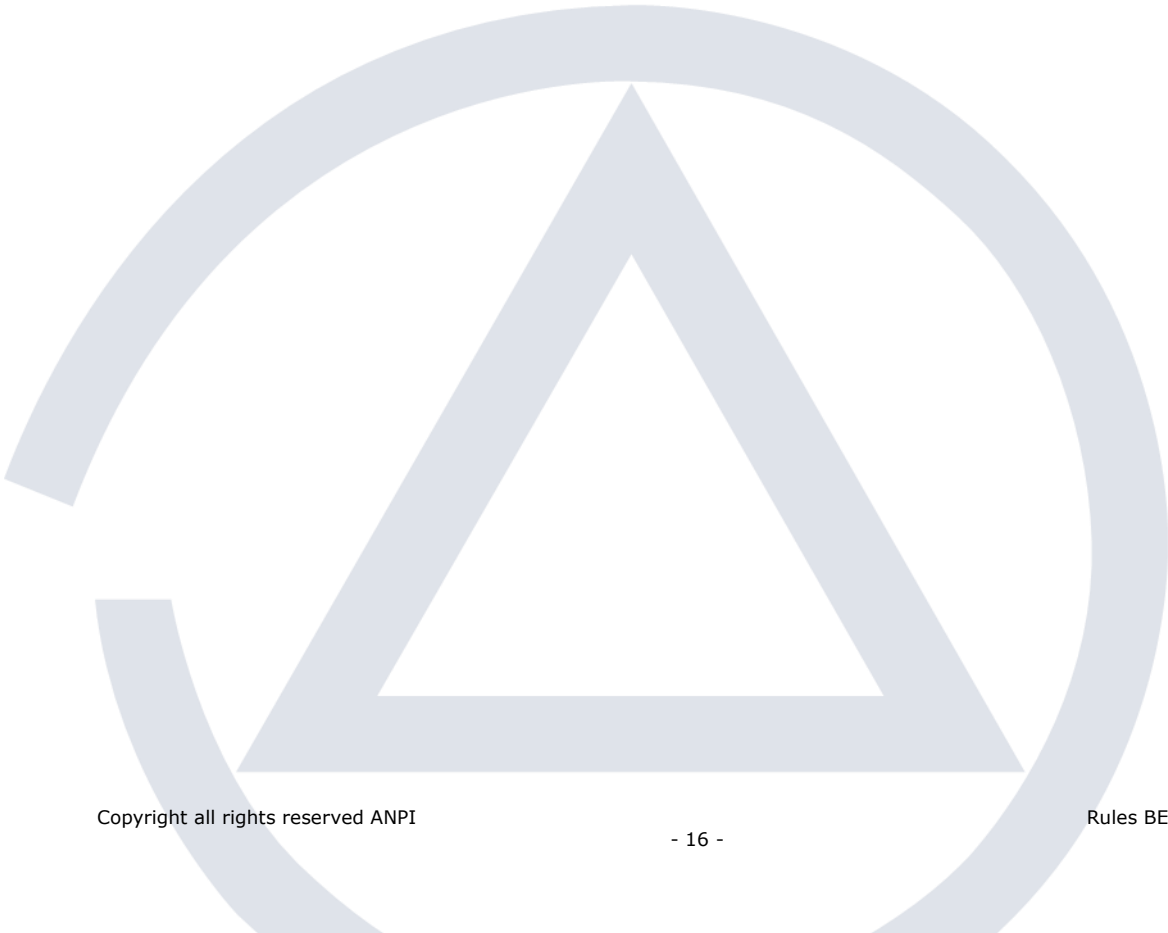
ANPI NTN 131 Fire hose reels

1.4 Underground fire hydrants

EN 14339

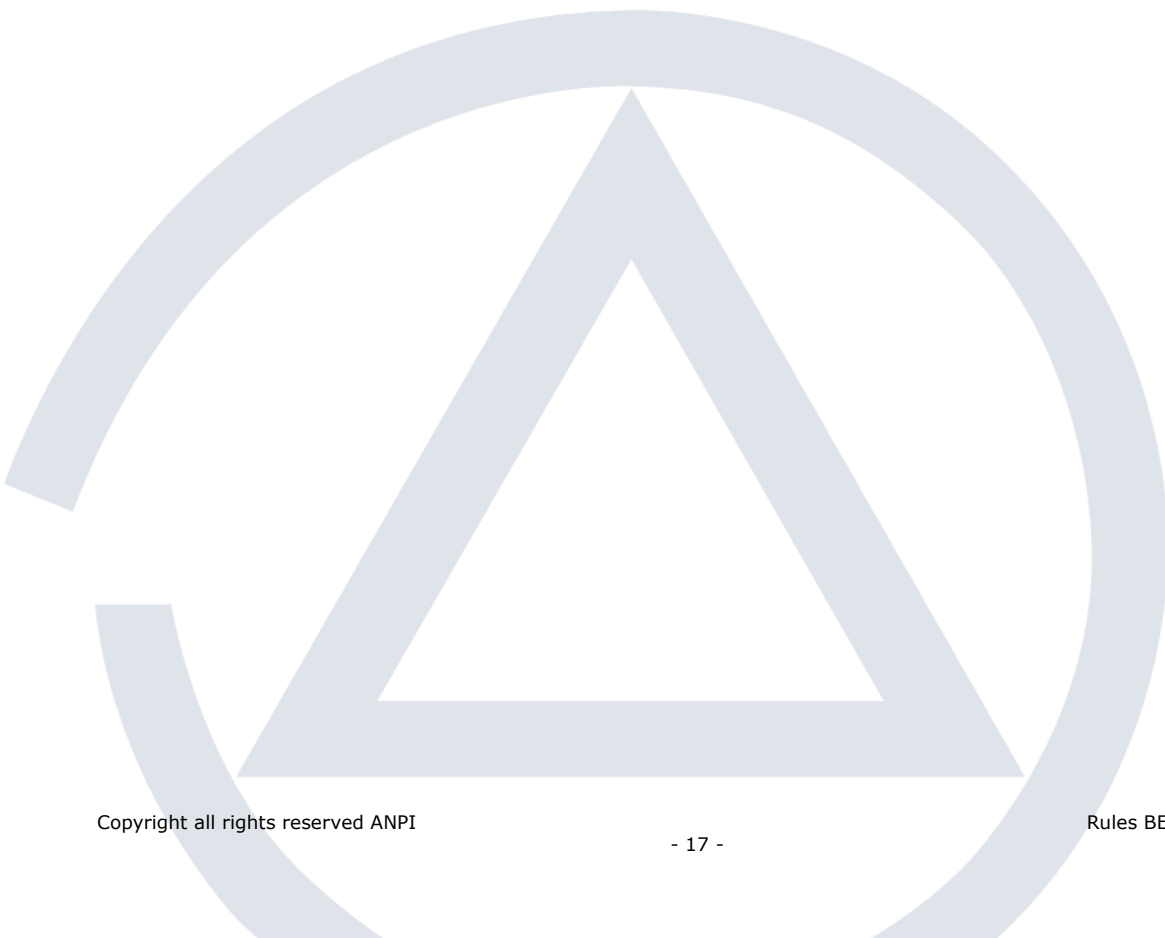
1.5 Pillar fire hydrants

EN 14384



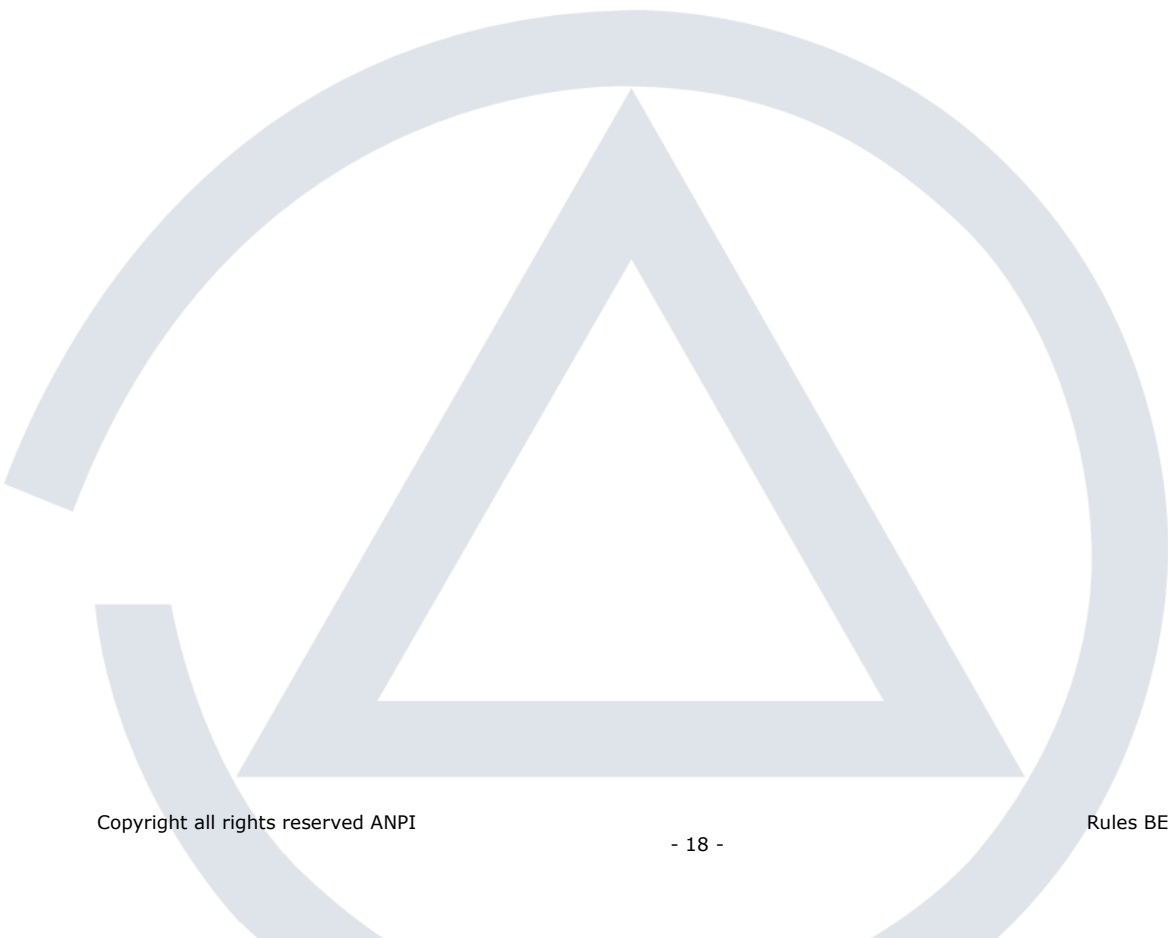
ANNEX 2 - CERTIFICATION CONVENTION

See document available at the Division Certification from ANPI (cert@anpi.be).



ANNEX 3 - CERTIFICATE MODEL

See document available at the Division Certification from ANPI (cert@anpi.be).



ANNEX 4 – LIST OF LABORATORIES AND AUDITING ORGANIZATIONS

List of laboratories recognized by ANPI to carry out the tests on the products covered by annex 1

Laboratory tests:

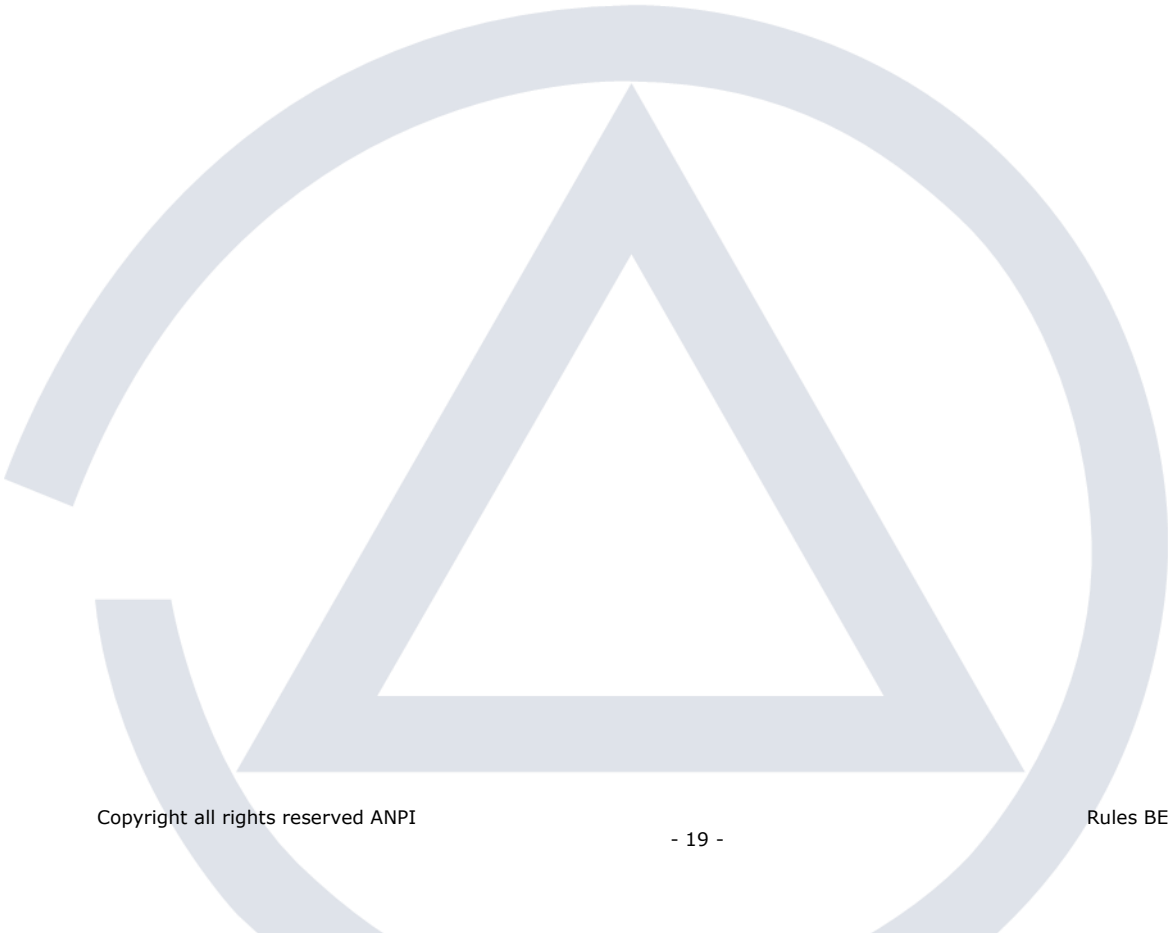
ANPI
Granbonpré 1
1348 LOUVAIN-LA-NEUVE

Every other laboratory EN17065 accredited in the concerned domain and recognized by ANPI*

*with whom ANPI carries out round-robin tests.

List of organizations in charge of surveillance audits recognized by ANPI to carry out missions of certification and surveillance audits from the committee TCC2

ANPI
Granbonpré 1
1348 LOUVAIN-LA-NEUVE



ANNEX 5 - TRACEABILITY OF THE PRODUCTION / BENOR CONFORMITY MARK

The traceability of the product has to be ensured: either on the product itself, either on the accompanying container (i.e. fire blankets).

In all cases the mark BENOR has to be applied:

- either in a free way by the Certificate holder who will respect the following modalities:
 - o use of the logo BENOR as registered by BENOR asbl at the Benelux Office for Intellectual Property (BOIP) under the number 56500
 - o mention of the BENOR certificate number
 - o mention of the standard/technical note ANPI
 - o mention of the unique serial or production batch number
 - o (those three elements have to be in on same place)
- either by using the label underneath to be obtained at ANPI asbl:
 - o mhin self-adhesive plate (see model below) (diameter: 22 mm).
 - o each label has a unique identification number.



ANNEX 6 - MODALITIES OF THE SURVEILLANCE AUDITS

About: Procedures for the follow-up of the production of the certified Products.

Periodicity: once a year.

For the surveillance audits there is a difference between:

A. the periodic surveillance audit:

Visual examination once a year.

This visual examination consists in an identification of the certified product as compared to the initial test report or to the most recent approved modification. The auditor bases himself on the sampled product on the one hand and on the other hand on the technical certification file (test reports and announcements of modifications before surveillance).

The register of complaints is also checked during the surveillance audit.

Within 20 working days following the receipt of the visual examination report or factory audit report, the division certification sends the report, if necessary, together with a corrective action request to the Certificate holder. The Certificate holder then has 15 days to react and 30 days to fix the problem. In case a non-conformity is observed within 12 months that follows that fixing, the frequency of the surveillance activities can be increased during a to be defined period.

In function of the results of the corrective actions, the following decisions can be taken:

1. maintaining the right to use the mark BENOR
2. application of a sanction:
 - the warning letter. This letter contains the corrective measures decided by ANPI Division Certification,
 - the temporary stop of the use of the mark awaiting the corrective actions
 - the definitive stop of the use of the mark

B. the exceptional surveillance audits

At the request of the Committee of the mark BENOR (adaptation of standards...) or at the request of ANPI Division Certification, supplementary audits can be carried out.

ANNEX 7 - PRODUCT MODIFICATIONS

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.

A. 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;
- changing of material into similar or improved specifications;
- change of labels and documents that could affect the marking or the data requirements by ANPI or by the applicable standards;
- major changes to the production process (for instance a new production line, an alternative production site);

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.

B. 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;
- Changing of the diameter of a mounting hole in a component;
- 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.

