



CNBOP-PIB

CERTIFICATION DEPARTMENT

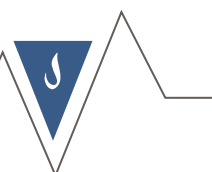
REQUIREMENTS FOR THE PRODUCTION CONDITIONS SUBJECT TO CONFORMITY ASSESSMENT

(edition: second; issue date: 20 June 2022)



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1. Scope

This document is used for the purpose of conducting the assessment of technical and organizational conditions (WTO) of production of:

- products that are not construction products and are subject to voluntary conformity assessment for the purposes of issuing a certificate of compliance recognized in the United Arab Emirates,
- products for fire protection, which are subject to conformity assessment according to certification scheme PC-DO¹, in case when the conformity assessment process is performed on the basis of Polish Standards, which do not contain requirements for technical and organizational conditions for the production of products, in case when the requirements for technical and organizational conditions for the production of products have not been specified in another reference document, on the basis of which the conformity assessment process is carried out, or in a situation when the manufacturer immediately before or during the TOC assessment expresses interest in including in the assessment scope additional products for which no technical specification will be available on the assessment date (e.g. Requirements, Tests and Evaluation Criteria (WBO) developed by CNBOP-PIB).

This document is based on:

- ISO/IEC TR 17026:2015 *Conformity assessment – Example of a certification scheme for tangible products*;
- *CNBOP-PIB requirements for ensuring measurement traceability*, edition: 4 of 02.06.2020;

taking into account the applicable requirements of:

- PN-EN ISO 9001:2015-10 *Quality management systems – Requirements*.

2. General provisions

The requirements are intended for manufacturers of products serving to ensure public safety or protection of health and life and property, which are not classified as construction products and are subject to voluntary conformity assessment for the purposes of issuing a certificate of compliance recognized in the United Arab Emirates and fire protection products that are subject to conformity assessment according to PC-DO scheme.

The purpose of establishing and maintaining appropriate production conditions is to ensure stable and repeatable production of products that meet the requirements of applicable technical reference documents (i.e. Polish Standards and / or technical and operational requirements)² and/or CNBOP-PIB technical criteria³) that underlie the conformity assessment process.

These guidelines are used as criteria for assessing production conditions in voluntary conformity assessment processes conducted by CNBOP-PIB.

3. Production organization

The manufacturer should establish, document, implement and maintain production conditions appropriate to ensure that the products comply with the requirements of the technical reference documents that are the basis for the voluntary conformity assessment.

Production conditions should be described in the documentation adapted to the level of user requirements for the product, the specificity of the production process and the degree of its automation, staff competence and the size of the organization and the scope of its operation.

The documentation of production conditions should contain, in particular, information about:

- a) organization structure, responsibilities and powers;
- b) control and testing plans;
- c) used documented procedures, guidelines or instructions;
- d) required external documents (e.g. Polish Standards, technical and operational requirements, CNBOP-PIB technical criteria, etc.);
- e) specific documents established by the organization (e.g. technical specifications, drawings, working instructions and forms necessary for the effective implementation of quality management conditions and the supervision of production and conformity assessment of the product);
- f) records;
- g) actions taken if the products do not meet the technical requirements of reference documents.

¹ PC-DO Scheme of certification of conformity of fire protection products

² specified in the Annex to the Regulation of the Minister of the Interior and Administration of 20 June 2007 on the list of products used to ensure public safety or to protect health and life and property, as well as the rules for issuing admittance for use of these products

³ among others Requirements, Tests and Evaluation Criteria (WBO)

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4. Production

Documentation of technical and organizational conditions for the production should include:

- a) a description of the production process;
- b) description of cooperation with subcontractors (description of the scope of activities, name and address of the subcontractor, details of the agreement relevant for the products to meet the technical requirements of reference documents);
- c) a description of the main components of production resources and equipment;
- d) description of resource monitoring;
- e) description of supervision over the production process;
- f) description of supervision and control of finished products;
- g) a description of the procedure for non-compliance for: raw materials, components, sub-assemblies and finished products.

5. Organizational structure, responsibility and powers

The manufacturer should specify the organization of the production-related activities (e.g. organizational chart). It should also specify what scope of activities related to the manufacturing of the product is carried out outside its organization (i.e. by subcontractors, external staff – if applicable). In the event of outsourcing of any process that affects the product properties, the manufacturer should establish rules for monitoring those processes.

The documentation of the production conditions should specify the responsibility and authority of all personnel responsible for product design, calibration/verification of measuring instruments, verification of deliveries, control and testing of products in relation to the technical requirements of reference documents, and for keeping records of control and testing of products.

The organization should designate a person responsible for supervising the system documentation / production conditions documentation.

6. Product construction documentation

The manufacturer should specify the requirements for the product on the basis of a technical reference document and specify the form of the model technical specification of the manufactured products (e.g. drawings, list of product parts, reference samples, other available records).

These requirements should be documented and supervised.

Technical reference documents held by the manufacturer (e.g. Polish Standards, European, international standards), constituting the basis for determining the requirements for the manufactured product, should be original.

The manufacturer should specify the procedure to be followed when changing the technical specification of manufactured products, including the method of informing the certification body of intended material, structural or technological changes regarding the product subject to certification.

7. Purchases and control of deliveries

If the manufacturer has ISO 9001 quality management system, the production conditions should meet the requirements in this regard of the relevant standard, taking into account the requirements of the applicable technical reference documents.

The manufacturer should specify and document requirements for materials and components as well as criteria for confirming their compliance. He / she should check, on the basis of accepted criteria, the compliance of deliveries with the order (documents, results of carried out controls and tests – if applicable).

Records of all verified materials and components, including the following information should be kept:

- a) description of the component;
- b) supplier's name;
- c) catalogue reference or model sufficient to ensure identification;
- d) technical properties, parameters;
- e) a record of the requirements used to determine compliance;
- f) results of tests / checks.

The manner, form and time of record of purchases and delivery controls should be specified.

Records should be kept for at least a period of validity of the certificate.

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8. Control and testing during production and the finished product

If the manufacturer has ISO 9001 quality management system, the production conditions should meet the requirements of the chapters on monitoring and measurement of products and supervision of a non-compliant product of this standard, taking into account the requirements in this regard of the applicable technical reference documents.

The manufacturer should develop a documented control plan that describes monitoring and measurements during production necessary to ensure that each product covered by certification of conformity meets specific requirements prior to delivery to the recipient. This plan should include:

- a) details regarding the verification checks in respect of supplied materials and components, monitoring and measurements carried out during production and in the finished product;
- b) a system for recording results from monitoring and measurements;
- c) details of the methods used to supervise products that do not meet the technical requirements of reference documents (i.e. Polish Standards and / or technical and operational requirements, CNBOP-PIB technical criteria).

In every location where controls and / or tests / checks are carried out, there should be a list of properties that are controlled and / or tested / checked, and the relevant acceptance criteria.

Records from monitoring and measurements showing compliance of the finished product with the requirements should contain at least:

- product identification;
- carried out monitoring and measurements;
- results of monitoring and measurements;
- admission criteria;
- information on non-compliance (non-conformity);
- date of monitoring and / or measurement;
- the person authorizing these activities.

These records should be maintained and stored for at least a period of validity of the certificate.

The organization should establish a procedure for handling semi-finished and finished products that do not meet the requirements. Components and finished products that have been reworked or repaired to ensure compliance with the requirements should be re-verified.

9. Supervising control and measuring equipment

If the manufacturer has a quality management system according to ISO 9001, the technical and organizational conditions of production should meet the requirements in this regard of the standard in question of the chapter on monitoring equipment for monitoring and measuring, taking into account the requirements of CNBOP-PIB regarding ensuring measurement traceability (see point 1).

Note! "Calibration" is performed by an external entity with relevant competencies, specified in CNBOP-PIB document specifying the requirements for ensuring measurement traceability. In turn, "checking" of measuring equipment (also known as "verification") is confirmation, by providing objective proof that the specified requirements for measuring traceability have been met, is carried out by the manufacturer's personnel inside the plant – the manufacturer is responsible for ensuring that the personnel have the appropriate competence activities.

The manufacturer should identify the equipment used for monitoring and measuring. Periods and procedures for calibration (usually carried out outside the plant) or checking (usually carried out inside the plant) of each measuring equipment should be specified.

They should be specified and available for each measuring equipment:

- calibration / checking status;
- records of calibration / checking;
- method of instrument marking indicating at least the identifying symbol from the list of control and measurement equipment and the date of the next calibration/check.

The calibration/check conditions for control and measuring equipment should take into account CNBOP-PIB requirements for ensuring measurement traceability (see point 1).

The manufacturer should specify (if applicable) how to monitor the required ambient conditions that have been specified for monitoring and measurement.

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10. Handling, storage, packaging and labelling of products

The manufacturer should specify how the finished product should be handled, how it should be packed and sealed to prevent damage or change in its properties. If justified, the manufacturer should periodically check the condition of the stored product in order to detect possible damage or changes in properties.

The conditions for accepting the finished product in the warehouse should be specified, and appropriate entries should arise from the process of accepting the product and its release. If it is necessary and may affect the quality of the product, the manufacturer should guarantee proper environmental storage conditions for the product and monitor them if necessary.

If the products require special transport conditions, the manufacturer should provide them. Finished products that meet the requirements of technical reference documents and covered by the scope of voluntary certification of conformity by CNBOP-PIB should be marked in accordance with the requirements of technical reference documents and requirements specified by the United Arab Emirates Ministry of the Interior – United Arab Emirates Ministry of Interior Civil Defense GHQ) – in case of voluntary UAE certificates.

11. Product traceability

Individual products and their parts or batches of products should be identifiable.

The manufacturer or his representative should keep records for individual products or product batches, including information on production and testing. Based on the records, it should be possible to reproduce all relevant information about the product and the production process. These records should be kept for the period of validity of the certificate.

12. Complaints

The manufacturer should specify and document a way of dealing with complaints both reported by the recipients of the products and submitted by the manufacturer to suppliers of materials and components used in production.

The manufacturer is obliged to:

- a) storing and archiving records related to complaints;
- b) taking action in relation to each submitted complaint.

The manufacturer should analyze the reasons for the product's non-compliance with the requirements of the technical reference document (Polish Standard and / or technical and operational requirements and/or CNBOP-PIB technical criteria) and take appropriate actions to eliminate them in the future.

The manufacturer should keep all records regarding product complaints and corrective actions regarding these complaints, at least for the duration of the certificate's validity.

13. Competence and training of staff

The manufacturer should specify:

- the required competences of the personnel involved in the work that affect the compliance of the manufactured products with technical requirements of reference documents (Polish Standards and / or technical and operational requirements and/or CNBOP-PIB technical criteria);
- requirements for records regarding staff competence (education and / or training and / or experience and / or skills);
- methods to ensure the improvement of staff competence.

THE END