

NAVODILO O UPORABI CERTIFIKATA IN/OZ. ZNAKA SKLADNOSTI INSTRUCTION FOR THE USE OF THE CERTIFICATE AND/OR CONFORMITY MARKING

1. Namen priprave dokumenta *Scope of preparing this document*

Inštitut je dne 03.11.2004 od Ministrstva za gospodarstvo Republike Slovenije pridobil prvo odločbo o imenovanju za certifikacijski organ za izvajanje certificiranja kontrole proizvodnje za področje agregatov (sistem 2+) in za področje betona (sistem 2+).

On 03.11.2004 the Institute acquired the first decision of the Ministry of the Economy of the Republic of Slovenia on nomination for the certification body for certification of the Factory Production Control in the field of aggregates (system 2+) and in the field of concrete (system 2+).

S tem je pridobil pravico do podeljevanja certifikatov o skladnosti kontrole proizvodnje v obratu.

On the basis of this decision the Institute has acquired the right to award the certificates of conformity for Factory Production Control.

Inštitut v skladu s svojo poslovno politiko pridobiva imenovanja tudi za druga regulirana področja certificiranja.

In accordance with its business policy the Institute is also acquiring the nominations for other regulated areas of certification.

Inštitut je odločen nuditi tudi storitve prostovoljnega certificiranja na zakonsko nereguliranih področjih. V ta namen je uveljavil znak skladnosti, s katerim označi certifikate prostovoljnega certificiranja.

The institute is also providing services of voluntary certification for non-regulated areas. For this purpose, the Institute has developed its own conformity marking which is an integral part of voluntary certificate.

V Poslovniku kakovosti je Inštitut opredelil svojo obveznost, da bo ustrezno definiral pravila uporabe certifikata in/oz. znaka skladnosti in dosledno spoštoval vse veljavne kriterije za podeljevanje in informiranje naročnikov o njihovi uporabi.

In the Quality manual, the Institute has defined its obligation to adequately define the rules for the use of the certificate and/or conformity marking and to strictly observe every applicable criteria for awarding the certificates and informing the clients on their use.

Ta interni dokument definira pravila in način uporabe certifikata in/oz. znaka skladnosti.

This internal document defines the rules and the way of using of the certificate and/or conformity marking.

2. Splošna načela *General principles*

2.1. Regulirano področje *Regulated area*

Regulirano področje certificiranja opredeljujeta evropska in nacionalna zakonodaja. Igmalt izvaja certificiranje na harmoniziranih področjih na podlagi imenovanja s strani MGRT in priglasitve pri Evropski komisiji kot priglasičen organ št. 1373. Certificiranje na neharmoniziranih področjih izvajamo na podlagi imenovanja s strani MGRT. Igmalt je s strani MGRT imenovan tudi kot organ za ugotavljanje skladnosti proizvodov na podlagi izdanih Slovenskih tehničnih soglasij (STS).

The regulated area of certification is specified in European and national legislation. Igmalt performs certification on harmonized area, based on the nomination of Ministry of economic development and technology and also as a Notified Body, No. 1373 for the Construction Products Directive of the European Council. Certification in non-harmonized area is performed on the basis of nomination of Ministry of economic development and technology. Igmalt is also nominated by the Ministry of economic development and technology as a conformity assessment body on the basis of granted Slovenian Technical Approval (STA).

Inštitut izda certifikat naročniku po vseh opravljenih aktivnostih, ki jih zahtevajo standardi za posamezno področje.

The Institute shall issue the certificate to the client after all the activities demanded by the relevant standards have been performed.

Inštitut izda certifikat **v elektronski obliki**.

*The Institute shall issue certificate **in electronic form**.*

Oblika in vsebina listine sta usklajeni z veljavno zakonodajo.

The form and the contents of the document comply with the relevant legislation.

2.2. Neregulirano področje – prostovoljno certificiranje *Non-regulated area – certification on a voluntary basis*

Na nereguliranih, prostovoljnih področjih certificiranja, Inštitut skladno s svojim znanjem, izkušnjami in opredeljeno poslovno politiko podeljuje certifikate s svojim znakom skladnosti. Certificiranje se opravi na podlagi prostovoljne odločitve naročnika. Podlaga prostovoljnemu certificiranju so lahko ZGPro-1, CPR, STS, razne tehnične specifikacije npr. TSC ipd. Pri tem Inštitut smiselno uporablja enake kriterije in postopke kot veljajo na reguliranem področju.

In the non-regulated areas the Institute grants certificates with its conformity marking in accordance with its expertise, experiences, and defined business policy. Certification is performed on the basis of a client's voluntary decision. The basis for voluntary certification may be The Law on construction Products, CPR, STA, different technical specifications, etc. Institute uses and applies the same criteria and procedures that are being used in the regulated area.

Inštitut izda certifikat z znakom skladnosti **v elektronski obliki**.

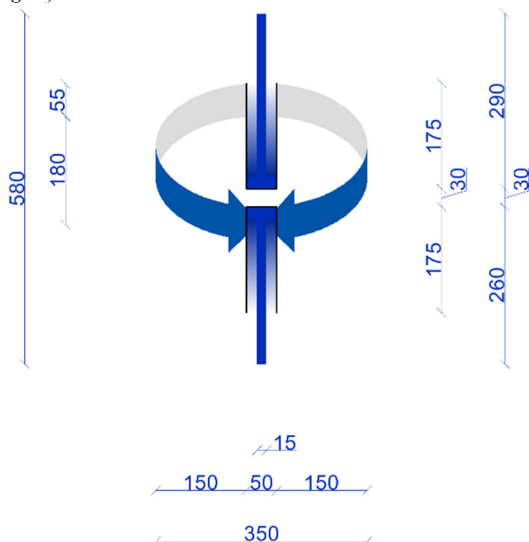
*The Institute shall issue certificate with conformity marking **in electronic form**.*

Pridobljeni certifikat z znakom skladnosti bo omogočil naročniku izdelavo ustrezne lastne izjave o skladnosti in opremo proizvoda z Igmatomim znakom skladnosti.

The acquired certificate with the mark of conformity enables the client to prepare his own declaration of conformity and use the Igmalt conformity marking on its products.

Znak skladnosti je zaščitena last Igmalt-a. Uporabljati se sme le v obliki in barvah, ki so določeni v tem dokumentu (slika 1).

The conformity marking is Igmalt's protected property. It can be used only in the form and colours as determined in this document (Fig. 1).



Oblika in vsebina listine certifikata z znakom skladnosti je smiselno usklajena z obliko in vsebino certifikatov reguliranega področja.

The form and the content of the certificate with the conformity marking are reasonably harmonized with certificates in regulated area.

Slika 1: Vzorec znaka skladnosti
Fig. 1: The conformity marking specimen

3. Pravila uporabe *Rules of application*

Naročnik sme uporabljati certifikat in/oz. znak skladnosti samo v skladu s tem dokumentom.

The client shall use the certificate and /or conformity marking only in accordance with the provisions of this document.

Igmalt bo redno nadzoroval pravilno uporabo in distribuiranje certifikatov in/oz. znakov skladnosti, ki jih je izdal.

Igmalt shall periodically supervise the correct application and distribution of the awarded certificates and/or conformity markings.

Na nepravilno uporabo bo pisмено opozoril naročnika in mu predpisal način in rok odprave napake.

Igmalt shall warn the client of the incorrect use in writing and prescribe the deadline and the way in which to eliminate the errors.

Če ta ne bi ukrepal ustrezno in pravočasno, Inštitut takemu naročniku odvzame certifikat in/ali znak skladnosti ter ga umakne iz spletnega seznama veljavnih certifikatov in/ali znakov skladnosti. V skrajni meri tudi sodno ukrepa. O tem vodja certifikacijske službe seznaneni Certifikacijski odbor.

In case the client shall not react properly and in due time, the Institute shall withdraw the certificate and/or the conformity marking and remove it from the online weblist of valid certificates and/or conformity markings. In extreme cases the judicial action shall be used. The head of the certification service shall inform the Certification board of all these actions.

Osnovna načela uporabe certifikata na reguliranem področju opredeljujeta mednarodna dokumenta ISO/IEC Guide 23 in ISO/IEC Guide 27. Ustrezno vodilo je tudi dokument Slovenske akreditacije, ki definira sklicevanje na akreditacijo in uporabo znaka SA.

The basic principles of the use of the certificate in the harmonized area are determined by two international documents: ISO/IEC Guide 23 and ISO/IEC Guide 27. The document, prepared by the Slovene Accreditation, determining the referrals to the accreditation and the use of the SA mark, can also be used as an adequate guide.

Naročnik je dolžan uporabljati certifikat in/oz. znak skladnosti in se nanj sklicevati na način, ki ni zavajajoč glede omejitev in obsega, za katerega je bil pridobljen.

The client has the obligation to use the certificate and/or the conformity marking and refer to it in the non-deceiving way, regarding the restrictions and the scope that it has been acquired for.

Kopiranje listin o podelitvi certifikata in/oz. certifikata z znakom skladnosti je dovoljeno.

It is allowed to copy the documents awarding the certificate and/or the certificate with the conformity marking.

Naročnik, ki ima za isti proizvod/proces/storitev pridobljeno pravico uporabe certifikata oz. znake drugih inštitucij, jih sme hkrati enakopravno uporabljati.

Client that acquired the right to use the certificates and/or markings from other institutions, is entitled to use them all equally.

Naročnik mora predvsem paziti, da ni zavajajoče sklicevanje na certifikat / znak skladnosti v primerih, ko hkrati navaja podatke (npr. reklamira proizvode, pripravlja ponudbe) od katerih del ima, del pa nima pravice uporabe certifikata in/oz. znaka skladnosti.

The client has to assure that referring to the certificate and/or conformity marking is not deceiving in cases when the data is being quoted (advertising, business offers) and when one part of the products have the right to use the certificate/ the conformity marking and the other part of the products do not have this right.

Naročnik je dolžan v svojih internih dokumentih opredeliti način sklicevanja na podeljeni certifikat oz. znak skladnosti.

The client has the obligation to define in his internal documents the procedure for referring to the awarded certificate and/or conformity marking.

4. Posebne omejitve uporabe *Special restrictions of use*

Poleg omejitev uporabe certifikata in/oz. znaka skladnosti, navedenih v drugih točkah tega dokumenta, se naročnik ne sme sklicevati na certifikat in/oz. znak skladnosti še v naslednjih primerih:

- na vozilih
- na zastavah in stavbah, razen v notranjosti stavb in na razstavnih prostorih
- na vizitkah

In addition to the limitations of the use of the certificate and/or conformity marking, determined in other paragraphs of this document, the client is not allowed to refer to the certificate and/or conformity marking, also in the following cases:

- *on vehicles*
- *on flags and buildings, with exception of the interiors, exhibitions, and showrooms*
- *on business cards.*

Sklicevanje na podeljeni certifikat in/oz. znak skladnosti se ne sme uporabiti na način, ki bi lahko vsiljeval domnevo, da Inštitut prevzema odgovornost za posledice, ki so rezultat izvajanja dejavnosti certifikacijskega postopka.

Reference to the awarded certificate and/or conformity marking shall not be made in a way that could allow the assumption, that the Institute assumes the responsibility for the consequences as a result of implementation of operations, subject to certification procedure.

5. Način priprave dokumenta *The method of document preparation*

Interno Navodilo o uporabi certifikata in/oz. znaka skladnosti pripravi vodja kakovosti v sodelovanju s certifikacijsko službo. Pri tem upošteva vse svoje znanje, razpoložljivo zakonodajo, navodila, ki jih izdaja SA in informacije pridobljene oz. posredovane na strokovnih posvetovanjih.

The internal instruction for the use of the certificate and/or conformity marking shall be prepared by the Quality Manager, in cooperation with Igmalt Certification Service. During this work, he/she has to consider all his/her knowledge, available legislation in force, guidelines published by the SA and information acquired or presented at the expert meetings and conferences.

Za vzdrževanje in ažuriranje tega dokumenta je odgovoren vodja kakovosti.

The Quality Manager is responsible to maintain and update this document.

Vodja certifikacijske službe je odgovoren, da z vsako novo izdajo dokumenta takoj seznanijo pogodbene partnerje v procesu certificiranja.

The Head of Certification Service is responsible to inform the clients included in the certification process of any new version of this document.

6. Spremembe glede na prejšnjo izdajo *Changes to the previous version*

Opredelitev izdaje certifikata (tč. 2.1) / certifikata z znakom skladnosti (tč. 2.2) v elektronski obliki.

Definition of issue certificate (pt. 2.1) / certificate with conformity marking (pt. 2.2) in electronic form.

Manjši slovnični popravki besedila.

Minor grammatical corrections of the text.