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CERTIFICATION DEPARTMENT

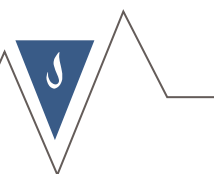
PC-B SCHEME OF NATIONAL ASSESSMENT AND PERFORMANCE OF CONSTRUCTION PRODUCTS UNDER SYSTEMS 1, 1+, 2+

(edition: eleventh; issue date: 16.09.2022)



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	CERTIFICATION DEPARTMENT		
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1. General information

This scheme describes the activities and rules of conduct of CNBOP-PIB in the processes of national assessment and verification of constancy of performance (abbreviated as national AVCP) of construction products (according to systems¹: 1+, 1 or 2+) implemented on the basis of the provisions listed in point 2. This scheme is also a guidebook for all interested parties.

The process of admitting products for use in fire protection has been presented in a separate scheme (the scheme on certificates of admittance).

The current list of products subject to the processes of national AVCP conducted by CNBOP-PIB, along with information about the applicable technical specifications (and their issues, if applicable) for these products and the applicable national AVCP system, can be found on the Institute's website at: *Services → Certification and Admittance → National assessment and verification of constancy of performance*.

The participation and tasks of the accredited certification body in the national AVCP depend on the applied system. The tasks of CNBOP-PIB Certification Department (DC) as an accredited body, carried out under systems 1+, 1 or 2+, are presented in Chapter 4 of this scheme.




After national assessment and verification of constancy of performance of the construction product, the Manufacturer issues, under his sole responsibility, a national declaration of performance, and before placing the product on the market, places a construction mark on it. The content and rules for making the national declaration of performance available by the Manufacturer are specified by law [1] and [2].

2. Legal grounds

- 1) Act of 16 April 2004 on construction products (Polish Journal of Laws: Dz. U. z 2021 r. poz. 1213) [1],
- 2) Regulation of the Minister of Infrastructure and Construction of 17 November 2016 on the method of declaring the performance of construction products and the method of marking them with a construction mark (Polish Journal of Laws: [\(Dz. U. z 2023 r. poz. 873\)](#) [2].
- 3) Regulation of the Minister of Development and Technology of December 1, 2021 amending the ordinance amending the ordinance on the method of declaring the performance of construction products and the method of marking them with a construction mark (Polish Journal of Laws, item 2264).

¹ According to Regulation of the Minister of Infrastructure and Construction of 17 November 2016 on the method of declaring the performance of construction products and the method of marking them with a construction mark (Polish Journal of Laws: [Dz. U. z 2023 r. poz. 873](#)).

3. National system of assessment and verification of constancy of performance of construction products

National system of assessment and verification of constancy of performance of construction products ²	Elements of national system of assessment and verification of constancy of performance (tasks of the accredited body)	Type of issued document / product marking
1+	<ul style="list-style-type: none"> ➤ assessment of the performance of a construction product on the basis of sample testing, including sampling, calculations, tabular values or descriptive documentation of this product³ ➤ initial inspection of the manufacturing plant and factory production control ➤ issuing a national certificate of constancy of performance ➤ continuation of surveillance, assessment and evaluation of factory production control ➤ audit testing of samples taken at the manufacturing plant or manufacturer's warehouse 	<p>National Certificate of Constancy of Performance / Construction mark „B”</p> <p>Example of marking:</p>  <p>063-UWB-xxxx</p> <p>(where: 063 – number of CNBOP-PIB Certification Department accreditation, UWB – abbreviation of Act [1], xxxx – number of certificate)</p>
1	<ul style="list-style-type: none"> ➤ Assessment of product's performance carried out on the basis of testing, calculation, tabulated values or descriptive documentation of the product, ➤ Initial inspection of factory and factory production control (FPC), ➤ Issuing national certificate of constancy of performance, ➤ Continuation of surveillance and evaluation of FPC. 	<p>National Certificate of Constancy of Performance / Construction mark „B”</p> <p>Example of marking:</p>  <p>063-UWB-xxxx</p> <p>(where: 063 – number of CNBOP-PIB Certification Department accreditation, UWB – abbreviation of Act [1], xxxx – number of certificate)</p>
2+	<ul style="list-style-type: none"> ➤ Initial inspection of factory and factory production control (FPC), ➤ Issuing national certificate of conformity of factory production control, ➤ Continuation of surveillance and evaluation of FPC. 	<p>National Certificate of Conformity of Factory Production Control / Construction mark „B”</p> <p>Example of marking:</p>  <p>063-UWB-xxxx/ZKP</p> <p>(where: 063 – number of CNBOP-PIB Certification Department accreditation, UWB – abbreviation of Act [1], xxxx – number of certificate)</p>

4. Rules of conduct in the process of national assessment and verification of constancy of performance

4.1. Preparatory proceedings for submitting a product for national assessment and verification


The manufacturer of the product or his authorized representative may be the applicant for the process of national AVCP.

DC CNBOP-PIB provides necessary information on how to start the process of national assessment and verification of constancy of performance of a construction product, including information about:

- legal acts regarding the process of national AVCP,
- technical documentation required to be attached to the application, necessary to begin the process of national AVCP,
- the costs of conducting the process of national AVCP,
- the scope of tests, resulting from the technical specification, appropriate for a given construction product and its intended use (system 1+, 1),
- the testing laboratories performing tests for the assessment of performance of a construction product (system 1+, 1).

² According to regulation [2]

³ According to §4 sec. 9 of regulation [2] DC recognizes the findings in the field of performance contained in the national technical assessment (KOT) issued for a construction product as an assessment of the performance of this product and does not perform the tasks referred to in §4 sec. 2, point 2 letter a, §4 section 3, point 2 letter a of regulation [2], i.e. it does not assess the performance of the product when the technical specification in the process is KOT.

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4.2. Submitting the product for national AVCP

The Applicant, when applying for the national AVCP, provides a completed application for the process of national AVCP together with the attachments (form No. DC/1). **The application form should be signed by the Applicant.** After signing the application by both parties (the Applicant and CNBOP-PIB), the application for the process is also an agreement with CNBOP-PIB for performing the process of national AVCP.

NOTE: It is possible to submit an application for “*national assessment and verification of constancy of performance on the basis of a National Technical Assessment*”, which will initiate the process of obtaining both the National Technical Assessment and the national certificate of constancy of performance (form No. DOT/KOT/1aEN). The application in question does not apply to processes where the reference document is a Polish Standard for the product.

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

Applications for the process of national AVCP can be obtained independently from the Institute's website (www.cnbop.pl) or by request from CNBOP-PIB Certification Department or from Support and Audit Department.

Attachments to the application, such as: instructions for use and information on health and safety hazards of the product during application and use, should be submitted in Polish. The remaining documentation should be submitted in a language version acceptable by CNBOP-PIB: Polish or English. The Certification Department allows the submission of documentation in other language versions, however, it reserves the right to request a translation of this documentation (including a sworn translation) or to order a sworn translation into Polish of all or selected parts of the submitted documentation, in order to carry out the process of national AVCP.

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.

NOTE: It is possible to code information regarding the name and address of the manufacturing plant on the national certificate of constancy of performance and the national certificate of conformity of factory production control. For this purpose, the application for the above-mentioned coding should be attached to the application for the national assessment and verification of constancy of performance of a construction product (optional attachment to the application).

4.3. Initial formal verification of the application, identification of the manufacturer of the product and registration of the application

The application is verified in terms of the correctness of the entries as well as the completeness and correctness of the attached documentation whether they fulfil the formal requirements and in terms of the possibility of carrying out the process for product varieties grouped within a product family. The Applicant is informed in a documented manner about the results of the verification of the submitted application:

- in case of a negative result of the initial verification – about the need to correct the application and/or necessary supplements to the attachments. Until the Applicant performs the indicated activities, the process is not continued;
- in case of a positive result of the formal verification of the submitted (possibly corrected and/or supplemented) application – the Applicant receives [a letter containing information regarding](#) of the application registration and information on the further course and estimated costs of the process; including, if applicable, the need to assess the production conditions.

Registration of the application is tantamount to concluding an agreement for the implementation of the certification service between the Applicant and CNBOP-PIB. The fee for initial formal verification of the application, identification of the Manufacturer of the product and registration of the application is non-refundable.

Commencing the process of national AVCP may be interrupted in the event of:

- failure to submit the documents and/or information required by DC within the specified time limit or, if such deadline has not been indicated in writing, within 6 month from the date of handing over the information by DC CNBOP-PIB on making additions and corrections to the application and/or the attached documentation, or to perform these activities in an ineffective manner within the specified deadline,
- receiving a written request from the Applicant regarding the termination of the process of national AVCP of the product.

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- when the technical reference document expires.

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

Restarting the process of national AVCP of a construction product is possible only after the Applicant submits a new application for the process with the required attachments.

4.4. Assessment of performance of the product (applies only to processes in system 1+, 1)

Assessment of performance of the product is carried out only in case of processes of national AVCP, when a technical specification being a Polish Standard is applied. According to regulation [2], when a technical specification is a national technical assessment (KOT), the activities presented in this point do not apply. The assessment of performance is carried out in the manner specified in the Polish Standard of the product, i.e. on the basis of test results, calculations, tabular values or descriptive documentation of the product.

DC, together with the [letter containing information regarding](#) registration of the application, provides the Applicant with the testing program of the product, indicating the testing laboratory where the tests should be performed. The scope of performance of the construction product included in the test program and the methods of relevant tests result from the applicable technical specification, taking into account the intended use of this product. Details regarding the date, costs of the tests and the method of sample delivery are agreed by the Applicant directly with the testing laboratory. Taking a sample(s) of the product for testing is carried out taking into account the principles resulting from the applicable Polish Standard. In justified cases, it is possible to collect a sample by CNBOP-PIB.

Commissioning the determining of performance of a construction product by a subcontractor is possible only with the consent of the client. CNBOP-PIB bears full responsibility for the tasks performed by the subcontractor.

The assessment of the performance of the product includes:

- a) assessment of the possibility of using already carried out test results of the product for the needs of the process of national AVCP.

Test results should be presented by testing laboratories in the form of test reports.

- b) evaluation of test results contained in these reports – the obtained test results are analysed and evaluated in relation to the technical specification of the product.

DC recognizes test results obtained in accredited laboratories (in accordance with the provisions on the conformity assessment system) or foreign laboratories (if it results from international agreements), provided by the Applicant, provided that it is confirmed, based on the analysis, that DC may be liable for the performance of the action (testing, sampling, documentation). DC evaluates the provided test reports in order to decide on the possibility of using them in the process of assessing performance based on the analysis of, among others:

- the right to use the test reports submitted,
- performance of tests by a testing laboratory accredited in accordance with the regulations on the conformity assessment system or a foreign laboratory, if it results from international agreements (e.g. by a signatory to the EA Multilateral Agreement (EA MLA) and/or the ILAC Mutual Recognition Agreement (ILAC MRA)),
- confirmation by the Applicant whether the copy of the report is compliant with the original (with a signature for all pages of the report's copy),
- fulfilling the conditions of recognizing test results specified by a Polish Standard (if specified)

If all the test results of non-CNBOP-PIB testing laboratories are recognized, in order to ascertain the credibility of the presented product documentation and the representativeness of the test results in relation to the product being the subject of the certification process, DC orders the performance of product identification tests at the CNBOP-PIB laboratory. The scope of the tests concerns at least the compliance of the product with the documentation and marking. Conducting product identification tests is a prerequisite for conducting the process of national AVCP by CNBOP-PIB.

In case of a positive result of the assessment of performance, the process is continued. In case of a negative result of the assessment of performance, DC specialist informs in writing about the range of essential characteristics of the product for which the result of the

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assessment of performance was negative, in order to obtain the customer's position whether to repeat the tests. If the client does not react within the time limit specified by DC, the evaluation process is completed with a negative result. In case of the process of national AVCP in system 2+, the obligation to assess the performance of the product rests with the Manufacturer.

4.5. Initial inspection of the manufacturing plant and factory production control (FPC)

As part of the process of national AVCP of a construction product (under system 1+, 1 and 2+), DC carries out an initial inspection of the manufacturing plant and factory production control (FPC). The place of conducting initial inspections of the manufacturing plants and FPC [as well as the scope of inspection](#) results from the provisions of the applicable technical specifications. In the absence of relevant provisions, CNBOP-PIB conducts FPC inspections at least in places where tests are performed to confirm the stability of all performance of the manufactured products, [applying the CNBOP-PIB requirements for factory production control of construction products planned for national certification of constancy of performance](#). [CNBOP-PIB requirements in this regard are published on the Institute's website](#).

The date of the inspection and the composition of the assessment team are agreed with the Applicant.

In case of systems 1+ and 1, the inspection is performed after a positive assessment of performance of the construction product (if applicable), unless otherwise agreed.

During the inspection carried out under system 2+, the Applicant provides the auditors with the documentation of the product tests that he conducted, among others: protocols of tests of samples taken at the manufacturing plant.

CNBOP-PIB prepares and sends to the Applicant in advance written notification regarding the organization of the inspection, together with FPC inspection plan, specifying, inter alia, the purpose and scope of the inspection, documents constituting the inspection criteria as well as the program and basic conditions for the execution of the inspection.

Support and Audit Department or DC provides detailed information on the organization of FPC inspections (approximate costs, date, purpose of the inspection). The inspection program results from its scope and takes into account the detailed requirements for FPC resulting from the technical specifications applicable to the products subject to the process of national AVCP. The manufacturer, as part of ensuring the proper conditions of factory production control (FPC), is obliged, among, to ensure measurement traceability of the measuring instruments used in the manufacturing process of the product being assessed. CNBOP-PIB requirements in this regard are published on the Institute's website.

The results of the FPC inspection are included in the FPC inspection report. The report is prepared in two identical copies, which, together with the attachments, are submitted to the assessed organization for review and signature.

Based on the FPC inspection report, DC specialist who conducts the process evaluates the results of the inspection of the manufacturing plant and of the FPC.

In the event that a specialist determines that CNBOP-PIB has performed initial inspection of the manufacturing plant and FPC the for the Manufacturer, it is possible to recognize the results of this inspection under the following conditions:

- A. the result of the FPC inspection was positive,
- B. the result of the inspection is up-to-date – the results of the performed inspection are considered up-to-date:
 - in the current year (in relation to the date of registration of the application) – if CNBOP-PIB does not supervise the FPC under the already issued certificates,
 - in the year preceding the current calendar year (in relation to the date of registration of the application) – if CNBOP-PIB supervises the FPC under the already issued certificates,

unless there are additional circumstances known to the specialist (e.g. changes in the place of production, changes in performance), which affect the change in the production technology of the product,

- C. the subject of the inspection was a product that is the subject of the process of national AVCP or a product with a similar design and range of functional properties to the product for which the process of AVCP is carried out.

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The failure to meet the above-mentioned conditions or the occurrence of circumstances during the certification process that affect the change in the production technology of the product, necessitates the inspection of the manufacturing plant and FPC.

4.6. Review

The documentation collected in the process of national AVCP is subject to review, the results of which constitute the basis for making a decision to issue or refuse to issue a certificate.

At each stage of the national AVCP, CNBOP-PIB provides the Applicant with the result of these activities along with the possible date of supplementing the documentation and/or performing additional activities (e.g. tests, corrective actions) in order to remove the identified non-conformities.

In cases of doubt, the results of the assessment and verification may be the subject of an opinion/decision of a competent Technical Committee operating at the Certification Department.

4.7. Decision to issue a certificate

The results of the assessment and verification of constancy of performance (along with any opinions and/or judgments of a relevant Technical Committee) constitute the basis for the DC Manager to make a decision to issue or refuse to issue:

- in system 1+ or 1: National Certificate of Constancy of Performance;
- in system 2+: National Certificate of Conformity of Factory Production Control.

The decision to issue a certificate is the basis for preparing:

- an agreement specifying the rules for the use and supervision of the issued certificate,
- an invoice for carrying out the assessment and verification of constancy of performance of a construction product and for issuing a decision on issuing / refusing to issue a certificate in the amount compliant with the current DC price list,
- relevant certificate.

DC issues, changes or refuses to issue a certificate or its amendment within 6 weeks from the date of completion of activities performed during the certification process or change of the scope of the issued certificate. The decision to refuse to issue the certificate, together with proper justification, is provided to the Applicant in a documented manner.

4.8. Issuing the certificate, validity period

On the basis of the decision to issue the certificate and after the Applicant signs the agreement on supervising the issued certificate and settles the financial obligations towards CNBOP-PIB, the Applicant is provided with a relevant certificate, thus becoming the certificate Holder

Certificates as above are issued for a period of:

- 10 years – when the technical specification is the Polish Standard,
- for the validity period of the national technical assessment of the product.

At the request of the Applicant, it is possible – for a fee – to issue additional language versions or duplicates of the certificate.

4.9. Discontinuation of the process of national AVCP

Discontinuing the process of the national AVCP, which has been registered, 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 requests DC to discontinue the process.

The decision to discontinue the process of national assessment and verification of constancy of performance of a construction product is provided to the Applicant in writing. The documentation of a registered process of national AVCP, which has been interrupted, is not returned to the Applicant. [\[USUNIĘTO\] this documentation is permanently destroyed](#). Resumption of an interrupted process of national AVCP is possible only by submitting a new application by the Applicant to conduct the process of national AVCP of the product together with the required current attachments.

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5. Application and use of the issued certificate

The certificate may be used by the Holder only in accordance with the terms of the agreement on supervision of the issued certificate.

The agreement specifies in particular the obligations of the Holder, methods of supervision over the issued certificate, rules of conduct in the event of changes in certification requirements and modernization of the product (system 1+, 1) and of the FPC (system 2+), as well as the conditions for suspending, limiting, withdrawing and terminating the issued certificate.

The certificate Holder is obliged in particular to:

- refer to the certificate in accordance with its scope,
- use only the current issue of the certificate,
- [in cases justified by law, the certificate may not be provided other than as a whole,](#)
- use the certificate in a way that does not infringe the good name of CNBOP-PIB and not to issue statements regarding the manufactured products that CNBOP-PIB could consider as misleading or unauthorized,
- comply with the rules of referring to the [certification](#) (in commercial documents, advertising materials), published on CNBOP-PIB website,
- copy certification documents by the client, only as a whole.

Incorrect reference to the type and/or system of the national AVCP or improper use of the certificate may be the reason for appropriate corrective or legal actions.

6. Supervision over issued certificates

CNBOP-PIB exercises continuous supervision over the issued certificates through assessment and evaluation of factory production control (FPC) in the plant/s manufacturing the product.

Supervision activities are initiated by CNBOP-PIB.

The frequency of FPC inspections as continuing surveillance results from the requirements of the technical specifications constituting the basis for issuing the supervised certificates. If the requirements are not specified in these specifications, FPC inspections as continuing surveillance are performed at least once a year. Nevertheless, DC reserves the right to carry out additional FPC inspections as part of surveillance over the certificates, in case of (among others):

- a response to the request of the certificate Holder regarding modification of the product, production process or FPC system, which may affect any functional properties of the product assessed and verified by CNBOP-PIB on the basis of the applicable technical specification,
- changes in certification requirements,
- obtaining by CNBOP-PIB documented information about the Holder's failure to comply with the obligations of the agreement on the supervision over the issued certificate,
- when it is necessary to assess the corrective actions taken by the Holder in relation to the non-conformities identified by CNBOP-PIB.

If, during the surveillance activities aimed at verifying the constancy of performance of a manufactured product, CNBOP-PIB finds that the construction product no longer has the same performance properties as the product type, the manufacturer is obliged to take appropriate corrective measures, and the supervised certificate/s is limited, suspended or withdrawn if necessary. In the event of failure to take corrective measures or if these measures do not bring the required effects, CNBOP-PIB limits, suspends or withdraws all certificates accordingly.

NOTE: If the subject of certification is a set of construction products, the FPC inspection in surveillance may be carried out at the place of use of the set of products.

NOTE: In case of products for which CNBOP-PIB conducts the processes of national AVCP under system 1+, supervision over the issued national certificates of constancy of performance also includes control tests of samples taken from the manufacturing plant or the Manufacturer's warehouse. The frequency of control tests results from the technical specification of the product, and if the specification does not specify – every 3 years.

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7. Introducing changes to the certificate, including extending and limiting the scope of issued certificates, transfer of rights to the issued certificate

The issued certification document may be subject to change, in particular in the event of:

- modification of the product, production process, FPC system,
- changes in the scope of the certificate (extension, limitation),
- changes (updates) of entries in the certificate,
- changes in certification requirements,
- transfer of rights to the certificate.

Changes as above require the certificate Holder to notify CNBOP-PIB (with the appropriate notification deadline resulting from the agreement on supervision of the issued certificate – if applicable). The process of implementing changes affecting the issued certificate includes activities listed in chapter 4 of this scheme, to the extent necessary for DC to confirm compliance with the technical specification and/or certification requirements. The scope of activities necessary for implementation is each time determined by CNBOP-PIB.

The certificate is changed against payment. The basis for changing the certificate is the decision of CNBOP-PIB:

- concerning the extension or limitation of the scope of a valid certificate, based on the results of the performed assessment and verification in relation to the reported change; or
- concerning the update of the certificate, based on the results of the analysis carried out in relation to the reported need for change.

Introducing changes to the certificate, including extending/limiting the issued certificate, takes the form of replacing the certificate with the date from when the change was accepted by CNBOP-PIB.

In justified cases changing a certificate may require the certificate Holder to sign an annex to the agreement concluded with CNBOP-PIB on certificate supervision.

In the event of changes other than those listed above, which, in the opinion of the Holder, necessitate updating the provisions of the certificate, it is necessary to provide CNBOP-PIB with a written statement describing the essence of these changes. On the basis of the received information, DC determines the possibility and method of further proceedings in order to make appropriate changes with regard to the issued certificate.

7.1. Changes to the certification requirements

DC notifies the certificate Holder in a documented manner about the change of the requirements constituting the basis for conducting the process of national AVCP (technical specifications, certification scheme). At the same time, the certificate Holder is informed about the activities which need to be performed and the date of their implementation. If the certificate Holder fails to take the above actions, or exceeds the indicated deadline for their implementation, CNBOP-PIB suspends the issued certificate.

7.2. Transfer of rights to the issued certificate

In the event of a change in:

- name and/or address,
- legal status or ownership relationship,
- ownership or ownership rights,

of the Holder of the National Certificate of Constancy of Performance (system 1+, 1) or the National Certificate of Conformity of Factory Production Control (system 2+), the Holder is required to report this fact in writing to DC. On the basis of the request in question, DC makes an individual analysis and settles the possibility of transferring the rights to the issued certificate and/or updating the entries on the certificate.

The certificate Holder is informed about the result of the analysis and the decision in writing. In the event of a positive result of the analysis, the Holder is informed about the further steps to be taken to transfer the rights to the certificate. In the event of a negative decision on the possibility of transferring the right to use the certificate, it is necessary to submit an application for an independent process of the national AVCP of the construction product.

DC shall initiate the activities mentioned above only in case when there are no financial arrears to CNBOP-PIB with reference to entities included in the process in question.

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~~8. Change of the national certificate of conformity / national certificate of factory production control into the National Certificate of Constancy of Performance / National Certificate of Conformity of Factory Production Control~~

~~DC carries out the processes of changing/Updating the scope with regard to national certificates of conformity/factory production control issued by 31.12.2016. These activities are carried out in the manner provided for in the applicable agreement on supervision of the issued certificate, but taking into account the legal requirements introduced by the regulations, quoted in point 3 of this scheme, which are valid from 01.01.2017. The process of changing the certificate is carried out in the scope covering only the analysis of the reported changes. As part of the carried out processes of certificate change, the Certification Department replaces national certificates of conformity/national factory production control certificates, respectively for national certificates of constancy of performance/national certificates of conformity of factory production control, maintaining the current expiry date of the issued certification documents. The issuance of the certificate requires a new agreement on the supervision of the issued certificate and the withdrawal of the existing agreement. USUNIĘTO]~~

8. Re-Certification of national certificate of constancy of performance (refers to Polish Standards)

The issued national certificate of constancy of performance cannot be extended. In order to ensure the continuity of the validity of the certificate, the Holder should submit, in advance, i.e. 3 months before the expiry of the certificate's validity, a complete application for the certification process (form No. DC/1). The process is performed in accordance with point 3 of the scheme.

If the Applicant does not apply for a national certificate of constancy of performance, the current agreement for the supervision of the national certificate expires, and the certificate is terminated.

~~9. Continuation of the issued national certificate of conformity (applies only to the area of Polish Standards)~~

~~In case of national certificates of conformity, when the technical specification is a Polish Standard, the Applicant should contact CNBOP-PIB in order to extend the validity of the certificate by submitting a formal application on the form for the issuance of a certificate together with the Manufacturer's declaration of no changes in the construction product since the tests were performed.~~

~~As part of the processes of continuation of certificates of compliance, the Certification Department issues national certificates of constancy of performance for the next 10 years. Certificates receive numbers and markings in accordance with the current requirements in this regard. [REMOVED]~~

9. Suspending, restoring, limiting, withdrawing, and terminating a certificate

During the validity period, the issued certificate may be suspended, limited, withdrawn or terminated by CNBOP-PIB.

Suspension of a certificate occurs in case of (among others):

- stating that the construction product made available on the market does not have the performance properties specified in the certificate issued by CNBOP-PIB (applies to certificates issued under system 1+ and 1),
- stating that the construction product does not have the same performance properties as the product type specified in the certificate issued by CNBOP-PIB (applies to certificates issued under system 1+ and 1),
- stating that the product, before being made available by the Manufacturer on the market, was subject to modification that could have changed the performance of the product, without the knowledge and/or consent of CNBOP-PIB (applies to certificates issued under system 1+ and 1),
- stating that the production process does not meet the requirements of the technical specification constituting the basis for issuing the certificate by CNBOP-PIB (applies to certificates issued under system 2+), stating that the production conditions in the manufacturing plant have changed significantly without prior notification to CNBOP-PIB,
- negative results of the FPC inspection,
- preventing CNBOP-PIB from carrying out activities resulting from supervision over the certificate,
- stating non-conformities in the way of using and/or referring to the issued certificate in relation to the provisions of the agreement for supervision over the issued certificate concluded with CNBOP-PIB,
- lack of or ineffective implementation by the Holder of activities resulting from the change of certification requirements,
- failure to meet his financial obligations towards CNBOP-PIB by the Holder,
- gross violation of the provisions of the agreement by the Holder,
- receiving a written request from the Holder,

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and in case of system 1+ additionally:

- negative results of audit testing of product samples.

The date of suspension is determined according to the reason for suspension and is normally 3 months, but not longer than 12 months.

During the suspension period, the certificate may not be used, and the Holder is obliged to cease referring to the certificate and to use any advertising materials referring to this certificate in any way.

The certificate may be limited in part of its scope at the written request of the certificate Holder. The granted certification may also be limited on the basis of the results of DC supervision over the granted certification. The limitation is made in the form of another certificate issue with an appropriately limited scope, replacing all previous certificate issues.

Withdrawal of the issued certificate takes place when:

- the Holder fails to remove the non-conformities constituting the basis for suspending the issued certificate within the set time limit,
- the agreement for supervision of the certificate is terminated,
- CNBOP-PIB determines that the product no longer has the same performance as the product type,
- the Holder grossly violates the terms of the agreement for supervision of the certificate.

Termination of the issued certificate takes place:

- upon a written request of the certificate Holder (i.e. a representative of the Holder authorized in writing),
- as a result of termination of the validity of the agreement for supervision of the certificate.

DC notifies the Holder, in a documented manner, about the withdrawal/termination/limitation/suspension of the certificate. At the same time, the certificate Holder is informed about:

- the reasons to withdraw/suspend/limit/terminate the certificate,
- the method of appealing against the decision to withdraw/suspend/limit/end the certificate,
- in case of suspension – about the conditions for restoring the certificate.

In the event of withdrawal/termination of the certificate, the Holder is obliged to cease referring to this certificate and to use advertising materials referring to this certificate in any way. Restoration of the certificate by CNBOP-PIB takes place in writing and is made for the full or limited scope of the certificate, according to the results of the assessment of compliance with the conditions for restoration.

10. Appeals and complaints

10.1. Appeals

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

- the refusal to issue a certificate,
- the suspension of the issued certificate,
- limiting the scope of the issued certificate,
- the withdrawal of the issued certificate,
- terminating the issued certificate.

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

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

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

10.2. Complaints

At each stage of the process of national AVCP and supervision over the issued certificate, the Applicant/certificate Holder has the option 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).

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All complaints are recorded and reviewed. In the event 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 CNBOP-PIB Director 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 actions taken and the approximate date of the relevant decision. After completing the complaint procedure, the Applicant is informed in writing about the decision of CNBOP-PIB Director and about the further procedure.

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

11. Confidentiality

CNBOP-PIB undertakes to maintain confidentiality of all information obtained from Applicants, Manufacturers and manufacturing plants in the process and subject of certification, as well as during the supervision of the issued certificate and from other sources (complaints), except for cases provided for by law.

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

12. Fees for conducting the process of national AVCP

Fees for carrying out the process of national AVCP and for activities carried out as part of the supervision of issued certificates are set on the basis of the current price list of CNBOP-PIB Certification Department. Information on the structure of fees is presented in Annex No. 1 to this scheme.

Fees for carrying out the process of national AVCP and fees for introducing changes to the issued certificate are paid by the Applicant who is a party to the agreement for supervision of the issued certificate.

Costs of testing are settled directly between the Applicant and the testing laboratory and are not included in the costs of the process of national AVCP carried out by DC CNBOP-PIB (system 1+, 1).

13. Published information

CNBOP-PIB publishes lists of issued, suspended, withdrawn and terminated National Certificates of Constancy of Performance and National Certificates of Conformity of Factory Production Control on the Institute's website at <https://www.cnbop.pl>.

Moreover, DC CNBOP-PIB maintains information on certified products/FPC. This information shall contain at least the following elements:

- 1) number of the certificate,
- 2) scope of the certificate (name and type of the product)
- 3) name and address of the Applicant,
- 4) information about an authorized representative of the manufacturer (if applicable),
- 5) validity period of the certificate,
- 6) the identification of the applicable technical specification.

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14. Contact details

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

Scientific and Research Centre for Fire Protection – National Research Institute

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Fax: (+48) 22 769 33 73

e-mail: cnbop@cnbop.pl

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.

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ANNEX NO 1

Structure of fees in the processes of national assessment and verification of constancy of performance of construction products.

Fee for the process of national AVCP according to PC-B certification scheme consists of basic items and "Other fees" (if applicable in the process)	
Basic fees	
1.	Fee for the initial formal verification of the application, identification of the Manufacturer of the product and registration of the application – non-returnable
2.	Conducting assessment and verification of constancy of performance of the construction product and issuing a decision to issue / refuse to issue a certificate
Process of changing the scope of the certificate	
3.	Initial fee and for carrying out technical and organizational works – non-returnable
4.	Conducting assessment and verification of constancy of performance of the construction product and issuing a decision to change / refuse to change the certificate
Other fees	
5.	Extension of the national certificate of constancy of performance
6.	Continuation of the national certificate of conformity
7.	Sampling for the purposes of the process (in justified cases, sampling is carried out by the Certification Department)
8.	Updating the subject and/or scope of the application
9.	Updating the test program upon client request/notification
10.	Detailed analysis of optional attachments to the application for the process of national AVCP
11.	Fee for translating foreign language documentation submitted to the process of national AVCP
12.	Analysis of the supporting documentation submitted by the Applicant concerning factory production control of the product being the subject of the certification process
13.	Fee for the analysis of the documentation submitted by the Manufacturer in connection with the modification of the product, production process, FPC
14.	Fee for updating the national certificate of constancy of performance or for limiting the scope of the certificate of constancy of performance
15.	Translation of the certificate into a foreign language
16.	Issuing a duplicate or additional copies of the certificate
Supervision over the issued certificate (under the terms of the scheme)	
17.	Carrying out a FPC inspection in surveillance
18.	Sampling for audit testing (when it results from supervision over the issued certificate (in justified cases, the sampling is carried out by the Certification Department))
19.	Evaluation of the results of audit testing of product samples