



CERTIFICATION DEPARTMENT

PC-UAE SCHEME FOR VOLUNTARY CONFORMITY ASSESSMENT OF PRODUCTS PLACED ON THE MARKET OF THE UNITED ARAB EMIRATES

(edition: fourth; issue date: 1 June 2026)



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	CERTIFICATION DEPARTMENT		
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1. General Information

The following scheme describes the activities and rules of procedure of Centrum Naukowo-Badawcze Ochrony Przeciwpowazarowej – Państwowy Instytut Badawczy (CNBOP-PIB) in the scope of conducting voluntary conformity assessment of products placed on the market of the United Arab Emirates according to the system listed in point 3 of this scheme, in accordance with the accreditation granted by the United Arab Emirates Ministry of Interior – Civil Defense General Headquarters (United Arab Emirates Ministry of Interior Civil Defense G.H.Q). CNBOP-PIB Certification Department (DC CNBOP-PIB) conducts the voluntary conformity assessment described in this scheme outside the scope of accreditation. This scheme also serves as an information guide for all interested parties.

The processes of voluntary product conformity assessment conducted by CNBOP-PIB are equally accessible to all organizations, regardless of their size, legal status, or membership in any organization. Nevertheless, a prerequisite for entering the voluntary conformity assessment process is that the client holds a certificate of constancy of performance (CPR) or a certificate of admittance issued by CNBOP-PIB.

CNBOP-PIB conducts the voluntary product conformity assessment with transparency towards the Manufacturer, avoiding the creation of unnecessary burdens.

CNBOP-PIB adheres to the principle that activities relating to testing and decisions in voluntary product conformity assessment processes, under this scheme, as well as in appeal matters, are non-discriminatory.

The list of products for which the voluntary conformity assessment is conducted by CNBOP-PIB according to the Scheme for voluntary conformity assessment of products placed on the market of the United Arab Emirates (PC-UAE), along with the indication of applicable technical reference documents (harmonized standards or technical specifications), can be found on the Institute's website under the tab: *Offer → Certification and Admittances → Voluntary certification of products for the United Arab Emirates market*.

The current scope of CNBOP-PIB accreditation granted by the United Arab Emirates Ministry of Interior Civil Defense G.H.Q can be found on the Institute's website: <https://cnbop.pl/en/our-offer/certification-and-admittance/voluntary-conformity-assessment-of-products-for-the-uae-market/scope-of-activity/>.

The terms and definitions used in this scheme are those defined in the regulations listed in point 2 of the scheme.

Matters not regulated by this scheme shall be resolved by CNBOP-PIB on an individual basis.

2. Legal grounds, normative documents

1. UAE Fire and life safety code of practice, EDITION 2018.
2. ISO/IEC 17067:2013 Conformity assessment – Fundamentals of product certification and guidelines for product certification schemes.
3. Act of 13 April 2016 on conformity assessment and market surveillance systems (Polish Journal of Laws: Dz. U. z 2025 r. poz. 568).

3. Voluntary system of conformity assessment for construction products

ISO/IEC 17067:2013	Components of conformity assessment system (CNBOP-PIB tasks)	Type of issued document / product marking
5	➤ Determining the characteristics of the product; ➤ Review (evaluation); ➤ Decision to grant certification; ➤ Signing an agreement; Continuous surveillance through: ➤ Testing samples from the market (<i>as commissioned by DCD</i>); ➤ Assessment of samples from the market (<i>as commissioned by DCD</i>); ➤ Testing of samples from the factory (<i>as commissioned by DCD</i>); ➤ Assessment of samples from the factory (<i>as commissioned by DCD</i>); ➤ Audit of the quality system; ➤ Assessment of production conditions;	(CERTIFICATE OF COMPLIANCE; CoC) / Example of marking:  Number of the certificate of compliance (CoC) – DC-UAE-XXXX

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4. Rules of conduct in the process of voluntary conformity assessment of construction products

4.1. Preparatory procedure

The Applicant for the voluntary conformity certification process may be:

- **in the case of construction products** – the product Manufacturer or their authorized representative, for whom CNBOP-PIB has previously granted certification based on:
 - Regulation (EU) No 305/2011 of the European Parliament and of the Council of 9 March 2011 laying down harmonised conditions for the marketing of construction products and repealing Council Directive 89/106/EEC (OJ L 88, 4.4.2011, p. 5, as amended);
- **in the case of products other than construction products** – the product Manufacturer or their authorized representative, for whom CNBOP-PIB has previously issued a certificate of admittance based on:
 - the Act of 24 August 1991 on Fire Protection (Polish Journal of Laws: Dz. U. z 2025 r. poz. 188),
 - the Regulation of the Minister of Interior and Administration of 20 June 2007 on the list of products used to ensure public safety or the protection of health, life, and property, as well as the rules for issuing admittances for the use of these products (Polish Journal of Laws: Dz. U. Nr 143, poz. 1002, as amended),
 - the Regulation of the Minister of Interior and Administration of 20 June 2007 on detailed activities performed during the process of admittance, amendment, and surveillance of product admittance, fees charged by the authorized body, and the method of determining the amount of fees for these activities (Polish Journal of Laws: Dz. U. Nr 143, poz. 1001).

The Manufacturer's authorized representative is appointed on the basis of a written power of attorney, provided that the preparation of the product's technical documentation does not fall within the scope of the power of attorney granted to the authorized representative.

CNBOP-PIB Certification Department (DC CNBOP-PIB) provides the Applicant with the necessary information on how to initiate the product conformity assessment process, including information on:

- requirements and methods related to the voluntary product conformity assessment;
- technical documentation required to be attached to the application;
- costs associated with the conduct of the voluntary conformity assessment process by CNBOP-PIB;
- testing laboratories where testing can be performed;
- applicable harmonized standards, product standards, and/or technical and operational requirements;
- the scope of testing, the results of which will be used in the voluntary conformity assessment process.

4.2. Applying for voluntary conformity assessment

When applying for a voluntary product conformity assessment in case of a process conducted concurrently with the process of certification of constancy of performance (CPR) or with the process of product admittance, the Applicant shall submit a completed application for voluntary product conformity assessment to CNBOP-PIB. This application simultaneously constitutes an agreement between the Applicant and CNBOP-PIB for the execution of the certification service. The application must include an unambiguous identification of the product (product name and type) and basic information regarding the Applicant, the Manufacturer, and the place(s) of product production. For the purpose of both aforementioned processes, one organized and complete set of documents must be obligatorily attached to the applications, in accordance with the list of mandatory and optional appendices found on the second page of the application, certified as true copies of the original by the document owner as necessary.

However, if the Applicant requests the voluntary product conformity assessment process to be conducted on the basis of a certificate of constancy of performance (CPR) or a certificate of admittance previously issued by CNBOP-PIB, they shall submit only the aforementioned application to CNBOP-PIB, along with:

- data sheet(s) of the product(s) concerned, containing the current issue number and date;
- written information from the Manufacturer regarding modifications (or lack thereof) to the product(s) since the date of the testing described in the reports concerning the product(s) in question;
- written information from the Manufacturer regarding modifications (or lack thereof) to the factory production control (FPC) system since the date of the last FPC inspection, or to the product manufacturing conditions since the date of the last assessment of technical and organizational conditions (TOC) carried out by CNBOP-PIB;

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and additionally:

- a written power of attorney from the Manufacturer authorizing the Applicant to perform specified tasks on their behalf, along with their scope (in cases where the Applicant is the Manufacturer's authorized representative);
- in the case of certification processes – a written authorization from the owner of the test report / FPC inspection report allowing the Applicant to use the test report / FPC inspection report attached to the application (in cases where the owner of the test report / FPC inspection report is an entity other than the Applicant).
- in the case of admittance processes – a written authorization from the owner of the test report / product manufacturing conditions assessment report allowing the Applicant to use the test report / manufacturing conditions or TOC assessment report attached to the application (in cases where the owner of the test report / product manufacturing conditions assessment report is an entity other than the Applicant).

The documentation for the process must be submitted in a language version acceptable to CNBOP-PIB: Polish or English. The CNBOP-PIB Certification Department (DC CNBOP-PIB) allows the submission of documentation in other language versions; however, it reserves the right to request the submission of a translation of such documentation (including a sworn translation) or to commission a sworn translation into Polish of the entirety or selected fragments of the submitted documentation at the Applicant's expense for the purpose of carrying out the process.

A prerequisite for the registration of the application is the delivery of a correctly completed and legibly signed application (on the current form) along with the required appendices.

NOTE: It is also possible to submit appendices to the application in electronic form. To do so, the option for electronic documentation submission must be selected in the application (before the list of appendices). The DC specialist assigned to handle the process will then contact the authorized contact person indicated in the application to provide a repository link and a password. Passwords are generated each time for the purpose of adding/supplementing documentation.

The application form for the voluntary conformity assessment can be obtained independently from the Institute's website (www.cnbop.pl) or by requesting it from the CNBOP-PIB Certification Department.

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

The application is subject to verification regarding the correctness and completeness of its entries and the attached documentation in terms of formal requirements and the feasibility of conducting the process for product variants grouped within a family.

The Applicant is informed of the results of the submitted application's verification in a documented manner:

- in the case of a negative formal verification result – regarding the necessity to correct the application and/or provide the required supplements to the appendices. Until the Applicant completes the specified actions, the process is suspended;
- in the case of a positive formal verification result – of the submitted (or subsequently corrected and/or supplemented) application, the Applicant receives, in a documented manner, a letter containing information on the registration of the application, as well as details regarding the further course and estimated costs of the process.

The registration of the application is equivalent to concluding a agreement for the execution of the certification service between the Applicant and CNBOP-PIB. The fee for the initial formal verification of the application, identification of the product manufacturer, and registration of the application is non-refundable.

Activities related to the preparation for initiating the conformity assessment process may be discontinued by CNBOP-PIB in the event of:

- failure to provide the documents and/or information required by the CNBOP-PIB Certification Body within 6 months from the date the CNBOP-PIB Certification Body communicated the need for supplements and corrections to the application and/or the attached application documentation, or if these actions are performed ineffectively within the said period;
- receipt of a written request from the Applicant to cease activities aimed at initiating the voluntary conformity assessment process for the construction product.

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The Applicant is informed by CNBOP-PIB about the discontinuation of activities related to the preparation for initiating the certification process. Depending on the Applicant's decision, CNBOP-PIB either returns the application along with the submitted documentation or permanently destroys the application in question.

Resuming preparations to initiate the voluntary conformity assessment process is possible only after the Applicant submits a new application for voluntary conformity assessment along with the applicable appendices.

4.4. Determining the performance of the product

In the case of construction products, the harmonized standard constitutes the basis for determining the product's performance, which is identified by providing the reference number and issue date of the standard, along with all applicable supplements and amendments to the standard. The CNBOP-PIB Certification Body determines all characteristics included in the standard.

Conversely, in the case of products other than construction products, the basis for determining the product parameters is the relevant product standard and/or technical and operational requirements.

The Manufacturer's products, within the voluntary conformity assessment process, may be grouped into families in such a way that the product test results within a family are representative of all products belonging to the same family.

The results of the product performance determination must be documented by test report(s), and the tests must be conducted using accredited methods; furthermore, the laboratory's activities must be recognized by the United Arab Emirates Ministry of Interior Civil Defense G.H.Q.

Should the Applicant request the CNBOP-PIB Certification Department to consider the recognition of all test results from testing laboratories other than the CNBOP-PIB laboratories, the CNBOP-PIB Certification Department shall determine the possibility of their utilization. Following a positive decision by the Head of the Certification Department in this regard, a specialist from the Certification Department carries out the aforementioned activities and commissions the CNBOP-PIB laboratory to perform a product identification, covering at least the product's compliance with technical documentation and marking. Conducting identification testing is a prerequisite for establishing a positive assessment and verification regarding the determination of product performance.

4.5. Assessment of production conditions

4.5.1. Inspection of the manufacturing plant and factory production control

It is the responsibility of Manufacturers of construction products subjected to the voluntary conformity assessment process to ensure the existence of procedures that guarantee the maintenance of the declared product performance in serial production. In turn, harmonized standards specify the requirements for factory production control, which takes into account the specific conditions of the manufacturing process for a given product. The process of voluntary construction product conformity assessment conducted by CNBOP-PIB includes an annual inspection of the manufacturing plant and the factory production control (FPC) of the product Manufacturer or the entity commissioned by the Manufacturer to manufacture the construction product.

In the event that CNBOP-PIB possesses FPC inspection results carried out by the CNBOP-PIB assessment team during the current and preceding calendar year for the manufacturing plant indicated by the Applicant, which manufactures:

- the product that is the subject of the voluntary conformity assessment process;
- a product of similar design and scope of performance to the product for which the process is being conducted, provided that the Applicant submits a written declaration from the manufacturer confirming that the product in question is covered by the FPC system assessed by CNBOP-PIB, and provides documentation proving that the production of the product in question is covered by the FPC system,

it is possible to waive the FPC inspection based on a positive result of the assessment and verification of the information submitted to CNBOP-PIB.

A prerequisite for continuing the process is the confirmation that:

- all resources necessary to achieve the product characteristics specified in the applicable European harmonized standard are available at the assessed location and have been properly implemented;
- the FPC procedures, in accordance with the FPC documentation, are actually complied with, and

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- the manufactured products are compliant (in terms of the representativeness of the applicable essential characteristics) with the samples taken for the purpose of determining the product performance, for which compliance with the applicable European harmonized standard has been verified.

4.5.2. Assessment of technical and organizational conditions (TOC) of production (for products other than construction products)

It is the responsibility of Manufacturers of products subjected to the voluntary conformity assessment process to ensure the existence of procedures that guarantee the maintenance of the declared product performance in serial production. In turn, the requirements for production conditions are specified in the document entitled "Requirements for production conditions of products subject to conformity assessment".

The process of voluntary conformity assessment of products other than construction products, conducted by CNBOP-PIB, includes an annual assessment of production conditions.

In the event that CNBOP-PIB possesses TOC assessment results carried out by the CNBOP-PIB assessment team during the current or preceding calendar year for the manufacturing plant indicated by the Applicant, within the framework of processes conducted according to the P-D scheme:

- for the product that is the subject of the voluntary conformity assessment process;
- for a product of similar design and scope of performance to the product for which the process is being conducted, provided that the Applicant submits a written declaration from the Manufacturer confirming that the product in question is covered by the quality system assessed by CNBOP-PIB, and provides documentation proving that the production of the product in question is covered by the quality system,
- it is possible to waive the assessment of production conditions based on a positive result of the assessment and verification of the information submitted to CNBOP-PIB.

A prerequisite for continuing the process is the confirmation that:

- all resources necessary to achieve the product parameters specified in the applicable standard and/or technical and operational requirements are available at the assessed location and have been properly implemented;
- the production system procedures, in accordance with the documentation describing the production conditions, are actually complied with, and
- the manufactured products are compliant (in terms of the representativeness of the parameters) with the samples taken for the purpose of determining the product performance, for which compliance with the applicable European product standard and/or technical and operational requirements has been verified.

4.6. Review (assessment)

The documentation collected during the voluntary conformity assessment process is subject to a review (assessment), the results of which form the basis for the Head of the Certification Department (or their deputy) to make a decision on whether to issue or refuse to issue a certificate of compliance (CoC).

During the review (assessment) process, where applicable, CNBOP-PIB shall provide the Applicant with the outcome of these activities, along with any deadline for supplementing the documentation and/or performing additional actions (e.g. testing, corrective actions) to resolve the identified non-conformities.

4.7. Decision on issuing or refusing to issue a certificate of compliance (CoC)

The results of the review and assessment form the basis for the decision of CNBOP-PIB to issue or refuse to issue a certificate of compliance (CoC).

The decision to issue the certificate constitutes the basis for preparing:

- a agreement concluded with the product Manufacturer, which defines the rules for the use and supervision of the issued certificate of compliance (CoC);
- a request for the issuance of a VAT invoice regarding the fee for conducting a detailed analysis of the documentation, performing the assessment, and issuing the decision to grant the certificate of compliance (CoC), in an amount consistent with the current price list of the CNBOP-PIB Certification Department.

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The decision to refuse to issue the certificate, along with its justification, is communicated to the Applicant in a documented manner and constitutes the basis for preparing:

- a request for the issuance of a VAT invoice regarding the fee for conducting a detailed analysis of the documentation, performing the assessment, and issuing the decision to refuse the issuance of the certificate of compliance (CoC), in an amount consistent with the current price list of the CNBOP-PIB Certification Department.

4.8. Issuing the certificate of compliance (CoC), validity period

Certificates of compliance (CoC) for construction products are issued for a period corresponding to the validity period of the certificate of constancy of performance (CPR) assigned to them, which is listed on the final page of the certificate. Upon the expiration of their validity period, new processes of certification and issuance of a certificate of conformity must be carried out.

On the other hand, certificates of compliance (CoC) for products other than construction products are issued for a period corresponding to the validity period of the certificate of admittance assigned to them. Upon the expiration of their validity period, new processes of admittance and issuance of a certificate of conformity must be carried out.

Certificates of compliance (CoC) are issued by CNBOP-PIB in the English version. At the Manufacturer's request, additional language versions or duplicates of certificates may be issued for a fee, whereby the CNBOP-PIB Certification Body reserves the right to charge the client for the costs necessary to perform the translation.

One copy of the certificate of compliance (CoC) is delivered to the Manufacturer or the Manufacturer's authorized representative in a documented manner, following the receipt by the CNBOP-PIB Certification Body of the original signed agreement for the supervision of the granted certification, and after confirming the settlement of all financial obligations towards CNBOP-PIB. The second copy of the certificate, bearing the word "MASTER" (or "SPECIMEN"), is placed in the collection of certificates issued by the CNBOP-PIB Certification Department.

4.9. Discontinuation of the process of voluntary conformity assessment

The discontinuation of a process that has been registered may occur if:

- the Applicant fails to provide the supplementary documents and/or information required by the CNBOP-PIB Certification Department or, if no such deadline has been specified, within a period of 12 months, or performs these actions ineffectively;
- the Applicant fails to meet their financial obligations towards CNBOP-PIB within the deadlines specified in separate regulations (e.g., payment for conducting the annual FPC inspection or WTO assessment, recognized towards the surveillance of the certificate of compliance (CoC));
- the Applicant submits a request to discontinue the voluntary conformity assessment process.

The decision to discontinue the process is communicated to the Applicant via correspondence. Documentation of a registered process that has been discontinued is not returned to the Applicant.

Resuming a discontinued conformity assessment process is possible only by the Applicant submitting a new application for voluntary conformity assessment along with the applicable appendices.

5. Conditions for applying and using the issued certificate

The certificate of compliance (CoC) may be used by the Holder in accordance with the terms of the agreement for the surveillance of the granted certification concluded with CNBOP-PIB. The agreement specifies, in particular, the obligations of the Manufacturer (referred to in the agreement as the Certificate Holder), the methods of certificate surveillance, the rules of conduct in the event of changes to the certification requirements forming the basis for the issuance/surveillance of the certificate, the procedure in case of modifications to the product, the manufacturing process, and the FPC system (in the case of construction products) or the manufacturing process and the production conditions system (in the case of products other than construction products), the conditions for changing the scope and updating, as well as the conditions for the suspension, restriction, withdrawal, and termination of the granted certificate.

The Manufacturer must always maintain full control and retain the necessary resources to be able to bear responsibility for the compliance of the product with the declared performance.

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The Holder of a certificate of compliance (CoC) issued by CNBOP-PIB is obliged to mark the products for which the certificate has been issued (during its validity period) with the certificate number and the CNBOP-PIB logo, in accordance with the rules for the use of the CNBOP-PIB logo.

Improper or unauthorized reference to the certificate of compliance (CoC) may result in: a demand to take corrective actions, the suspension or withdrawal of the certificate or all certificates, and the publication of information on the CNBOP-PIB website regarding the unlawful or false reference to the certificate.

Incorrect or unauthorized reference to the certificate of compliance (CoC) may result in: a request to take corrective action, suspension or withdrawal of the certificate or any certificates, publication on CNBOP-PIB website of information on illegal or false reference to the certificate.

6. Surveillance of issued certificates of conformity (CoC)

CNBOP-PIB maintains ongoing surveillance of the certificates of compliance (CoC) through the assessment of production conditions (assessments and evaluations of factory production control (FPC) or assessments of technical and organizational conditions (TOC)) carried out at the manufacturing plants producing the certified products.

Assessments of production conditions under surveillance are conducted at least once a year. Nevertheless, CNBOP-PIB reserves the right to perform an additional assessment of production conditions at the request of the representatives of the United Arab Emirates Ministry of Interior Civil Defense G.H.Q. The costs of the additional assessment shall be borne by the Manufacturer.

7. Changes affecting the issued certificate of compliance (CoC)

7.1. Modifications of the product, production process, FPC system

The Manufacturer of a certified product is obliged to immediately inform CNBOP-PIB of all intended modifications to the product, manufacturing process, or production conditions that could affect any product performance, which must be assessed and verified by CNBOP-PIB based on the technical reference document (harmonized standard, product standard, and/or technical specification) listed in the certificate of compliance (CoC) issued by CNBOP-PIB.

Changes in this respect require a written notification by the Manufacturer to CNBOP-PIB, in accordance with the terms specified in the agreement for the surveillance of the granted certification.

The introduction of a modification to the certificate of compliance (CoC) takes the form of a subsequent issue of the certificate, specifying the date of this issue.

When the modification concerns the data contained in the agreement for the surveillance of the granted certification, the delivery of the updated certificate of compliance (CoC) requires the Manufacturer to sign an appropriate amendment to the agreement.

7.2. Changes to the scope of the certificate

In justified cases, upon a written request of the Certificate Holder, CNBOP-PIB may change the scope of the certificate. These cases may concern, among others:

- changes to the product performance declared by the manufacturer (changes may result from the product modification referred to above);
- changes to the scope of the product performance declared by the Manufacturer (with or without a simultaneous change in the intended use of the certified product);
- changes to the range of product variants covered by a valid certificate (with or without a simultaneous change in the intended use of the products and the scope of performance);
- a change of the manufacturing plant (changes in ownership status);
- adding a subsequent technical reference document to the certificate.

A change of scope is initiated by an appropriate written request from the product Manufacturer. Based on the information received, CNBOP-PIB determines the feasibility and the manner of further proceedings in the matter. A change to the scope of the certificate of compliance (CoC) is performed for a fee. The change to the scope of the certificate of compliance (CoC) takes the form of a subsequent issue of the certificate, specifying the date of this issue.

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When the change of scope concerns the data contained in the agreement for the surveillance of the granted certification, the delivery of the updated certificate of compliance (CoC) requires the Manufacturer to sign an appropriate amendment to the agreement.

7.3. Changes (updates) of records in the certificate of compliance (CoC)

In justified cases, on its own initiative or upon a written request of the Certificate Holder, CNBOP-PIB may change (update) the entries in the issued certificate of compliance (CoC). In the event of a written request from the Certificate Holder, CNBOP-PIB determines the feasibility and the manner of further proceedings regarding the certificate update based on the information received. The changes take the form of a new issue of a valid certificate.

An update of the certificate of compliance (CoC) is performed for a fee and may involve the necessity of conducting an assessment of production conditions (e.g. a change of address of the manufacturing plant, adding alternative manufacturing sites, and/or removing an existing product manufacturing site on the certificate).

A change (update) of the entries in the certificate of compliance (CoC) takes the form of a subsequent issue of the certificate, specifying the date of this issue.

When the change (update) concerns data contained in the agreement for the surveillance of the granted certification, the delivery of the updated certificate of compliance (CoC) requires the Manufacturer to sign an appropriate amendment to the agreement.

7.4. Change of harmonized standards which constitute the basis for issuing the certificate of compliance (CoC)

A technical reference document, as well as testing standards specifying the test methods cited in harmonized standards or technical reference documents, may be subject to updates, changes, amendments, or supplements.

Upon request of the Certificate Holders, CNBOP-PIB conducts processes to change the scope and/or update the entries in a valid certificate of compliance (CoC) in respect of the above.

The processes are conducted as follows:

- in the case of substantive changes – in the form of a change to the scope of the certificate, as referred to in point 7.2 of this scheme;
- in the case of formal changes – in the form of a change (update) of the entries in the certificate, as referred to in point 7.3 of this scheme.

7.5. Transfer of rights to the certificate of compliance (CoC)

In the event of a change in:

- the name and/or address,
- the legal, commercial, or organizational status,
- the ownership rights or ownership structure,

of the Certificate Holder (CoC), it is required that the Certificate Holder notifies CNBOP-PIB of this fact in writing.

The certificate of compliance (CoC) Holder shall be informed in writing of the analysis result and the final decision. In the event of a positive outcome of the analysis, the holder is informed of the procedure for the transfer of certification rights. In the case of a negative decision regarding the possibility of transferring the right to use the certificate, it is required to submit an application to conduct an independent process of voluntary product conformity assessment certification.

The Certification Body initiates the aforementioned activities only if no financial arrears towards CNBOP-PIB have been identified with respect to the entities involved in the process in question.

7.6. Other changes to the certificate of compliance (CoC)

In the event of changes other than those listed in points 7.1÷7.5 of this scheme, which, in the Manufacturer's assessment, give rise to the need to update the entries of the held certificate of compliance (CoC), it is necessary to submit a written request to CNBOP-PIB describing the essence of these changes.

The acceptance of a change regarding the certificate is made in writing, whereas the basis for updating the certificate constitutes a relevant decision of CNBOP-PIB, which is made based on the results of the activities determined as

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necessary to be implemented in order to accept the change and/or update the certificate.

The introduction of a modification to the certificate of compliance (CoC) takes the form of a subsequent issue of the certificate, specifying the date of this issue.

When the change concerns the data contained in the agreement for the supervision of the granted certification, the delivery of the updated certificate of compliance (CoC) requires the Manufacturer to sign an appropriate amendment to the agreement.

8. Suspending, restoring, limiting, withdrawing and terminating the certification

During the validity period, the issued certificate of compliance (CoC) may be suspended, restored, limited, withdrawn or terminated.

The certificate is suspended when:

- establishing that the product does not possess the same performance as the product type specified in the Certificate of compliance (CoC), the certificate of constancy of performance (CPR), or the certificate of admittance issued by CNBOP-PIB;
- establishing that the product has been subject to modification that could affect its performance without the knowledge and/or consent of CNBOP-PIB;
- establishing that the production conditions at the manufacturing plant have significantly changed without prior notification to CNBOP-PIB;
- establishing negative results of an FPC inspection or TOC assessment conducted as part of the surveillance of the certificate of compliance (CoC) or the certificate of constancy of performance (CPR);
- preventing CNBOP-PIB from conducting surveillance activities regarding the certificate of compliance (CoC) or the certificate of constancy of performance (CPR), as referred to in point 6 of this scheme;
- establishing non-compliance in the manner of using and/or referencing the issued certificate of compliance (CoC), or in the manner of using the certificate number and CNBOP-PIB logo in relation to the provisions of the agreement concluded between CNBOP-PIB and the Certificate Holder;
- establishing an interruption in product manufacturing lasting longer than 12 months;
- the absence or ineffective implementation of actions by the Certificate Holder resulting from changes in certification requirements, as referred to in point 7.4 of this scheme;
- breaching by the Certificate Holder of the provisions of the agreement for the supervision of the granted certification;
- failure of the Certificate Holder to meet their financial obligations towards CNBOP-PIB;
- at the request of the Holder of the certificate of compliance (CoC);
- at the request of the United Arab Emirates Ministry of Interior Civil Defense G.H.Q.

The period of certification suspension and the conditions for its reinstatement are determined by CNBOP-PIB individually for each case and communicated to the Certificate Holder in writing. The suspension period may not exceed 12 months.

In the event that the Manufacturer resolves the reasons for the suspension, CNBOP-PIB shall reinstate the certificate. The reinstatement of the certificate by CNBOP-PIB is carried out in writing and is granted for the full or restricted scope of the certificate, depending on the results of the assessment of compliance with the reinstatement conditions.

The restriction of certification to a part of its scope may also take place upon a written request of the Certificate Holder. The restriction is carried out in the form of a subsequent issue of the certificate with an appropriately restricted scope, replacing all previous issues of the certificate.

The withdrawal of certification occurs in the event of:

- the Certificate Holder's failure to take effective actions to resolve, within the deadline, the non-conformities forming the basis for the suspension of the certificate;
- the termination of the agreement for the supervision of the granted certification;
- justified cases, immediately after CNBOP-PIB establishes that the product no longer possesses the same performance as originally;
- a flagrant breach by the Certificate Holder of the provisions of the agreement for the supervision of the granted certification;
- a request from the authority recognizing the activity of CNBOP-PIB in the United Arab Emirates, i.e. the United Arab Emirates Ministry of Interior Civil Defense G.H.Q.

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Terminating the certification occurs in the event of:

- a written request of the Certificate Holder.

The decisions to suspend, limit, withdraw or terminate the certification are submitted to the Holder in writing by CNBOP-PIB, stating the date from which the decision becomes effective.

CNBOP-PIB communicates decisions regarding the suspension, restriction, withdrawal, or termination of certification to the Holder in writing, specifying the effective date of the decision.

In the case of suspension, withdrawal, or termination, the certificate of compliance (CoC) may not be used, and the Holder is obliged to cease:

- referencing the certificate;
- marking products with the CNBOP-PIB logo and the certificate of compliance (CoC) number;
- issuing, publishing, and using promotional materials that reference the certificate and the CNBOP-PIB logo in any manner.

In the event of withdrawal or termination of certification, its Holder is obliged to return the certificate to CNBOP-PIB. Furthermore, in the event of withdrawal of certification, its Holder is obliged to recall from the market and/or withdraw from use all products whose performance differs from that specified in the certificate.

In the case of applying for a certificate after its withdrawal or termination, the Holder should submit an application to re-conduct the process of voluntary conformity assessment.

9. Extending the validity of the certificate

An issued certificate of compliance (CoC) is not subject to renewal. To ensure the continuity of the certificate's validity, the Holder should submit a complete application for the certification process with appropriate advance notice, i.e., 3 months before the expiry date of the certificate.

10. Changes to the requirements for the conformity assessment system

In the event of a change to existing requirements or the definition of new requirements regarding the conformity assessment system applicable to a product covered by a current certificate of compliance (CoC) issued under this scheme, CNBOP-PIB shall notify the Certificate Holder of the necessary actions to be taken and the deadline for their implementation (if applicable). If resulting from a change to an existing requirement or the definition of a new requirement as mentioned above, CNBOP-PIB shall perform an appropriate verification of the actions taken by the Certificate Holder.

11. Appeals and complaints

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

11.1. Appeals

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

- 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;
- the termination of the issued certificate.

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 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.

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11.2. Complaints

At each stage of the process of conformity assessment of construction products marketed in the United Arab Emirates and supervision over the issued certificate, the Applicant 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).

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 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 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 the Director of CNBOP-PIB and the further procedure.

The description of the conditions and procedure for submitting and reviewing appeals and complaints is published on the Institute's website at <https://cnbop.pl/en/our-offer/certification-and-admittance/voluntary-conformity-assessment-of-products-for-the-uae-market/scope-of-activity/>.

12. Confidentiality

CNBOP-PIB undertakes to maintain the confidentiality of all information obtained from Applicants, Manufacturers, and manufacturing plants during the process and within the scope of conformity assessment, as well as during the surveillance of the granted certification, except for cases provided for by law and when the information is requested by the United Arab Emirates Ministry of Interior Civil Defense G.H.Q.

13. Fees for conducting voluntary conformity assessment

The fees for conducting voluntary conformity assessment of a construction product is determined on the basis of the time necessary to perform the following activities:

- formal analysis of the submitted application, initial review and registration of the application;
- performing conformity assessment of the product.

Fees for the assessment as above are borne by the Applicant. The maintenance and supervision costs of the certificate are borne by its Holder, i.e. the Product Manufacturer. The costs of performing tests necessary for the process of voluntary conformity assessment are settled directly between the Applicant and the testing laboratory and are not included in the costs of the process carried out by DC CNBOP-PIB.

14. Published information

CNBOP-PIB publishes lists of issued (valid), limited, suspended, withdrawn and terminated certificates of compliance (CoC) on the Institute's website at www.cnbop.pl.

The lists as above includes at least the following information:

- logo of the Manufacturer of the product;
- name and type of product;
- name and address of the Manufacturer;
- number of the certificate of compliance (CoC);
- number of the certificate of constancy of performance assigned to the product (CPR);
- validity period of the certificate.

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15. Contact details

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Certification Department – DC CNBOP-PIB

Technical Committee for Coordination and Management System

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Tel: (+48) 22 769 33 45

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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 for carrying out voluntary conformity assessment

Fee for the process of voluntary conformity assessment according to PC-UAE scheme consists of basic items and "Other fees" (if applicable in the process)	
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.	Carrying out detailed analysis of the documentation as well as assessment and issuing a decision in the process of conformity assessment under the applicable certification scheme – applies to independently conducting the UAE certification process
3.	Carrying out detailed analysis of the documentation as well as assessment and issuing a decision in the process of conformity assessment under the applicable certification scheme – applies to simultaneously conducting the UAE process and the certification process
Process of changing the scope of the certificate	
4.	Carrying out a detailed analysis of the documentation as well as assessment and issuing a decision in the process of changing (extending) the scope of the certificate of compliance under the applicable certification scheme – applies to independently conducting the UAE certification process
5.	Carrying out a detailed analysis of the documentation as well as assessment and issuing a decision in the process of changing (extending) the scope of the certificate of compliance under the applicable certification scheme – applies to simultaneously conducting the UAE process and the certification process
Other fees	
6.	Updating the subject and/or scope of the application
7.	Updating the test program upon client request/notification
8.	Fee for updating the certificate of compliance or for limiting the scope of the certificate
9.	Fee for updating the entries on the UAE certificate of compliance other than those mentioned in point 8