



## **RULES OF THE BENOR MARK**

### **Specific rules for the certification of stock units**

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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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## CONTENTS

DEFINITIONS.....	4
1 GENERAL.....	5
1.1 Domain of application .....	5
1.2 Competences .....	5
1.3 Correspondence.....	5
1.4 Use of the mark.....	5
2 STEPS TO OBTAIN THE RECOGNITION .....	5
3 CRITERIA TO WHICH THE PRODUCTS HAVE TO COMPLY .....	6
3.1 Applicable referentials .....	6
3.2 Administrative criteria .....	6
3.3 Technical criteria.....	6
4 CERTIFICATION REQUEST TREATMENT .....	7
4.1 Basic conditions.....	7
4.2 Treatment of the requests.....	7
4.2.1 Stipulations for a certification request.....	7
4.2.2 Registration.....	7
4.2.3 Receptivity of the request and certification project – Application review ...	7
4.2.4 Certification process (Evaluation, review and decision) .....	8
4.2.5 Delivery of the Certificate.....	8
4.2.6 Validity duration of the Certificate .....	8
4.3 Modifications .....	8
4.4 Follow-up of the certification - surveillance audits .....	9
4.4.1 Duties of the Certificate holder .....	9
4.4.2 Surveillance tests.....	9
4.5 Renewal of the Certificate .....	9
ANNEX 1 - REQUEST FORM FOR CERTIFICATION AND USE OF THE MARK BENOR.....	10
ANNEX 2 - MODEL CERTIFICATION CONVENTION.....	11
ANNEX 3 - TECHNICAL SPECIFICATIONS.....	12
ANNEX 4 - MODEL CERTIFICATE OF RECOGNITION .....	13
ANNEX 5 - STIPULATIONS FOR SURVEILLANCE TESTS.....	14
ANNEX 6 - PROCEDURE FOR PRODUCT MODIFICATIONS.....	15
ANNEX 7 - CONFORMITY MARK BENOR .....	17

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## DEFINITIONS

The following definitions will be referred to with a capital letter every time those rules use them.

Note: the terms explicitly defined by a paragraph in the rules are not listed underneath but in *italic* in the text of the rules.

**Applicant:** the Manufacturer, the Distributor, the Master joiner, the Recognized Installer, or any other natural person or legal body having introduced a certification request for a Product or a Kit.

**Certificate (of recognition):** document delivered by the Division Certification form ANPI asbl that confirms the certificate of another organism in conformity with the prescriptions of the BENOR referentials.

**Certificate holder:** applicant who has obtained a license allowing to use the mark Benor on a Product.

**Certification file:** file to be submitted for obtaining the certification and to be completed afterwards with every information that could have an impact on the quality of the production or that has been modified.

**Distributor:** natural person or legal body that is legally responsible to put Products or Kits on the market (importer, wholesaler, retailer, etc.).

**Label BENOR:** label applied on the Product that shows the certification of the Product. The Label BENOR shows to all those who use the Product that the entire quality chain at the manufacturing level of the Product has been respected.

**Laboratory:** ISO17025 accredited organism in the domain that has to check whether the test criteria to which the Product has to comply are met.

**Licensee:** see Certificate holder

**Manufacturer (Producer):** natural person or legal body manufacturing a Product.

**Manufacturer with License:** see Certificate holder

**Producer:** see Manufacturer

**Product: stock unit:** Safe box, ...

**Stock unit:** see definition of «secure safe cabinet» in the European standard EN 14450.

**Surveillance tests:** periodical tests carried out by a Laboratory.

**User of the mark:** manufacturer who holds a license to make use of the mark BENOR for the products covered by a certificate.

## **1 GENERAL**

### 1.1 Domain of application

The present specific technical rules cover the certification of recognition BENOR of the Stock units. It is meant to guarantee the existence of qualitative Products on the market in the framework of Prevention of thefts.

Those rules are written in the framework of the mandate of Certification Body granted to ANPI asbl by BENOR asbl. In this context :

- they respect the specific sectoral Rules of the BENOR mark that define the functioning of the Sector Operator on the mark BENOR within the domain of the protection against fire and theft (ANPI TCT1). Those rules are available at ANPI Division Certification,
- they are integral part and are subordinate to the General rules of the mark BENOR (available at [www.BENOR.be](http://www.BENOR.be)).

### 1.2 Competences

The Technical Certification Committee 4 (TCC4) from ANPI is competent for the present specific technical Rules. This TCC is composed of experts from the sector organisations Member of ANPI asbl interested in the domain of the stock units. Every General Assembly the Members receives an invitation as well as in the yearly report of ANPI asbl. The TCC can be completed with experts designated by this TCC in function of the technical expertise of the examined files.

### 1.3 Correspondence

Every correspondence in relation to the granting, use and control of the mark BENOR is addressed to ANPI Division Certification, with the exception of complaints, appeals against possible sanctions that have to be addressed to the CARC of ANPI.

### 1.4 Use of the mark

ANPI Division Certification is entitled, within the conditions foreseen in chapter 2, to authorize Applicants (called hereafter "Users of the mark") to use the mark BENOR for the BENOR products, as long as the surveillance controls foreseen in article 4.4 are carried out and satisfactory and the withdrawal of the mark is not requested.

## **2 STEPS TO OBTAIN THE RECOGNITION**

There are 4 steps on the way to obtain the Recognition:

1. Initial evaluation of the Recognition request file handed over by the Applicant;
2. Certification decision;
3. Periodical surveillance tests by a recognised organism;
4. Maintain or withdraw the certificate.

The added value of the Certificate of recognition BENOR 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 surveillance Tests.

The implementation of the certification system is written down in the quality manual and/or the procedures of the Division Certification from ANPI according to ISO/EN 17065.

### **3 CRITERIA TO WHICH THE PRODUCTS HAVE TO COMPLY**

#### 3.1 Applicable referentials

The applicable referentials 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

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;
- a copy of the installation note;
- having signed the certification convention according to model in annex 2;
- the obligation to add a copy of the manual or an internet link to the user manual and installation note to each delivery of the certified Product(s).

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 mark BENOR.

#### **Two cases:**

#### **- It can be demonstrated that the Product already complies with the applicable specifications**

This must be shown by presenting a certificate under a quality mark delivered under accreditation by a certification body recognized in the domain of the present rules. The recognized certification bodies are the members of EFSG active in the domain SSU according to the «Terms of Reference» van EFSG. The certificate has to mention explicitly the applicable referential(s) listed in Annex 3.

#### **- It can not be demonstrated that the Product complies with the applicable specifications**

The tests have to be carried out according to the applicable specifications by the ANPI laboratories or by another laboratory recognized by the Management Committee of the Mark that will transmit the result of their evaluation simultaneously to the Applicant and to the Division Certification from ANPI.

#### 3.3 Technical criteria

The Division Certification from ANPI asks the Division Laboratories from ANPI to carry out the following verifications:

- Identification of the Product;
- EN 14450 §4 (Classification and requirements);
- EN 14450 §5 (Technical documentation).

## **4 CERTIFICATION REQUEST 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 mark or promote it according to the authorized stipulations;
- f) stop the use or promotion of the mark as soon as the certificate is no longer valid or as soon as the mark 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 reminder, 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 present in the list of laboratories recognized by the Management Committee of the Mark if it can not be demonstrated that the Product complies with the applicable referentials. 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 BENOR mark mentioned in annex 1. Only the use of this form is valid and excludes any other document.

#### *4.2.2 Registration*

On receipt 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 concerned Product certification rules containing the following:
    - the technical certification stipulations;
    - the contents of the technical file that has to be submitted for certification.
  - c) the invoice for the registration rights.

#### *4.2.3 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 administrative staff from ANPI undertakes the following actions:

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

#### *4.2.4 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. 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.

#### *4.2.5 Delivery of the Certificate*

The Division Certification from 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.

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.

For the first Product for which he obtains a Certificate the Applicant receives a license number. This certificate and 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.

#### *4.2.6 Validity duration of the Certificate*

The certificate is valid for maximum 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 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 Management Committee of the Mark, 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 ...). In that case the Management Committee of the Mark decides upon the certification duration and the possible time periods to redress the conformity per case.

Renewals are treated in the same way as a new request.

### 4.3 Modifications

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 6.

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

#### 4.4 Follow-up of the certification - surveillance audits

The Certificate of Recognition BENOR 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*

In order to guarantee the follow-up of the Certificate, the Holder has to:

- announce to ANPI Certification every modification to his certified Product(s) according to the procedure in annex 6 of the present rules;
- announce in detail to ANPI Certification 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 (model in Annex 2) that authorizes the Laboratories, mandated by ANPI, to carry out the Surveillance tests 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;
- an auto-control, this means a control system of the manufacturing put in place by the Manufacturer has to exist. The manufacturer has to note all the results of the auto-control in a register that he keeps up-to-date and is put at the disposal of the ANPI Division Certification;
- pay the annual license fee for the use of the mark BENOR and for the surveillance tests.

##### *4.4.2 Surveillance tests*

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

Practical stipulations of the surveillance are described in annex 5.

#### 4.5 Renewal of the Certificate

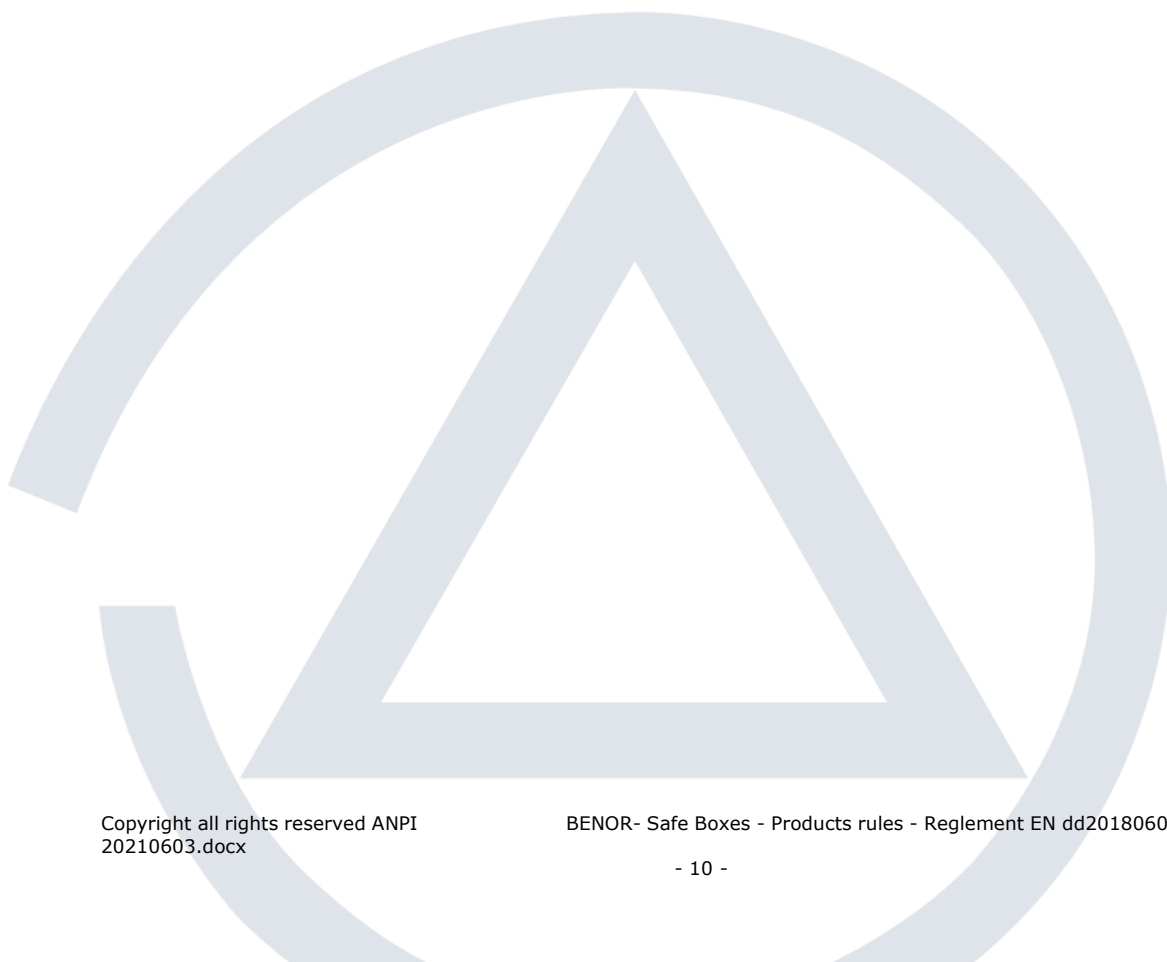
The renewal is done on explicit request of the Holder six months before the expiration of the period during which the authorisation to use the BENOR mark was granted (expiration validity of the certificate).

On receipt of this request, the authorisation can be renewed according to the applicable BENOR Rules, excepted in case of retreat of the Product or notice period by ANPI Division Certification.

## **ANNEX 1 - REQUEST FORM FOR CERTIFICATION AND USE OF THE MARK BENOR**

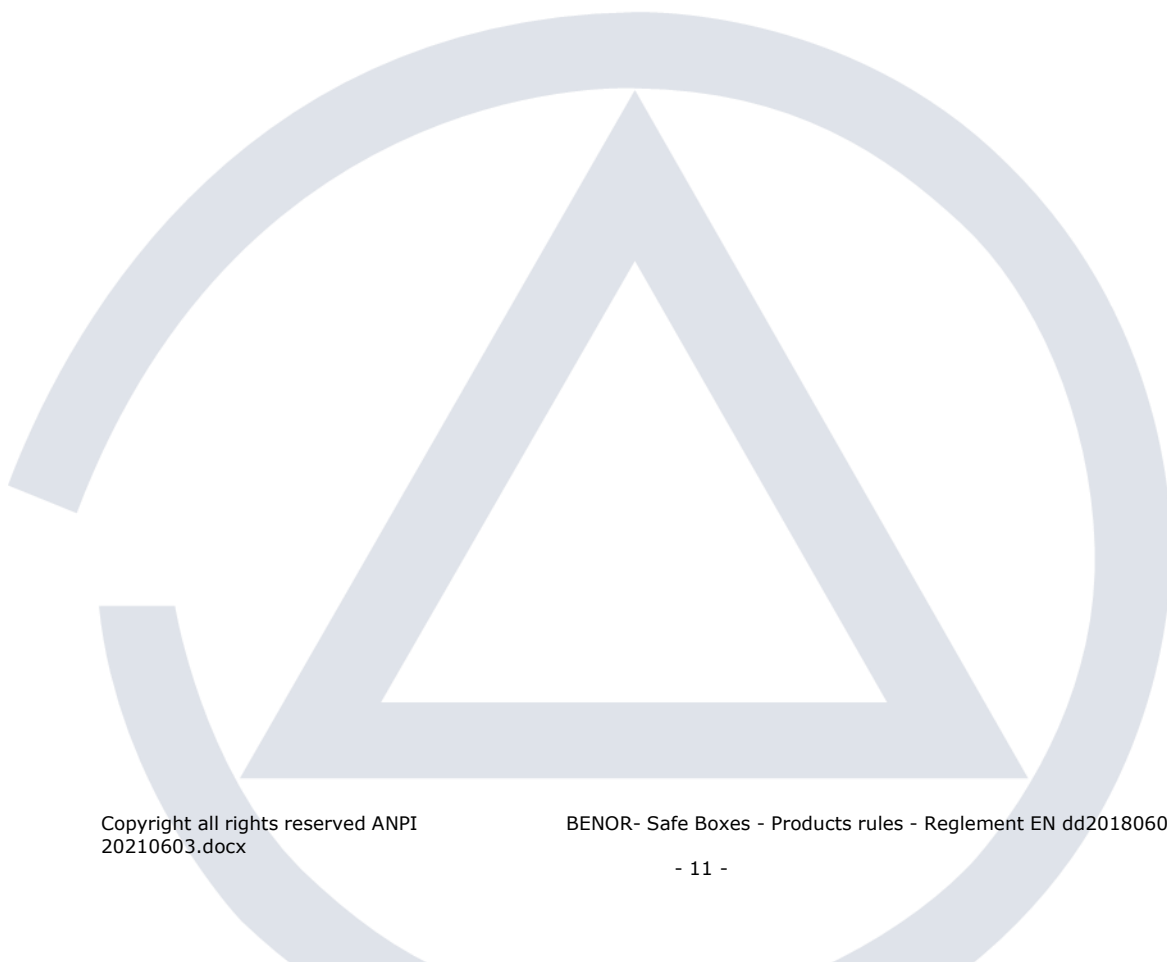
The request forms are revised on a regular basis in order to take into account specific questions.

The latest versions can be found on [www.anpi.be](http://www.anpi.be)



## **ANNEX 2 - MODEL CERTIFICATION CONVENTION**

See CERT PROC 017 CERTIFICATION DRAW UP F ATTEST XXX CERTIFICATE BENOR SAFE-BOXES P E F N available at the Certification Division ([cert@anpi.be](mailto:cert@anpi.be)).



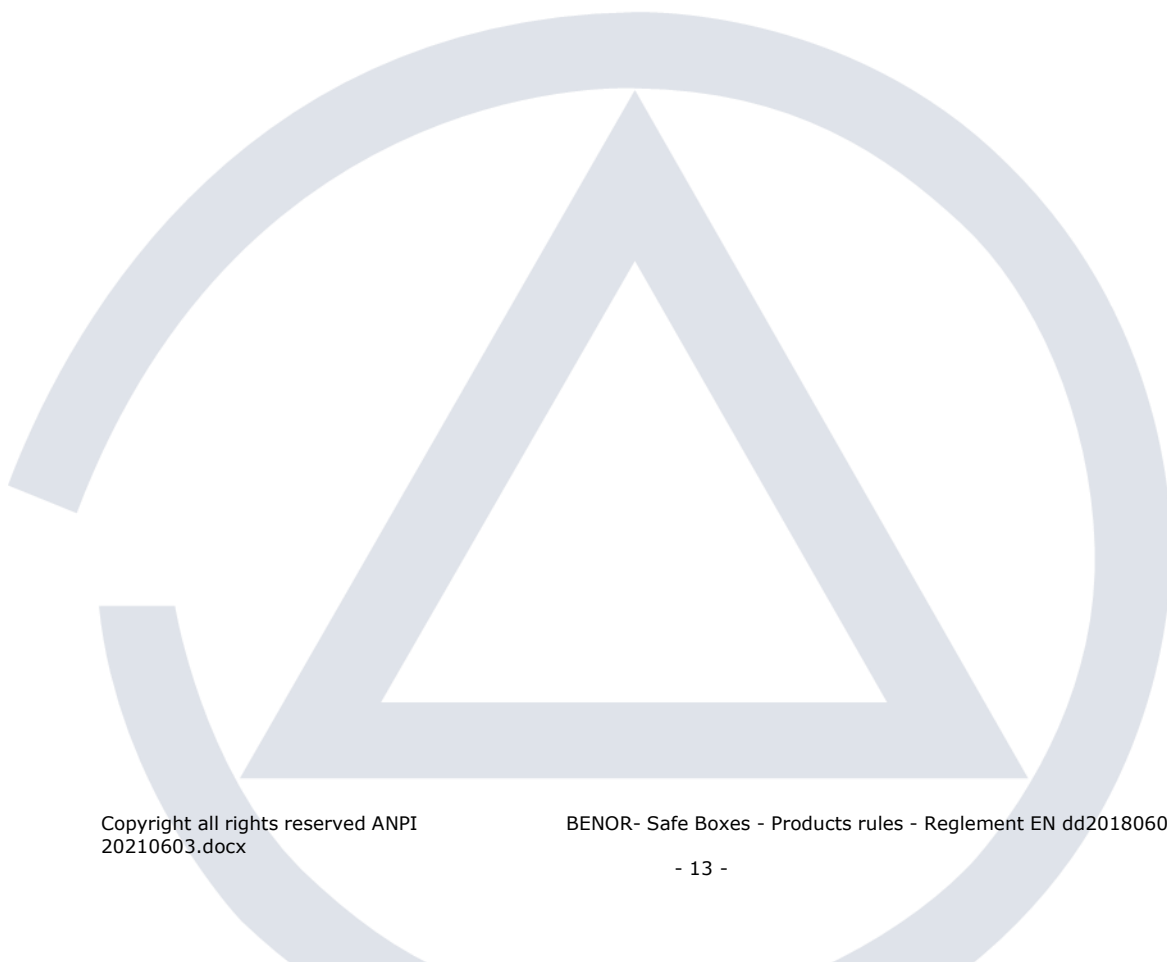
### ANNEX 3 - TECHNICAL SPECIFICATIONS

<b>STANDARDS</b>	<b>COMPONENTS</b>	<b>DATE</b>	<b>Ed.</b>
EN 14450	Secure storage units - Requirements, classification and methods of test for resistance to burglary - Secure safe cabinets	2005	
EN 14450	Secure storage units - Requirements, classification and methods of test for resistance to burglary - Secure safe cabinets	2017	

## **ANNEX 4 - MODEL CERTIFICATE OF RECOGNITION**

The management of this is in the hands of the ANPI Certification Division:

CERT PROC 017 CERTIFICATION DRAW UP F ATTEST XXX BENOR SAFE-BOXES PRODUCT  
F N E



## **ANNEX 5 - STIPULATIONS FOR SURVEILLANCE TESTS**

Subject: surveillance procedures for stock units.

Frequency: surveillance tests every 18 months.

Every 18 months, the ANPI Certification Division will ask the ANPI Laboratories Division to carry out surveillance tests on the certified Product. The Holder will deliver 1 sample of its Product to the ANPI Laboratories Division. They will carry out the tests according to the following planning:

18 months after the delivery of the Certificate

- identification of the sample
- test according to EN 14450 §7 (Tool attack test)

36 months after the delivery of the Certificate

- identification of the sample
- test according to EN 14450 §8 (Anchoring strength test)

54 months after the delivery of the Certificate

- identification of the sample
- test according to EN 14450 §7 (Tool attack test) on another model of the product line.

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

1. maintain the right to use the BENOR Mark
2. apply a sanction:
  - the warning letter. This letter contains the corrective actions taken by ANPI Division Certification with the possibility that supplementary tests are requested
  - the temporary prohibition to use the mark awaiting the corrective actions
  - the definitive prohibition to use the mark

The Holder has 30 days to deliver the requested Product to the Division Laboratories. Once this time limit passed, the following sanctions can be applied:

- the temporary prohibition to use the mark awaiting the Product
- the definitive prohibition to use the mark.

## **ANNEX 6 - PROCEDURE FOR 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.

### **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 (dimensions, numbers);
- changing of component;
- changing of material into similar or better specifications;
- changing of the documents;
- changes, even minor, to the profile of the Component that affect the shape or the fixation;
- changes of materials (e.g.: different material characteristics such as fragility);
- 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).

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:

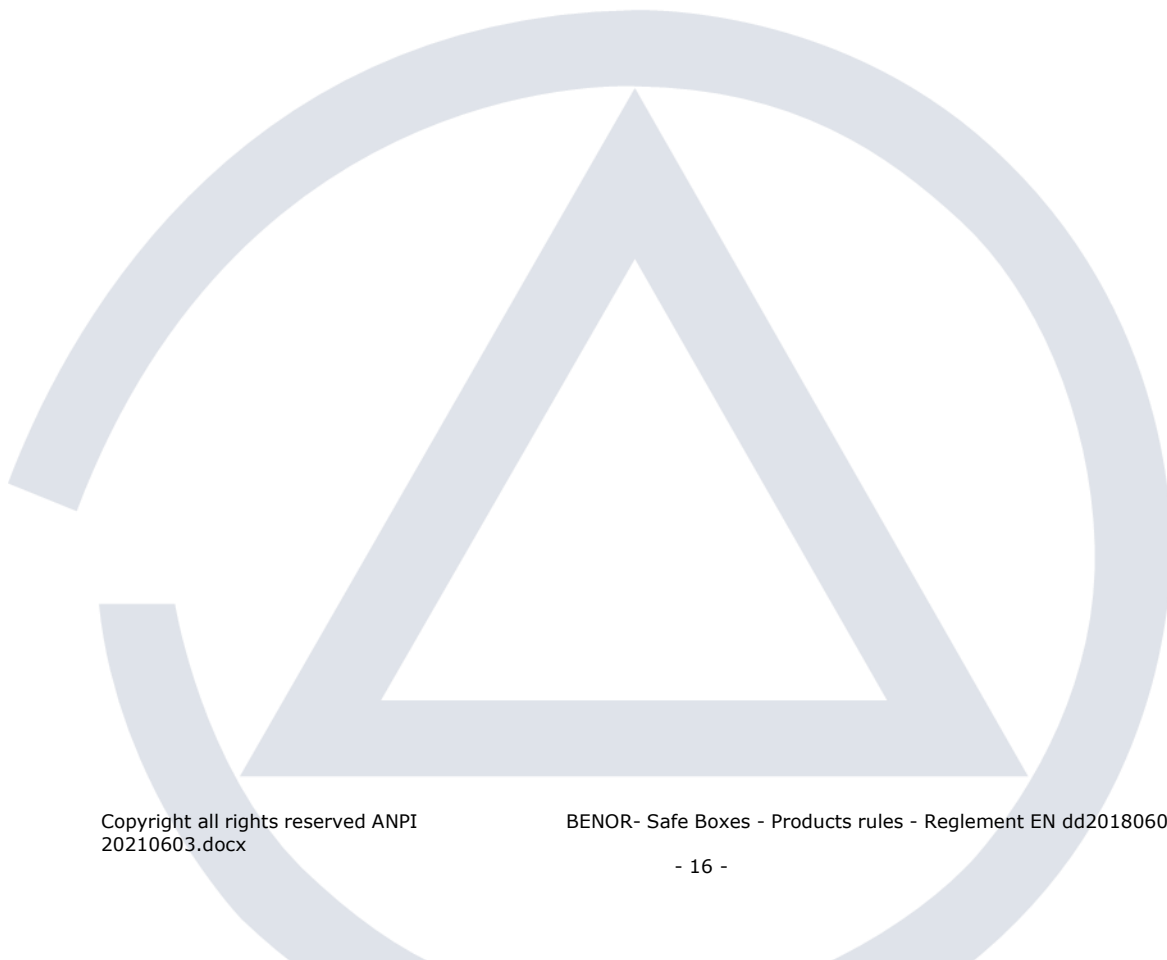
- correction of writing or typing error;
- administrative changes to document formats etc.;
- additional information to assist the production;
- minor changes in order to improve / update the production process.
- change to another Manufacturer of Components for not crucial Components;
- mMinor changes to the profile (colours).

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 7 - CONFORMITY MARK BENOR

The conformity mark has to be applied in printing or as a label. It has to be indelible and has to be presented as the following BENOR logo :



XXXX is the license number of the Certificate holder.\*

Size: The proportions as in the above mentioned example have to be maintained (no deforming). There is no minimum size but the letters and numbers always have to be readable and identifiable with the naked eye.

\*in case one same component would be certified or approved in the name of several users of the mark, and if one of them is also the manufacturer of the component, it is sufficient to apply only the label with the license number of the Manufacturer. Important: this means in no way that the other holders are no longer responsible.