CERTALARM SYSTEM CERTIFICATION RULES

PART 1
Definition of procedures and conditions for certification

DOCUMENT NUMBER R-01

FOREWORD:

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

The **CERTALARM** System provides for Certification "Type 5" applicable to products, and "Type 6" applicable to services, as defined in EN ISO/IEC 17067. It provides assurance to the supplier and user that the product, system or service consistently meets all requirements of the relevant specified standards.

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

This document currently includes both generic "**CERTALARM** System Rules" (the **CERTALARM** System) and the specific "Scheme Rules" for the variouss**CERTALARM** Shemes within the **CERTALARM** System..

AUTHORSHIP and COPYRIGHT

This document was prepared by the **CERTALARM** Policy Council with the assistance of the Technical Advisory Group and approved by **CERTALARM** Board of Directors.

OFFICIAL LANGUAGE

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

LATEST VERSION

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CERTALARM SYSTEM: CERTIFICATION RULES - Part 1

Definition of procedures and conditions for testing, inspection and certification

CONTENTS:

1 SCOPE

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

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

2 NORMATIVE REFERENCES

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

ISO/IEC 17000	Conformity assessment – Vocabulary and general principles
ISO/IEC 17020	General Criteria for the operation of various types of bodies performing inspection
ISO/IEC 17025	General requirements for the competence of testing and calibration laboratories
ISO/IEC 17065	Conformity assessment - Requirements for bodies certifying products, processes and services
ISO/IEC 17067	Conformity assessment - Fundamentals of product certification and guidelines for product certification schemes
CERTALARM System: Certification Rules - Part 2	Standards specified per **CERTALARM** Scheme
CERTALARM System Certification Rules - Part 3	Specification for testing, inspection and auditing to be conducted at periodic surveillance
CERTALARM System: Certification Rules - Part 4	Procedures for confirmation of continued consistency of conformity assessment results

3 DEFINITIONS and ABBREVIATIONS

DEFINITIONS

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

3.1. CERTALARM Quality Mark
name of the Quality Mark applied to certified products or services meeting the requirements of the **CERTALARM** System

3.2. CERTALARM System
rules and procedures for managing the **CERTALARM** Mark and for the operation of schemes for carrying out certification of Fire & Life Safety and Security products, processes and services in compliance with standards specified.

3.3. CERTALARM Scheme
application of the **CERTALARM** System to specified objects of certification; subject to the “System Rules,” along with certain additional scheme-specific rules (see clause 10).

3.4. CERTALARM AISBL
the name of the International Not-for-Profit Association owning the **CERTALARM** Quality Mark
NOTE: Certification will be carried out only by Contracted Certification Bodies

3.5. CERTALARM Management
the organ of **CERTALARM** AISBL established to administer the **CERTALARM** System.

3.6. CERTALARM Marketing Advisory Group (MAG)
the organ of **CERTALARM** AISBL established to provide marketing guidance for the **CERTALARM** System
NOTE: Specific MAGs may be established for each **CERTALARM** Scheme or group of schemes.

3.7. CERTALARM Policy Council (PC)
the organ of **CERTALARM** AISBL established to determine policy for the operation of the **CERTALARM** System.

3.8. CERTALARM Technical Advisory Group (TAG)
the organ of **CERTALARM** AISBL established to provide technical guidance for the **CERTALARM** System
NOTE: Specific TAGs may be established for each **CERTALARM** Scheme or group of schemes.

3.9. Component
manufactured device, as defined in the applicable standard, for stand-alone operation or for inclusion in a system covered by the scope of this document

3.10. Contracted Certification Body
certification body contracted by **CERTALARM** Management to issue licenses for use of the **CERTALARM** Mark.

3.11. Date of Withdrawal
the date by which a previous issue of the standard or a conflicting National or other standard must be withdrawn and replaced by the specified standard.

3.12. Directive or Regulation
any directive or regulation applicable to a product or service, dependent upon the market in which it is intended to be used. (EXAMPLES: EU Directives and Regulations, other National or Regional Directives or Regulations.)

3.13. Manufacturer
the person, body or company responsible for the design and manufacture of a product or system intended to comply with the requirements of standards relevant to the **CERTALARM** System.

3.14. Multiple Certifications
Certification of a single product marketed under a number of different product names.

3.15. Process
set of interrelated or interacting activities which transforms inputs into outputs covered by the scope of this document

3.16. Product
A component or system covered by the scope of this document

3.17. Recognised Inspection Body
Inspection Body meeting the accreditation and other requirements of the **CERTALARM** Sector Scheme and formally recognised by **CERTALARM**.

The Inspection Body shall be Type A as defined in ISO/IEC 17020.

3.18. Recognised Test Laboratory
Test Laboratory meeting the accreditation and other requirements of the **CERTALARM** Scheme and formally recognised by **CERTALARM**.

3.19. Registration holder
the person, body or company owning the **CERTALARM** certificate

3.20. Sector Scheme
Conformity Assessment Scheme for Conformity Assessment Bodies working in a specific industry sector recognised by Accreditation Bodies.

3.21. Service
the design, installation, commissioning, maintenance of a system covered by the scope of this document or the remote receiving or monitoring of alarms from such a system.

3.22. Service provider
person, body or company providing a service intended to comply with the requirements of standards relevant to the **CERTALARM** System.

3.23. Standard
the standard or other referential document relevant to the product, system or service, as listed in "**CERTALARM** System: Certification Rules - Part 2: Standards specified per **CERTALARM** Scheme".

3.24. Supplier
the person, body or company providing a product, system or service and able to demonstrate the ongoing compliance of that product or service and the associated Quality Management System to the requirements that the **CERTALARM** certification is based on.

3.25. System
grouping of manufactured devices intended to be installed as an operational (networked) system covered by the scope of this document.

ABBREVIATIONS

AISBL: International Not-for-Profit Organisation
(French: "**A**ssociation **I**nternationale **S**ans **B**ut **L**ucratif")

CA: **C**ERT**A**LARM

CCB: **C**ontracted **C**ertification **B**ody

DoW: **D**ate **o**f **W**ithdrawal

EA: **E**uropean co-operation for **A**ccreditation

EU: **E**uropean **U**nion

FPC: **F**actory **P**rocess **C**ontrol

IAF: **I**nternational **A**ccreditation **F**orum

IEC: **I**nternational **E**lectrotechnical **C**ommission

ILAC: **I**nternational **L**aboratory **A**ccreditation **C**o-operation

ISO: **I**nternational **O**rganization for **S**tandardization

MAG: **M**arketing **A**dvisory **G**roup

PC: **P**olicy **C**ouncil

QMS: **Q**uality **M**anagement **S**ystem

RAB: **R**ecognised **A**udit **B**ody

RIB: **R**ecognised **I**nspection **B**ody

RTL: **R**ecognised **T**est **L**aboratory

TAG: **T**echnical **A**dvisory **G**roup

4 THE CERTALARM QUALITY MARK

4.1 Ownership of the CERTALARM Mark

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

The **CERTALARM** Mark is registered and legally protected.

4.2 Meaning of the CERTALARM Mark

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

The **CERTALARM** System is not intended to police the implementation of laws.

4.3 CERTALARM Licensing

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

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

4.4 Scope of the Mark

The Mark may be licensed in respect of:

a) components for electrical and electronic Security and/or Fire Alarm Systems
b) electrical and electronic Security and/or Fire Alarm Systems
c) Security and/or Fire protection related products (EXAMPLES: Access Control, Closed-circuit Television (Video Monitoring Systems), Fire extinguishing systems, Smoke control systems, etc.)
d) products for electric and electronic Alarm Transmission Systems relating to the above
e) design, installation, commissioning and maintenance services relating to the above.
f) alarm receiving, monitoring and other remote services relating to the above.

4.5 Protection of the Mark

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

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

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

4.6 Right to use the Mark

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

- to a fixed period, after which a defined process shall be applicable to renew the right.
- the period of validity is identified at clause 6.2.7.
- to the date on which any of the relevant standard(s) used for evaluation are replaced, amended or withdrawn, if before the expiry of the fixed period (except as provided for in clause 6.3).
  In this case, the Contracted Certification Body will inform the supplier, and agree on the minimum additional testing or evaluation required to ensure compliance with the revised or replacement standard(s), based on guidance provided by the applicable **CERTALARM** TAG.

4.7 Marking requirements

Annex A contains a diagram of the **CERTALARM** Mark and relevant requirements.
The **CERTALARM** Mark shall be reproduced on documentation accompanying certified products. Unless it is impossible by design, the Mark shall also be attached to the product by being moulded, printed, embossed or by other durable method.

Additionnally, it is recommended to reproduce the **CERTALARM** Mark on the packaging of certified products, especially for products intended for sale to end-users.

4.8 Use of the Mark with other Marks

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

Where this is done, care must be taken to ensure that there is no risk of confusion between the two Marks, and their significance. Regulations for the application of legally required marks like the European Mark must be followed.

5 LISTING OF ISSUED CERTIFICATES / LICENSES

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

6 GENERAL RULES APPLICABLE TO CERTALARM SCHEMES

6.1 General requirements

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

Product schemes shall include conformity assessment equivalent to third-party certification system Type 5 defined by “ISO/IEC 17067:2013 Conformity assessment - Fundamentals of product certification and guidelines for product certification schemes”.
In case the product is a system composed out of several components (each being a product on its own) the compatibility of the components included in the system defined by the supplier will be assessed. Where the defined system includes components not included within the **CERTALARM** Scheme, see Annex B.

Service or process schemes, including the design, installation, commissioning, maintenance and monitoring of installed systems or processes shall include conformity assessment equivalent to third-party certification system Type 6 defined by "ISO/IEC 17067:2013 Conformity assessment - Fundamentals of product certification and guidelines for product certification schemes"

6.2 Requirements for CERTALARM Schemes

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

6.2.1 Bodies involved in the Certification, Testing, Inspection or Auditing of products, processes or services shall meet the criteria outlined in Annex D.

6.2.2 Proof of compliance of a product (component or system) to the specified standard(s) shall be based on type-testing of samples selected by the supplier, as specified in the applicable standard(s), by a Recognised Test Laboratory. The basis for sample selection should be stated by the supplier.

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

6.2.4 Proof of compliance of a QMS and/or FPC system shall be based on the evaluation by a Recognised Audit Body.

6.2.5 Sub-contracting of a limited number of clauses within a standard by the Recognised Test Laboratory, with the approval of the manufacturer / customer is permissible, to a suitable test laboratory which is accredited by an Accreditation Body that is under the umbrella of the IAF and complies with the requirements of Annex D.1.a. – Item 2 and Annex D.1.b. – Items 1, 2 and 4. Sub-contracting of performance and functional test is not allowed.

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

In the absence of a Recognised Test Laboratory accredited for a specific standard, Contracted Certification Bodies may, with the approval of the **CERTALARM** Policy Council and the manufacturer / customer, accept a valid Test Report from any suitable test laboratory as long as the requirements of ISO/IEC 17065 are met, and in particular articles 4.3 and 4.4.

6.2.6 Sub-contracting of a limited number of clauses within a standard by the Recognised Inspection Body, with the approval of the customer is permissible, to a suitable inspection body which is accredited by an Accreditation Body that is under the umbrella of the IAF and complies with the requirements of Annex D.1.a. – Item 2 and Annex D.1.b. – Items 1, 2 and 4.

Where no accredited inspection body exists for certain inspections, these may be sub-contracted by the Recognised Inspection Body to a body, known to **CERTALARM**, who shall comply with the relevant clauses of ISO/IEC 17020. Full details must be provided to **CERTALARM** and to the applicable Contracted Certification Body in accordance with accreditation requirements.

In the absence of a Recognised Inspection Body accredited for a specific standard, Contracted Certification Bodies may, with the approval of the **CERTALARM** Policy Council and the customer, accept a valid Inspection Report from any suitable inspection body as long as the requirements of ISO/IEC 17065 are met, and in particular articles 4.3 and 4.4.

6.2.7 Sub-contracting of a limited number of clauses within a standard by the Recognised Audit Body, with the approval of the customer is permissible, to a suitable audit body which is accredited by an Accreditation Body that is under the umbrella of the IAF and complies with the requirements of Annex D.1.a. – Item 2 and Annex D.1.b. – Items 1, 2 and 4.

Where no accredited audit body exists for certain inspections, these may be sub-contracted by the Recognised Audit Body to a body, known to **CERTALARM**, who shall comply with the relevant clauses of ISO/IEC 17021. Full details must be provided to **CERTALARM** and to the applicable Contracted Certification Body in accordance with accreditation requirements.

In the absence of a Recognised Audit Body accredited for a specific standard, Contracted Certification Bodies may, with the approval of the **CERTALARM** Policy Council and the customer, accept a valid Audit Report from any suitable audit body as long as the requirements of ISO/IEC 17065 are met, and in particular articles 4.3 and 4.4.

6.2.8 Contracted Certification Bodies may not sub-contract to other bodies then Recognised Test Laboratories, Recognised Inspection Bodies and Recognised Audit Bodies except in cases defined in the clauses 7.2.5, 6.2.6 and 6.2.7.

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

The manufacturer is responsible for the conformity of the product, process or service to relevant laws, but as part of the assessment, a check will be made that standards used as the basis for the conformity are current.

The Contracted Certification Body shall refuse to issue a **CERTALARM** certificate or to endorse the **CERTALARM** certificate (dependant upon severity) if the assessment is deemed unsatisfactory.

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

*NOTE: It is anticipated that ISO 9001 certification (including certification for the production facility specific to the **CERTALARM** certified product) will provide the basis for this, but may not be sufficiently rigorous in isolation, so that additional product-specific factory production control, process-specific execution control or service-specific provision control may be required (see annex C.3).*

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

6.2.12 Surveillance procedure for certified products (components and/or systems) shall include re-testing or visual inspection of samples taken randomly from the production facility or warehouse, from the market or, by agreement with the Contracted Certification Body, supplied by the manufacturer. For certified processes this shall apply to periodic assessment of the process execution at selected moments. For certified services this shall apply to periodic assessment of the service provision at randomly selected sites.

The surveillance interval is defined according to the applicable standard(s) in "**CERTALARM** System: Certification Rules - Part 2: Standards specified per **CERTALARM** Scheme".

The specific requirements for the periodic surveillance tests are specified in "**CERTALARM** System Rules – Part 3: Specification for testing, inspection and auditing to be conducted at periodic surveillance".

6.2.13 The supplier's QMS (see 6.2.10) shall be subject to regular audits, as specified in the QMS, by any body suitably accredited by an Accreditation Body that is signatory to ILAC / IAF members party to the Multi-lateral Mutual Recognition Agreement

Any additional product-specific factory production control shall be carried out as described

at C.3, under the control of a Contracted Certification Body every two years; except where a more stringent requirement is applicable (EXAMPLE: for products subject to the Construction Products Regulation (EU 305/2011) this shall be performed annually).

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

6.2.14 After expiry of a certificate, renewal shall require an assessment that:

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

6.2.15 The Contracted Certification Body shall properly administer the **CERTALARM** scheme (see clause 7.4

Any of the above requirements are superseded by the requirements of any applicable Law if more stringent.

6.3 Rules of a CERTALARM Scheme

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

6.3.1 Name of scheme
Scope of scheme, including
- products, processes and /or services included in the scheme
- details of the standards applicable to those products, processes or services.

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

6.3.3 Requirements for application for certification by supplier, including details of:
- nature and design of product, process or service
- materials and other resources used
- supplier's QMS
- samples to be submitted for evaluation / testing / inspection

6.3.4 Requirements for:
- assessment of the supplier's QMS and production facility and other resources used.
- surveillance, including product / process / service re-evaluation, QMS audit, etc.

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

6.3.6 Requirements for application of the **CERTALARM** Mark on products, documentation, literature, etc.

6.3.7 Details of fees applicable for administration of application and for the right to use the **CERTALARM** Mark.

6.3.8 Details of bodies authorised under the scheme to carry out testing, inspection and certification.

6.3.9 Details of unlicensed use of the Mark should be reported in writing to **CERTALARM** for appropriate action

6.3.10 Details of product(s), process(ses) or service(s) for which the **CERTALARM** license has been granted will be published by the Contracted Certification Body ONLY through the **CERTALARM** web site.

6.4 Application of Revisions of Listed Standards

Except where specifically authorised by Scheme Rules, arrangements shall be made for a certificate to reflect the revision of a standard used in certification of a product / process / service by the DoW of the original standard (See 10.1)

6.5 Consistency of results

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

Tests that are sub-contracted (in accordance with clause 6.2.5) shall be sub-contracted to the same laboratory when required for “round robin” testing.

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

6.6 The CERTALARM Schemes

An overview of the **CERTALARM** Schemes is given in Annex E. A reference is made to the applicable standards for each **CERTALARM** Scheme.

7 MANDATORY RESPONSIBILITIES OF PARTIES TO CERTALARM SCHEMES:

7.1 Management of CERTALARM Schemes

7.1.1 **CERTALARM** Management is responsible for the operation of the **CERTALARM** System

7.1.2 **CERTALARM** AISBL and **CERTALARM** Management will not act as a certification body or issue certificates or licenses in connection with the **CERTALARM** System. These roles will be performed only by Contracted Certification Bodies.

7.1.3 **CERTALARM** will operate in accordance with documented processes approved by **CERTALARM** AISBL that will contain necessary provisions to discharge **CERTALARM** AISBL and its members from any legal responsibilities regarding the use of the **CERTALARM** Mark.

7.1.4 To establish a Policy Council (PC) to supervise the granting of licenses to suppliers for use of the **CERTALARM** Mark for certified products, processes and / or services.

7.1.5 To provide listing and publicity service for certificates issued, suspended or withdrawn.

7.1.6 To provide or arrange assistance for Accreditation Bodies in accreditation or auditing of partner organisations.

7.1.7 To conduct or arrange an acceptance audit of all partner organisations not yet accredited to the **CERTALARM** Sector Scheme.

7.1.8 **CERTALARM** Management will be responsible to ensure that all Contracted Certification Bodies, Recognised Test Laboratories, Recognised Inspection Bodies and Recognised Audit Bodies operating within the **CERTALARM** Scheme:

- follow the rules of the applicable **CERTALARM** Scheme and of the **CERTALARM** System.
- conform with the requirements of their accreditation.
- recognise the validity of **CERTALARM** licenses issued by other Contracted Certification Bodies.
- accept test / inspection / audit reports issued by Recognised Test Laboratories / Recognised Inspection Bodies / Recognised Audit Bodies.

- maintain the confidentiality required by their accreditation, except where the law demands otherwise

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

- the list of standards published in "**CERTALARM** System: Certification Rules - Part 2 - Standards specified per **CERTALARM** Scheme" is kept up to date and that these details are available to all concerned.
- the relevance of standards is assessed.
- the relevant standards are assessed and, where appropriate, clarification is obtained from the applicable Standardisation Body or from published Guidance to applicable Laws.
- where the relevant body of guidance does not provide such clarification or it is inadequate, clarification is prepared and published (after approval by the Policy Council).
- the rules for granting licenses for use of the **CERTALARM** Mark are properly maintained.
- the innovation procedure is correctly applied (see 10.4).
- technical competence and integrity of the participating bodies is monitored.
- consistency of testing, inspection and auditing is confirmed by means of suitable procedures (see 6.5).
- contribution is made to the development of future standards.

7.2 The supplier

7.2.1 Registration

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

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

7.2.2 Application for a license

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

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

7.2.3 Fees

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

- Testing, inspection and auditing
  costs relating to the initial application along with any additional testing / evaluation and inspections / audits required by the operation of the applicable **CERTALARM** Scheme rules.

- Certification
  costs related to the processing of the application by the Contracted Certification Body, including the related product, system or service and production facility QMS surveillance procedures

- Fees
  the fee for listing and the right to use the **CERTALARM** Mark, as fixed by **CERTALARM** AISBL

7.2.4 Rights and responsibilities

7.2.4.1 The granting of the license gives the supplier the right to use the **CERTALARM** Mark in relation to the specific product(s), process(ses) or service(s) specified on the license.

7.2.4.2 The supplier must ensure that the **CERTALARM** Mark is used in accordance with the rules of the **CERTALARM** System.

7.2.4.3 The supplier must inform the Contracted Certification Body of any modification to the product, process or service, or respectively to the production, implementation or provision that might affect compliance with the standard(s) against which the **CERTALARM** license was granted. The Contracted Certification Body will be responsible for the decision as to whether these modifications affect the terms under which the license was granted.

7.2.4.4 The requirement of 7.4 is modified if the Contracted Certification Body authorises one or more named individuals nominated by the supplier to "sign off" minor changes deemed to not affect the terms of the **CERTALARM** license, if satisfied that the individual(s) has the appropriate technical expertise to make such decisions.

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

7.2.4.5 If such modifications are deemed to affect the **CERTALARM** license, the Contracted Certification Body will decide what action is appropriate according to the circumstances, which must be followed before the **CERTALARM** Mark is applied to modified product, system or service.

7.2.4.6 The right to use the **CERTALARM** Mark in relation to additional product(s), process(ses) or services(s) will be granted only if the rules of the applicable **CERTALARM** Scheme are correctly followed

7.2.4.7 Non-compliance on the part of the supplier with an aspect of the application of the **CERTALARM** System or Scheme rules may result in actions being taken as under:

a) Suitable corrective action required within 1 month ("major non-compliance") or 3 months ("minor non-compliance")
   - Failure of QMS audit (see 6.2.9)
     Note: a "major" non-compliance is one that could affect the integrity of the product, system or service.

b) Suspension of the **CERTALARM** license until corrective action has been taken:
   - Failure to renew certificate (see 4.6; 6.3.5)
   - Product, system or service changed so that no longer compliant (see 7.4)
   - Failure of periodic retest of product, or system (see 6.2.8)

- Failure of periodic audit of service (see 6.3.4)

c) Withdrawal of the **CERTALARM** license
- Uncertified product carrying mark (see 7.4)

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

7.3 The Accreditation Body

7.3.1 To be directly or indirectly signatory to the IAF Agreement.

7.3.2 To apply the following standards in accreditation of:

Contracted Certification Body:	ISO/IEC 17065
Recognised Test Laboratory:	ISO/IEC 17025
Recognised Inspection Body:	Either ISO/IEC 17020 Type A
Recognised Audit Body:	ISO/IEC 17021

7.3.3 To accept the **CERTALARM** System as a Sector Scheme.

7.3.4 To carry out assessments and audits of Contracted Certification Bodies, Recognised Test Laboratories, Recognised Inspection Bodies and Recognised Audit Bodies taking part in the **CERTALARM** Sector Scheme and to the relevant standards that these bodies are to assess conformity to, and cooperate with procedures to ensure continued consistency of results between such bodies (see 6.5).

7.3.5 To participate in the peer review scheme of their Multilateral Agreement.

7.4 The Contracted Certification Body

7.4.1 To meet the acceptance criteria specified in Annex D.

7.4.2 To contract with registered suppliers to arrange testing and / or inspection and carry out certification for a product, system or service.

7.4.3 To accept and carry out assessments of reports from Recognised Test Laboratories, Recognised Inspection Bodies and Recognised Audit Bodies taking part in the applicable Scheme.

Note: CertAlarm Contracted Certification Bodies are operating within standards specific to their capabilities and accreditation. They may not offer all standards as listed in the CertAlarm certification scope (CertAlarm Rules, Part 2: Standards specified for various products, systems and services).

7.4.4 To not initiate or join a new certification scheme competing in the same scope and geographical area.

7.4.5 To inform **CERTALARM** if the requirements of 7.5 or 7.6 are not met.

7.4.6 To verify that valid Declarations of Conformity exist for any relevant Laws (see 6.2.5).

7.4.7 To provide to **CERTALARM** details of certificates issued, for licensing, listing and publicising.

7.4.8 Responsible for periodic re-assessment of products, processes or services certified by itself under the **CERTALARM** scheme (see clause 6.2.8). Duplication of assessment performed by another Contracted Certification Body shall be avoided.

7.4.9 Ensure that periodic re-assessment of associated QMSs and manufacturing processes (by product type per facility) (see clause 6.2.9 and Annex C.3) are carried out satisfactorily. Duplication of audits performed by another body suitably accredited by any IAF member shall be avoided.

Note: If a Contracted Certification Body performs these assessments, this may be part of its ISO/IEC 17065 accreditation; but in such a case, this body may not offer its accredited certification services to another Contracted Certification Body (ie it cannot sub-contract certification decision). However, a Contracted Certification Body could sub-contract the required QMS / FPC Audits under its ISO/IEC 17065 accreditation to any organisation meeting the requirements of ISO/IEC 17021.

7.4.10 Where appropriate, the assessments required by 7.4.8 and 7.4.9 may be sub-contracted by the Certification Body to suitably competent Audit Bodies not otherwise working in the **CERTALARM** Scheme.

7.4.11 Refer to Annex C.1 for specifications for certificates.

7.5 The Recognised Test Laboratory

7.5.1 To meet the acceptance criteria specified in Annex D.

7.5.2 To carry out testing or other assessment for products for compliance to specified standards and produce appropriate test reports in accordance with **CERTALARM** Certification rules.

Note: CertAlarm Recognised Test Laboratories are operating within standards specific to their capabilities, test equipment and accreditation. They may not offer all standards as listed in the CertAlarm certification scope (CertAlarm Rules, Part 2: Standards specified for various products, systems and services).

7.5.3 To have, and correctly maintain, the essential equipment required to carry out the necessary testing and to have competent personnel available to operate this equipment.

Note: Maintenance of equipment includes all appropriate calibration.

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

7.5.4 The candidate laboratory shall:

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

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

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

7.6 The Recognised Inspection Body

7.6.1 To meet the acceptance criteria specified in Annex D.

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

7.6.3 The candidate inspection body shall:

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

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

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

7.7 The Recognised Audit Body

7.7.1 To meet the acceptance criteria specified in Annex D.

7.7.2 To carry out audits for compliance to specified standards and produce appropriate audit reports in accordance with **CERTALARM** Certification Rules.

7.7.3 The candidate audit body shall:

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

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

7.7.5 Refer to Annex C.1 for specifications for audit reports.

8 COMPLAINTS AND APPEALS PROCEDURE

8.1 Complaints from users or authorities

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

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

8.2 Appeals from Suppliers concerning Contracted Certification Body decisions

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

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

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

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

8.3 Appeals from Suppliers concerning Recognised Test Laboratory test reports

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

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

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

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

8.4 Appeals from Suppliers concerning Recognised Inspection Body decisions

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

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

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

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

8.5 Appeals from Suppliers concerning Recognised Audit Body decisions

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

8.5.2 The appeal shall be addressed within one month of receipt by the Recognised Audit Body and resolved within two months.

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

8.5.4 The Recognised Audit Body may consult with the relevant **CERTALARM** Contracted Certification Body or other organisations operating within the **CERTALARM** Scheme, or with the **CERTALARM** PC in resolving the appeal.

8.6 Escalation of the appeals process

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

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

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

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

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

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

8.6.4 The **CERTALARM** decision is final.

8.7 Appeals from bodies applying for Partnership

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

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

8.7.2 The appeal shall be submitted by registered letter.

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

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

8.7.5 The **CERTALARM** AISBL decision is final.

9 ADJUSTMENT TO SYSTEM or SCHEME RULES

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

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

10 RULES FOR CERTALARM PRODUCT (COMPONENT OR SYSTEM) CERTIFICATION SCHEMES

The following specific rules apply to the **CERTALARM** Product (component or system) certification Schemes:

10.1 Application of Revisions of Listed Standards

Reference clause 6.4, the following exception is permitted:

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

10.2 Multiple Certifications

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

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

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

Special procedures / conditions imposed by any Lawapplicable to the product shall take priority over the above.

10.3 Arrangements for variations to standards specified in CERTALARM Scheme Rules

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

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

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

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

10.4 Arrangements for dealing with innovation

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

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

10.4.2 In parallel with development of plan, the Contracted Certification Body shall advise CERTALARM Management that a special test plan is being developed, providing a brief abstract (approved by the manufacturer) – under **CERTALARM** confidentiality

10.4.3 When a certificate is issued, the test plan is filed with **CERTALARM** Management and is available for future use. In the event that the detail of the test plan is challenged, this shall be resolved by the TAG, dealing appropriately with confidential matters. Any changes resulting shall be advised to manufacturers involved in order to be applied to product prior to renewal of certification.

10.4.4 If **CERTALARM** Management is advised of a second proposed test plan being developed prior to the first certificate being issued, **CERTALARM** Management arranges with manufacturer for Contracted Certification Bodies to identify whether there is an overlap, and if so to agree on standardised approach. If no overlap, a new plan is developed.
NOTE: if manufacturers do not agree, there could be multiple plans under development until the certificates are issued.

10.4.5 The **CERTALARM** Mark issued under the "innovation" procedure shall be valid for two years. Renewal of this **CERTALARM** Mark is possible for further periods of 2 years.

10.4.6 The applicable **CERTALARM** TAG will request the relevant Standardisation Body to regularize.

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

10.5 Certification including other standards

10.5.1 Where required by a manufacturer, a product may be tested to other standards ADDITIONAL to those listed in "**CERTALARM** System Certification Rules – Part 2: Standards specified per **CERTALARM** Scheme" – e.g. to corresponding ISO/IEC standards.

Where these do not conflict with the standards mandated by the **CERTALARM** System rules, the **CERTALARM** certificate may be endorsed with the additional standards, or a separate (non- **CERTALARM**) certificate applied.

10.5.2 Where no relevant product standard is included in "**CERTALARM** System Certification Rules – Part 2: Standards specified per **CERTALARM** Scheme" AND no relevant European or International standard exists, a relevant national standard may be used as the basis for **CERTALARM** certification, with the prior agreement of **CERTALARM**, until a suitable European standard is published.

10.5.3 Where no Recognised Test Laboratory is accredited to assess conformity to a standard as referred to in 10.5.1, a Contracted Certification Body may accept a test report from an unrecognised Test Laboratory. Priority shall be given to an accredited laboratory, but if none exists, the provisions of 6.2.4 apply

11 RULES FOR CERTALARM PROCESS CERTIFICATION SCHEMES

Under development.

12 RULES FOR CERTALARM SERVICE CERTIFICATION SCHEMES

Under development.

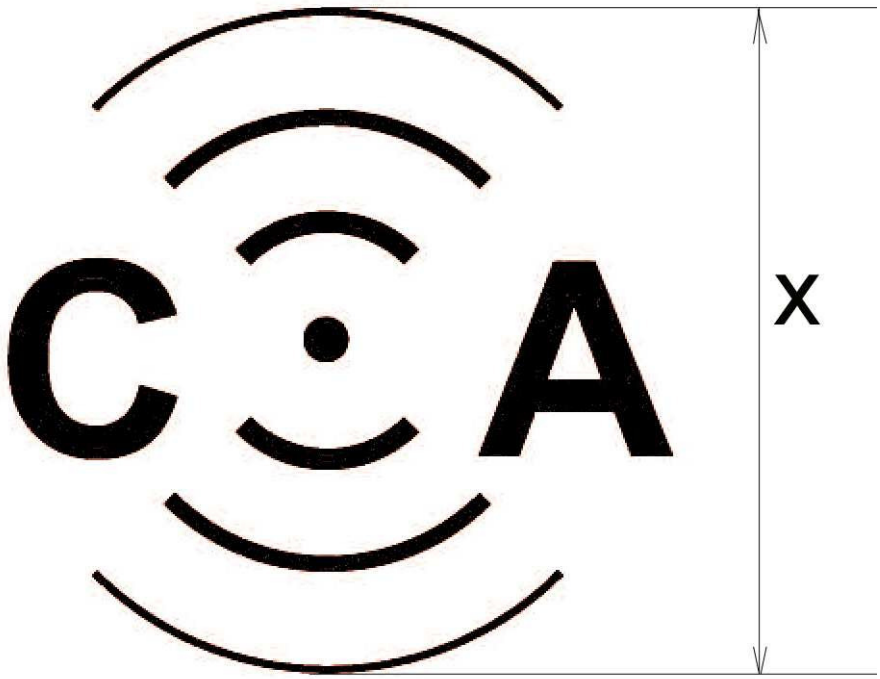
BIBLIOGRAPHY

ISO/IEC Guide 28	Conformity assessment - Guidance on a third-party certification system for products
EN ISO/IEC 17043	Conformity assessment – General requirements for proficiency testing
IAF GD5	IAF Guidance on the application of ISO/IEC Guide 65
EA-01/22	EA Procedure and Criteria For the Evaluation of Conformity Assessment Schemes by EA Accreditation Body Members
EA-03/04	Use of Proficiency Testing as a tool for Accreditation in Testing

ANNEX A
THE MARK

A.1 Design of the CERTALARM Mark

Diagram of the **CERTALARM** logo:



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

A.2 Reproduction of the CERTALARM Mark

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

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

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

ANNEX B
CERTIFICATION REQUIREMENTS FOR SYSTEMS INCLUDING SPECIFIC NATIONAL REQUIREMENTS

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

a) Global/European-certified components

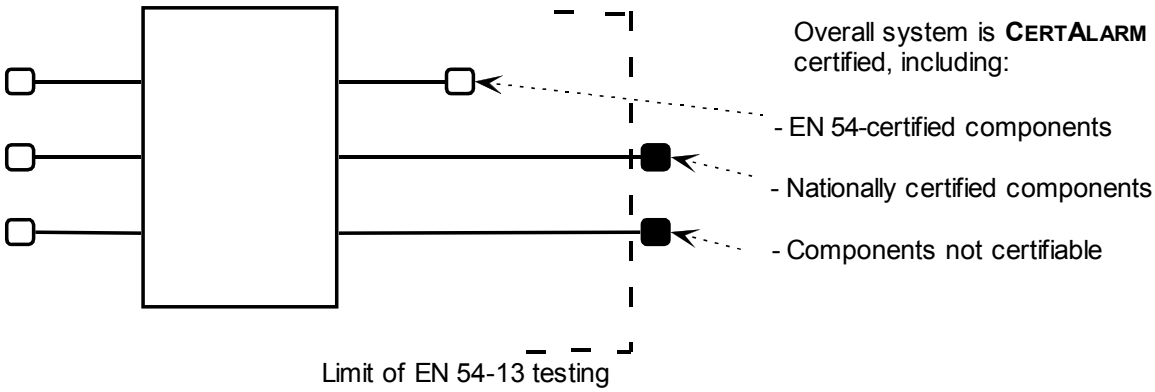
b) some nominated components certified nationally

c) some nominated components for which no standards exist

NOTE: All components shall be certified if certification is possible

The format of such system compatibility testing is shown in Figure B.1, using EN 54-13 as an example.

Figure B.1: System compatibility testing based on EN 54-13



The resultant certificate shall specify all relevant components.

Note:

- Testing according to EN 54-13 has to be performed at a CA RTL (assessment only not allowed)

There is no need that all components/products mentioned in a CA system certificate are CA certified. In that case:

- no additional (system) surveillance is required, if ISO/IEC 17067:2013 Type 5 certification is available for each component/product (certificates from bodies outside the CA scheme are sufficient)
- additional (system) surveillance is mandatory, if the system contains any “CE marked only” components (without ISO/IEC 17067:2013 Type 5 certificate)

ANNEX C
REQUIREMENTS FOR TEST, INSPECTION & AUDIT REPORTS AND CERTIFICATES

C.1. Test, Inspection or Audit reports

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

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

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

C.2. Certificates

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

As a minimum, certificates shall include the following information:

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

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

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

The manufacture shall have in place a documented QMS including FPC procedures as required by clauses 6.2.10, 6.2.13 and 7.4.9 to ensure that products placed on the market comply to the stated performance characteristics.

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

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

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

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

These procedures shall be assessed and the production facility audited prior to manufacture and at the intervals specified in 6.2.13 as long as the relevant certification remains valid.

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

ANNEX D
CRITERIA FOR CONFORMITY ASSESSMENT BODIES WORKING WITHIN THE CERTALARM SCHEME

D.1. Conditions for acceptance

a. General conditions

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

1. be a member of **CERTALARM** AISBL
2. be registered and established in a country where the trade of products, processes or services certified according to one or more of the **CERTALARM** scheme(s) is not restricted.
3. carry out certification assessment, testing, inspection or auditing for products, processes or services for compliance to specified standards and produce appropriate documentation, in accordance with **CERTALARM** Certification rules.
4. be committed to nominate representative(s) to contribute to the activities of the **CERTALARM** organisation with a view to clarification of standards and harmonisation of the application of the test, inspection or audit procedures and reporting, operating the procedures for confirming consistency of results between bodies, etc., accepting any conclusions already made.

b. Conditions applicable for Recognised Test Laboratories and Recognised Inspection Bodies

Recognised Test Laboratories and Recognised Inspection Bodies shall:

1. be accredited for at least three years for the appropriate family(ies) of standards or part(s) thereof by an Accreditation Body that is signatory to the IAF.
   The three year period shall not apply in the case of young standards.
   The applicable **CERTALARM** TAG may decide to determine what is “young”.
2. provide evidence of the scope of the activities for which they are accredited, and undertake to keep this information up to date at all times.
3. in the case of devices/objects that use an interactive decision-making process with other components/systems, hold accreditation and operate evaluation processes to include all related devices/objects.
4. participate in procedures to confirm continued consistency of results between partner bodies as identified in clause 6.5 of this document.

c. Conditions applicable for Recognised Audit Bodies

Recognised Audit Bodies shall:

1. be a Contracted Certification Body too or be accredited for at least three years for a system certification scheme intended for the Fire Safety & Security Sector by an Accreditation Body that is signatory to the IAF.
2. provide evidence of the scope of the activities for which they are accredited, and undertake to keep this information up to date at all times.
3. participate in procedures to confirm continued consistency of results between partner bodies as identified in clause 6.5 of this document.

d. Conditions applicable to Contracted Certification Bodies

Contracted Certification Bodies shall:

1. be suitably notified to the European Commission as a Conformity Assessment Body ("Notified Body") for products for which third party testing and certification is mandated by applicable EU directives or regulations (eg CPD, ATEX). This requirement is not applicable for a CCB with a scope restricted to processes and services (and is therefore not authorized to certify products).
2. hold an appropriate accreditation for the **CERTALARM** scheme as an Sector scheme, or be working towards doing so within two years and to accept **CERTALARM** audit(s) during this period.

D.2. Conditions for exclusion

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

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

ANNEX E
OVERVIEW OF THE CERTALARM SCHEMES UNDER THE CERTALARM SYSTEM

E.1. CERTALARM Product Certification Schemes

E.1.1. Fire & Life Safety Alarm Products (EN based) Scheme

Standards are specified in Rules Part 2, Annex A1

E.1.2. Fire & Life Safety Alarm Products (ISO based) Scheme

Standards are specified in Rules Part 2, Annex A2

E.1.3. Fire & Life Safety Alarm Systems (EN based) Scheme

Standards are specified in Rules Part 2, Annex A3

E.1.4. Intrusion & Hold Up Alarm Systems (EN based) Scheme

Standards are specified in Rules Part 2, Annex A4

E.1.5. Intrusion & Hold Up Alarm Systems (IEC based) Scheme

Standards are specified in Rules Part 2, Annex A5

E.1.7. Social Alarm Systems (EN based) Scheme

Standards are specified in Rules Part 2, Annex A6

E.1.8. Social Alarm Systems (IEC based) Scheme

Standards are specified in Rules Part 2, Annex A5

E.1.9. Electronic Access Control Systems (EN based) Scheme

Standards are specified in Rules Part 2, Annex A7

E.1.10. Electronic Access Control Systems (IEC based) Scheme

Standards are specified in Rules Part 2, Annex A5

E.1.11. Video Surveillance Systems (EN based) Scheme

Standards are specified in Rules Part 2, Annex A8

E.1.12. Video Surveillance Systems (IEC based) Scheme

Standards are specified in Rules Part 2, Annex A5

E.1.13. Alarm Transmission Systems (EN based) Scheme

Standards are specified in Rules Part 2, Annex A9

E.1.14. Alarm Transmission Systems (IEC based) Scheme

Standards are specified in Rules Part 2, Annex A5

E.2. CERTALARM Process Certification Schemes

E.2.1. Monitoring and Alarm Receiving Centre (EN based) Scheme

Standards are specified in Rules Part 2, Annex A10

E.3. CERTALARM Service Certification Schemes

E.3.1. Installers of Alarm Systems (EN based) Scheme

Under development