PRAVILA ZA CERTIFICIRANJE
RULES FOR CERTIFICATION

1 UVOD
INTRODUCTION

Dokument določa in opisuje potek procesa certificiranja, ki je potreben za izdajo in vzdrževanje certifikata.

The process of certification, required for granting and maintaining the certificate is determined and described in this document.

Opis nalog pri izvajanju certificiranja proizvoda po sistemu 1+ in 1, ter tovarniške kontrole proizvodnje po sistemu 2+ sloni na produktnih standardih za posamezno področje, zahtevah standarda **SIST EN ISO/IEC 17065, Uredbi (EU) št. 305/2011 Evropskega parlamenta in sveta**, z dne 9.3.2011, na internem navodilu **inn.118/09: Navodilo za izvajanje certificiranja,** internem navodilu **inn.188/19: Ocena nespremenljivosti lastnosti proizvoda (določitev tipa proizvoda) pri AVCP sistemih 1+, 1 in 3 in** internem navodilu **inn.70/04 Navodilo o uporabi certifikata in/oz. znaka skladnosti**. Poleg tega so za posamezno področje pripravljeni in odobreni certifikacijski protokoli.

*Description of all tasks and functions for the performance of the product certification under AVCP 1+ and 1 and the factory production control, AVCP 2+ is based on product standards for specific area, on demands of **EN ISO/IEC 17065, on Regulation (EU) No 305/2011 of the European parliament and of the council of 9 March 2011** and on internal instruction **inn. 118/09 Guidance for the certification process, inn. 188/19: Assessment of performance (Type testing) under AVCP systems 1+, 1 and 3 and inn. 70/04 Instruction for the use of the certificate and/or conformity marking.** The Certification protocols have also been prepared and approved for all specific areas.*

Za proizvode, za katere ne obstajajo harmonizirane tehnične specifikacije iz 10.tč. 2. člena Uredbe (EU) št. 305/2011 (npr. certificiranje betonov), je potrebno upoštevati zahteve podane v **Zakonu o gradbenih proizvodih (ZGPro-1).**

*For products for which there are no harmonized technical specifications from item 10. Article 2 of Regulation (EU) no. 305/2011 (e.g. certification of concrete), it is necessary to comply with the requirements given in the **Construction Products Act (ZGPro-1).***

2 Vložitev in obravnava zahtevka za certificiranje
SUBMISSION AND PROCESSING OF AN APPLICATION FOR CERTIFICATION

2.1 Seznanitev proizvajalca s postopkom certificiranja
Informing the manufacturer about the certifying procedure

Proizvajalcu, ki je zainteresiran za certificiranje proizvoda po sistemih 1+, 1 in tovarniške kontrole proizvodnje po sistemu 2+, posredujemo vse potrebne informacije o predvidenem poteku, ki je razviden iz tega dokumenta in o stroških certifikacijskega postopka.

All relevant information about planned procedures which are described in this document and information about all costs of the certification procedure are provided to manufacturers, who are interested in product certification under AVCP system 1+ and 1 and factory production control certification under AVCP system 2+, for their production unit.

Potencialnemu vložniku zahtevka se posreduje obrazec ***Zahtevek za certificiranje,*** ki je dostopen tudi na naši spletni strani.

*An **application for certification,** available also on our web site, is sent to the potential applicant.*

2.2 Vložitev zahtevka za certificiranje, potrditev zahtevka ter sklenitev pogodbe
Submission of an application for certification, confirmation of the application and conclusion of the contract

Z zahtevkom za certificiranje naroči proizvajalec izvedbo predpisanih aktivnosti v zvezi s certificiranjem. ***Zahtevek za certificiranje*** je treba vložiti na predloženem obrazcu. Zahtevek se mora nanašati na določen proizvodni obrat v katerem se izvaja kontrola proizvodnje, ki je predmet certificiranja.

*With the application for certification the producer orders the execution of all due activities related to certification. An **Application for certification** shall be submitted on the official form. This application shall relate to the production unit where the factory production control, subject to certification would be performed.*

Proizvajalec z vložitvijo zahtevka za certificiranje potrjuje, da je seznanjen s postopkom in pogoji pridobitve certifikata.

By submitting the application, the producer confirms to be informed about the procedures and conditions for granting the certificate.

Če certifikacijski organ po pregledu vloženega zahtevka ugotovi, da je le-ta nepopoln, ga sme zavrniti ali zahtevati dopolnitev.

When reviewing the application, the certification body has the authority to reject an incomplete application, or request a completion.

Popolni zahtevki se zavedejo v delovodnik prejetih zahtevkov na področju. Vodja certifikacijske službe, pred potrditvijo zahtevka, opravi identifikacijo možnih tveganj za nepristranskost. Pripravi se pogodba o certificiranju. Pogodba mora biti sklenjena najkasneje pred začetno presojo oz. pred odvzemom vzorcev za oceno lastnosti proizvoda pri sistemih 1+ in 1.

Complete applications are recorded in the work register of received applications for specific areas. Prior to confirming the application, the head of certification service shall identify the potential risks of impartiality. Then the certification contract is drawn up. The contract must be signed no later than before the initial assessment or before sampling for assessment of performance of the construction product under AVCP 1+ and 1.

2.3 Zahteve certifikacijskega organa do naročnika
The requirements of the certification body to a client

Naročnik mora vedno:

- izpolnjevati zahteve za certificiranje in uvajati spremembe, ki mu jih sporoči certifikacijski organ,
- zagotoviti, da proizvodi vedno izpolnjujejo deklarirane (zahtevane) lastnosti,
- zagotoviti vse potrebno, kar certifikacijski organ potrebuje za izvedbo vzorčenja, vrednotenja, nadzora, pregleda dokumentacije, zapisov, dostopa do opreme, lokacij, osebja in podpogodbenikov, preiskavo pritožb in udeležbo opazovalcev (npr. Ocenjevalne komisije SA, ipd.),
- vložiti zahtevke za certificiranje skladne z obsegom certificiranja,
- uporabljati postopek certificranja na tak način, da pri tem ne pripelje certifikacijski organ na slab glas in da ne daje takih izjav, ki bi jih certifikacijski organ lahko štel za zavajajoče ali nepooblaščene,
- v primeru začasnega odvzema ali preklica certifikata prekiniti kakršnokoli sklicevanje na tak certifikat ali uporabo v oglaševalske namene,
- zagotoviti, da se kopije certifikacijskih dokumentov posreduje v celoti,
- upoštevati posebne omejitve pri sklicevanju na certificiranje svojega proizvoda, skladno z Navodilom o uporabi certifikata in/oz. znaka skladnosti,
- upoštevati morebitne zahteve iz certifikacijskih protokolov, ki se nanašajo na uporabo znakov skladnosti in na informacije v zvezi s proizvodom,
- v primeru, ko se posamezni proizvod ne proizvaja v obdobju, ki je daljše od 2 let, se mora opredeliti o umiku proizvoda. V nasprotnem primeru bo moral ob ponovni proizvodnji predložiti vsa potrebna dokazila o preiskavah in vrednotenju, s katerimi dokaže, da proizvod ustreza deklariranim lastnostim,

- zagotoviti vodenje evidence vseh pritožb v zvezi z zahtevami za certificiranje, ustrezno ukrepati v zvezi s pritožbami, dokumentirati sprejete ukrepe in omogočiti certifikacijskemu organu vpogled v postopek,
- nemudoma obvestiti certifikacijski organ o vseh spremembah, ki bi lahko vplivale na njegovo sposobnost izpolnjevanja zahtev za certificiranje
- V primeru, da v obdobju 36 mesecev ni možno preveriti proizvodnje, ker le-ta v terminu planirane presoje (kjer se sicer preverjajo vsi ostali elementi, ki so potrebni za vrednotenje) ne poteka, se ob pričetku proizvodnje izvede izredna presoja (preveri se samo izvajanje proizvodnje). V kolikor ob naslednjem planiranem obisku proizvodnja še vedno ne poteka, se prične postopek za začasni odvzem certifikata.

A client should always:

- *fulfil the certification requirements and implement changes, which are communicated by the certification body*
- *provide, that the products always fulfil declared performance.*
- *provide all necessary arrangements, that certification body can perform sampling, the evaluation, surveillance, review of the documentation, records, access to the relevant equipment, locations, personnel and subcontractors, investigation of complaints and participation of observers (e.g. Slovenian Accreditation assessors, etc.),*
- *make an application for certification in accordance with the scope of certification*
- *use the certification procedure in a manner, that he does not bring a certification body into disrepute and does not make such statements, that the certification body may consider misleading or unauthorized*
- *in the case of suspending or withdrawing of certificate, interrupt any reference to such certificate, or use in advertising purposes*
- *ensure, that copies of the certification documents shall be reproduced in their entirety (submitted in full)*
- *take into account the specific constraints in making reference to its product certification in accordance with Instruction for the use of the certificate and/or mark of conformity*
- *take into account potential requirements from certification protocols, that apply to use of marks of conformity, and on information related to the product.*
- *If the individual product is not manufactured for a period longer than 2 years, the client must define himself of the product withdrawal. Otherwise, he will have to submit, upon re-production, all the necessary supporting evidence for the examinations and evaluations to prove that the product meets all the declared performance.*
- *ensure the records of all complaints relating to the certification requirements, to take appropriate action on complaints, record the measures taken and ensure the certification body insight into the process*
- *immediately notify the certification body of any changes, that may effect their ability to comply with the requirements for certification*
- *in case when it is not possible to check the on-going production within a period of 36 months, because it is not carried out during the period of the planned assessment (where otherwise all other elements necessary for evaluation are checked), an extraordinary assessment is performed at the start of production (there is verified only implementation of production). If production still does not take place at the next planned visit, the procedure for the temporary withdrawal of the certificate will begin.*

3 Ocena lastnosti proizvoda (določitev tipa) pri sistemih 1+ in 1

Assesment of performance (Type testing) under AVCP systems 1+ and 1

Pri predmetnih sistemih certificiranja je odvzem reprezentativnega vzorca, preskušanje in ocena lastnosti proizvoda naloga priglašenega organa. Imenovani presojevalec naključno odvzame reprezentativni vzorec pri proizvajalcu, bodisi direktno iz proizvodnje, skladišča ali na drugih lokacijah. V izjemnih primerih (če to dopušča tehnična specifikacija ali stališče skupine priglašenih organov) je možno, da proizvajalec sam odvzame in dostavi vzorec, pri čemer mora obvezno izpolniti »**Izjavo o istovetnosti « (obr. 319/19).**

For the certification systems concerned, the taking of a representative sample, the testing and the assessment of performance are the tasks of the notified body. The designated auditor shall randomly take a representative sample from the manufacturer, either directly from the production, storage or other locations. In exceptional cases (if permitted by the technical specification or position of the group of notified body), it is possible for the manufacturer to sample and deliver the sample himself, by complying with the ***"Declaration of identity" (obr. 319/19).***

Vzorce nato dostavi v laboratorij IGMAT ali drug akreditiran pogodbeni laboratorij, če preskušanje na Igmatu ni možno. Postopek preskušanja se vodi skladno s standardom SIST EN ISO/IEC 17025. Preskušanje se izvede skladno s harmoniziranim standardom in kjer je primerno, z GNB-CPR vodili. Če se izkaže, da proizvod ne bo skladen z zahtevami ustrezne tehnične specifikacije, se o tem pisno obvesti proizvajalca, ki se opredeli o nadaljnjih ukrepih (korekcije proizvoda, dodatno preskušanje, umik certificiranja).

Laboratorij izdela poročilo o preskušanju, ki je podlaga za oceno lastnosti proizvoda oz. določitev tipa proizvoda.

Samples are then delivered to the IGMAT laboratory or other accredited contracting laboratory if testing at Igmat is not possible. The test procedure shall be conducted in accordance with SIST EN ISO / IEC 17025. Testing shall be performed in accordance with a harmonized standard and, where appropriate, with GNB-CPR Position Paper. If it turns out that the product does not comply with the requirements of the relevant technical specifications, the manufacturer shall be informed in writing, then he shall define the next steps (correction of the product, additional testing, withdrawal of certification). The laboratory shall prepare a test report, as the basis for Assessment of performance of the product.

Izdela se Poročilo o oceni lastnosti gradbenega proizvoda.

An assessment of performance of the construction product is prepared.

Ocena lastnosti se lahko izvede tudi na podlagi izračunov, tabelaričnih vrednosti, druge opisne dokumentacije, historičnih rezultatov preskušanj, ipd. Pri tem je potrebno dodatno upoštevati morebitna stališča skupine priglašenih organov.

An assessment of performance can also be performed based on calculations, tabular values, other descriptive documentation, historical test results, etc. It is necessary to take into account any further views of the Group of the notified bodies.

4 Presoja tovarniške kontrole proizvodnje
FACTORY PRODUCTION CONTROL ASSESSMENT

Presojo tovarniške kontrole proizvodnje izvede imenovani presojevalec, v skladu s certifikacijskimi protokoli za posamezno področje.

An appointed assessor shall preform the production control assessment in accordance the specific Certification protocols.

Presoja tovarniške kontrole proizvodnje obsega naslednje vrste:

- Predhodno presojo, ki se jo izvede na željo stranke, in sicer skladno s produktnimi standardi.
- Začetno (osnovno) presojo, ki je določena s produktnimi standardi in obsega vse točke certifikacijskega protokola. Pred osnovno presojo je potrebno pridobiti in preveriti predhodne tipske preskuse (v primeru AVCP 2+, v primeru AVCP 1 in 1+, pa le takrat, če jih je pripravil drug priglašen organ), osnutke izjav o lastnostih, osnutek CE informacije in ostalo relevantno dokumentacijo. V primeru AVCP 2+ je za predhodne tipske preskuse odgovoren proizvajalec, brez posebnih zahtev za laboratorij. V posebnih primerih, ki so definirani v harmoniziranem standardu, so podane zahteve po akreditiranem oz. imenovanem laboratoriju za posamezne testne metode.
- Redno presojo, ki se izvede v časovnih presledkih in po postopku skladno s certifikacijskim protokolom (preverijo se vse točke certifikacijskega protokola). Kadar je v certifikacijskem protokolu navedena pogostost minimalno 1 krat letno, je to vsakih 12 mesecev, z odstopanjem ± 2 meseca. Kadar pa je v certifikacijskem protokolu navedena pogostost minimalno 2 krat letno, je to vsakih 6 mesecev, z odstopanjem ± 1 mesec.
- Izredno presojo:
    - ki se izvede kot posledica ugotovljene neskladnosti predhodne presoje,
    - ki se izvede kot posledica začasnega odvzema certifikata, pri čemer se upošteva kriterij začetne presoje,

- ki se izvede v primeru, ko pride do spremembe v sistemu kontrole proizvodnje, ki lahko vpliva na sistem kontrole proizvodnje ali na skladnost proizvoda, pri čemer se upošteva kriterij redne presoje.

A factory production control assessment includes the following types:

- *Preliminary assessment, performed at client's request and in accordance with the product standards.*
- *Initial (basic) assessment determined with the product standard and includes all points of certification scheme. Before the initial assessment, initial type tests (AVCP 2+, in the case of AVCP 1 in 1+,only if they have been prepared by another notified body), draft of Declaration of performance, draft of CE marking and any other relevant documentation, shall be obtained and verified. In the case of AVCP 2+, preliminary initial type tests are the responsibility of the manufacturer, with no specific requirements for the laboratory. In special cases, which are defined in the harmonized standard, requirements for accredited or notified laboratory for individual test methods are specified..*
- *Surveillance assessment, which is performed in time intervals and in a procedure according to certification scheme (all points of certification scheme are checked). Where the frequency of the certification scheme indicates a frequency of at least 1 time per year, this shall be every 12 months, with a tolerance of ± 2 months. However, when the certification scheme specifies a frequency of at least 2 times a year, this is every 6 months, with a tolerance of ± 1 month.*
- *Extraordinary assessment:*
  - *performed when non-conformity is detected in previous assessment,*
  - *performed as a consequence of suspension of certificate, in which are considered all criteria of Initial assessment,*
  - *performed when changes in the production control system can influence the factory production control system or the conformity of the product in which are considered all criteria of Surveillance assessment.*

Najava presoje natančneje definira obseg posamezne presoje in se naročniku pošlje v pisni obliki ali po e-pošti.

A scope of specific assessment is determined by the announcement of assessment and is sent to a client in a written form or by e-mail.

5 Neskladnost
NON-COMPLIANCE

5.1 Definicija neskladnosti
Definition of non-compliance

Neskladnost nastane, ko proizvajalec ne sledi zahtevam, podanim v produktnih standardih oziroma njegovem poslovniku ali ne izvaja vseh potrebnih aktivnosti za odpravljanje neskladnosti v sistemu (na primer na opremi, kalibracijskih postopkih, skladnost proizvoda izven vrednosti, podanih v sistemu FPC ipd.)

Non-compliance occurs when the producer does not follow the demands from the product standards or internal procedure manual, or does not perform all the necessary activities to remove the non-compliance from the system (for instance from the equipment, calibration procedures, product compliance outside the values determined by the FPC system etc.).

5.2 Odprava neskladnosti
Removing non-compliance

Vse neskladnosti, ugotovljene na presoji FPC mora proizvajalec odpraviti v času, dogovorjenem na presoji. Ta čas je predvidoma do 2 meseca, izjemoma tudi do 6 mesecev.

Producer shall eliminate all non-compliance detected at the FPC evaluation within the timeframe, agreed at the assessment. This is presumably till 2 months, exceptionally up to 6 months.

Po preteku dogovorjenega obdobja od datuma presoje mora proizvajalec podati pisni odgovor o odpravi neskladnosti s pisnimi dokazili. Odgovor je lahko poslan tudi preko elektronske pošte.

After the agreed period from the date of the assessment, the operator shall send a written answer on elimination of non-compliance, including written documentation. The answer could be sent also via e-mail.

Presojevalec mora odgovore pregledati in posredovati vodji certifikacijske službe mnenje o odpravi neskladnosti in sicer:

- v primeru odprave vseh neskladnosti: odprava neskladnosti,
- v primeru delne odprave neskladnosti: zahtevati dopolnitev odgovora ali predlagati izvedbo izredne presoje ali podaljšati rok za odpravo. V primeru, da je dopolnjeni odgovor še vedno nepopoln, se lahko certifikat začasno odvzame,
- v primeru, da ne prejme pisnega odgovora: presojevalec mora pisno obvestiti proizvajalca in mu postaviti nov rok za pisni odgovor (predvidoma 10 do 14 dni). V primeru prejetja odgovora teče postopek po prvi ali drugi alinei tega poglavja. Če odgovora ne prejme, se certifikat začasno odvzame.

The assessor must review the answers and convey an opinion of the non-compliance elimination to the head of certification body, namely:

- *if all non-compliance is eliminated: non-compliance eliminated,*
- *with a partial elimination of non-compliance demand to amend the answer or perform extraordinary assessment or extend deadline until next surveillance assessment. In the case that a supplemented response is still incomplete, the certificate could be temporary suspended,*
- *in case a written answer is not received: the assessor must inform the producer in written form and set a new deadline for a written answer (usually 10 to 14 days). In case of a receipt of written answer, the procedure follows the first or the second line of this chapter. In case of no reply, the certificate could be temporary suspended.*

Pisno obvestilo proizvajalcu se posreduje le v primeru nezadovoljivega poteka odprave neskladnosti. Odločitve o odpravi neskladnosti sprejme vodja certifikacijske službe na podlagi rezultatov pregleda odprave neskladnosti s strani presojevalca in prejete dokumentacije.

A written note shall be sent to the producer only in case of unsatisfactory elimination of non-compliance. Decisions on successful elimination of non-compliance are adopted by the head of the certification body based on the results of inspection on non-compliance elimination, from assessor and based on the received documentation.

6 IZDAJA CERTIFIKATA
ISSUING OF CERTIFICATE

Odločitev o izdaji, vzdrževanju, razširitvi, začasnem odvzemu ali zavrnitvi certifikata sprejme vodja certifikacijske službe na podlagi pregleda rezultatov izvedenega postopka certificiranja. V primeru, da vodja certifikacijske službe ne potrdi postopka, je o tem potrebno pisno obvestiti naročnika.

On the basis on the inspection the results of the assessment, the head of the certification body shall adopt a decision on granting, maintaining, extending, suspending, or withdrawing a certificate. In case the head of the body does not confirm the results, the change of the decision shall be sent to the client in written form.

Veljavnost certifikata je razvidna iz izdanega certifikata.

Validity of the certificate is evident from the issued certificate.

6.1 Kriteriji izdaje certifikata
Criteria for granting the certificate

1. Predhodna presoja:
   - samo predhodno ocenjevanje pripravljenosti proizvajalca na sistem FPC, ne podajajo se predlogi za podelitev certifikata.

Preliminary assessment:
- *only preliminary assessment whether the producer is ready for the FPC system, no recommendations to grant the certificate.*

2. Osnovna presoja:
   - pogoj za izdajo certifikata je, da so pred izdajo certifikata odpravljene vse neskladnosti.

Initial (basic) assessment:
- *the condition for granting the certificate is to remove all non-compliance before granting the certificate.*

6.2 Kriteriji vzdrževanja certifikata
Criteria for maintaining the factory production control certificate

V času od izvedene presoje do pozitivne odprave neskladnosti certifikat ostane v veljavi, v kolikor v sistemu ni neskladnosti, pri katerih se izgubi zaupanje v delovanje sistema kontrole proizvodnje.

Pogoj za vzdrževanje certifikata je, da so odpravljene vse neskladnosti ugotovljene na presoji.

Dodaten pogoj za vzdrževanje certifikata na področju betoni je potrjevanje skladnosti betona v primeru nenapovedanega vzorčenja in preskušanja s strani certifikacijskega organa. (poročilo o istovetnosti betona).

In a period from the assessment till non-compliance elimination, the certificate is valid, if there is no non-compliance, that would cause the loss of trust in the operation of the FPC system.
Requirement for maintaining the certificate is that all nonconformities, detected on assessment are eliminated.

An additional condition for maintaining the certificate in the field of concrete is the attestation of the conformity of concrete in the case of unannounced sampling and testing by the certification body. (Concrete identity report).

6.3 Spremembe obsega certifikata
Changes of the scope of certificate

6.3.1 Razširitev obsega certificiranja
Extending the scope of certification

V primeru širitve certifikata z novim produktnim standardom naročnik poda zahtevek za razširitev. Postopek poteka kot je opisano v točki 2.2. V tem primeru se izvede presoja na obratu, ki je podlaga za razširitev obsega certifikata. Pri tem širitev ni možna, dokler niso odpravljene vse ugotovljene neskladnosti.

To extend the certificate with a new product standard, the client shall make a written application for the extension The procedure is identical as in chapter 2.2. In this case the surveillance assessment is performed and it is the basis for extension of the certificate. The extension is not possible till all established non conformities are eliminated,

V primeru širitve certifikata z novim proizvodom v okviru istega produktnega standarda, naročnik poda zahtevo za razširitev ter vso ustrezno dokumentacijo, ki je predvidena v produktnem standardu. Zahteva mora biti podana pisno, razen v primeru, ko se postopek širitve izvede na sami presoji. V tem primeru presojevalec zahtevek dokumentira z vpisom opombe v poročilu o presoji. Pri tem širitev ni možna, dokler niso odpravljene vse ugotovljene neskladnosti znotraj izvedene presoje. V primeru sistemov 1+ in 1 mora priglašen organ izvesti vzorčenje in pripraviti oceno lastnosti. Obseg širitve potrdi vodja certifikacijske službe s podpisom certifikata.

For the extension of the certificate with a new product within the scope of the same product standard, the client shall make an application for extending the certificate, including all relevant documentation, demanded by the product standard. Request should be in a written way, except when the extension is requested during the assessment. In this case, the extension is not possible till all established non conformity within this assessment are eliminated. In case of sistem 1+ and 1, the taking of a representative sample,

the testing and the assessment of performance are the tasks of the notified body. The head of the certification body shall confirm the scope of the extension by signing the certificate.

6.3.2 Krčenje obsega certifikata
Reducing the scope of the certificate

V primeru krčenja obsega certifikata z umikom produktnega standarda ali posameznega proizvoda v okviru produktnega standarda, sta možni dve možnosti:

- naročnik poda pisno zahtevo za krčenje ali
- se v sklopu presoje zazna potreba po krčenju obsega, kar se zabeleži v poročilu o presoji.

Obseg krčenja potrdi vodja certifikacijske službe.

In case of the reduction in the scope of the certificate, due to withdrawal of a product standard or individual product within the scope of the product standard, there are two possibilities:
- *the client shall make a written application for reduction, or*
- *within the assessment the need for reduction is detected, which is in a Report of assessment recorded*

The head of certification body shall confirm the scope of reduction by signing the certificate.

6.4 Kriteriji za začasni odvzem certifikata
Criteria for suspension of the certificate

Certifikacijski organ lahko začasno odvzame certifikat na osnovi:
- neskladnosti, pri katerih se izgubi zaupanje v delovanje sistema kontrole proizvodnje,
- ne odpravljanja neskladnosti, glej alinejo 3 točke 4.2.,
- nespoštovanja pogodbenih obveznosti naročnika. V tem primeru se naročnika z dopisom obvesti o kršitvah pogodbenih obveznosti, pri čemer mora biti na dopisu naveden razlog za začasni odvzem,
- pisnega obvestila naročnika o prekinitvi proizvodnje.

The certification body has the authority to suspend the certificate based on:
- *non-compliance where trust in the operation of the factory production control system was lost,*
- *non-compliance was not eliminated, see line 3 item 4.2.,*
- *client's failure to fulfil contractual obligations. In this case the client shall be informed in writing, of the breach of contractual obligations stating also the reasons for temporary suspension,*
- *a written notice from the client about the termination of the production.*

Preklic začasnega odvzema certifikata se izvede na osnovi izredne presoje (celotni pregled).

Revocation of the suspension of the certificate shall be made based on the extraordinary assessment (total assessment). All non-compliance that caused suspension have to be removed. In case that the term of the extraordinary assessment overlaps

Rok za začasni odvzem certifikata je praviloma 6 mesecev. Rok se lahko izjemoma tudi podaljša na osnovi pisnega zahtevka proizvajalca, do max 12 mesecev od odvzema.

The usual time limit for the suspension of the certificate is 6 months. Exceptionally a time limit could be prolonged at a written request of the producer, up to a maximum of 12 months from the suspension.

V primeru poteka roka se začne postopek za preklic certifikata.

After expiration of a deadline, the procedure for withdrawal of the certificate shall be initiated.

6.5 Kriteriji za preklic certifikata
Criteria for withdrawal of the certificate

Certifikacijski organ lahko prekliče certifikat zaradi:
- zlorabe,
- nespoštovanja pogodbenih obveznosti naročnika, ki je preseglo obdobje iz točke 6.4.,
- pisne zahteve proizvajalca.

The certification body has the authority to withdraw the certificate due to:
- *abuse,*
- *disrespect of client´s contractual obligations that exceeded the period from item 6.4.,*
- *written request of the producer.*

V teh primerih se naročnika obvesti o preklicu certifikata.

In these cases, the client shall be notified of the withdrawal of certification.

6.6 Postopki v primeru spremembe lokacije, lastniških razmerij, sedeža/naziva podjetja, spremembi pravne osebe
Procedures in case of changes of location of the production unit, the ownership structures, the company headquarters /name of company and change of a legal entity

Postopki v primeru, ko se spremembe dogajajo znotraj iste pravne osebe oz. pravnih naslednikov:
- prestavitve lokacije obrata: izvede se izredna presoja. Številka certifikata ostane nespremenjena z novo izdajo.
- prestavitve lokacije obrata znotraj iste lokacije: izvede se izredna presoja. Številka certifikata ostane nespremenjena z isto izdajo.
- spremembe v lastniških razmerjih: certifikat ostane nespremenjen,
- spremembe sedeža podjetja: številka certifikata ostane nespremenjena z novo izdajo certifikata,
- spremembe naziva podjetja: izvede se nadomestitev certifikata z novo številko

Procedure in case of changes within a legal entity or a legal successor:
- *the relocation of the production unit: an extraordinary assessment shall be performed. The number of the certificate shall remain unchanged, with a new edition.*
- *the relocation of the production unit within the same location: an extraordinary assessment shall be performed. The number of the certificate shall remain unchanged.*
- *changes in the ownership structure, the certificate shall remain unchanged,*
- *changes of the the company headquarters, the number of the certificate shall remain unchanged, with a new edition,*
- *changes of the company name, the certificate shall be replaced with a new number.*

Postopki v primeru, ko se spremeni pravna oseba, ki ni pravni naslednik:
- postopek certificiranja se začne ponovno s podanim zahtevkom in izvedbo osnovne presoje. Pri tem se lahko uporabijo rezultati ugotovitev s predhodnih presoj, v kolikor se na osnovni presoji ugotovi, da se posamezen segment kontrole proizvodnje ni spremenil. V tem primeru je potrebno zabeležiti povezavo na presojo, kjer so bili ti segmenti preverjeni.

Procedures in case of a change of a legal entity, which is not a legal successor:
- *a procedure of certification starts from the beginning with the new application and initial (basis) assesment. In this, the results of the preliminary assesments can be used, if in the initial assesment is identified that a specific segment of a FPC hasn`t changed. In this case it is necessary to record the link to an assesment where these segments were verified.*

V primeru sprememb, ki niso opredeljene v zgornjih opisih, o postopku odloči vodja certifikacijske službe.

In case of changes which are not defined in upper descriptions, the head of the certification body decides about the procedure.

V vseh teh primerih je potrebno preveriti spremembe v dokumentaciji.

In all these cases, it is necessary to verify the changes in the documentation.

6.7 Objava informacij o izdanih certifikatih

Vse informacije o izdanih certifikatih so na vpogled na internetni strani www.igmat.si. V kolikor stranka ne želi objave, o tem pisno obvesti certifikacijski organ.

All information on granted certificates can be insighted at the website www.igmat.si. If a client doesn´t want publishing, a written form shall be sent to the certification body.

Certifikacijski organ redno obvešča priglasitveni organ:
- o vsaki zavrnitvi, omejitvi, začasnem preklicu ali umiku certifikata,
  o vsaki zahtevi v zvezi z informacijami o ocenjevanju, ki so jo prejeli od organov za nadzor trga.

Notified body regulary informs the notifying authority of the following:
- any refusal, restriction, suspension or withdrawal of certificates,
- any request for information on assessment and/or verification of constancy of performance activities carried out which they have received from market surveillance authorities.

Certifikacijski organ na pisno zahtevo zagotavlja ustrezne informacije o vprašanjih v zvezi z negativnimi in na zahtevo pozitivnimi rezultati ocenjevanj ali preverjanj nespremenljivosti lastnosti gradbenih proizvodov, za katere veljajo iste tehnične specifikacije, tudi drugim, na podlagi uredbe 305/2011 priglašenim organom.

Upon a written request, notified body shall provide, relevant information on issues, relating to negative and, on request, positive results from assessments or verification of constancy of performance for construction products covered by the same harmonised technical specification, also the other bodies, notified under the Regulation 305/2011.

7 LABORATORIJSKE ANALIZE, OPREMA IN KALIBRACIJE
LABORATORY ANALYSIS, EQUIPMENT AND CALIBRATION

7.1 Laboratorijske analize
Laboratory analysis

V sklopu izvajanja presoje FPC se preverja izvajanje laboratorijskih analiz, potrebnih za delovanje kontrole proizvodnje. Proizvajalec lahko izvaja analize v lastnem laboratoriju ali pa za to najame zunanje izvajalce. V vseh primerih morajo biti analize izvedene v skladu z zahtevami analiznih standardov. Poročila (v primeru zunanjih izvajalcev) oziroma zapisi o analizah (lastni laboratoriji) morajo vsebovati vse podatke, ki jih zahtevajo analizni standardi.

V kolikor proizvajalec analize izvaja v lastnem ali zunanjem laboratoriju, akreditiranem po standardu SIST EN ISO/IEC 17025, je sprejemljiv dokaz o usposobljenosti laboratorija poročilo, označeno z akreditacijsko oznako za izvedene analizne metode. V kolikor to ni izpolnjeno, lahko certifikacijski organ preveri postopke izvedbe analiz tudi v takih laboratorijih.

V primeru, ko proizvajalec analize izvaja v neakreditiranem lastnem ali zunanjem laboratoriju, je certifikacijski organ dolžan preveriti postopke analiz laboratorija. V kolikor je laboratorij že bil preverjen v sklopu presoje kontrole proizvodnje drugega proizvajalca, ki je že pridobil certifikat s strani naše CS, se rezultati preverjanj lahko uporabijo za ocenjevanje. V takem primeru je potrebno v zapisih dokumentirati, v sklopu katere presoje je bil laboratorij preverjen.

Within the evaluation of FPC, laboratory analysis wich are necessary for the FPC are checked. A producer may implement analysis in its own laboratory, or hires a subcontractor. In all these cases analysis shall be implemended in accordance to requirements in analysis standards. Reports (in the case of subcontractor) or records of analysis (own laboratory) shall contain all data wich are required in analysis standards.

If a producer implement analysis in its own or in external laboratory, which is accredited according to standard SIST EN ISO/IEC 17025 , the report marked with an accreditation mark is a satisfactory evidence for implemented analysis methods. If this isn´t fulfilled, an implementation process of analysis may be checked by certification body also in such laboratories.

In case when analysis are implemented in a producers own or in an external non-accredited laboratory, the certification body is obliged to check the proceedings of laboratory analysis. If the laboratory was already checked within the assessment of another producer, who has already obtained our certificate, the results can be used for the evaluation. In this case it is necessary to be documented, within which assessment this laboratory was checked.

7.2 Oprema in kalibracija
Equipment and calibration

V sklopu izvajanja presoje FPC se preverja ustreznost opreme za pregledovanje, merjenje in preskušanje. Merila za ustreznost umerjanj oziroma kalibracij so praviloma podana v produktnih standardih. V kolikor merila niso podana, jih v svojih dokumentih določi proizvajalec. Minimalno sprejemljivi kriteriji za preverjanje ustreznosti opreme so kot vodilo navedeni v dokumentu inn. 183/18 Dodatna merila za ustreznost umerjanj oziroma kalibracij, ki je dostopen na naši spletni strani.

Under the scope of the FPC assessment the adequacy of examination, testing and measuring equipment shall be verified. Criteria for the conformity of calibrations are usually determined by product standards. When the criteria are not defined, the producer determines them in internal documents. Minimum acceptable criteria for conformity assessment of the equipment are set as a guideline in the internal document inn.183/18 Additional criteria for the suitability of calibrations. The document is available on our website.

Inštitut sprejme kalibracijo za ustrezno, če je izvedena s strani laboratorija, ki je nosilec nacionalnega etalona v Republiki Sloveniji, nosilec nacionalnega etalona v tujih državah (samo če je podpisnik MRA sporazuma, glej http://www.bipm.org) ali je akreditiran po EN ISO/IEC 17025 s strani polnopravnih članov EA (European Cooperation for Accreditation, glej http://www.european-accreditation.org). Če na certifikatu ni sklica na akreditacijo, se smatra kalibracija kot neakreditiran postopek.

The Institute accepts calibration as adequate, if it was performed by the laboratory that is the holder of national etalon in the Republic of Slovenia, holder of national etalon in foreign countries (only in the case of parties to the MRA Agreement, see: http://www.bipm.org) or is accredited by full members of the EA (European Cooperation for Accreditation, see http://www.european-accreditation.org) according to the EN ISO/IEC 17025. When there is no reference to the accreditation on the certificate, the calibration is considered as non-accredited procedure.

V kolikor se kalibracija izvede (eksterno ali interno) po neakreditiranem postopku, mora proizvajalec dokazati postopek kalibracije in sledljivost uporabljene kalibracijske opreme do mednarodno priznanih etalonov - certifikatov o kalibraciji, izdanih s strani polnopravnih članov EA. Če se iz dokumentov in drugih razpoložljivih informacij ne da razbrati ustreznosti postopka in sledljivosti, se preveri postopek in sledljivost dokumentacije pri izvajalcu kalibracije.

If calibration is performed (externally or internally) in accordance with the non-accredited procedure, the producer has the obligation to prove the calibration procedure and traceability of used calibration equipment to the internationally recognised etalons – calibration certificates issued by full members of the EA. When the conformity of the procedure and traceability could not be identified from the documents and other available information, the procedure and traceability of documents shall be verified at the calibration operator.

Poročilo o kalibraciji mora vsebovati najmanj:

- Ime izvajalca umerjanja oziroma kalibracije,
- Naročnika in lokacijo umerjanja oziroma kalibracije,
- Opis predmeta umerjanja oziroma kalibracije, vključno z oznako,
- Metodo umerjanja oziroma kalibracije,
- Uporabljeno opremo,
- Številko certifikata uporabljene opreme in sledljivost do mednarodno priznanih etalonov
- Rezultati umerjanja oziroma kalibracije,

- Datum izvajanja umerjanja oziroma kalibracije,
- Podpis osebe odgovorne za izvajanje umerjanja,
- Identifikacijska oznaka certifikata umerjanja oziroma kalibracije,
- Merilno negotovost v primeru umerjanja oziroma kalibracije s strani zunanjega laboratorija.

The calibration report shall include at least:

- *The name of the organization, performing the calibration,*
- *A client and the location of calibration,*
- *Description of calibrated object, including identification number,*
- *The method of calibration,*
- *Used equipment,*
- *Certificate number of used equipment and traceability to internationally recognised etalons,*
- *Calibration results,*
- *Date of calibration,*
- *Signature of the person responsible for calibration,*
- *Identification mark of the calibration certificate,*
- *Uncertainty of measurement for the calibration from the side of an external laboratory.*

8 OSEBJE
STAFF

Minimalna pogostost izobraževanj za vsakega posameznika, vključenega v sistem kontrole proizvodnje, je 1 krat na dve leti. Izobraževanje odgovornega osebja je potrebno izvesti tudi ob spremembah v sistemu kontrole proizvodnje (npr. spremembe poslovnika, standardov, proizvodnega procesa, osebja....). O izobraževanjih se vodijo zapisi.

Any staff involved in the factory production control system must be included in the training process at least once every 2 years. It is necessary to carry out training of the responsible personnel also in case of changes to the system of factory production control (for example changes in manual, standards, production process, staff…). All training shall be documented.

9 MINIMALNI OBSEG VODSTVENEGA PREGLEDA
MINIMUM SCOPE OF THE MANAGEMENT REWIEW

V kolikor v produktnih standardih ni drugače definirano, je kot vodstveni pregled sprejemljiv dokument, izveden in odobren s strani uprave proizvajalca, ki vsebuje elemente:

- poročilo pooblaščenca s strani uprave o delovanju FPC-ja
- rezultati notranjih in zunanjih presoj
- povratne informacije kupcev
- skladnost proizvodov
- preventivni in korektivni ukrepi
- spremembe, ki lahko vplivajo na sistem FPC-ja.

Unles otherwise determined by the product standards, the document implemented and approved from the side of the producers' management and containing the folowing elements, can be accepted as the management review:

- *report on FPC operation prepared by the authorised representative from the side of the management*
- *results of internal and external assessments*
- *feedback from the buyers*
- *compliance of the products*
- *preventive and corrective actions*
- *changes, which could affect the FPC system.*

Notranja presoja mora vsebovati:

- elementi preverjanja sistema FPC
- podani korektivni ukrepi
- odprava korektivnih ukrepov

Internal assessment shall include:

- *elements of FPC system verifications*
- *proposed corrective measuress*
- *withdrawal of corrective measuress*

Minimalna pogostost vodstvenega pregleda je 1 krat na dve leti, če v produktnem standardu ni drugače določeno.

Minimum frequency of the management review is one time per two years, unles otherwise determined in the product standard.

10 ZAHTEVE ZA POOBLAŠČENCE S STRANI UPRAVE
REQUESTS FOR AUTHORISED REPRESENTATIVES BY THE MANAGEMENT

V kolikor v produktnih standardih ni drugače definirano, so pooblaščenci s strani uprave dolžni vzpostaviti in vzdrževati sistem FPC-ja. To zagotavljajo z rednimi nadzori nad delovanjem sistema. Nadzor nad sistemom mora biti zabeležen. Minimalni obseg nadzora je odvisen od vzpostavljenega sistema in je najmanj enkrat mesečno.

Unless otherwise determined in product standards, the authorised representatives by the management, have the obligation to establish and maintain the FPC system. This is assured by regular supervisions of the system operation. System supervision shal be recorded. The minimum scope of supervision depends of the system established and shall be implemented at least ones per month.

11. ZAHTEVE ZA REŠEVANJE REKLAMACIJ IN PRITOŽB
REQUESTS FOR SOLVING RECLAMATIONS AND COMPLAINS

V kolikor v produktnih standardih ni drugače definirano, mora imeti proizvajalec vzpostavljen postopek za obravnavanje in reševanje reklamacij in pritožb. Zapisi se morajo voditi in arhivirati.

Unles otherwise defined in the product standards the producer shall have a documented process to recieve, evaluate and make decisions on reclamations and complaints. Records of these procedures have to be recorded and archived.

12. PRAVILA IN POSTOPKI OB IZREDNIH RAZMERAH
RULES AND PROCEDURES DURING STATE OF EMERGENCY

V primeru nepredvidenih dogodkov (epidemija, naravna nesreča, požar, itd) je Certifikacijski organ IGMAT d.d. sprejel dodatna pravila in postopke, ki se izvajajo v času trajanja izrednih razmer.

Certifikacijski organ naredi oceno tveganja, na osnovi katere se odloči, kakšni bodo nadaljnji postopki za posameznega naročnika. Vhodni podatki za izdelavo ocene tveganja so informacije s strani naročnika o poteku proizvodnje, prisotnosti ključnega osebja, dobave osnovnih materialov, možnosti izvajanja preiskav in kalibracij, prostorski pogoji. Dodatno mora upoštevati izkušnje iz dosedanjih presoj in dosedanjo skladnost proizvoda, kot tudi omejitev gibanja in tveganje za osebje certifikacijskega organa.

In case of unforeseen events (epidemic, natural disaster, fire, etc.), the Certification Body IGMAT d.d. has adopted additional rules and procedures to be implemented during emergencies.

The certification body makes a risk assessment, based on which it decides what the further procedures will be for each separate client. The input data for the risk assessment are information from the client on the production process, the presence of key personnel, the supply of basic materials, the possibility of performing tests and calibrations, spatial conditions. In addition, the experience of previous assessments and conformity of the product so far has to be taken into account, , as well as the restriction of movement and the risk to the certification body's staff.

Kadar je rezultat ocene tveganja tak, da presoje ni možno izvesti na obratu, so ukrepi naslednji:

- prestavitev presoje pri presojah s frekvenco 12 mesecev, ki imajo skladno s tč. 4 tega dokumenta možnost odstopanja od predvidenega termina ± 2 meseca, se izjemoma v času izrednih razmer poveča na ± 4 mesece in nato po dodatni analizi še za 2 meseca
- prestavitev presoje pri presojah s frekvenco 6 mesecev, ki imajo skladno s tč. 4 tega dokumenta možnost odstopanja od predvidenega termina ± 1 mesec, se izjemoma v času izrednih razmer poveča na ± 3 mesece
- delna izvedba presoje po dokumentaciji in/ali s telefonskim razgovorom/video konferenco, nato v roku 3 mesecev dokončanje presoje na obratu. V kolikor tudi takrat to ne bo možno, ponovna analiza tveganja, pregled obrata preko video povezave in zaključek presoje.

Where the result of the risk assessment is such that the assessment cannot be carried out at the facility, the measures follow:

- *postponement of the assessment, in the case of audits with a frequency of 12 months, which have in accordance with chapter 4 of this document, the possibility of tolerance ± 2 months is exceptionally increased to ± 4 months during emergencies and then after additional risk assessment for another 2 months*
- *postponement of the assessment in the case of audits with a frequency of 6 months, which have in accordance with chapter 4 of this document, the possibility of tolerance ± 1 month is exceptionally increased to ± 3 months during emergencies*
- *partial implementation of the assessment, based on documentation and / or telephone conversation or video conference, followed by completion of the assessment at the plant within 3 months. If even then this is not possible, new risk assessment and inspect the plant remotely via video conference and complete the assessment.*

Nekateri proizvajalci gradbenih proizvodov bodo v teh izjemnih okoliščinah nadaljevali s svojim delom, spremenjene razmere pa bodo lahko vplivale na kakovost proizvedenih materialov. Če bo iz objektivnih razlogov oteženo ali onemogočeno upoštevanje zahtev za vodenje tovarniške kontrole proizvodnje (npr. pomanjkanje usposobljenih izvajalcev del, neredno vzdrževanje opreme, pomanjkljiva interna kontrola kakovosti, ipd.), morajo proizvajalci uvesti take nadomestne rešitve, ki še omogočajo izpolnjevanje zahtev za certificiranje. O tem je potrebno voditi zapise!

V kolikor pa to ni mogoče morajo, skladno s točko 2.3 tega dokumenta, Certifikacijsko službo Igmat, d.d., nemudoma obvestiti o vseh spremembah, ki bi lahko vplivale na njihovo sposobnost izpolnjevanja zahtev za certificiranje.

Some construction product manufacturers will continue their work in these exceptional circumstances; therefore, the changed situation may affect the quality of the materials produced. If, for objective reasons, it is difficult or impossible to comply with the requirements for the management of FPC (e.g. lack of qualified contractors, irregular maintenance of equipment, lack of internal quality control, etc.), manufacturers must provide alternative solutions that still meet the certification requirements. Records need to be kept on this.

However, if this is not possible, they must immediately notify the Certification body Igmat, d.d., in accordance with chapter 2.3 of this document, of any changes that could affect their ability to meet the certification requirements.

13. SPLOŠNE DOLOČBE
GENERAL PROVISIONS

Dokument Pravila za certificiranje se obravnava na sestanku certifikacijske službe, ob prisotnosti direktorja. Odobri ga certifikacijski odbor. Dokument je zainteresiranim dostopen na spletni strani.

The document Rules for certification is discussed at the certification service meeting, in the presence of the director. It is approved by the certification board. For all interested parties the Document is available on our website.

14 SPREMEMBE GLEDE NA PREJŠNJO IZDAJO
CHANGES REGARDING THE PREVIOUS ISSUE

V poglavju 1. je dodan sklic na inn.70/04 in ZGPro-1.
In chapter 1 an additional reference on inn.70/04 and ZGPro-1 has been added

V poglavju 2.3, 3 alineja je dodano v oklepaju (ocenjevalna komisija SA, ipd.)
In chapter 2.3, 3. item, (Slovenian Accreditation assessors etc.) in a bracket has been added

V poglavju 2.3, zadnja alineja je dodan pogoj za postopek, kadar na presoji ni možno preveriti proizvodnje, ker se le-ta ne izvaja.
In chapter 2.3, the last. item, a condition for procedure, when it is not possible to verify production during the assessment, because the production is not in progress, is added.

V poglavju 4., druga alineja, je pri začetni presoji dodana odgovornost za predhodne tipske preskuse. V tretji alineji, redna presoja, je dodano, da se preverijo vse točke certifikacijskega protokola.
In chapter 4., second. item, Initial (basic) assessment, the responsibility for preliminary initial type tests has been added. In third item, surveillance assessment, is added that all points of certification scheme are checked.

V poglavju 6.4., drugi odstavek, preklic začasnega odvzema certifikata, sta zaradi dvoumnega razumevanja umaknjena dva stavka.
In chapter 6.4., second paragraph, revocation of the suspension of the certificate, two sentences have been withdrawn due to an ambiguous understanding.

V poglavju 6.4., tretji odstavek, je dodan max. rok začasnega odvzema certifikata.
In chapter 6.4., third paragraph, max. deadline for the suspension of the certificate, has been added.