

CERTALARM SYSTEM CERTIFICATION RULES

PART 1

Definition of procedures and
conditions for testing and
certification

DOCUMENT NUMBER R-01

FOREWORD:

The CERTALARM Quality Mark (the Mark) has been established to provide a single Quality Mark, recognised throughout Europe and globally, for products, systems and services in the Electrical and Electronic Fire & Life Safety and Security industries.

The CERTALARM System provides for Certification “System 5” applicable to products, and “System 6” applicable to services, as defined in ISO/IEC Guide 67. It provides assurance to the specifier and user that the product, system or service consistently meets all requirements of the relevant European or other specified standards.

NOTE: Certification System 5 as defined in ISO/IEC Guide 67 is equivalent to Certification “level 1+” as defined in Construction Products Directive 89/106/EEC and to Certification “System 1” as defined in draft Construction Products Regulation:2009

The CERTALARM Mark is owned by CERTALARM AISBL and administered by CERTALARM Management. The CERTALARM System is made available to Certification bodies who wish to offer the CERTALARM Quality Mark to clients desiring to demonstrate the compliance of their products, systems or services to the relevant standards by conformity testing, assessment of the quality management system applicable to the manufacture / provision of that product, system or service and associated inspection of the manufacture or service provision.

This document currently includes both generic “CERTALARM System Rules” and the specific “Scheme Rules” for the initial CERTALARM schemes covering Fire and Security Alarm Equipment and Systems. Whilst provision has been made for the inclusion of Services schemes within the generic CERTALARM System, specific rules for a “Services” scheme have not yet been included.

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OFFICIAL LANGUAGE

The official version of this document is English. It may be translated as required into other languages, but in case of dispute, the English version will remain the definitive version.

LATEST VERSION

The revision status of this document may be checked on the CERTALARM website (www.certalarm.org) and the latest version downloaded as required.

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For the purposes of Clause 1010.610.6.1 the “transition period” for transfer of certificates will run from 17th May 2010 to 16th May 2013.

CERTALARM AISBL

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CERTALARM SYSTEM: CERTIFICATION RULES - Part 1

Definition of procedures and conditions for testing, inspection and certification

CONTENTS:

1.	SCOPE	4
2.	NORMATIVE REFERENCES.....	4
3.	DEFINITIONS and ABBREVIATIONS.....	4
4.	THE CERTALARM QUALITY MARK.....	6
4.1.	Ownership of the CERTALARM Mark.....	6
4.2.	Meaning of the CERTALARM Mark	6
4.3.	CERTALARM Licensing.....	6
4.4.	Scope of the Mark	6
4.5.	Protection of the Mark	6
4.6.	Right to use the Mark.....	7
4.7.	Design of the Mark.....	7
4.8.	Use of the Mark with other Marks.....	7
5.	LISTING OF ISSUED CERTIFICATES / LICENSES	7
6.	GENERAL RULES APPLICABLE TO CERTALARM SCHEMES	7
6.1.	General requirements	7
6.2.	Requirements for CERTALARM Schemes	7
6.3.	Rules of a CERTALARM Scheme	9
6.4.	Application of Revisions of Listed Standards	10
6.5.	Consistency of results	10
7	MANDATORY RESPONSIBILITIES OF PARTIES TO CERTALARM SCHEMES:.....	10
7.1	Management of CERTALARM Schemes.....	10
7.2	The supplier	11
7.3	The Accreditation Body	12
7.4	The Contracted Certification Body	13
7.5	The Recognised Test Laboratory	13
7.6	The Recognised Services Inspection Body.....	14
8	COMPLAINTS AND APPEALS PROCEDURE	14
8.1	Complaints from users or authorities.....	14
8.2.	Appeals from Suppliers concerning Contracted Certification Body decisions	14
8.3.	Appeals from Suppliers concerning Recognised Test Laboratory test reports.....	15
8.4.	Appeals from Suppliers concerning Recognised Services Inspection Body decisions.....	15
8.5.	Escalation of the appeals process	15
8.6.	Appeals from bodies applying for Partnership.....	15
9.	ADJUSTMENT TO SYSTEM or SCHEME RULES.....	16
10	RULES FOR CertAlarm "FIRE AND SECURITY EQUIPMENT AND SYSTEMS"	
	CERTIFICATION SCHEME.....	16
10.1	Application of Revisions of Listed Standards	16
10.2	Multiple Certifications.....	16
10.3	Arrangements for special variations to standards specified in CERTALARM Scheme Rules.....	16
10.4	Arrangements for dealing with innovation	16
10.5	Certification including other standards	17
10.6	Transition period for transfer of Certification	17
	BIBLIOGRAPHY	19
	ANNEX A THE MARK.....	20
A.1	Design of the CERTALARM Mark.....	20
A.2	Reproduction of the CERTALARM Mark.....	20
	ANNEX B CERTIFICATION REQUIREMENTS FOR SYSTEMS INCLUDING SPECIFIC NATIONAL REQUIREMENTS	21
	ANNEX C REQUIREMENTS FOR TEST AND INSPECTION REPORTS AND CERTIFICATES.....	22
C.1.	Test or Services Inspection reports.....	22
C.2.	Certificates	22
C.3.	Inspection of QMS and Factory Process Control Procedures	23
	ANNEX D CRITERIA FOR CONFORMITY ASSESSMENT BODIES WORKING WITHIN THE CERTALARM SCHEME.....	24
D.1.	Conditions for acceptance.....	24
D.2.	Conditions for exclusion	25

1. SCOPE

This document describes the operational requirements for the CERTALARM System applicable to CERTALARM Management, to the Certification, Test and Inspection Bodies and to Suppliers.

Additional rules for operation of the CERTALARM System may be contained in other documents approved by the CERTALARM Policy Council and / or Board of Directors.

2. NORMATIVE REFERENCES

The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

EN ISO/IEC 17000	Conformity assessment – Vocabulary and general principles
EN ISO/IEC 17020	General Criteria for the operation of various types of bodies performing inspection
EN ISO/IEC 17025	General requirements for the competence of testing and calibration laboratories
ISO/IEC Guide 65 (EN 45011)	General requirements for bodies operating product certification systems
ISO/IEC Guide 67	Conformity assessment – Fundamentals of product certification
CERTALARM System: Certification Rules - Part 2	Standards specified for various products, systems and services
CERTALARM System Certification Rules – Part 3	Specification for testing to be conducted at periodic surveillance of products and systems
CERTALARM System: Certification Rules - Part 4	Procedures for confirmation of continued consistency of results

3. DEFINITIONS and ABBREVIATIONS

For the purposes of these regulations, the definitions given in EN/ISO 17000 “Conformity assessment – Vocabulary and general principles” should be used, along with the following:

- 3.1 CERTALARM Quality Mark**
name of the Quality Mark applied to certified products or services meeting the requirements of the CERTALARM System
- 3.2 CERTALARM System**
rules and procedures for managing the CERTALARM Mark and for the operation of schemes for carrying out certification of Fire & Life Safety and Security products and services in compliance with standards specified.
- 3.3 CERTALARM Scheme**
application of the CERTALARM System to specified objects of certification; subject to the “System Rules,” along with certain additional scheme-specific rules (see clause 10).
- 3.4 CERTALARM AISBL**
the name of the International Not-for-Profit Association owning the CERTALARM Quality Mark
NOTE: Certification will be carried out only by Contracted Certification Bodies
- 3.5 CERTALARM Management**
the organ of CERTALARM AISBL established to administer the CERTALARM System.
- 3.6 CERTALARM Policy Council (PC)**
the organ of CERTALARM AISBL established to determine policy for the operation of the CERTALARM System.
- 3.7 CERTALARM Technical Advisory Group (TAG)**
the organ of CERTALARM AISBL established to provide technical guidance for the CERTALARM System
NOTE: Specific TAGs may be established for each CERTALARM Scheme or group of schemes.

- 3.8 Contracted Certification Body**
certification body contracted by CERTALARM Management to issue licenses for use of the CERTALARM Mark.
- 3.9 Date of Withdrawal**
the date by which a previous issue of the standard or a conflicting National or other standard must be withdrawn and replaced by the specified standard.
- 3.10 Directive or Regulation**
Any directive or regulation applicable to a product or service, dependant upon the market in which it is intended to be used. (EXAMPLE: EU Directives and Regulations, other National or Regional Directives or Regulations.)
- 3.11 EA Sector Scheme**
Conformity Assessment Scheme for Conformity Assessment Bodies working in a specific industry sector recognised by European co-operation for Accreditation (EA) as operating within the scope of the EA Multi-lateral Agreement.
- 3.12 Manufacturer**
the person, body or company responsible for the design and manufacture of a product or system intended to comply with the requirements of standards relevant to the CERTALARM System
- 3.13 Multiple Certifications**
Certification of a single product marketed under a number of different product names
- 3.14 Product**
manufactured device, as defined in the applicable standard, for stand-alone operation or for inclusion in a system covered by the scope of this document
- 3.15 Recognised Test Laboratory / Services Inspection Body**
Test Laboratory or Inspection body meeting the accreditation and other requirements of the EA CERTALARM Sector Scheme and formally recognised by CERTALARM.
The Services Inspection Body shall be Type A as defined in EN ISO/IEC 17020.
- 3.16 Registration holder**
the person, body or company owning the CERTALARM certificate
- 3.17 Service**
the design, installation, commissioning, maintenance of a system covered by the scope of this document or the remote receiving or monitoring of alarms from such a system.
- 3.18 Service provider**
person, body or company providing a service intended to comply with the requirements of standards relevant to the CERTALARM System.
- 3.19 Standard**
the European standard or other referential document relevant to the product, system or service, as listed in "CERTALARM System: Certification Rules - Part 2: Standards specified for various products, systems and services"
- 3.20 Supplier**
the person, body or company providing a product, system or service and able to demonstrate the ongoing compliance of that product or service and the associated Quality Management System to the requirements that the CERTALARM certification is based on.
- 3.21 System**
grouping of manufactured devices intended to be installed as an operational (networked) system covered by the scope of this document
- 3.22 ABBREVIATIONS**
- AISBL: International Not-for-Profit Organisation (French: "Association Internationale Sans But Lucratif")
- DoW: Date of Withdrawal
- EA: European co-operation for Accreditation

EU:	European Union
FPC	Factory Process Control
IAF:	International Accreditation Forum
IEC	International Electrotechnical Commission
ILAC:	International Laboratory Accreditation Co-operation
ISO	International Organization for Standardization
PC:	Policy Council
QMS:	Quality Management System
TAG:	Technical Advisory Group

4. THE CERTALARM QUALITY MARK

4.1. Ownership of the CERTALARM Mark

The CERTALARM Quality Mark is the property of CERTALARM AISBL established at 1080 Brussels (Molenbeek-Saint-Jean), Boulevard Edmond Machtens 180.

The CERTALARM Mark is registered and legally protected in all countries in which it is envisaged that it will be used.

4.2. Meaning of the CERTALARM Mark

The CERTALARM Mark is a third party certification mark, applied voluntarily to a product, system or service after demonstrating compliance with the requirements of the standard(s) specified in "CERTALARM System: Certification Rules - Part 2 - Standards specified for various products, systems and services" and applicable at the time that the product or service is evaluated and certified.

The CERTALARM Scheme is not intended to police the implementation of EU or other Directives and Regulations.

4.3. CERTALARM Licensing

A license is granted by a Contracted Certification Body on behalf of CERTALARM AISBL to the supplier of a product, system or service after the compliance of that product, system or service with the standard(s) specified in "CERTALARM System: Certification Rules - Part 2 - Standards specified for various products, systems and services" has been proven and the supplier has demonstrated the ability to ensure that the compliance will be continued through proper application of a suitable QMS.

All disputes related to or arising from this document, including any question concerning its existing, validity or termination, shall finally be submitted to the court of Brussels.

4.4. Scope of the Mark

The Mark may be licensed in respect of:

- a) components for electrical and electronic Intruder Alarm Systems and Fire Detection & Alarm Systems
- b) electrical and electronic Intruder Alarm Systems and Fire Detection & Alarm Systems
- c) other Security or Fire protection related components and systems (EXAMPLE: Access Control, Closed-circuit Television, Fire extinguishing systems, Smoke control systems, etc.)
- d) design, installation, commissioning and maintenance services relating to the above.
- e) alarm receiving, monitoring and other remote services relating to the above.

4.5. Protection of the Mark

Use of the CERTALARM Mark is permitted only by licensed suppliers in connection with the specific product(s), system(s) or service(s) for which certification has been awarded.

Infringement of the use of the Mark by a supplier will lead to the actions described in clause 7.2.4.7

Unauthorised use of the Mark by others will result in legal action against the responsible entity.

4.6. Right to use the Mark

The grant of the right to use the Mark for a specific product or service shall be limited as follows:

- to a fixed period, after which a defined process shall be applicable to renew the right.
- the period of validity is identified at clause 6.2.7 or 1010.610.6.4
- to the date on which any of the relevant standard(s) used for evaluation are replaced, amended or withdrawn, if before the expiry of the fixed period (except as provided for in clause **Erreur ! Source du renvoi introuvable.**). In this case, the Contracted Certification Body will inform the supplier, and agree on the minimum additional testing or evaluation required to ensure compliance with the revised or replacement standard(s), based on guidance provided by CERTALARM TAG.

4.7. Design of the Mark

Annex A contains a diagram of the CERTALARM Mark and relevant requirements.

Where practical, the Mark should be attached to the product by being moulded, printed, embossed or by other durable method. If this is not possible, and in the case of the application of the Mark to a service, it should be attached to the appropriate accompanying documentation.

4.8. Use of the Mark with other Marks

The CERTALARM Mark may be used alongside other Quality Marks where necessary (eg to meet a marketing requirement during a transition period or for use in a different geographical area), provided that it is not less prominent.

Where this is done, care must be taken to ensure that there is no risk of confusion between the two Marks, and their significance.

Regulations for the application of the European **CE** Mark must be followed.

5. LISTING OF ISSUED CERTIFICATES / LICENSES

Details of product(s) or service(s) for which the CERTALARM license has been granted, suspended or withdrawn will be listed and publicised centrally by CERTALARM Management.

6. GENERAL RULES APPLICABLE TO CERTALARM SCHEMES

6.1. General requirements

CERTALARM Scheme rules cannot take precedence over CERTALARM System rules. They are to specify the appropriate provisions to make an individual CERTALARM Scheme operable and ensure consistency of application between schemes.

Product schemes shall include conformity assessment equivalent to third-party certification system No. 5 defined by "ISO/IEC Guide 67: General rules for a model third-party certification system for products."

System schemes shall consist of compatibility assessment of the components included in the system defined by the supplier. Where the defined system includes components not included within the CERTALARM Scheme, see Annex B.

Service schemes, including the design, installation, commissioning, maintenance and monitoring of installed systems shall include conformity assessment equivalent to third-party certification system No. 6 defined by "ISO/IEC Guide 67: General rules for a model third-party certification system for products."

6.2. Requirements for CERTALARM Schemes

The minimum requirements for the rules of a CERTALARM Scheme are:

- 6.2.1. Bodies involved in the Certification, Testing or Inspection of products, systems or services shall meet the criteria outlined in Annex D.
- 6.2.2. Proof of compliance of a product or system to the specified standard(s) shall be based on type-testing of samples selected by the supplier, as specified in the applicable

standard(s), by a Recognised Test Laboratory. The basis for sample selection should be stated by the supplier.

6.2.3. Proof of compliance of a service to the specified standard(s) shall be based on evaluation by a Recognised Services Inspection Body.

6.2.4. Sub-contracting of certain tests by the Recognised Test Laboratory, with the approval of the manufacturer / customer is permissible, to a suitable Test Laboratory which is accredited by an Accreditation Body that is signatory to the Multilateral Agreement of the EA and complies with the requirements of Annex 0 – Items 2, 3, 4 and 8.

Where no accredited laboratory exists for certain tests, these may be sub-contracted by the Recognised Test Laboratory to a body, known to CERTALARM, who shall comply with the relevant clauses of EN ISO/IEC 17025. Full details must be provided to CERTALARM and to the applicable Contracted Certification Body in accordance with accreditation requirements.

In the absence of a Recognised Test Laboratory accredited for a specific standard, Contracted Certification Bodies may, with the approval of the CERTALARM Policy Council and the manufacturer / customer, accept a valid Test Report from any suitable test laboratory as long as the requirements of ISO Guide 65 are met, and in particular articles 4.3 and 4.4.

Contracted Certification bodies may sub-contract factory production control audits to suitably accredited bodies. For products for which third party testing and certification is mandated by applicable EU directives or regulations (eg CPD, ATEX), this body should be suitably notified to the European Commission as a Conformity Assessment Body (“Notified Body”), or working on behalf of a Notified Body.

6.2.5. Assessment of the test / inspection report(s) shall be carried out by a Contracted Certification Body working with that Recognised Test Laboratory.

The manufacturer is responsible for the product Declarations of Conformity to relevant EU Directives and Regulations, but as part of the assessment, a check will be made that standards used as the basis for the declaration are current.

The Contracted Certification Body shall refuse to issue a CERTALARM certificate or shall suitably endorse the CERTALARM certificate (dependant upon severity) if the assessment is deemed unsatisfactory or a declaration of conformity expires prior to the expiry of the CERTALARM certificate.

6.2.6. The supplier shall establish, document and maintain a QMS to ensure that the products and services placed on the market conform to the stated performance characteristics. The Contracted Certification Body shall assess whether the QMS is adequately extensive and detailed so that the conformity of the specific product / service is made apparent to the supplier so that irregularities can be detected at the earliest possible stage. For a manufacturer, this shall apply separately to each facility at which the product is manufactured.

NOTE: It is anticipated that ISO9001 certification (including certification for the production facility specific to the Certalarm certified product) will provide the basis for this, but may not be sufficiently rigorous in isolation, so that additional product-specific factory production control may be required (see annex C.3).

6.2.7. The normal period of validity of a CERTALARM certificate shall be 4 years.

6.2.8. Surveillance procedure for certified products / systems shall include re-testing of samples taken randomly from the production facility, from the market or, by agreement with the Contracted Certification body, supplied by the manufacturer. For services this shall apply to periodic assessment of the service provision at randomly selected sites.

The surveillance interval is defined according to the applicable standard(s) in CERTALARM System: Certification Rules - Part 2: Standards specified for various products, systems and services

The specific requirements for the periodic surveillance tests are specified in CERTALARM System Rules – Part 3: Specification for testing to be conducted at periodic surveillance of products and systems.

- 6.2.9. The supplier's QMS (see 6.2.6) shall be subject to regular audits, as specified in the QMS, by any body suitably accredited by an Accreditation body that is signatory to the Multilateral Agreement of the EA or to ILAC / IAF members party to the Multi-lateral Mutual Recognition Agreement

Any additional product-specific factory production control shall be carried out as described at C.3, under the control of a Contracted Certification Body every two years; except where a more stringent requirement is applicable (EXAMPLE: for products subject to the Construction Products Directive (89/106/EEC) this shall be performed annually).

The supplier may provide documentary evidence of assessment of QMS performed as above, in which case, such assessment shall not be duplicated.

- 6.2.10. After expiry of a certificate, renewal shall require an assessment that:

- a) The standard(s) against which the certification was issued remain current
- b) The programme of surveillance of samples and of audits of the QMS and product-specific factory production control are up to date
- c) No changes have been made to the product, system or service that have not been notified to the Contracted Certification Body and included in the surveillance testing programme.
- d) The Declaration of Conformity to all applicable Regulations and Directives remains valid

- 6.2.11. The Contracted Certification Body shall properly administer the CERTALARM scheme (see clause 7.4).

Any of the above requirements are superseded by the requirements of any applicable directive or regulation if more stringent.

6.3. Rules of a CERTALARM Scheme

The rules of a CERTALARM Scheme shall contain, as a minimum, the following subjects:

6.3.1. Name of scheme

6.3.2. Scope of scheme, including

- products, systems and /or services included in the scheme
- details of the standards applicable to those products, systems or services.

6.3.3. Assessment Procedures and other requirements for organisations involved in the scheme.

6.3.4. Requirements for application for certification by supplier, including details of:

- nature and design of product, system or service
- materials and processes used
- supplier's QMS
- samples to be submitted for evaluation / testing

6.3.5. Requirements for:

- assessment of the supplier's quality management scheme and production facility or processes used.
- surveillance, including product / system / service re-evaluation, QMS audit, etc

6.3.6. Specification of normal validity of the license, with details of how application may be for extension on expiry.

- 6.3.7. Requirements for application of the CERTALARM Mark on products, documentation, literature, etc.
- 6.3.8. Details of fees applicable for administration of application and for the right to use the CERTALARM Mark.
- 6.3.9. Details of bodies authorised under the scheme to carry out testing, inspection and certification.
- 6.3.10. Details of unlicensed use of the Mark should be reported in writing to CERTALARM for appropriate action
- 6.3.11. Details of product(s) or service(s) for which the CERTALARM license has been granted will be published by the Contracted Certification Body ONLY through the CERTALARM web site.

6.4. Application of Revisions of Listed Standards

Except where specifically authorised by Scheme Rules, arrangements shall be made for a certificate to reflect the revision of a standard used in certification of a product by the DoW of the original standard (See 1010.1)

6.5. Consistency of results

The CERTALARM TAG shall establish procedures to confirm continued consistency of results between Contracted Certification Bodies, between Recognised Test Laboratories and between Recognised Services Inspection Bodies including a suitable form of proficiency testing (or other scheme, designed to identify and eliminate inconsistencies in results.

Tests that are sub-contracted (in accordance with clause 6.2.4) shall be sub-contracted to the same laboratory when required for "round robin" testing.

Each partner body is responsible for the costs incurred relevant to its part in these procedures.

7 MANDATORY RESPONSIBILITIES OF PARTIES TO CERTALARM SCHEMES:

7.1 Management of CERTALARM Schemes

- 7.1.1 CERTALARM Management is responsible for the operation of the CERTALARM System
- 7.1.2 CERTALARM AISBL and CERTALARM Management will not act as a certification body or issue certificates or licenses in connection with the CERTALARM system. These roles will be performed only by Contracted Certification Bodies.
- 7.1.3 CERTALARM will operate in accordance with documented processes approved by CERTALARM AISBL that will contain necessary provisions to discharge CERTALARM AISBL and its members from any legal responsibilities regarding the use of the CERTALARM Mark.
- 7.1.4 To establish one or more Policy Council(s) (PC) to supervise the granting of licenses to suppliers for use of the CERTALARM mark for certified products, systems and / or services.
- 7.1.5 To provide listing and publicity service for certificates issued, suspended or withdrawn.
- 7.1.6 To provide or arrange assistance for Accreditation Bodies in accreditation or auditing of partner organisations.
- 7.1.7 To conduct or arrange an acceptance audit of all partner organisations not yet accredited to the CERTALARM Sector Scheme
- 7.1.8 CERTALARM Management will be responsible to ensure that all Contracted Certification Bodies, Recognised Test Laboratories and Recognised Services Inspection Bodies operating within the CERTALARM Scheme:
 - follow the rules of the CERTALARM scheme and of the CERTALARM System.
 - conform with the requirements of their accreditation
 - recognise the validity of CERTALARM licenses issued by other Contracted Certification Bodies

- accept test / inspection reports issued by Recognised Test Laboratories / Recognised Services Inspection Bodies.
- maintain the confidentiality required by their accreditation, except where the law demands otherwise

7.1.9 CERTALARM shall set up one or more TAGs to ensure that

- the list of standards published in “CERTALARM System: Certification Rules - Part 2 - Standards specified for various products and services” is kept up to date and that these details are available to all concerned.
- the relevance of standards is assessed.
- the relevant standards are assessed and, where appropriate, clarification is obtained from the applicable Standardisation Body or the Advisory Group for Notified Bodies for CPD and published to partner bodies.
- where the relevant body does not provide such clarification or it is inadequate, clarification is prepared and published (after approval by the Policy Council).
- the rules for granting licenses for use of the CERTALARM Mark are properly maintained
- the innovation procedure is correctly applied (see 1010.4).
- technical competence and integrity of the participating bodies is monitored.
- consistency of testing, inspection and certification is confirmed by means of suitable procedures (see 6.5).
- contribution is made to the development of future standards.

7.2 The supplier

7.2.1 Registration

The supplier shall be required to register with CERTALARM prior to certification of its first product, system or service. This process permits the preparation of the listing database and introduction to all partner bodies.

The supplier shall be responsible to advise CERTALARM immediately of any change to its ownership, trading name, or trading address. Applications for re-issue of existing certificates with such updated information should be made to the relevant Contracted Certification Body.

7.2.2 Application for a license

7.2.2.1 A registered supplier wishing to be licensed for the use of the CERTALARM Mark must apply to the Contracted Certification Body of its choice - from the list on the Certalarm web site (www.certalarm.org).

7.2.2.2 The selected Contracted Certification Body shall provide all necessary information appropriate to the application to permit the application to proceed.

7.2.3 Fees

By applying for a license for the use of the CERTALARM Mark, the supplier contractually agrees to meet costs, as under:

- Testing and inspection
costs relating to the initial application along with any additional testing / evaluation and inspections / assessments required by the operation of the CERTALARM Scheme rules.
- Certification
costs related to the processing of the application by the Contracted Certification Body, including the related product, system or service and production facility QMS surveillance procedures
- Fees
the fee for listing and the right to use the CERTALARM Mark, as fixed by CERTALARM AISBL

7.2.4 Rights and responsibilities

- 7.2.4.1 The granting of the v license gives the supplier the right to use the CERTALARM Mark in relation to the specific product(s) or service(s) specified on the license.
- 7.2.4.2 The supplier must ensure that the CERTALARM Mark is used in accordance with the rules of the CERTALARM System.
- 7.2.4.3 The supplier must inform the Contracted Certification Body of any modification to the product, system or service, or to the production or service provision process that might affect compliance with the standard(s) against which the CERTALARM license was granted. The Contracted Certification Body will be responsible for the decision as to whether these modifications affect the terms under which the license was granted.
- 7.2.4.4 The requirement of 7.2.4.3 is modified if the Contracted Certification Body authorises one or more named individuals nominated by the supplier to “sign off” minor changes deemed to not affect the terms of the CERTALARM license, if satisfied that the individual(s) has the appropriate technical expertise to make such decisions.

All modifications signed off by authorised persons should be advised to the Contracted Certification Body within 30 days and shall be reviewed by the Contracted Certification Body at least annually. Should the Certification Body disagree with the decision of the authorised person, the CERTALARM license will be suspended until appropriate corrective measures have been put in place.

- 7.2.4.5 If such modifications are deemed to affect the CERTALARM license, the Contracted Certification Body will decide what action is appropriate according to the circumstances, which must be followed before the CERTALARM Mark is applied to modified product, system or service.
- 7.2.4.6 The right to use the CERTALARM Mark in relation to additional product(s), system(s) or services(s) will be granted only if the rules of the CERTALARM Scheme are correctly followed
- 7.2.4.7 Non-compliance on the part of the supplier with an aspect of the application of the CERTALARM System or Scheme rules may result in actions being taken as under:
- a) Suitable corrective action required within 1 month (“major non-compliance”) or 3 months (“minor non-compliance”)
 - Failure of QMS audit (see 6.2.9)
Note: a “major” non-compliance is one that could affect the integrity of the product, system or service.
 - b) Suspension of the CERTALARM license until corrective action has been taken:
 - Failure to renew certificate (see 4.6; 6.3.6)
 - Product, system or service changed so that no longer compliant (see 7.2.4.4)
 - Failure of periodic retest of product, or system (see 6.2.8)
 - Failure of periodic audit of service (see 6.3.5)
 - c) Withdrawal of the CERTALARM license
 - Uncertified product carrying mark (see 7.2.4.6)

Due process of law will be pursued if the registration holder is found to be using the mark in a deliberately misleading manner.

7.3 The Accreditation Body

7.3.1 To be signatory to the EA Multilateral Agreement.

7.3.2 To apply the following standards in accreditation of:

Contracted Certification Body: ISO Guide 65 (EN ISO/IEC 45011)

Recognised Test Laboratory: EN ISO/IEC 17025

Recognised Services Inspection Body Either EN ISO/IEC 17020 Type A OR
ISO/IEC Guide 65 (EN 45011) as selected by the
Inspection Body

- 7.3.3 To accept the CERTALARM System as an EA Sector Scheme.
- 7.3.4 To carry out assessments and audits of Contracted Certification Bodies, Recognised Test Laboratories and Recognised Services Inspection Bodies taking part in the scheme to the Certalarm Sector Scheme and to the relevant standards that these bodies are to assess conformity to, and cooperate with procedures to ensure continued consistency of results between such bodies (see 6.5).
- 7.3.5 To participate in the peer review scheme of the EA

7.4 The Contracted Certification Body

- 7.4.1 To meet the acceptance criteria specified in Annex 0.
- 7.4.2 To contract with registered suppliers to arrange testing and / or inspection and carry out certification for a product, system or service.
- 7.4.3 To accept and carry out assessments of reports from Recognised Test Laboratories and Recognised Services Inspection Bodies taking part in the scheme
- 7.4.4 To not initiate or join a new certification scheme competing in the same scope and geographical area.
- 7.4.5 To inform CERTALARM if the requirements of 7.5 or 7.6 are not met.
- 7.4.6 To verify that valid Declarations of Conformity exist for any relevant Directives / Regulations (See 6.2.5)
- 7.4.7 To provide to CERTALARM details of certificates issued, for licensing, listing and publicising.
- 7.4.8 Responsible for periodic re-assessment of products, systems or services certified by itself under the CERTALARM scheme (see clause 6.2.8). Duplication of assessment performed by another Contracted Certification Body shall be avoided.
- 7.4.9 Ensure that periodic re-assessment of associated QMSs and manufacturing processes (by product type per facility) (see clause 6.2.9 and Annex C.3) are carried out satisfactorily. Duplication of assessment performed by another body suitably accredited by any EA member shall be avoided.

NOTE: If a Contracted Certification Body performs these assessments, this may be part of ISO Guide 65 accreditation; but in such a case, this body may not offer its accredited certification services to another Contracted Certification Body (ie it cannot sub-contract certification decision). However, a Contracted Certification Body could sub-contract its QMS / FPC Inspection services under its ISO Guide 65 accreditation to any organisation meeting the requirements of ISO/IEC 17020 or 17021.
- 7.4.10 Where appropriate, the assessments required by 7.4.8 and 7.4.9 may be sub-contracted by the Certification Body to suitably competent Inspection Bodies not otherwise working in the Certalarm scheme.
- 7.4.11 Refer to Annex C.1 for specifications for certificates.

7.5 The Recognised Test Laboratory

- 7.5.1 To meet the acceptance criteria specified in Annex 0
- 7.5.2 To carry out testing or other assessment for products or systems for compliance to specified standards and produce appropriate test reports in accordance with CERTALARM Certification rules
- 7.5.3 To have, and correctly maintain, the essential equipment required to carry out the necessary testing and to have competent personnel available to operate this equipment.

Note: Maintenance of equipment includes all appropriate calibration.

The equipment may be owned, leased or hired under appropriate agreements, or be on order from a supplier. The equipment shall be available within the time period necessary to comply with agreement with the customer.

7.5.4 The candidate laboratory shall:

- be an integral part, such as a department, division, branch or subsidiary of a Contracted Certification Body, or
- be under the complete technical and legal control of a Contracted Certification Body, or
- enter into a written agreement with at least one Contracted Certification Body clearly outlining the commitment, duty and responsibility of both parties to follow these Rules;

7.5.5 A Recognised Test Laboratory shall not be part of, or be influenced by, a body which manufactures or trades in the scope of the Recognised Test Laboratory. Furthermore, the Recognised Test Laboratory shall be impartial and not offer assistance or other services which may compromise the objectivity of its testing activities and decisions;

7.5.6 Refer to Annex C.1 for specifications for test reports.

7.6 The Recognised Services Inspection Body

7.6.1 To meet the acceptance criteria specified in Annex 0

7.6.2 To carry out assessment for services for compliance to specified standards and produce appropriate inspection reports in accordance with CERTALARM Certification Rules.

7.6.3 The candidate inspection body shall:

- be an integral part, such as a department, division, branch or subsidiary of a Contracted Certification Body, or
- be under the complete technical and legal control of a Contracted Certification Body, or
- enter into a written agreement with at least one Contracted Certification Body clearly outlining the commitment, duty and responsibility of both parties to follow these Rules;

7.6.4 A Recognised Services Inspection Body shall not be part of, or be influenced by, a body which offers services within the scope of the Recognised Services Inspection Body. Furthermore, the Recognised Services Inspection Body shall be impartial and not offer assistance or other services which may compromise the objectivity of its inspection activities and decisions;

7.6.5 Refer to Annex C.1 for specifications for inspection reports.

8 COMPLAINTS AND APPEALS PROCEDURE

8.1 Complaints from users or authorities

8.1.1 Complaints from users or authorities relating to certified products, systems or services initially received by the CERTALARM Management shall be referred to the appropriate Contracted Certification Body for attention under their complaints procedure.

8.1.2 Any complaint investigated that identifies problems requiring additional testing / inspection or product recall shall be advised immediately to CERTALARM Management.

8.2. Appeals from Suppliers concerning Contracted Certification Body decisions

8.2.1. An appeal must be registered in the first instance with the responsible Contracted Certification Body in accordance with the specified appeals procedure of that Body

8.2.2. The appeal shall be addressed within one month of receipt by the Contracted Certification Body and resolved within two months.

8.2.3. The decision being appealed will remain in force until the appeal has been resolved.

8.2.4. The Contracted Certification Body may consult with other organisations operating within the CERTALARM Scheme, or with the CERTALARM PC in resolving the appeal.

8.3. Appeals from Suppliers concerning Recognised Test Laboratory test reports

8.3.1. An appeal must be registered in the first instance with the responsible Recognised Test Laboratory in accordance with the specified appeals procedure of that Body

8.3.2. The appeal shall be addressed within one month of receipt by the Recognised Test Laboratory and resolved within two months.

8.3.3. The decision being appealed will remain in force until the appeal has been resolved.

8.3.4. The Recognised Test Laboratory may consult with the relevant CERTALARM Contracted Certification Body or other organisations operating within the CERTALARM Scheme, or with the CERTALARM PC in resolving the appeal.

8.4. Appeals from Suppliers concerning Recognised Services Inspection Body decisions

8.4.1. An appeal must be registered in the first instance with the responsible Recognised Services Inspection Body in accordance with the specified appeals procedure of that Body

8.4.2. The appeal shall be addressed within one month of receipt by the Recognised Services Inspection Body and resolved within two months.

8.4.3. The decision being appealed will remain in force until the appeal has been resolved.

8.4.4. The Recognised Services Inspection Body may consult with the relevant CERTALARM Contracted Certification Body or other organisations operating within the CERTALARM Scheme, or with the CERTALARM PC in resolving the appeal.

8.5. Escalation of the appeals process

8.5.1. Suppliers may escalate an appeal for procedural or non-technical issues to CERTALARM Management by registered letter if:

8.5.1.1. the Contracted Certification Body or Recognised test Laboratory or Recognised Services Inspection Body has not responded to the appeal to them

8.5.1.2. not satisfied with the rejection of an appeal by the Contracted Certification Body or Recognised test Laboratory or Recognised Services Inspection Body

8.5.1.3. the appeal relates to the interpretation of the rules of the CERTALARM System.

8.5.2. A decision being appealed will remain in force until the appeal has been resolved. A test report being appealed will be (or remain) withdrawn until the appeal has been resolved.

8.5.3. The decision of CERTALARM Board of Directors will be given by registered letter to the supplier within one month of receipt of the appeal.

8.5.4. The CERTALARM decision is final.

8.6. Appeals from bodies applying for Partnership

(ie status as Recognised Test Laboratory, Recognised Services Inspection Body or Contracted Certification Body)

8.6.1. If an application for contract status by a Certification Body or recognition of a Test Laboratory or Inspection Body is rejected by CERTALARM Management, an appeal may be submitted to CERTALARM Board of Directors.

8.6.2. The appeal shall be submitted by registered letter

8.6.3. The decision being appealed will remain in force until the appeal has been resolved.

8.6.4. The decision of CERTALARM Board of Directors will be given by registered letter within one month of receipt of the appeal.

8.6.5. The CERTALARM AISBL decision is final.

9. ADJUSTMENT TO SYSTEM or SCHEME RULES

Any member may present detailed proposals to CERTALARM Management should they believe that adjustment to the CertAlarm System or Scheme rules is advisable.

Such proposals will be considered by the CERTALARM TAG and a recommendation made to the CERTALARM PC, who may refer this to the General Assembly. The decision is final.

10 RULES FOR CertAlarm “FIRE AND SECURITY EQUIPMENT AND SYSTEMS” CERTIFICATION SCHEME

The following specific rules apply to the CERTALARM “Fire and Security Equipment and Systems Scheme”:

10.1 Application of Revisions of Listed Standards

Reference clause 6.4, the following exception is permitted:

Renewal of an expired certificate may be permitted to perpetuate an obsolete standard for the purposes of replacement and repair of existing installations only, at the request of the manufacturer. This shall be clearly identified on the certificate.

10.2 Multiple Certifications

A single product marketed under a number of different product names may be the subject of a single test report. In this event, certification may be issued for each variant from the single test report and listed accordingly.

If the variants include minor variations (eg simplified functionality), the certifier will assess whether any additional type testing or surveillance re-testing of such variants is necessary, based on information provided by the supplier.

It shall be possible at the CERTALARM central listing to cross-refer to other products certified from the same test report in order to advise all responsible Contracted Certification Bodies if a problem is reported.

Special procedures / conditions imposed by any Directive or Regulation applicable to the product shall take priority over the above.

10.3 Arrangements for special variations to standards specified in CERTALARM Scheme Rules

10.3.1 Where special national or regional conditions identified in the applicable listed standard are NOT met, the certificate and license shall identify that the product is not suitable for use in the specified conditions in the relevant country(ies).

10.3.2 Where specified standards include options that are mandated in specific countries, the supplier shall identify the specific options provided, or programmable. These options shall be tested and identified on the CERTALARM Certification.

10.3.3 Where other national variations or special conditions, not included in the specified standards, are required, these do not fall within the CERTALARM Scheme. Relevant information may be included in test reports, but NOT in Certification.

10.3.4 Information detailing the special conditions / restrictions must be included on the product / packaging or in the product / service documentation by the supplier.

10.4 Arrangements for dealing with innovation

Where no relevant standard exists, or the technology or technique used is sufficiently innovative to render the published test specification obsolete, the following procedure should be followed:

10.4.1 Manufacturer / Contracted Certification Body / Recognised Test Laboratory identify need for and develop special test plan

- 10.4.2 In parallel with development of plan, the Contracted Certification Body shall advise the CERTALARM General Manager that a special test plan is being developed, providing a brief abstract (approved by the manufacturer) – under CERTALARM confidentiality
- 10.4.3 When a certificate is issued, the test plan is filed with the CERTALARM General Manager and is available for future use. In the event that the detail of the test plan is challenged, this shall be resolved by the TAG, dealing appropriately with confidential matters. Any changes resulting shall be advised to manufacturers involved in order to be applied to product prior to renewal of certification.
- 10.4.4 If the CERTALARM General Manager is advised of a second proposed test plan being developed prior to the first certificate being issued, the General Manager arranges with manufacturer for Contracted Certification Bodies to identify whether there is an overlap, and if so to agree on standardised approach. If no overlap, a new plan is developed.
NOTE: if manufacturers do not agree, there could be multiple plans under development until the certificates are issued.
- 10.4.5 The CERTALARM Mark issued under the “innovation” procedure shall be valid for two years. Renewal of this CERTALARM Mark is possible for further periods of 2 years.
- 10.4.6 CERTALARM TAG will request the relevant Standardisation Body to regularise

Special procedures / conditions imposed by any Directive or Regulation applicable to the product shall take priority over the above.

10.5 Certification including other standards

- 10.5.1 Where required by a manufacturer, a product may be tested to other standards ADDITIONAL to those listed in “CERTALARM System Certification Rules – Part 2: Standards specified for various products, systems and services” – eg to corresponding ISO/IEC standards.
- 10.5.2 Where these do not conflict with the standards mandated by the CERTALARM System rules, the CERTALARM certificate may be endorsed with the additional standards, or a separate (non- CERTALARM) certificate applied.
- 10.5.3 Where no relevant product standard is included in “CERTALARM System Certification Rules – Part 2: Standards specified for various products, systems and services” AND no relevant European or International standard exists, a relevant national standard may be used as the basis for CERTALARM certification, with the prior agreement of CERTALARM, until a suitable European standard is published.
- 10.5.4 Where no Recognised Test Laboratory is accredited to assess conformity to a standard as referred to in 10.5.2, a Contracted Certification Body may accept a test report from an unrecognised Test Laboratory. Priority shall be given to an EA accredited laboratory, but if none exists, the provisions of 6.2.4 apply

10.6 Transition period for transfer of Certification

10.6.1 Length of transition period

During the first 3 years of CERTALARM operation, application may be made for Test / Inspection results and Quality Mark certification / licenses issued under their accreditation by a Test Laboratory, Inspection Body or Certification Body accredited by an Accreditation Body that is signatory to the EA Multilateral agreement to be used as the basis for certification under the CERTALARM Scheme as follows:

NOTE: Date of termination of this period will be 16th May 2013

10.6.2 Recognition of previous Certification

If a Contracted Certification Body has previously assessed the product or service, then, if requested to award CERTALARM certification to the same product / service, it will confirm that

- The product or service complies with the full range of standards and requirements specified in "CERTALARM System: Certification Rules - Part 2 - Standards specified for various products and services."
- The certificate / license is current

If the period since the product was last re-tested exceeds that specified at 6.2.8, this shall be carried out before a CERTALARM certification may be issued

If appropriate, additional testing may be stipulated to validate conformance to the specified standards.

If the period since the FPC system was last audited exceeds that specified at 6.2.9, this shall be carried out before a CERTALARM certification may be issued

When this is completed, and all other CERTALARM Scheme requirements are met, a CERTALARM license shall be issued for the product or service.

10.6.3 Recognition of Test Results

If the Contracted Certification Body has not previously assessed the product or service, the supplier shall provide (where applicable):

- The test/inspection report against which current certification was granted (see notes below).
- Details of all changes made to the product/service since issue of the test/inspection report
- A sample of the product from current production
- Copies of manufacturing documentation
- Copy of the most recent relevant factory production control audit report (see annex C.3)
- A copy of the CE Declaration of Conformity
- A copy of the EC certificate for CPD

The Contracted Certification body shall assess these to confirm that the product or service complies with the full range of standards and requirements specified in "CERTALARM System: Certification Rules - Part 2 - Standards specified for various products and services" and assess whether any additional testing is required.

Note: The test / inspection results will need certification assessment only if no certificate has previously been issued by a Certification Body accredited by an Accreditation Body that is signatory to the Multilateral Agreement of the EA

If the period since the product was last re-tested exceeds that specified at 6.2.8, this shall be carried out before CERTALARM certification may be issued

Wherever a change, for example in the product design, materials or supplier of the component or of the production process occurs, which could change significantly one or more of the characteristics, relevant additional testing may be stipulated to validate conformance to the specified standards.

When this is completed, and all other CERTALARM Scheme requirements are met, a CERTALARM license shall be issued for the product or service.

Note: The Test Laboratory responsible for the test report or Services Inspection Body responsible for the inspection report must have been accredited for the appropriate family(ies) of standards by an Accreditation Body that is signatory to the EA Multilateral Agreement, but will not be expected to comply with the scheme-specific requirements of clause 7.5 or 7.6 respectively.

10.6.4 Period of Validity

The CERTALARM Certificate shall have the same period of validity as specified at 6.2.7.

Note: The need to transfer responsibility for periodic re-assessment of QMS and manufacturing processes on expiry of the transition period must be incorporated into the agreement between the certifier and supplier.

10.6.5 Periodic Re-assessments

Periodic re-assessment of the product will be carried out under the direction of the Contracted Certification Body as specified at 6.2.8 and 7.4.8.

Periodic assessment of associated QMS and manufacturing processes will be carried out as defined at 7.4.9, provided that the frequency is no less than that specified at 6.2.9. The manufacturer shall provide the CERTALARM Contracted Certification Body with evidence that this has been correctly performed.

***Note:** During the transition period, the Contracted Certification Body will use evidence from pre-existing certification for the product and / or facility in question, unless there is good reason to believe that this is incomplete or otherwise unsatisfactory.*

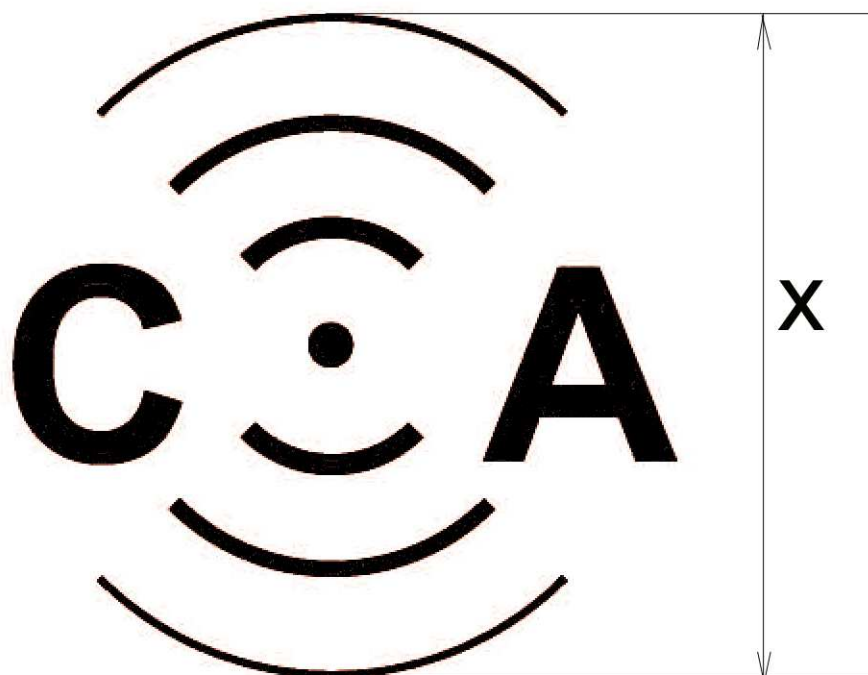
BIBLIOGRAPHY

ISO/IEC Guide 28	Conformity assessment - Guidance on a third-party certification system for products
EN ISO/IEC 17043	Conformity assessment – General requirements for proficiency testing
IAF GD5	IAF Guidance on the application of ISO/IEC Guide 65
EA-02/11	EA Policy for Conformity Assessment Schemes (Sector Schemes)
EA-03/04	Use of Proficiency Testing as a tool for Accreditation in Testing

ANNEX A THE MARK

A.1 Design of the CERTALARM Mark

Diagram of the CERTALARM logo:



NOTE: This drawing is illustrative. Licensed suppliers may obtain definitive artwork from CERTALARM or from the Contracted Certification Body.

A.2 Reproduction of the CERTALARM Mark

The CERTALARM Mark shall be reproduced in the form indicated at A.1 in a form appropriate to the product or service (EXAMPLE: outline, moulded in product colour).

The CERTALARM Mark may be reproduced in any size appropriate for the application, provided that the proportions are not altered, and the dimension X is not less than 5 mm

Where it is impractical to place the mark directly on the product, it may be attached to the product labelling, instructions for use and / or packaging. It may additionally be placed on related advertising or other documentation, provided that it is clear that the CERTALARM Mark is applicable only to product(s) and/or service(s) for which it has been licensed.

ANNEX B

CERTIFICATION REQUIREMENTS FOR SYSTEMS INCLUDING SPECIFIC NATIONAL REQUIREMENTS

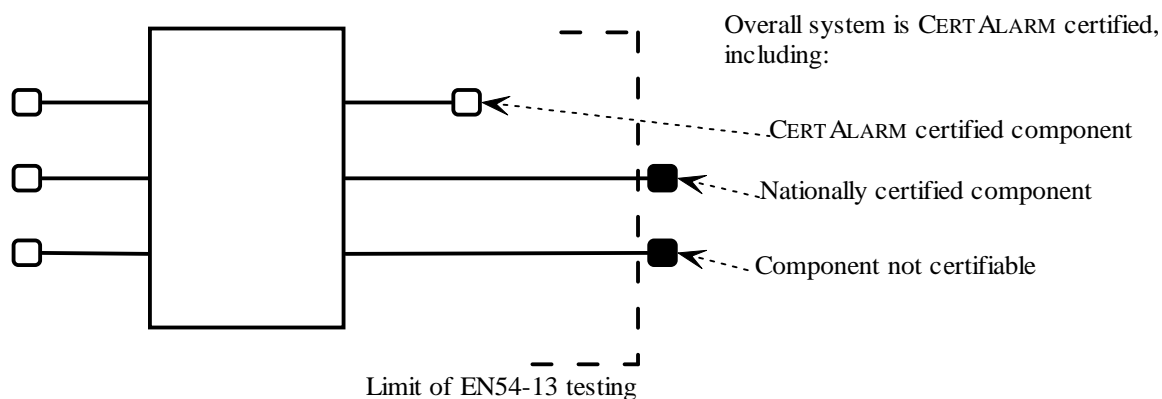
Reference clause 6.1, a supplier is free to specify which components are included for the purposes of assessing a system for certification. The resulting CERTALARM-Certified system may include a mix of components, including:

- a) components individually CERTALARM certified to standards specified in CERTALARM Scheme Rules: Part 2.
- b) some nominated components certified nationally
- c) some nominated components for which no standards exist

NOTE: All components shall be certified if certification is possible

The format of such system compatibility testing is shown in Figure B.1, using EN54-13 as an example.

Figure B.1: System compatibility testing based on EN54-13



The resultant certificate shall specify all relevant components.

ANNEX C

REQUIREMENTS FOR TEST AND INSPECTION REPORTS AND CERTIFICATES

C.1. Test or Services Inspection reports

Test or services inspection reports intended for use in CERTALARM certification shall be produced in English and optionally any additional language agreed between the supplier, the Recognised Test Laboratory / Services Inspection Body and Contracted Certification Body.

Existing test or services inspection reports to be used as the basis for transfer of certification may be in any language acceptable to the Contracted Certification Body.

As a minimum, test or services inspection reports shall include the following information:

- Trading identity and address of the Recognised Test Laboratory / Services Inspection Body
- CERTALARM Scheme accreditation details of the Recognised Test Laboratory / Services Inspection Body
- Report reference number
- Date of issue of test or services inspection report
- Supplier's identification and trading address
- Description of product, system or service. In the case of a product this should include details of product type, manufacturer's identification, trademark / type designation and (where relevant) hardware / firmware issue identification
- Details of all standards / other documents to which conformance has been verified
- Details of any national conditions or options contained within those standards that have been tested
- Where relevant, security grade, environmental class and / or other equipment or service categories specified within the standards
- Details of other documentation used in producing the test or inspection report
- Photographs in sufficient detail to identify the product / version

C.2. Certificates

Certificates shall be produced in English. Copies may be made available in other languages as required.

As a minimum, certificates shall include the following information:

- Trading identity, address and authorised signature of the Contracted Certification Body.
- CERTALARM Scheme accreditation details of the Contracted Certification Body.
- CERTALARM Scheme logo
- Certificate reference number
- Date of issue and of expiry of certificate
- Supplier's identification and trading address
- Description of product, system or service. In the case of a product this should include details of manufacturer, product type, type designation and (where relevant) hardware / firmware issue identification
- Details of all standards / other documents to which conformance has been assessed
- Details of any special conditions or options contained within those standards that have been included in the assessment (see clause 10.3).
- Where relevant, security grade, environmental class and / or other equipment or service categories specified within the standards
- Identification of test reports and other documentation used to make the assessment *
- Reference to such repeat testing or assessment of product, system, service or associated QMS that is necessary to maintain the validity of the certificate *
- If the "innovative products" route to certification has been used, the CERTALARM reference applicable (see clause 10.4).

A template for the certificate will be provided to Contracted Certification Bodies by CERTALARM Management, which shall be used.

C.3. Inspection of QMS and Factory Process Control Procedures

The manufacture shall have in place a documented QMS including FPC procedures as required by clauses 6.2.6, 6.2.9 and 7.4.9 to ensure that products placed on the market comply to the stated performance characteristics.

This shall include (as a minimum) procedures to establish the following:

- i) to ensure that all stages of the product design phase have been carried out satisfactorily, including a record of all checks, results and corrective action;
- ii) to demonstrate conformity of the product at appropriate stages from procurement to storage and delivery of finished product, including marking, final controls and tests carried out on finished product and at appropriate intermediate stages;
- iii) to identify non-conforming product, to ensure that such is not released from the factory and that such non-conformances are properly corrected;
- iv) to ensure regular inspection and calibration of manufacturing and test equipment, including frequency and criteria, including procedures to deal with products passed by equipment subsequently found to be out of calibration or faulty;
- v) appropriate recording of the results and effectiveness of the procedures, including the use of these results to correct any deviations
- vi) details of change procedures applicable to product, production process or FPC system, including procedures to determine type testing or FPC inspection necessary to ensure continuing conformity;
- vii) identification of the person responsible for each stage of (i) to (v)

The QMS shall be reviewed and revised appropriate to the circumstances of manufacture.

Where sub-contracting is carried out, the manufacturer shall retain overall control of the product and ensure that he is able to fulfil his responsibilities under this certification scheme. Depending upon the degree of sub-contracting, the manufacturer may apply verifications and tests on the finished product adequate to ensure conformity of each product equivalent to full FPC procedures being carried out during the production. The FPC of the sub-contractor may be taken into account or separately assessed if products or sub-assemblies are accepted without verification and test procedures being applied.

These procedures shall be assessed and the production facility audited prior to manufacture and at the intervals specified in 6.2.9 as long as the relevant certification remains valid.

The surveillance audits shall ensure compliance of the QMS and FPC with the above requirements, with special reference to the application of change procedures since the previous audit. The records of tests and measurements made during the production process and to finished products shall be compared to the results for type-tested samples to ensure correspondence. Checks shall be made on the actions taken in respect of non-conforming product.

ANNEX D

CRITERIA FOR CONFORMITY ASSESSMENT BODIES WORKING WITHIN THE CERTALARM SCHEME

D.1. Conditions for acceptance

Contracted Certification Bodies, Recognised Test Laboratories and Recognised Services Inspection Bodies shall:

1. be a member of CERTALARM AISBL
2. be registered and established in a State of the European Economic Area, Switzerland or Turkey
3. have been accredited for at least three years for the appropriate family(ies) of standards or part(s) thereof by an Accreditation Body that is signatory to the Multilateral Agreement of the EA, EXCEPT that:
 - the three year period shall not apply in the case of young standards.
 - the three year period may be replaced by satisfactory execution of comparison testing / certification for the relevant standard(s)
 - other exemptions for specific standards may be determined by the CERTALARM TAG as required.
4. provide evidence of the scope of the activities for which they are accredited, and undertake to keep this information up to date at all times.
5. in the case of devices that use an interactive decision-making process with other components, hold accreditation and operate evaluation processes to include all related devices.
6. be suitably notified to the European Commission as a Conformity Assessment Body (“Notified Body”) for products for which third party testing and certification is mandated by applicable EU directives or regulations (eg CPD, ATEX)
7. hold an appropriate accreditation for the CERTALARM scheme as an EA Sector scheme, or be working towards doing so within two years and to accept CERTALARM audit(s) during this period.
8. participate in procedures to confirm continued consistency of results between partner bodies as identified in clause 6.4 of this document
9. carry out certification assessment, testing or inspection for products, systems or services for compliance to specified standards and produce appropriate documentation, in accordance with CERTALARM Certification rules.
10. be committed to nominate representative(s) to contribute to activity of the CERTALARM organisation with a view to clarification of standards and harmonisation of the application of the test or inspection procedures and reporting, operating the procedures for confirming consistency of results between bodies, etc., accepting any conclusions already made.

NOTES:

Condition 2:

Consideration will be given to adjusting this rule at a later date to permit application by bodies established outside of this area, after a Mutual Recognition Agreement is concluded between CERTALARM and an organisation operating a scheme similar to the CERTALARM scheme in another part of the world comparable to the European Economic Area.

Condition 3:

Consideration will be given to adjusting this rule at a later date to permit application from bodies accredited by Accreditation Bodies having Bilateral Agreements with EA (ie to ILAC / IAF members signatory to the Multi-lateral Mutual Recognition Agreement).

D.2. Conditions for exclusion

In the event of failure to comply with the Scheme rules or to maintain the above criteria, the following actions will be taken by the CERTALARM Management of the Mark after approval by the Policy Council:

EVENT	IMMEDIATE ACTION	FINAL ACTION
Loss of accreditation for any part of declared scope	Immediate suspension of scheme work for that part of declared scope	Suspension terminated when accreditation is regained
Failure to provide evidence of competence through CERTALARM procedure to confirm continued consistency of results	Requirement to apply suitable corrective action within specified period (normally 6 months, extension may be granted where valid corrective action is incomplete)	6 months notice of withdrawal of Contract / Recognition in case of failure to satisfy requirements
Failure to comply with CERTALARM System or Scheme rules	Requirement to apply suitable corrective action within specified period (normally 6 months, extension may be granted where valid corrective action is incomplete)	6 months notice of withdrawal of Contract / Recognition in case of failure to satisfy requirements
Behaviour causing damage to the reputation of CERTALARM or the CERTALARM Mark	Suspension from all activity during investigation	Immediate withdrawal of Contract / Recognition if proven
Cessation of membership of CERTALARM AISBL	Immediate withdrawal of Contract / Recognition	-