CNBOP-PIB

CERTIFICATION DEPARTMENT

P-D
SCHEME OF ADMITTANCE OF PRODUCTS FOR USE IN FIRE PROTECTION

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1. Introduction

The scheme presents CNBOP-PIB activities in the field of admittance for use.

2. Legal basis

- Act of 24 August 1991 on fire protection (Polish Journal of Laws: Dz. U. z 2022 r. poz. 2057) **[1]**.
- Regulation of the Minister of the Interior and Administration of 20 June 2007 on specific activities executed during the admittance process, changes and control of products' admittance for use, fees charged by the authorised body and method of fixing the value of fees for such activities (Polish Journal of Laws: Dz. U. nr 143 poz. 1001) **[2]**.
- Regulation of the Minister of Internal Affairs and Administration of 20 June 2007 on the list of products used to ensure public safety or protect health and life and property, as well as the rules for issuing admittance for use of such products (Polish Journal of Laws: Dz. U. nr 143 poz. 1002; zm.: Dz. U. z 2010 r. Nr 85, poz. 553, z 2018 r. poz. 984, z 2022 r. poz. 2282) **[3]**.

3. General information

The scheme describes the principles of CNBOP-PIB's conduct in the admittance process according to the provisions of [1], [2], [3] listed in point 2 of this scheme. This scheme is also a guidebook for all interested parties.

CNBOP-PIB conducts admittance activity for products used to ensure public safety or for the protection of health and life and property, introduced for use in fire protection units and used by these units to alert about fire or other threats and to conduct rescue operations, as well as products that are portable fire-fighting equipment.

This scheme presents the rules of conduct of CNBOP-PIB in the processes of admitting products for use in fire protection, implemented on the basis of the provisions listed in point 2 of this scheme.

The admittance body makes publicly available an up-to-date list of products subject to admittance under this scheme, together with the technical reference documents and their editions, if applicable. The list is available on the Institute's website at *Services* → *Certification and admittance* → *Certificates of admittance*.

The processes of admittance of products for use in fire protection conducted by CNBOP-PIB are equally accessible to all organizations, regardless of their size and legal status.

CNBOP-PIB adheres to the principle that activities related to the implementation of admittance processes and in appeal cases should not be discriminatory.

Products used to ensure public safety or to protect health and life and property, put into use in fire protection units and used by these units to alert about fire or other threats and to conduct rescue operations, as well as products constituting portable firefighting equipment, may only be used after obtaining the admittance for use.

Admittance for use of the above-mentioned products are issued in the form of a certificate of admittance.

The admittance may be issued on the basis of:

1) a positive assessment of performance of a duly identified product, confirmed, depending on the needs: by tests, expert opinions or other documents, if it results from the conditions of use of the product,
2) positive assessment of technical and organizational conditions (TOC) of the manufacturer of the product.

The assessment of performance of a duly identified product is made on the basis of Polish Standards, and in their absence – technical and operational requirements specified in regulation **[3]**.

Assessment of technical and organizational conditions (TOC) of the manufacturer of the product is based on standards regarding quality management systems.

In the event that the product has been:

1) legally manufactured or marketed in another Member State of the European Union or in the Republic of Turkey,
2) legally manufactured in another member state of the European Free Trade Association (EFTA) that is party to the Agreement on the European Economic Area,

the admittance is issued after determining that the product safety level is not lower than that specified in Polish Standards or technical and operational requirements.

NOTE! The declaration on the introduction (production/admittance) of the product referred to above is not the basis for issuing a certificate of admittance until it is established that the safety level of the product is not lower than that specified in Polish Standards or technical and operational requirements.

NOTE! The option described above does not change the procedure for granting the admittance described in the applicable regulations.

The product admitted for use must be marked by the manufacturer with the sign of the admittance body and the number of the certificate of admittance.

Products which were granted the admittance are subject to annual control of admittance carried out by the entity that issued the admittance.

In case of negative results of the control, the entity that issued the admittance may withdraw it.

Activities related to the issue and change of admittance as well as control are subject to a fee.

The amount of the fee for the activities related to the issue or change of the admittance of products is influenced by:

1) type of performed activity,
2) type of product,
3) the complexity of the product or assessment program,
4) cost of work based on the documented number of working hours and the hourly rate,
5) cost of testing the product depending on the scope of the tests.

The amount of the fee for control activities of product compliance with technical requirements is influenced by the costs related to the testing of this product and the assessment of the test results.

Elements of admittance system of products for use in fire protection.

System of product admittance	Elements of the admittance system	Type of issued document/product marking
Regulation of the Ministry of Interior and Administration **[2]** §3 i 4	1) initial formal assessment of the application for admittance, identification of the manufacturer of the product and registration of the application; 2) collection and testing of a product sample by the admittance body; 3) analysis of test results provided by the Applicant; 4) assessment of technical and organizational conditions of the manufacturer; 5) analysis of product documentation; 6) issuing the admittance; 7) admittance control;	Certificate of admittance / mark of the admittance body, number of the admittance Example of marking: CNBOP-PIB xxxx/yyyy

4. The procedure for issuing, changing and withdrawing the admittance

4.1. Preparatory proceedings to submit an application for admittance of a product for use

4.1.1. Preparatory proceedings are initiated in the event that no arrears of the Applicant towards CNBOP-PIB have been found.

4.1.2. The Applicant (the manufacturer of the product or his authorized representative, or the owner of the product / batch of products) interested in the admittance of the product for use, reports to CNBOP-PIB Certification Department (DC), where he/she obtains information about:

- the procedure in the admittance process,
- requirements for the product,
- list of testing laboratories where product tests can be performed,
- the scope (program) of tests, the results of which are necessary for the admittance process,
- costs related to performing the admittance process.

4.2. Applying for the admittance of a product for use

The Applicant submits to the Certification Department (DC) a completed application for admittance of product for use, containing an unambiguous identification of the product together with basic information about the Applicant and the manufacturer and place / places of production of the product, as well as an indication of the documents attached to the application. The application for admittance of a product for use is also an agreement with CNBOP-PIB for the admittance service.

The application form should be completed and signed by the Applicant and supplemented with the following obligatory attachments drawn up in Polish:

- documents enabling the exact identification of the product;
- technical description of the product and technical conditions of use of the product;
- product manual;
- information on the terms of warranty and product service;
- data on the technical and operational properties of the product;
- data on the environmental impact of the product;
- declarations of compliance with the essential requirements for products covered by European Union directives/regulations (other declarations, if applicable)

Additionally, when the Applicant is not the manufacturer of the product, attached should be the following:

- a written power of attorney of the Manufacturer for the Applicant to perform specific tasks on its behalf, including their scope.

In case of applying for an admittance process of a single product or a batch of manufactured products, their unambiguous and unequivocal identification should be provided (number of copy(s), date(s) of production, unique batch number, etc.).

The condition for registering the application for admittance of a product for use (concluding an agreement with CNBOP-PIB carrying out the admittance process) is submitting the application along with documentation enabling the identification of the product.

NOTE: It is possible to submit attachments to the application in electronic form. For this purpose, the option of submitting documentation in electronic form should be selected in the application (item before the list of attachments). Then a DC specialist designated to conduct the process will contact the authorized contact person indicated in the application in order to provide a link to the sentbox and a password. Passwords are generated each time for the purpose of adding / completing documentation.

Applications for the process of certification of conformity can be obtained independently from the Institute's website (www.cnbop.pl) or by request from DC.

4.3. Initial formal assessment of the application for issuing/changing the admittance of the product, identification of the product manufacturer and registration of the application

4.3.1. DC performs initial formal assessment of the application for admittance of the product for use, identifies the manufacturer of the product and checks the correctness of the provisions in the application, as well as checks the completeness and correctness of the attached documentation in terms of formal requirements.

4.3.2. In the event of a negative verification result, DC informs the Applicant about the need to make the necessary corrections, supplements or provide explanations. Until the Applicant complies with DC's recommendations, the application remains unregistered. If the Applicant does not provide the documentation required by DC within 6 months, the specialist informs the Applicant that the preparation activities to start the admittance process have

been terminated and, depending on the Applicant's decision, returns the application together with the provided documentation or permanently destroys it.

4.3.3. In case of receiving a correctly completed and signed copy of the application together with attachments that enable unambiguous identification of the information referred to in point 4.2 of the scheme, DC prepares a confirmation of registration of the application for admittance of the product for use and issues an invoice for the initial payment in the amount specified in the current DC price list . The fee for the initial formal assessment of the application for issuing/changing product admittance, identification of the manufacturer of the product and registration of the application is not refundable.

4.3.4. Confirmation of the registration of the application is sent to the Applicant in a documented manner. The second copy of the confirmation of the registration of the application and all documents related to the admittance process are attached to the application for the product admittance process.

4.3.5. Moreover, together with the confirmation of registration of the application, DC provides the Applicant with the test program for tests which need to be performed, a letter ordering the tests and indicates the testing laboratory for the subject of the tests, within the scope specified by DC. The scope of the tests results from the technical reference documents, appropriate for the product type, listed in the annex to regulation **[3]**.

4.4. Product testing and recognition of test results

4.4.1. Testing of the sample(s) of the product(s) is carried out by a laboratory indicated by DC for the subject of the testing, in accordance with the testing program prepared by DC for the product pursuant to regulation **[3]**.

4.4.2. DC recognizes test results obtained in accredited laboratories (in accordance with the provisions of the system of conformity assessment), notified laboratories (in accordance with the provisions of the system of conformity assessment) or foreign laboratories (if it arises from international agreements), provided by the Applicant, provided that the tests were performed with methods accepted by CNBOP-PIB. Details on the date, actual costs of the tests and the method of sample delivery are agreed by the Applicant directly with the laboratory.

4.4.3. If it is not possible to perform the tests in the laboratories mentioned above, CNBOP-PIB recognizes, at the request of the manufacturer or his authorized representative applying for issuing or changing the admittance, the results of tests of laboratories other than those listed above, if they are performed with methods accepted by CNBOP-PIB.

NOTE! If the Applicant submits test results of the product together with the application, CNBOP-PIB, after analysing them, recognizes the test results obtained with the methods accepted by CNBOP-PIB and/or presents the Applicant with a test program for tests which need to be performed in order to obtain a set of test results which confirm the fulfilment of the technical requirements of a reference document.

4.4.4. If the Applicant indicates that the subject of the admittance process is a product that has been:

1) legally manufactured or marketed in another Member State of the European Union or in the Republic of Turkey,

2) legally manufactured in another member state of the European Free Trade Association (EFTA) that is party to the Agreement on the European Economic Area,

determining the level of product safety in the scope of testing a product sample and analysing test results requires an evaluation consisting of the verification of the test results constituting the basis for introducing these products for use in one of the above-mentioned countries. The purpose of this action is to obtain confirmation by CNBOP-PIB that the product has performance properties not lower than those specified in the applicable requirements of Polish Standards or technical and operational requirements.

If all test results of testing laboratories other than the laboratories of the admittance body are recognized, CNBOP-PIB orders identification tests of the product in the laboratory of the admittance body. The scope of the tests concerns at least the compliance of the product with the documentation and marking. Conducting identification tests is a necessary condition for the admittance process.

4.4.5. If it is necessary to perform tests at CNBOP-PIB laboratory, DC authorizes the Applicant to collect a sample/s of the product for the purposes of the tests necessary to be performed in the admittance process. The Applicant is obliged to deliver a representative sample(s) of the product to the laboratory.

4.4.6. Commissioning of tests to be performed by a subcontractor is possible only with the consent of the client. CNBOP-PIB bears full responsibility for the tasks performed by the subcontractor.

4.5. Assessment of technical and organizational conditions of product production

4.5.1. The assessment of technical and organizational conditions of the manufacturer of the product (hereinafter referred to as TOC assessment) is an integral part of the process of product admittance. The purpose of the assessment is to obtain confirmation on the establishment, implementation and maintenance of technical and organizational conditions at the place of production of the product that ensure stable and repeatable production of products that meet the requirements of applicable technical reference documents (i.e. Polish Standards or technical and operational requirements).

4.5.2. The manufacturer, as part of ensuring appropriate technical and organizational conditions, is obliged, among others to ensure measurement traceability of the measuring instruments used in the production process of the product being assessed. CNBOP-PIB requirements in this regard are published on the Institute's website.

4.5.3. The assessment of technical and organizational conditions of the manufacturer of the product consists of the analysis and assessment of information on the established, implemented and maintained production conditions. Information regarding this matter is obtained during the assessment at the place of production of the product (manufacturing plant) and presented by the assessment team in the factory assessment report. The scope of TOC assessment (audit) is described in a document published on the Institute's website entitled "Requirements for

4.5.4. technical and organizational conditions of the manufacturer of products being subjected to the process of admittance for use in fire protection".

4.5.5. TOC assessment of the manufacturer of the product is performed after the application for admittance of the product for use is registered and after DC receives positive results of the required tests. It is possible to carry out TOC

assessment before receiving positive test results upon a written request (containing a declaration that the Client undertakes to cover the costs of TOC assessment regardless of the obtained test results) and under the responsibility of the Applicant.

4.5.6. CNBOP-PIB (Certification Department or Support and Audit Department) provides detailed information on the organization of TOC assessment (approximate costs, date, purpose of the assessment).

4.5.7. The results of TOC assessment at the manufacturing plant(s) are included in the report(s), which, together with the attachments, is/are submitted to the assessed organization for review and approval. The report is the basis for assessing the stability and repeatability of the production of products that meet the requirements of the applicable technical documents, and its result is valid for 3 years (counting from the date of the report stating a positive result of the assessment).

4.5.8. In case of non-compliance with the requirements during TOC assessment (e.g. CNBOP-PIB requirements for ensuring measurement traceability), the assessed organization is obliged to carry out corrective actions within the time agreed with CNBOP-PIB. The evaluation of the implementation of corrective actions and their effectiveness may be carried out in the form of a review of the evidence of implementation provided by the Customer (documents and records) or in the form of an additional assessment. The method of their evaluation depends on the type of non-conformities. The admittance cannot be issued before the corrective actions have been carried out and their effectiveness evaluated by the assessment team.

4.5.9. If the Applicant indicates that the subject of the admittance process is a product that has been:

- legally manufactured or marketed in another Member State of the European Union or in the Republic of Turkey,
- legally manufactured in another member state of the European Free Trade Association (EFTA) that is party to the Agreement on the European Economic Area,

determining the level of product safety in the scope of TOC of the manufacturer of the product requires verification of the assessment of the conditions of production of products (meeting the requirements of relevant technical reference documents), which was the basis for introducing these products for use in the above-mentioned countries. The purpose of this action is to confirm by CNBOP-PIB the stability and repeatability of production of products with properties not lower than those specified in the applicable requirements of Polish Standards or technical and operational requirements in relation to the test results of the product sample(s) referred to in point 3.4.

4.5.10. In the event that the Applicant applies for a certificate of admittance for the same or similar product type, CNBOP-PIB may recognize TOC assessment made earlier by the manufacturer for the purpose of assessing the stability and repeatability of production of products that meet the requirements of the applicable technical documents provided that:

- the result of TOC assessment was positive,
- as of the date of submitting by the Applicant a complete set of positive test results for the product and complete product documentation, the result of the TOC assessment is valid, i.e. no more than 3 years have

passed from performing the assessment (counting from the date of the report stating a positive result of the assessment),

- the Applicant has submitted documentation confirming the functioning of appropriate technical and organizational conditions of production in the manufacturing plant, in the scope of: the method of supervising the production process of the product which is the subject of admittance, available records of supervision over the production process and other, depending on the nature of the assessed area of production activity.

4.5.11. If the Applicant submits documents confirming the assessment of production conditions (e.g. report of TOC assessment, report of the inspection of factory production control) of a given type of product, performed:

a) by CNBOP-PIB at the request of another Applicant, or

b) by another accredited / notified product certification body, as part of EC / EC certification scheme,

it is possible to recognize the results of these activities or documents ensuring their execution, for the purposes of assessing the stability and repeatability of the production of products that meet the requirements of the applicable technical reference documents, provided that:

- a written consent of the owner of the document(s) was provided for its use in the admittance process (refers to point a) as above),
- the result of the assessment was positive, and no more than 3 years have passed since its execution (in relation to the date of the report confirming a positive result of the assessment), as of the date of submitting by the Applicant a complete set of positive test results for the product and complete product documentation).

4.5.12. It is possible to carry out TOC assessment without an assessment at the place of production after individual consideration of activities related to the assessment of the stability and repeatability of production of products that meet the requirements of applicable technical documents, the supervision of which is carried out by accredited/notified European product certification bodies in accordance with the rules resulting from the applicable legal basis (e.g. conditions for supervision of certified personal protective equipment according to the provisions of Directive 89/686/EEC and Regulation (EU) 2016/425 of the European Parliament and of the Council of 9 March 2016 on personal protective equipment and repealing Council Directive 89/686/EEC or lifts for rescue teams according to the provisions of Directive 2014/33/EU). Performing TOC assessment without the assessment at the manufacturing plant is possible after analysing the documents (agreement for the supervision of the EC/EC certificate, report, manufacturer/site assessment report, other related documents) regarding the assessment of the manufacturing plant by a notified body.

4.5.13. CNBOP-PIB does not assess the stability and repeatability of the production of products in the form of on-site assessment in the case of admittance processes for products that are not subject to further production, i.e. products manufactured in one copy or a single batch – provided that they can be unambiguously and unequivocal identified.

In cases such as:

- production of a different type of product in the same manufacturing plant,

- production of the same type of product in a different manufacturing plant,
- change of place and/or technology of production,
- introducing changes in the product,

DC decides on the form of assessing the technical and organizational conditions after individual consideration of the case.

4.5.14. Fees for TOC assessment are charged according to DC price list.

4.6. Review and evaluation of documents collected in the admittance process of the product for use

DC analyses the documents collected in the admittance process in order to make an assessment of:

- the results of the analysis of the application documentation,
- test results of a duly identified product for compliance with technical reference documents,
- the results of TOC assessment performed at the manufacturing plant,

and on this basis formulates a conclusion on the outcome of the admittance process.

At each stage of the assessment in the admittance process, DC provides the Applicant with the result of this assessment along with the possible date of supplementing the documentation and/or performing additional activities (e.g. supplementary tests, corrective actions) in order to remove the identified non-conformities.

4.7. Technical Committee

4.7.1. In order to clarify comments and/or doubts regarding substantive and/or formal and legal issues arising during the admittance process, DC, in justified cases, may consult the Technical Committee operating at CNBOP-PIB, competent for the matter in question.

4.7.2. Before the meeting of the Technical Committee is convened, DC informs the Applicant in writing about this fact in order to obtain approval of the additional costs of the admittance process. If the Applicant does not accept the costs, in a situation where DC needs to obtain an opinion/judgment of the Technical Committee, it results in the interruption of the admittance process.

4.8. Decision to issue or refuse to issue the admittance

4.8.1. On the basis of the material collected in the admittance process a decision is made to issue or refuse to issue the admittance. In case of refusal to issue the admittance, the Applicant shall receive in writing the decision of the Director of CNBOP-PIB with justification. The notification shall contain instructions on the right and procedure for filing a request for reconsideration.

4.8.2. In case of a decision to issue the admittance, the Applicant receives two copies of an agreement on control and supervision of the granted admittance for signing. The certificate of admittance is issued to the Applicant after CNBOP-PIB receives the signed agreement mentioned above and after confirming that all fees related to the admittance process have been registered on the CNBOP-PIB account. The fees are specified in the current DC price list.

4.8.3. In case of an admittance for a batch or a single product, the Applicant receives two copies of the agreement on the control of the granted admittance for signing.

4.8.4. CNBOP-PIB issues, changes or refuses to issue an admittance or its change within 6 weeks from the day of completing the activities performed during the admittance process and changing the admittance of a product, in accordance with the provisions of regulation **[3]**.

4.9. Admittance of product for use

4.9.1. The admittance is issued separately for each type of product. DC may issue an admittance for a group of product varieties if the test results of samples representative for this group meet the requirements set out in Polish Standards and technical and operational requirements that were adopted as the basis for the admittance process. In justified cases, DC may define the rules for grouping varieties of selected products/product groups – these rules are published on the Institute's website (www.cnbop.pl).

4.9.2. Admittance of a product for use is issued for a period not longer than 5 years. The issued certificate of admittance is the confirmation of admittance.

4.9.3. In justified cases, e.g. when the certificate of admittance is issued on the basis of a National Technical Assessment, the certificate of admittance may be issued for a period shorter than 5 years, provided that the Applicant meets the requirements contained in the agreement on control and supervision of the granted admittance.

4.9.4. The certificate of admittance is prepared in 2 copies. One copy of the certificate of admittance DC hands over to the Applicant in a manner agreed and documented with him/her, and this fact is recorded in the register of issued admittance. The second copy is kept in DC.

4.9.5. At the request of the Applicant, for an additional fee according to the DC price list, the number of issued copies may be increased. The issuance of additional copies of the certificate of admittance is documented.

4.9.6. At the request of the Applicant, it is possible to issue additional copies in a foreign language or a duplicate of the certificate(s) of admittance.

4.9.7. DC keeps a list of products for which certificates of admittance have been issued. This list is published at regular intervals on CNBOP-PIB website, which also includes information about admittance which have been withdrawn.

4.10. Interruption of the admittance process

Interruption of the admittance process may take place if:

- the Applicant fails to provide supplementary documents and / or information required by DC CNBOP-PIB within a specified deadline (or, if the date has not been specified – within 12 months), or performs these activities ineffectively;
- the Applicant does not fulfil his financial obligations towards CNBOP-PIB, on the terms specified in other regulations,
- the Applicant does not agree to DC convening a meeting of the Technical Committee on the admittance process of the product,

- The Applicant applies to DC with a request to discontinue the process.

4.10.1. The decision to discontinue the admittance process is communicated to the Applicant by correspondence. Documentation of a registered process that has been discontinued is not returned to the Applicant. This documentation is permanently destroyed.

4.10.2. In order to carry out the admittance process of the product for which the process has been interrupted, the Applicant should submit a new application for admittance of the product for use with the required current attachments.

4.11. Application and use of the issued admittance

4.11.1. The issued admittance may be used by the Holder in accordance with the terms of the Agreement.

4.11.2. The agreement specifies in particular the Applicant's obligations, methods of control of admittance (not applicable to admittance issued for products manufactured in one copy, short series or single batch), rules of conduct in the event of changes to the provisions in the certificate of admittance, and conditions for withdrawing the admittance.

4.11.3. Products with admittance should be marked by the Holder of the admittance with the mark of the admittance body in accordance with § 17 of Regulation **[3]** and additionally with the number of the certificate of admittance.

4.11.4. The rules for using the mark of the admittance body are regulated by regulation **[3]**, and are specified in the current CNBOP-PIB document entitled "The rules for using the mark of the admittance body (CNBOP-PIB)", which is available on the Institute's website www.cnbop.pl.

4.12. Withdrawal of the issued admittance

Withdrawal of the admittance is regulated by regulation [3]. The admittance may be withdrawn in case of, among others:

a) negative results of control tests under supervision (§ 12 of the regulation **[3]**),
b) submission by the Holder of a request to withdraw the issued admittance (§ 12 of Regulation **[3]**) (i.e. a representative of the Holder authorized in writing).

DC withdraws the admittance within 6 weeks from the date of completing the activities specified in point a) above or from the date of receiving the request referred to in point b).

DC notifies the Holder of the admittance of its withdrawal in a documented manner. At the same time, the Holder is informed about:

- the reasons for the decision to withdraw the admittance,
- the right to appeal and the manner of appeal against the decision to withdraw the admittance,
- the necessity to perform other activities that DC deemed necessary to ensure public safety and protection of health, life and property.

The Holder has the right to appeal against the decision of the Manager of the Certification Department to the Director of CNBOP-PIB within 14 days from the date of its receipt. The Holder is informed in writing about the results of the appeal.

CNBOP-PIB publishes a list of withdrawn certificates of admittance.

In this mode, the issuance of an admittance for a product requires a new admittance process

5. Admittance control

5.1. The admittance control is an assessment of product compliance with the technical requirements of reference documents on the basis of the performed tests, in accordance with the program included in CNBOP-PIB control plan. The procedure of admittance control is governed by the provisions of **[2]** and **[3]**.

5.2. Control activities are initiated by CNBOP-PIB. The scope of control tests is defined by the admittance body and made available to the Holders of admittance on the Institute's website (www.cnbop.pl). In case of an ad hoc inspection, the scope of tests is determined individually, based on information from users indicating defects in the admitted product.

5.3. CNBOP-PIB, as part of the admittance control, carries out the following activities:

- collecting a sample for testing in accordance with the control plan provided to the Holder (once a year),
- carrying out tests on the taken sample,
- assessment of compliance of the product with the technical requirements of reference documents on the basis of conducted tests and preparation of a report on the inspection and post-inspection information.

Moreover, CNBOP-PIB supervises compliance with the provisions of the agreement on supervision of the granted admittance (including the rules for applying the mark of the admittance body).

An invoice is issued for control activities in the amount specified in the current edition of DC price list.

5.4. If it is not possible to take a product sample (no product to be collected due to lack of production, lack of stock or in case of products manufactured in one copy or a short series, etc.), CNBOP-PIB, upon receipt of such information, obliges the Holder of the certificate of admittance of the product to immediately notify the admittance body once the reasons preventing proper performance of the control disappear.

6. Changes made with regard to the granted admittance

Changes made in relation to the granted admittance may apply to:

- change of the admittance (point 6.1), and/or
- updates to the entries in the certificate of admittance (point 6.2), and/or
- transfer of rights to the admittance (point 6.3), and/or
- changes to technical reference documents or legislation (point 6.4).

For activities carried out under the changes mentioned above CNBOP-PIB charges fees referred to in point 10 of the scheme.

6.1. Change of admittance

6.1.1. A change to the admittance may be made on the basis of an application submitted by the holder of the admittance on a form (DC/1). DC evaluates the possibility and determines the course of action to change the admittance in terms of for instance:

- changes in material, design or technology of the product, which may affect the performance or extend the scope of its application,
- new varieties of products or new products within the same product group,
- changes to the scope of the admittance (extension, restriction).

6.1.2. Changes mentioned above may be made only with the consent of CNBOP-PIB.

6.1.3. The process of changing the admittance by CNBOP-PIB includes the following activities:

- initial formal assessment of the application for a change of the admittance, and/or
- analysis of the product documentation, and/or
- testing the product sample by the admittance body, and/or
- analysis of test results provided by the Holder of the admittance, and/or
- assessment of technical and organizational conditions of product production, and/or
- issue of a revised (updated) admittance,

to the extent appropriate to the changes reported by the Holder of the admittance.

DC changes or refuses to change the admittance within 6 weeks from the date of completing the activities performed during the process of changing the admittance of the product.

6.1.4. Confirmation of acceptance of the change is the issuance of a revised certificate of admittance. The changed certificate of admittance contains an annotation in the footer of the document, informing that the issued certificate "replaces the certificate of admittance No ... of ...". The amended certificate of admittance retains the original validity date.

6.1.5. If the change of the admittance requires a change of the data in the agreement on control and supervision of the granted admittance, the Holder of the admittance receives a scan of an annex to the agreement for signing. The changed certificate of admittance is issued after CNBOP-PIB receives the signed annex to the agreement as mentioned above and after confirming that all fees related to the process of changing the admittance have been recorded on CNBOP-PIB account.

6.2. Update of the entries in the certificate of admittance

6.2.1. In cases other than those listed in para. 6.1 of the Scheme, DC may update entries in the certificate of admittance on its own initiative (e.g. identification of an error, receipt of a complaint, etc.) or on the basis of a written request of the Holder of the admittance (e.g. in case of technical data of the product not affecting the performance or the extension of its scope of use, changes in the name and/or address of the Holder / manufacturer, manufacturing plant).

6.2.2. In case of a written request of the Holder of the admittance, on the basis of received information CNBOP-PIB determines the possibility and the way of further proceedings on updating the admittance.

6.2.3. Update of the entries are made once CNBOP-PIB analyses the received documentation justifying the update. The subject activities, except for correction of records resulting from an error, are carried out by CNBOP-PIB against payment.

6.2.4. Updates may involve a TOC assessment (e.g. change of the address of the manufacturing plant, addition of alternative(s), and/or removing the existing manufacturing plant(s) on the admittance). The basis for the change of the admittance entries is a decision of CNBOP-PIB on replacing the admittance, which is taken on the basis of the results of the performed analysis, in relation to the reported need for change.

6.2.5. The change of the entries in the certificate of admittance receives the same form as in point 6.1.4.

6.2.6. If a change to the admittance necessitates a change to the details of the agreement on the control and supervision of the granted admittance, the holder of the admittance shall receive a scan of the annex to the agreement to be printed in two copies, signed and sent back to CNBOP-PIB. A changed certificate of admittance shall be issued after CNBOP-PIB receives a signed annex to the agreement mentioned above and after confirmation that CNBOP-PIB account has been credited with all fees connected with the process of change of the admittance.

6.3. Transfer of rights to the admittance

6.3.1. In the event of a change:

a) name and/or address of the Holder of the admittance,

b) the legal status or ownership relationship of the Holder of the admittance,

it is possible for CNBOP-PIB to transfer the admittance rights and/or update relevant entries in the certificate of admittance, after making sure that the new organization is able to meet all the requirements specified in the agreement on control and supervision of the granted admittance.

6.3.2. Performing the activities described in section 6.3.1. a) requires a written application of the existing and/or current Holder of the admittance and documenting the changes.

6.3.3. 6.3.1.b) requires:

- a written request of the previous Holder containing a description of the changes,
- submitting an application to amend the approval document (s) together with applicable attachments. The application should be signed by both the current Holder of the admission and the entity to which the ownership rights will be transferred

After analyzing the submitted documentation, DC informs the applicant party in writing about the acquisition of the admittance rights, about the activities necessary for implementation and the costs related to the transfer of the above-mentioned rights.

DC starts the activities mentioned above. only if no arrears have been found with CNBOP-PIB in relation to entities involved in the process in question.

6.4. Change of technical reference documents or legislation

6.4.1. The procedure to be followed in the case of changes to Polish Standards and technical and operational requirements is regulated by the provision of **[2]**.

6.4.2. In the event of changes in legal regulations related to the admittance process, DC notifies the Holder of the admittance about it, specifying the scope of any activities necessary to ensure the product's compliance with these regulations.

6.4.3. If it results from the change of an existing requirement or specifying a new one as above, CNBOP-PIB performs an appropriate verification of actions taken by the Holder of the admittance.

7. Extension of the validity of the admittance

7.1. The issued admittance cannot be extended. At the request of the Holder, it is possible to re-conduct the admittance process in the manner and on the terms specified in the provisions of **[1]**, **[2]**, **[3]**.

8. Re-admittance process

8.1. The re-admittance process is carried out in the manner appropriate for a new process of admittance of the product for use and requires the submission of a complete application for the admittance referred to in point 8.2 of this scheme.

8.2. Taking into account the complexity of the product and changes in the standardization status from the previous admittance process and the last control of admittance, DC decides on further procedure based on the provided:

- documentation (including test reports, WTO assessment reports),
- information about changes made to the product and/or
- technical and organizational conditions of production or their absence.

8.3. DC may refrain from performing product tests if all the following conditions are met:

- the results of product tests submitted to CNBOP-PIB so far confirm that all current technical requirements of reference documents (Polish Standards and/or technical and operational requirements) applicable in the process of re-admittance are met,
- the manufacturer provides a declaration that the product has not been changed since the last identification tests,
- product identification tests were performed in CNBOP-PIB laboratory, and the Applicant provides a copy of the test report as above,
- during the validity of the certificate of approval, samples of the admitted product were subjected to control of admittance.

8.4. In the re-admittance process, DC performs TOC assessment on terms specified in point 4.5 of this scheme.

9. Recognition of a certification process

In cases where the Applicant has a valid certificate issued by CNBOP-PIB (EC or B) for a construction product within the meaning of the Act on construction products – covered by the scope of the certificates of admittance, the certificate is issued after determining the compliance of the requirements set out in the certification process and in the process of product admittance. Documentation of the completed certification process and recognized activities performed in the certification process may be used in the admittance process. (e.g. recognition of the FPC inspection carried out in the certification process as

meeting the requirement for the admittance body to perform TOC assessment before issuing the certificate of admittance). The decision on the possibility of recognizing for the purposes of the admittance process the activities performed as part of the certification process is made after analysing the material collected in the certification process and confirming compliance with the requirements set in the admittance process. In this case, the fees are charged according to separate items of DC price list.

10. Fees for carrying out the admittance process

10.1. The fees for carrying out the process of admittance of the product for use and for activities performed as part of the control and supervision of the granted admittance are set on the basis of the current DC price list. The structure of fees in the processes related to the admittance process is presented in point 1 of this scheme.

The fees for the admittance process are paid by the Applicant / the Holder of the admittance.

10.2. The costs of test are settled directly between the Applicant and a relevant testing laboratory and are not included in the cost of the process of issuing or changing the admittance carried out by DC.

11. Appeals and complaints

11.1. Appeals

The Applicant has the right to submit a written request for reconsideration of the case concerning:

- the refusal to issue a certificate of admittance.

A description of the conditions and procedures for submitting and processing the applications mentioned above can be found in the Procedure P-7 for handling applications for reconsideration of the refusal to issue the admittance, which is published on the Institute's website at https://www.cnbop.pl/en/services/certification-and-admittance/certificates-of-admittance.

The Applicant/Holder has the right to submit a written appeal against CNBOP-PIB's decision regarding:

- limiting the scope of the issued certificate of admittance,
- withdrawing the issued certificate of admittance,

The appeal is submitted in writing to the Director of CNBOP-PIB within 14 days from the date of receiving the decision.

The appeal is reviewed by the Director of CNBOP-PIB within 30 days from the date of its receipt. In cases where the time necessary to review the appeal exceeds the indicated deadline, the appellant is informed by CNBOP-PIB in writing about the expected date of reviewing the appeal.

CNBOP-PIB confirms to the Applicant/Holder the receipt of the appeal and, after completing the appeal procedure, informs in writing about the decision of the Director of CNBOP-PIB.

11.2. Complaints

At each stage of the admittance process, the Holder of the certificate of admittance has the right to file a complaint against the actions of the Certification Department or its employees. CNBOP-PIB also accepts complaints submitted by other parties (complaints about the actions of the Applicant/Holder or the Certification Department).

All complaints are recorded and reviewed. In case of receiving a complaint by phone, CNBOP-PIB requires a written confirmation of the complaint. The decision to recognize or not recognize a complaint is made by the Director of CNBOP-PIB

within 30 days from the date of its receipt. If the decision cannot be made within this time limit, the Complainant is informed about the taken actions and the approximate date of the relevant decision. After completing the complaint procedure, the Applicant is informed in writing about the decision of the Director of CNBOP-PIB and about the further procedure.

The description of the conditions and procedure for submitting and rewiring appeals and complaints is published on the Institute's website at https://www.cnbop.pl/en/services/certification-and-admittance.

12. Confidentiality

DC undertakes to maintain confidential all information obtained from the Applicant and the manufacturer in the process and subject of the admittance, as well as during the validity of the agreement on control and supervision of the granted admittance, and from other sources (complaints), except for cases provided for by law.

If CNBOP-PIB provides information required by law, the Applicant is informed in a documented manner about the scope and addressee of the information provided, unless the law provides otherwise.

13. Published information

DC CNBOP-PIB publishes lists of issued and withdrawn certificates of admittance on the Institute's website www.cnbop.pl. The lists include at least the following:

1) the number of the certificate of admittance,
2) name and type of the product,
3) name and address of the Applicant,
4) validity period of the certificate of admittance.

14. Contact details

Centrum Naukowo-Badawcze Ochrony Przeciwpożarowej im. Józefa Tuliszkowskiego
Państwowy Instytut Badawczy

Scientific and Research Centre for Fire Protection – National Research Institute

(CNBOP-PIB)

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Tel: (+48) 22 769 33 00

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Certification Department – DC CNBOP–PIB

Technical Committee for Coordination and Management System

Tel: (+48) 22 769 33 47

e-mail: jcw@cnbop.pl

Support and Audit Department

Tel: (+48) 22 769 33 45

e-mail: dwia@cnbop.pl

NOTE:

Due to organizational and technical reasons, please arrange the dates of meetings in advance and contact us between 7:30 am and 3:30 pm.

ANNEX NO 1

Structure of fees in the process of admittance of products for use in fire protection

Fee for the process of admittance according to P-D consists of basic items and "Other fees" (if applicable in the process)	
1.	Fee for initial formal assessment of the application for product admittance, identification of the manufacturer of the product and registration of the application – non-refundable
2.	Fee for analysing product documentation and issuing the admittance
Process of changing the scope of the admittance	
3.	Fee for initial formal assessment of the application for changing the admittance of the product, identification of the manufacturer of the product and registration of the application – non-refundable
4.	Fee for analysing product documentation and changing the admittance
Other fees	
5.	Assessment of technical and organizational conditions (TOC) of production of the product
6.	Updating the subject and/or scope of the application
7.	Updating the test program at the client's request/notification
8.	Analysis of the assessment/inspection report submitted by the Applicant at the manufacturing plant, performed by another accredited/notified product certification body
9.	Analysis of the documentation submitted by the Applicant, allowing for waiving TOC assessment at the manufacturing plant
10.	Reviewing the application and issuing a decision (opinion) by a relevant technical committee
11.	Fee for translating foreign-language documentation submitted to the process of issuing/changing/updating the admittance or participation of a translator in the process
12.	Fee for analysing documentation in case of submitting information about a change in the admitted product and/or making an assessment of the necessity to conduct supplementary tests
13.	Fee for accepting changes to the admitted product that do not require a change (extension of the scope) of the admittance and/or the introduction of changes (update of entries) in the certificate of admittance, at the client's request
14.	Fee for updating the entries in the certificate of admittance other than those mentioned in point 13
15.	Translation of the certificate of admittance into a foreign language
16.	Formal update of entries in the certificate of admittance by CNBOP-PIB
17.	Issuing a duplicate or additional copies of the certificate of admittance
18.	Issuing a written opinion (e.g. formal, legal, technical) as part of CNBOP-PIB admittance activity (at the request of an interested party)
Control of admittance	
19.	Taking a sample for testing
20.	Testing of product sample
21.	Assessment of the compliance of the product with the technical requirements of reference documents on the basis of the performed tests and preparation of a report on the control as well as preparing post-control information