



Rules of the ANPI-brand Product certification rules

The guarantee of the conformity of Products and Systems in the domain of Intrusion and Fire prevention

For more information about the present Rules:

asbl **ANPI** vzw
Division Certification
cert@anpi.be

These rules are edited in French, Dutch and English.
For the official implementation of the rules only the original French version is taken into account in order to avoid interpretations due to translation.

It can freely be consulted.
The reproduction rights are subject to an official request at asbl ANPI vzw.



The 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.*

*The present **Product rules of the ANPI-brand** precises per type of Products and Systems the technical criteria that have to be fulfilled in order to be certified according to the **ANPI-referential**. It is completed by the **Rules of the ANPI-brand – Administrative and legal clauses**.*



CONTENTS

Definitions	4
1. Domain of application	5
2. Certification steps	5
3. Criteria to which Products have to comply	5
3.1. Applicable referentials	5
3.2. Administrative criteria	5
3.3. Demonstration of Product conformity with the applicable referentials	6
4. Certification treatment	6
4.1. Basic conditions	6
4.2. Treatment of requests	6
4.2.1. Stipulations for a certification request.....	6
4.2.2. Registration.....	6
4.2.3. Receptivity of the request and certification project	7
4.2.4. Certification process	7
4.2.5. Delivery of the certification	7
4.2.6. Duration of the certification	7
4.3. Modifications	8
4.4. Follow-up of the certification/surveillance audits	8
4.4.1. Duties of the Certificate holder	8
4.4.2. Surveillance	8
Annex 1: Request form for certification and the use of the ANPI-brand	9
Annex 2: Certification convention	10
Annex 3: Technical referentials	11
Annex 4: Procedure notification and acceptance of product modifications	12
Annex 5: Surveillance stipulations	14
Annex 6: Certificate models	15
Annex 7: Rules for applying the certification brand ANPI	16



Definitions

EN	European standard
IEC	International Electrotechnical Committee
NTN	Technical Note



1. Domain of application

The present **Rules of the ANPI-brand - Certification rules "other" Products**, define per type of Product and Systems, the technical criteria that have to be complied to in order to obtain certification according to the ANPI referential. It is completed by the **Rules of the ANPI-brand - Administrative and legal clauses** about the use of the brand.

The present rules are meant for all the components and their compatibility and associativity with the objective to participate at the Active protection against fires and/or thefts that are not covered by the rules "Intrusion detection products in buildings" or another existing certification brand for which ANPI certifies products.

2. Certification steps

The certification is realized in 5 or 7 steps in function of the intended scheme:

- 1° Initial evaluation of the certification request file handed over by the Applicant;
- 2° Initial evaluation of the conformity of the Product with regard to normative documents, amongst others by means of tests carried out in laboratories that are accepted by the certification body;
- 3° Initial audit of the production line (only applicable if mentioned in part -C of the applicable technical note);
- 4° Certification decision;
- 5° Periodical audit of the production line (only applicable if mentioned in part -C of the applicable technical note);
- 6° Periodical surveillance audits by sampling the Product in places that are accessible to the consumer and at the production or distribution chain);
- 7° Maintain or withdraw the certificate.

The added value of the ANPI 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 Part C of the technical note and/or the procedures of the Division Certification from ANPI.

3. Criteria to which the Products have to comply

3.1. Applicable referentials

The applicable standards are listed in Annex 3.

If there is no standard for the concerned Product, the applicant will submit in his technical file all possible studies that justify the quality of the presented Product. A short technical document could be written in order to register the test procedure and the technical criteria so that similar Products that would be presented afterwards can be treated in the same way.

3.2. Administrative criteria

To be candidate for certification the applicant has to meet the following conditions:

- the proof of conformity of the Product with the prescriptions indicated in the evaluation report, based on the tests and/or visits mentioned in the present rules;
- if applicable, delivery of a copy of the CE declaration of conformity;
- if applicable, delivery of a copy of the CPR-certificate(s) as well as the declaration of performance
- having signed the certification convention according to model in annex 2.
- the obligation to add a copy of the manual to each delivery of the certified Product.

If one of the conditions underneath are not fulfilled the request can be rejected.

During the process of his request the applicant can send remarks to ANPI and, if necessary, be heard about the subject by the Management Committee of the ANPI brand.

3.3.1 Demonstration of Product conformity with applicable referentials



The tests have to be carried out according to the applicable referentials by the ANPI laboratories. The results will be delivered to the Applicant as well as to the Division Certification from ANPI.

These tests may also be carried out by other laboratories that are explicitly accepted by ANPI. In this case the report will be evaluated by the ANPI laboratories that will transmit the result of their evaluation simultaneously to the Applicant and to the Division Certification from ANPI.

In the domains where the ANPI laboratories cannot carry out the tests themselves, a test report from another laboratory may be submitted. In that case the test report will be evaluated by the ANPI laboratories that will transmit the result of their evaluation simultaneously to the Applicant and to the Division Certification from ANPI.

4. Certification treatment

4.1. Basic conditions

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

- a) submit an official request, correctly filled in and signed by a mandated representative,
- b) submit the necessary information,
- c) go along with the terms that are applicable to the certification system during the validity period of the certificate,
- d) facilitate the evaluation management,
- e) only use the brand or promote it according to the authorized stipulations,
- 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 registered mail. In case that, after a month, there has been no answer to the registered mail, 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.

4.2. Treatment of the requests

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

4.2.1 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 ANPI brand mentioned in annex 1. Only the use of this form is valid and excludes any other document.

4.2.2. 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:
 - a) the registration number of the file
 - b) the link to the rules of the ANPI brand
 - c) the present Product rules containing the following
 - the technical certification stipulations,
 - the contents of the technical file that has to be submitted for certification,
 - the invoice for the registration rights.

4.2.3. Receptivity of the request and certification project

On reception of the technical file and the proof of payment of the registration rights 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 project (request file);



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

4.2.4 Certification process (Evaluation, review and decision)

The technical staff of the Division Certification from ANPI:

1. does this based on all information and on the certification file;
2. asks for complementary information, if necessary;
3. gives an advice ;
4. decides to grant the certification or not.

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

4.2.5. Delivery of the certification

The Division Certification from ANPI examines the evaluation report from the Bureau and decides on the basis of this report whether the certification is granted or not:

1. if the evaluation report is negative, the Applicant is informed
2. if it is about a complementary information request, the request is sent to the Applicant.
3. If the evaluation report is positive the original certificate is drawn up after having received the signed certification convention (see model in annex 2) and 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 brand 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 review conclusions.

4.2.6. Duration of the certification

The referentials mentioned in Annex 3 determine the duration of the validity of the certificate with a maximum of 6 years.

During the validity period of the certificate, the product has to be marked as described in Annex 7.

In case one of the referentials 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 MCAB, following the publication of that same amendment or revision.

This duration depends on the implementation of new binding laws or standards or specific prescriptions (technical note, rules brand "supra"). In that case the Committee of the Brand decides upon the certification duration and the possible time periods to redress the conformity per case.

Prolongations/renewals are treated in the same way as a new request.

4.3. Modifications

The user of the brand 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

For modification of Certified Products, see procedure in Annex 4.

After having observed the modifications the Secretary-General announces his/her decision.

4.4. Follow-up of the certification/surveillance audits



The ANPI-certification is subject to a surveillance procedure carried out by the Division Certification from ANPI. This can be subcontracted under their responsibility.

4.4.1. Duties of the Certificate holder

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 procedure in Annex 4 of these rules;
- 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 audits that are foreseen in the certification scheme;
- allows the ANPI representatives access to the places mentioned in the second point of this article at all times
- puts 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.

4.4.2. Surveillance

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

Practical stipulations of the surveillances are described in annex 5 or in part -C of the applicable technical note.

In the case that a surveillance is impossible (i.e. absence of a Product) the user of the brand has to request an additional control to the Division Certification from ANPI within 30 calendar days. Otherwise he exposes himself to the sanctions foreseen in the Rules of the ANPI brand, Administrative and legal clauses.



Annex 1: Request form for certification and the use of the ANPI brand

The request forms are revised on a regular basis in order to take into account specific questions.

The latest versions are available at www.ANPI.be.



Annex 2: Certification convention

See CERT PROC 018 CERTIFICATION CONVENTION F WD 005 ANPI-A-P E F N or CERT PROC 018 CERTIFICATION CONVENTION F WD 006 ANPI-C-P E F N available at the Division Certification from ANPI (cert@anpi.be).



Annex 3: Technical referentials

The ANPI technical notes from which the application domain is included in the domain of the present rules can be obtained at the Division Information from ANPI (info@anpi.be). Or in the online webshop at www.anpi.be.



Annex 4: Procedure for notification and acceptance of product modifications

General

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

In general, ANPI has to be informed and has to approve the modifications before they are implemented. The normal procedure for the treatment of modifications is described underneath.

The procedure for notification of modifications to the Products is 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 with the applicable rules and standards.

Examples of major modifications :

- Changes in component values
- Changing of component (f.i.: 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 the lay-out or 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, metal housing replaced by plastic housing, different material characteristics such as fragility, screen effect, water tightness, etc.);
- Changing of the application method of PCB coating;
- Change of labels and documents that could affect the marking or the data requirements by ANPI or by the applicable standards.
- Changes to the profile of the detector that affect the shape or fixation means;
- Changes or upgrades in the software or designs of programmable components (f.i.: ASIC, main and auxiliary microprocessors) that affect the functioning of the equipment;
- Changes in the characteristics of the digital circuits (e.g.: speed);
- Changes that can have an impact on the conformity with the EMC requirements;
- Major changes to the production process (for instance a new production line, an alternative production site);
- Another production site.

The Major Modifications have to be notified/declared to the Certification Division.

ANPI Division Certification will consult the laboratories to determine whether the declared modification is really a major modification and whether complementary tests are necessary or not. The holder of the certificate can in no case implement the major modification 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 with the applicable rules and standards.

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 holder of the certificate can group up to 5 minor modifications on the same Product before declaring them and has to declare them at least 1 month before the date of the surveillance audit on the Product.

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

ANPI Certification Division will consult the laboratory in order to determine whether the declaration corresponds to a minor modification and whether complementary tests are necessary.

In case of deviations during the surveillance test by the laboratory, the holder is obliged to provide the proof for the given declarations and provide all necessary corrective actions including the Products put on the market.



Annex 5: Surveillance stipulations

The surveillance stipulations are mentioned in part C of every technical note.

The surveillance is carried out as described in the surveillance procedure CERT CAD PROC 012 J Control ANPI P IN 10501 F.

The factory production controls are described in the procedure CERT CAD PROC 010 Z_O INIT_SURV FPC IN 10492 F.



Annex 6: Certificate models

Please contact the administrative service of the Division Certification from ANPI.



Annex 7: Rules for applying the certification brand ANPI

The certification brand ANPI according to Annex 1 of the Rules of the ANPI-brand – Administrative and legal clauses have to be applied to the products.

The certification under the ANPI brand has to be mentioned in the documentation that is delivered together with the product.