K21035/02

Valid

2021-06-02

Security Alarm Systems

assessment scheme for the certification of integrated security alarm systems

kiwa

Trust
Quality
Progress

Preface

This international scheme for Certification has been accepted by the Board of Experts Fire Safety (BoE FS), in which all relevant parties in the field of Fire Safety are represented. The Board of Experts also supervises the activities and where necessary requires this scheme to be revised. All references to Board of Experts in this evaluation scheme pertain to the above mentioned Board of Experts.

This scheme shall be used in conjunction with the Kiwa Regulations for Certification.

Validation
This evaluation guideline has been validated by the Director FSS Certification and Inspection of Kiwa on 30-03-2021

Contents

1 Introduction

1.1 General

This international Certification scheme includes all relevant requirements which are employed by Kiwa when dealing with applications for the issue and maintenance of a certificate for products, processes and services used for integrated security alarm systems.

The main setup of this scheme is based on the development of design standard within European Standardization Organizations CEN.
Within these standards, other standards are mentioned. The first level of standards is a minimal requirement. If at a second level a standard(s) is applicable shall this be detailed in the audit / inspection matrix per design standard.

If the basic design directs to other design standards or specific certification programs, can these also be used if they fit the framework of the main setup.
For the performance of its certification work, Kiwa is bound to the requirements as included in EN-ISO/IEC 17065 "Conformity assessment - Requirements for bodies certifying products, processes and services".
This scheme is drafted according EN-ISO/IEC 17067 "Conformity assessment - Fundamentals of product certification and guidelines for product certification schemes". This scheme is a type 6 according to this standard.

This scheme shall be used in conjunction with the Kiwa Regulations for Certification and has a module structure for security systems based on international standards.
The module structure makes it possible for manufacturers and suppliers to be certified (scope of certification) for one or more activities (manufacturing, design, installation and/or maintenance) per one or more types of system.
Audit and inspection activities of all modules, are visualized in Annex IV 'scheme structure'. This scheme structure ensures an seamless connection of assessments between sub-areas.

Note; System(s) are for example "A" Intrusion and Holdup Alarm System and system "B" Fire Detection System.

Quality System Services for fire safety systems	Specific requirements system A design	Specific requirements system A installation	Specific requirements system A maintenance
	Specific requirements system B design	Specific requirements system B installation	Specific requirements system B maintenance
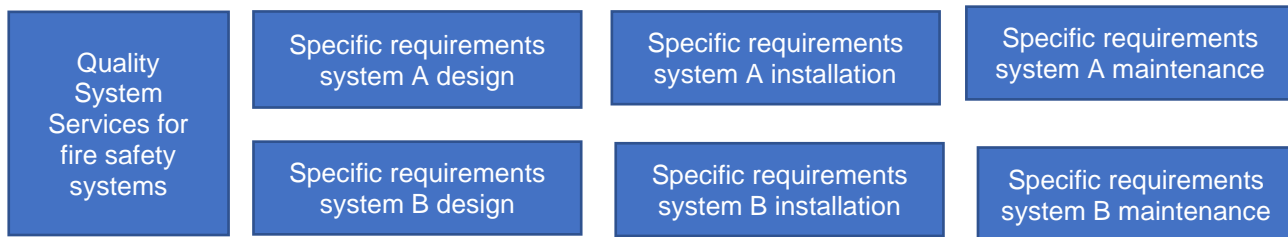
This scheme replaces the scheme K21035/01, dated 2017/01/09.
The quality declarations issued and based on that scheme will lose their validity at least 3 years after validation of this scheme.

The changes in this version of the scheme are mostly textual improvements or clarifications.

1.2 Field of application / scope

The integrated security alarm systems are intended to be used in buildings / storage locations and sites with the intend of security control with a <u>risk level grade 1 and 2</u>.
The following specific scopes are possible:

A – Intrusion & Holdup Alarm systems   (I&HAS);
B – Video Surveillance Systems   (VSS);
C – Alarm Transmission Systems   (ATS);
D – Electronic Access Control Systems   (EACS);
F – Social Alarm Systems   (SAS);
G – Fire Detection & Evacuation Systems   (FD&ES).

The activities for which a manufacturer and/or system integrator can obtain a quality declaration per system are:

- Manufacturing (at component level);
- Design & - Installation;
- Maintenance.

The supplier or service provider of the security alarm systems (security alarm installation) can be certified for 1 scope. The policy within this scheme is to provide the market with integrated security alarm solutions based on security alarm systems providing several security functions.

For new systems shall the security solution provide a risk as low as is achievable based on the existing system standards and the knowledge how to use this within the context of the building / site and executing organisation.

The security solution shall also provide safety at least at the level that is set by the standards or based on the integration of systems or at a better level.

The supervision of these premises and / or sites is a primary resposabality by the internal organisation and is secondary and additional a service that is provided by the monitoring & alarm receiving centre.

This process reflects the elements and scope of the Alarm Chain as detailed in the scope of EN50518 as is detailed in the figure below.
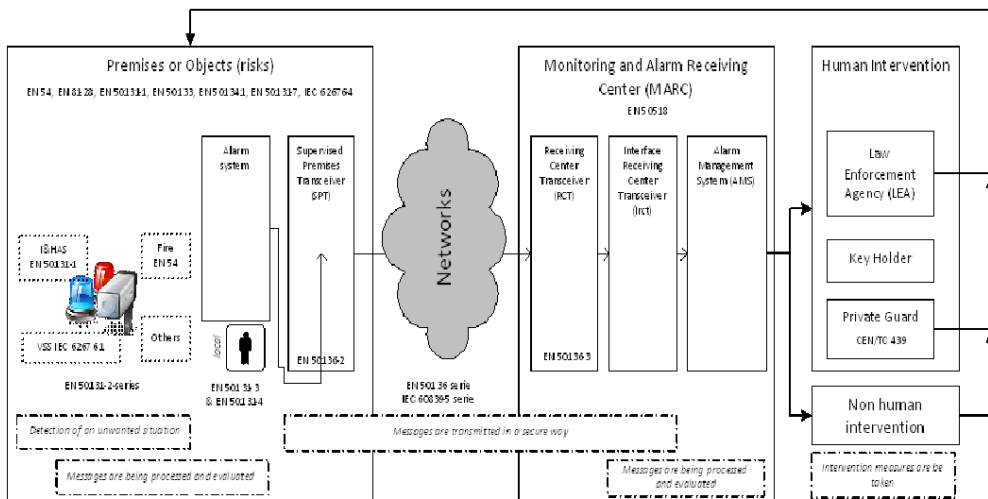
Figure 2a - non hosted alarm chain.
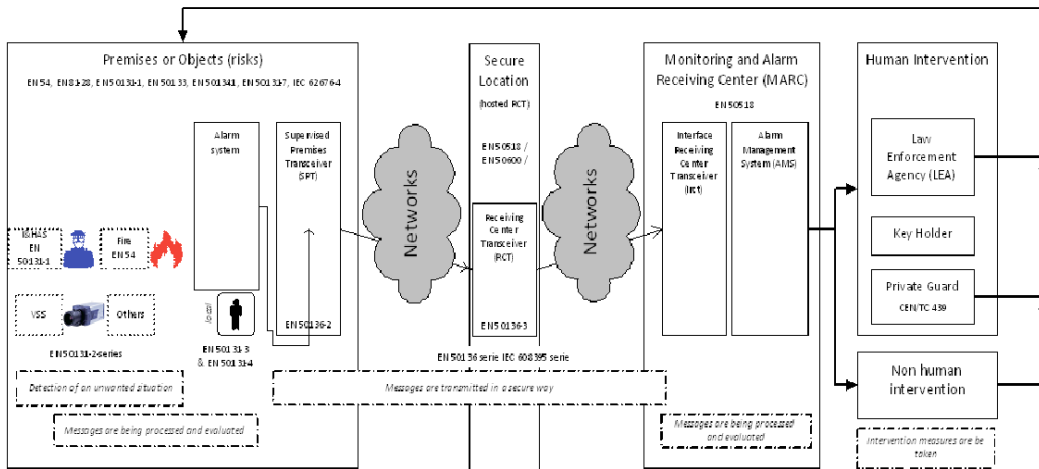
Figure 2b - hosted alarm chain.

Monitoring and Alarm Receiving Centres (MC & ARC) provide a service that consist out of monitoring and/or receiving and/or processing of signals that require an emergency response.

In the figure below is the alarm chain detailed with also the possibility of mobile devices used in integrated security systems with the function positioning of the device and the possibility of remote access and -service.
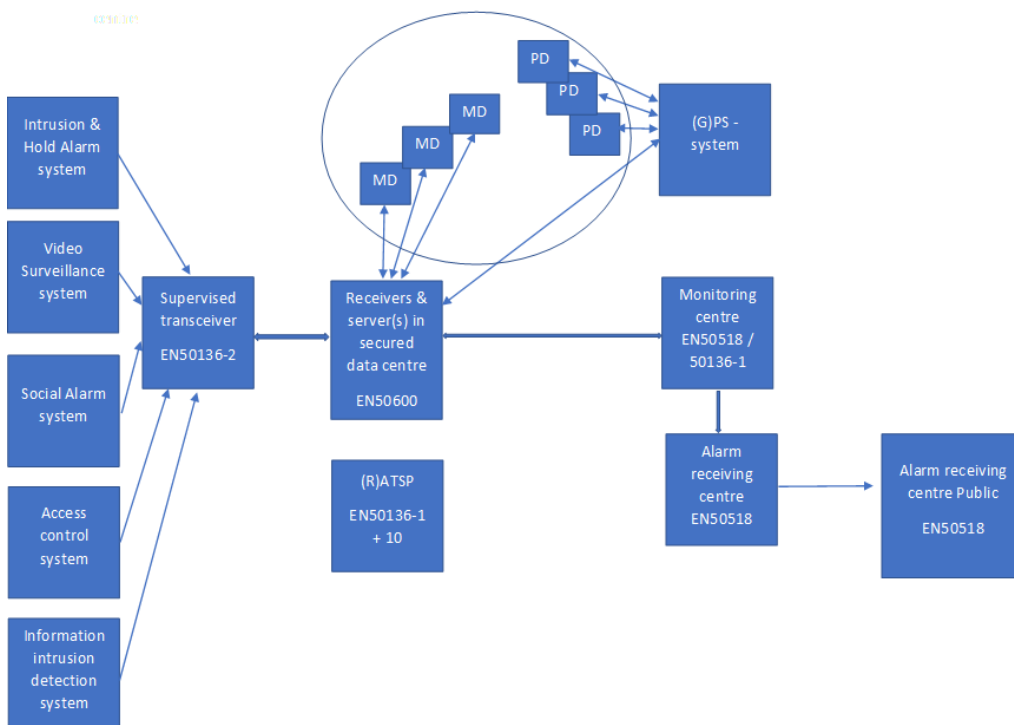
Figure 3.

1.3 Field of application in relation to the security solution / concepts
The above security systems can be applied in the following security concepts.

1.3.1 Concept of Building Security
The security of a building is approached integrally and the systems shall function together according to the basic design to achieve the security objectives set for the building. Depending on the situation and the requirements in the basic design shall two or more systems function together integrally.

If the building requires security / safety measures in the context of integral security, certification scheme K21033 shall be applied.

1.4 Acceptance of test reports provided by the supplier
If the supplier provides reports from test institutions or laboratories to prove that the products meet the requirements of this evaluation guideline, the supplier shall prove that these reports have been drawn up by an institution that complies with the applicable accreditation standards, namely:
- EN-ISO/IEC 17020 for inspection bodies;
- EN-ISO/IEC 17021-1 for certification bodies certifying systems;
- EN-ISO/IEC 17024 for certification bodies certifying persons;
- EN-ISO/IEC 17025 for laboratories;
- EN-ISO/IEC 17065 for certification bodies certifying products.

Remark:
This requirement is considered to be fulfilled when a certificate of accreditation can be shown, issued either by the Dutch Accreditation Council (Raad voor Accreditatie, or RvA in short) or by one of the institutions with which an agreement of mutual acceptance has been concluded by the RvA (e.g. one of its European counterparts). The accreditation shall refer to the examinations as required in this certification scheme . When no certificate of accreditation can be shown, Kiwa shall verify whether the accreditation standard is fulfilled.

1.5 Quality declaration by Kiwa
The quality declaration to be issued by Kiwa is described as a:
- **Product Certificate** for the manufacturing of the components in these security systems provided by Kiwa;
- **Process Certificate** for the delivery of installations of these security systems provided by the supplier;
- **Services Certificate** for the delivery of maintenance of the security systems provided by the supplier;
- **System Application Inspection Certificate** for the system onsite fulfilling of the requirements in conjunction with required conditions provided by Kiwa.

A model of these certificates to be issued on the basis of this scheme has been included for information as an annex.

The right to use the Kiwa marking by the certified supplier organisations based on these certification activities is detailed in chapter 8 of this scheme.

1.6 Assessment method type 6
The normal assessment method per installation of this certification scheme is according EN-ISO/IEC 17067 "Conformity assessment - Fundamentals of product certification and guidelines for product certification schemes" type 6.

2 Terms and definitions

2.1 Definitions

In this scheme, the following terms and definitions apply:

- **Board of Experts**: the Board of Experts Fire Safety (BoE FS) and Security (S).

- **Certification mark**: a protected trademark of which the authorization of the use is granted by Kiwa, to the supplier whose products / process / services can be considered to comply on delivery with the applicable requirements.

- **Certification Scheme**: the agreements made within the Board of Experts on the subject of certification within this international TIC -scheme.

- **CIO**: Construction, Installation and Organisation.

- **Conditions**: for the function of a fire protection system, certain conditions are needed. These conditions can be for example a fire detection system of a closed compartment with or without a certain fire resistance. The conditions about the construction, installation and organisation (CIO) related to the fire protection system and specified in the design standard are applicable in chapter 7 of this scheme.

- **Inspection tests**: tests carried out after the certificate has been granted in order to ascertain whether the certified products / processes and services continue to meet the requirements recorded in this scheme in conjunction with the factory production controls.

- **IQC scheme (IQCS):** a description of the quality controls carried out by the supplier as part of his quality system also named internal quality plan per scope of isecurity alarm system.

- **Initial investigation**: tests in order to ascertain that all the requirements recorded in this scheme guideline are met.

- **Marking:** a marking affixed by the supplier on its products, processes or services based on the requirements in this scheme.

- **Specific Certification Program (SCP):** a specific program detailing the requirements of a specific product and / or system within the scope of the TIC – scheme. The need for this specific certification program (SCP) shall be determined by the market if the standards are not covering a specific application. The SCP shall use as much of the existing requirements of the standards in this scheme.

- **Private Label Certificate:** A certificate that only pertains to products that are also included in the certificate of a supplier that has been certified by Kiwa, the only difference being that the products and product information of the private label holder bear a brand name that belongs to the private label holder.

- **Product certificate**: a document in which Kiwa declares that a product may, upon delivery, be deemed to comply with the product specification recorded in the product certificate.

- **Product requirements**: requirements made specific by means of measures or figures, focussing on (identifiable) characteristics of products and containing a limiting value to be achieved, which can be calculated or measured in an unequivocal manner.

- **Risk level**: based on the grades set in EN50131.

- **Supplier / provider**: the party responsible for ensuring that the products meet and continue to meet the requirements on which the certification is based.

3 Procedure for granting a product / process / service certificate to the supplier

3.1 Initial investigation

After the application review, the initial investigation shall be started.
The initial investigation to be performed is based on the (product, process and system) requirements as contained in this certification scheme, including the test methods, and comprises the following:

- type testing to determine whether the products comply with the product and/or functional requirements;
- production process assessment (if applicable);
- design process assessment;
- installation process assessment;
- maintenance process assessment;
- assessment of the quality system and the IQC-scheme;
- assessment of the presence and functioning of the remaining procedures.

3.2 Granting the product / process / service certificate

After finishing the initial investigation, the results are presented to the Decision maker deciding on granting the certificate. This person evaluates the results and decides whether the certificate can be granted or if additional data and/or tests are necessary.

3.3 Investigation into the process and/or performance requirements

Kiwa will investigate the products / systems to be certified against the certification requirements as stated in the certification requirements.
The necessary samples will be drawn by or on behalf of Kiwa.

3.4 Production process assessment

When assessing the production process, it is investigated whether the manufacturer is capable of continuously producing products that meet the certification requirements.
The evaluation (Factory Production Control) of the production process takes place during the ongoing work of the manufacturer.
The assessment also includes at least:

- The quality of raw materials, half-finished products and final completed products;
- Internal transport and storage.

3.5 Contract assessment

If the supplier is not the manufacturer of the products to be certified, Kiwa will assess the agreement between the supplier and the producer.
This written agreement, which is available for Kiwa, includes at least:
Accreditation bodies, scheme managers and Kiwa will be given the opportunity to observe the certification activities carried out by Kiwa or on behalf of Kiwa at the manufacturer premises.

4 Supplier's process requirements

4.1 General
This chapter contains the requirements that the delivery process shall comply.

4.2 Regulatory requirements
Not applicable.

4.3 Process requirements Services for fire safety & Security systems
The requirements of the delivery process are specified in EN16763 "Services for fire safety systems and security systems".

4.4 Scope A – Intrusion & Holdup Alarm System (I&HAS)
The design requirements of these systems are specified in the standard:
CLC/TS 50131-7; Alarm systems - Intrusion and hold-up systems -Part 7: Application guidelines.
If required can local risk assessment tools additional be used. The result is of the risk assessment may not be lower than the result based the risk assessment based on CLC/TS 50131-7.

Note: These systems can also be used in the domain of social security.

The installation requirements of these systems are specified in the standard:
CLC/TS 50131-7; Alarm systems - Intrusion and hold-up systems -Part 7: Application guidelines and instructions of the manufacturer of the components of the system.

If integration is needed with other systems is the following standard applicable; DIN VDE V 0826-1; Surveillance systems – Part 1: Hazard warning system as well as security technology in smart home applications for use in residential buildings, apartments and rooms with similar purposes – Planning, installation, operation maintenance, devices and system requirements.

The maintenance requirements of these systems are specified in the standard:
CLC/TS 50131-7; Alarm systems - Intrusion and hold-up systems - Part 7: Application guidelines and instructions of the manufacturer of the components of the system.

4.4.1 *Application of Security fog device / systems*
EN50131-8; Alarm systems - Intrusion and hold-up systems - Part 8: Security fog device/systems – contains requirements for the application of these systems.
The operational requirements in chapter 9, annex B and C shall be fulfilled in the basic design of the systems.

Consideration should be given for the triggering of the security fog system by a confirmed intrusion. Verification of the situation by a video surveillance system and an operator of a Monitoring Centre & Alarm Receiving Centre is a good process to trigger the fog device / system.

4.5 Scope B – Video Survaillance Systems (VSS)

The design requirements of these systems are specified in the standard:
EN-IEC 62676-4; Video surveillance systems for use in security applications - Part 4:
Application guidelines.
If required can local risk assessment tools additional be used. The result is of the risk assessment may not be lower than the result based the risk assessment based on EN-IEC 62676-4.

Note: These systems can also be used in the domain of social security.

The installation requirements of these systems are specified in the standard:
EN-IEC 62676-4; Video surveillance systems for use in security applications - Part 4:
Application guidelines and instructions of the manufacturer of the components of the system.

The maintenance requirements of these systems are specified in the standard:
EN-IEC 62676-4; Video surveillance systems for use in security applications - Part 4:
Application guidelines and instructions of the manufacturer of the components of the system.

4.6 Scope C – Alarm Transmission Systems (ATS)

The design requirements of these systems are specified in the standard:
CLC/TS 50136-7; Alarm systems - Alarm transmission systems and equipment - Part 7: Application guidelines

Note: These systems are to be used in all the domains of security. The certification of Alarm Transmission Service Providers is to be performed based on certification schema K21030 (EN50136-1 / A1) and is needed to have service with the right quality of service and business continuity. The alarm communication provided by the ATS shall be handled by a Monitoring & Alarm Receiving Centre according to EN50518.

The installation requirements of these systems are specified in the standard:
EN 50136-1 / A1; Alarm systems - Alarm transmission systems and equipment - Part 1: General requirements and instructions of the manufacturer of the components of the system.

The maintenance requirements of these systems are specified in the standard:
EN 50136-1 / A1; Alarm systems - Alarm transmission systems and equipment - Part 1: General requirements and instructions of the manufacturer of the components of the system.

4.7 Scope D – Access Control Systems

The design requirements of these systems are specified in the standard:
EN-IEC 60839-11-2; Alarm and electronic security systems - Part 11-2: Electronic access control systems – Application guidelines;

Note: These systems can also be used in the domain of social security. Remote access control shall be provided by a Monitoring & Alarm Receiving Centre according to EN50518.

The installation requirements of these systems are specified in the standard:
EN-IEC 60839-11-2; Alarm and electronic security systems - Part 11-2: Electronic access control systems – Application guidelines and instructions of the manufacturer of the components of the system;

The maintenance requirements of these systems are specified in the standard:

EN-IEC 60839-11-2; Alarm and electronic security systems - Part 11-2: Electronic access control systems – Application guidelines and instructions of the manufacturer of the components of the system.

4.8 Scope E – Social Alarm Systems (SAS)

The design requirements of these systems are specified in the standard:
EN 50134-7; Alarm systems - Social alarm systems - Part 7: Application guidelines;

Note; within this scope can all type of elements be used based on the systems in scope A, B and D. The goal of these elements is to protected people in supervises premises. Possible objectives within Social Alarm System are;
- Detection of (non)movement of persons;
- Tracking and tracing of persons;
- Verification of situation of persons;
- Monitoring of situation of persons;
- Remote access control of compartments / premises.

The installation requirements of these systems are specified in the standard:
EN 50134-7; Alarm systems - Social alarm systems - Part 7: Application guidelines and instructions of the manufacturer of the components of the system;

If integration is needed with other systems is the following standard applicable; DIN VDE V 0826-1; Surveillance systems – Part 1: Hazard warning system as well as security technology in smart home applications for use in residential buildings, apartments and rooms with similar purposes – Planning, installation, operation maintenance, devices and system requirements;

The maintenance requirements of these systems are specified in the standard:
EN 50134-7; Alarm systems - Social alarm systems - Part 7: Application guidelines and instructions of the manufacturer of the components of the system.

4.9 Fire Detection & Evacuation Systems (FD&ES) residential

The requirements of these systems are specified in the standard;
CEN/TS 54-14; Fire detection and fire alarm systems - Part 14: Guidelines for planning, design, installation, commissioning, use and maintenance;
In the residential application is use of detectors according to EN 14604:2005/C1:2008; Smoke alarm devices also applicable.
Within this scope are evacuation systems arranged based on a sounder principle.
The requirements for these systems is that evacuation sounders is that they produce an alarm sound at every applicable room of more than 6 dBA above the ambient noise.
Within this application shall al the detectors be connected to central panel according to EN50131-3; Alarm systems - Intrusion and hold-up systems - Part 3: Control and indicating equipment.
The connection of these detectors shall be according to;
- EN 50131-1; Alarm systems - Intrusion and hold-up systems - Part 1: System requirements;
- EN/TS50131-5-3 Requirements for interconnections equipment using radio frequency techniques.

For this scope in the sector "social alarm / care for persons" is the performance of the transmission to al the detectors be monitored according to; EN50136-1 / A1; Alarm systems - Alarm transmission systems and equipment - Part 1: General requirements and monitored by a Monitoring & Alarm Receiving Centre according to EN50518.

5 Testing the performance of the systems by Kiwa

5.1 General

This chapter contains the standards with the requirements for testing by Kiwa to determine the performances that the systems have to fulfil.

These tests are necessary if there is no integer information available according to these standards by acceptable approval bodies such as test laboratories fulfilling the requirements of ISO17025 "General requirements for the competence of testing and calibration laboratories".
The accreditation of the testing laboratories shall comply with the agreement of mutual acceptance to be acceptable. The accreditation of the testing laboratories and the reports of these laboratories are verified by Kiwa.

Kiwa shall then execute third party witnessing of these tests according to ISO17065 "Conformity assessment - Requirements for bodies certifying products, processes and services" when no accredited testing labs are available.

Certain testing laboratories are acceptable based on criteria determined by the board of experts Fire Safety and / or Security. These reports shall be controlled and verified by Kiwa.

6 Marking

6.1 General
The systems and products shall be marked with a declaration of conformity according the certification part of this scheme and applicable standards. The declaration shall contain at least following information:
- name or logo of the supplier or manufacturer;
- data or code indicating the date of delivery or maintenance;
- type indication;
- certification marking according this scheme.

Indications and markings shall at least fulfil the requirements in the relevant product standard.

6.2 Certification mark
After concluding a Kiwa certification agreement, the certified products shall be indelible marked with the certification mark as is detailed in this scheme.

6.2.1 Product / component marking by the manufacturer
Essential components with a security system of Kiwa shall be affixed with a marking according to 6.1 of this scheme.

6.2.2 Installation marking by the supplier
Installations fulfilling the requirements shall be marked with an installation declaration of conformity according this certification scheme and applicable standards.

6.2.3 Maintenance marking by the supplier
Maintenance of installations fulfilling the requirements shall be marked with a maintenance declaration of conformity according this certification scheme and applicable standards.

7 Requirements in respect of the quality system of the supplier / manufacturer

This chapter contains the requirements which have to be met by the supplier's quality system.

7.1 Manager of the quality system of the security system / product

Within the supplier's organizational structure, an employee who will be in charge of managing the supplier's quality system must have been appointed.
The manager of the quality system is responsible:

- to have the latest version of the organisation's organogram communicated with Kiwa;
- to manage the internal audit of the quality system at least once a year;
- to manage the internal inspections of the design, installation and maintenance of the security alarm system according to the internal quality control scheme (IQC scheme).

7.2 Internal quality control / quality plan

The supplier shall have an internal quality control scheme (IQC scheme) which is applied by him. The standard for this quality plan is the EN16763 "Services for fire safety systems and security systems

The following must be demonstrably recorded in this IQC scheme:

- which aspects are checked by the supplier;
- according to what methods such inspections are carried out;
- how often these inspections are carried out;
- in what way the inspection results are recorded and kept.

This IQC scheme should at least be an equivalent derivative of the model IQC scheme as shown in the Annex.

Note; Requirements for subcontracting are described in paragraph 3.3 of EN16763.

7.3 Control of test and measuring equipment

The supplier shall verify the availability of necessary test and measuring equipment for demonstrating product conformity with the requirements in this evaluation guideline.
When required the equipment shall be kept calibrated (e.g recalibration at interval).
The status of actual calibration of all equipment shall be demonstrated by traceability through an unique ID.
The supplier must keep records of the calibration results.
The supplier shall review the validity of measuring data when it is established at calibration that the equipment is not suitable anymore.

7.4 Procedures and working instructions

The supplier shall be able to submit the following:

- procedures for:
  o dealing with products showing deviations;
  o corrective actions to be taken if non-conformities are found;
  o dealing with complaints about products and/or services delivered;

- the working instructions and inspection forms used for design, installation and maintenance.

7.5 Requirements of staff for fire protection systems

Staff acting in critical stages of the process need to be qualified according the model in chapter 3.4 of EN16763 "Services for fire safety systems and security systems".
In this scheme following roles are defined:
"A" defined for the manager responsible of the total delivery process of the security system and the stages verification and handover;
"B" defined for the staff responsible of the planning, design and commissioning process of the security system.
"C" defined for the staff responsible of the installation and maintenance process of the security system.

7.5.1 Requirements exams / diplomas fire protection systems

In its quality plan Kiwa shall specify per scope per role what exams or diplomas meet these requirements.
Kiwa shall make use of the requirements per diploma per scope on this site:
www.certoplan.nl

7.5.2 Requirements concerning verification staff manufacturer of components

Function	Education	Experience
Production manager	Higher professional qualification in one of the following disciplines: • Technical	1 year
Laboratory manager	Higher professional qualification in one of the following disciplines: • Chemistry or comparable	1 year

The education and experience of relevant personnel shall be verifiably documented.

7.5.3 Requirements on vetting / screening

All staff working with security systems with a clear object to detect criminal intent shall be screened for a minimum of five years up to the commencement of relevant employment with the supplier / provider, or back to the date of ceasing full-time education.
Security vetting shall be obtained.
A progress record shall be maintained to monitor and record the action taken and the information received during the screening and vetting process.
If the individual is employed prior to the completion of the screening or vetting process then the individual shall be notified that employment is subject to satisfactory screening and vetting.

7.6 Planning audit and sample inspections security systems

The supplier of the security system shall arrange that Kiwa can perform its yearly audit and the necessary inspections on site. The supplier shall use the registration tools of Kiwa.

8 Summary of tests and inspections by Kiwa

This chapter contains a summary of the following tests and inspections to be carried out in the event of certification:

- **initial investigation:** tests in order to ascertain that all the requirements recorded in the scheme are met;
- **inspection test:** tests carried out after the certificate has been granted in order to ascertain whether the certified products continue to meet the requirements recorded in the scheme;
- **inspections and audits of the quality system of the supplier:** monitoring compliance of the IQC scheme and procedures.

8.1 Test, inspection and audit matrix

Description of requirement	Article no. scheme	Tests, inspections and audits within the scope of:	
		Pre-certification	**Inspection by Kiwa after granting of certificate** [a,b]
Process requirements			
Per applicable scope for the integrated security alarm system	4	x	x
Testing performance of the systems			
If needed per applicable scope Installation and application manual (DIOM)	5	x	x
Factory production control components			
If needed per applicable scope Installation and application manual (DIOM = Design, Installation, Operation and Maintenance) Batch testing	6	x	x
Quality system and Certification mark			
Quality system Certification marking	8 9	x	X

[a] In case the product or production process changes, it must be determined whether the performance requirements are still met.

[b] All product characteristics that can be determined within the visiting time (maximum 1 day) are determined by the inspector or by the supplier in the presence of the inspector. In case this is not possible, an agreement will be made between the certification body and the supplier about how the inspection will take place. The frequency of inspection visits is defined in chapter 6.2 of this scheme.

8.2 Inspection of the quality system of the supplier

The quality system of the supplying manufacturer will be checked by Kiwa on the basis of the IQC scheme / Quality plan.
The inspection contains at least those aspects mentioned in the Kiwa Regulations for Certification and the requirements of the applicable standards.

8.2.1 *Auditing the quality system of the supplier*

The quality system of the supplier shall be audited internally by the suppliers at least once a year.
The quality system of the supplier shall be audited externally by Kiwa at least once a year with a minimum audit time of 1 day.

8.2.2 *Inspecting the output of the process of the supplier*

The installations / systems shall be inspected internally by the supplier according to the IQC scheme / Quality plan.

Kiwa shall inspect relevant samples of installations / systems in the maintenance process at least once a year as is defined in the Kiwa Quality plan of the scheme and scope. The basic design of the installation / system can stipulate that an installation / system shall be inspected every year.
Otherwise, a random inspection frequency is applicable according to the matrix in this chapter.
Per sample inspection is no complete overview applicable of the maintenance process.
The inspection plan in control of the Kiwa Quality plan shall stipulated what needs to be inspected per year per supplier and what needs to be inspected per installation / system.

Kiwa shall inspect relevant samples of installations / systems in the delivery process at least once a year as is defined in the Kiwa Quality plan of the scheme and scope.
The basic design of the installation / system can stipulate that an installation / system shall be inspected including design by Kiwa.
Otherwise, a random inspection frequency is applicable according to the matrix in this chapter.
Per sample inspection is no complete overview applicable of the installation process.
The inspection plan in control of the Kiwa Quality plan shall stipulated what needs to be inspected per year per supplier and what needs to be inspected per installation / system.

Matrix frequency samples inspection

	System	Installation stage	Maintenance stage
A	I&HAS	Grade 1 / 2 = 1 : 100	Grade 1 / 2 = 1 : 250
B	VSS	Grade 1 / 2 = 1 : 100	Grade 1 / 2 = 1 : 250
C	ATS	Grade 1 / 2 = 1 : 100	Grade 1 / 2 = 1 : 250
D	ACS	1 : 100	1 : 250
E	SAS	1 : 100	1 : 250
F	FD&ES	Low risk =1 : 100	1 : 250

Note; during a sample inspection, certain activities are to be assessed.

8.3 Design modifications components

Design modifications to the certified product shall always be notified to Kiwa before being introduced in the production process. Kiwa shall assess to what extent the design modifications will require new type tests of the product. The modified product may only be supplied with the Kiwa mark after written approval by Kiwa of the re- designed or new product.

9 Agreements on the implementation of certification by Kiwa

9.1 General

Beside the requirements included in these evaluation guidelines, the general rules for certification as included in the Kiwa Regulations for Product Certification also apply. These rules are in particular:

- the general rules for conducting the pre-certification tests, in particular:
  - o the way suppliers are to be informed about how an application is being handled;
  - o how the tests are conducted;
  - o the decision to be taken as a result of the pre-certification tests.
- the general rules for conducting inspections and the aspects to be audited,
- the measures to be taken by Kiwa in case of Non-Conformities,
- the measures taken by Kiwa in case of improper use of Certificates, Certification Marks, Pictograms and Logos,
- terms for termination of the certificate,
- the possibility to lodge an appeal against decisions of measures taken by Kiwa.

9.2 Certification staff

The staff involved in the certification may be sub-divided into:

- Certification assessor (**CAS**): in charge of carrying out the pre-certification tests and assessing the inspectors' reports;
- Site assessor (**SAS**): in charge of carrying out external inspections at the supplier's site(s);
- Decision maker (**DM**): in charge of taking decisions in connection with the pre-certification tests carried out, continuing the certification in connection with the inspections carried out and taking decisions on the need to take corrective actions.

9.2.1 Qualification requirements

The qualification requirements consist of:

- qualification requirements for personnel of a certification body which satisfies the requirements EN ISO / IEC 17065, performing certification activities
- qualification requirements for personnel of a certification body performing certification activities set by the Board of Experts for the subject matter of this evaluation guideline

Education and experience of the concerning certification personnel shall be recorded demonstrably.

Basic requirements	Evaluation criteria
Knowledge of company processes Requirements for conducting professional audits on products, processes, services, installations, design and management systems.	*Relevant experience: in the field* **SAS, CAS** : 1 year **DM**: 5 years inclusive 1 year with respect to certification Relevant technical knowledge and experience on the level of: **SAS**: High school **CAS, DM** : Bachelor

Basic requirements	Evaluation criteria
Competence for execution of site assessments. Adequate communication skills (e.g. reports, presentation skills and interviewing technique).	**SAS**: Kiwa Audit training or similar and 4 site assessments including 1 autonomic under review.
Execution of initial examination	**CAS**: 3 initial audits under review.
Conducting review	**CAS**: conducting 3 reviews

Technical competences	Evaluation Criteria
Education	**General**: Education in one of the following technical areas: • Engineering.
Testing skills	**General:** • 1 week lab / inspection training (general and scheme specific) including measuring techniques and performing tests under supervision ; • Conducting tests (per scheme).
Experience - specific	**CAS** • 3 complete applications (excluding the initial assessment of the production site) under the direction of the **PM** • 1 complete application self-reliant (to be evaluated by **PM**) • 3 initial assessments of the production site under the direction of the **PM** • 1 initial assessment of the production site self-reliant (witnessed by **PM**) **SAS** • 5 inspection visits together with a qualified **SAS** • 1 inspection visits conducted self-reliant (witnessed by **PM**)
Skills in performing witnessing	**PM** Internal training witness testing

Legend:
- Certification assessor (**CAS**)
- Decision maker (**DM**)
- Product manager (**PM**)
- Site assessor (**SAS**)

9.2.2 Qualification

The qualification of the Certification staff shall be demonstrated by means of assessing the education and experience to the above mentioned requirements. In case staff is to be qualified on the basis of deflecting criteria, written records shall be kept.

The authority to qualify staff rests with the:
- **PM**: qualification of **CAS** and **SAS**;
- management of the certification body: qualification of **DM**.

9.3 Report initial investigation

The certification body records the results of the initial investigation in a report.
This report shall comply with the following requirements:
- completeness: the report provides a verdict about all requirements included in the evaluation guideline;
- traceability: the findings on which the verdicts have been based shall be recorded and traceable;
- basis for decision: the **DM** shall be able to base his decision on the findings included in the report.

9.4 Decision for granting the certificate

The decision for granting the certificate shall be made by a qualified Decision maker which has not been involved in the pre-certification tests. The decision shall be recorded in a traceable manner.

9.5 Layout of quality declaration

The product certificate shall be in accordance with the model included in the Annex.

9.6 Nature of third party audits

The certification body shall carry out surveillance audits on site at the supplier at regular intervals to check whether the supplier complies with his obligations. The Board of Experts decides on the frequency of audits.

The audit program on site shall cover at least:
- the product requirements;
- the production process;
- the suppliers IQC scheme and the results obtained from inspections carried out by the supplier;
- the correct way of marking certified products;
- compliance with required procedures;
- handling complaints about products delivered.

For suppliers with a private label certificate the frequency of audits amounts to one audit per two years. The audits are conducted at the site of private label holder and focus on the aspects inserted in the IQC scheme and the results of the control performed by the private label holder. The IQC scheme of the private label holder shall refer to at least:
- the correct way of marking certified products;
- compliance with required procedures for receiving and final inspection;
- the storage of products and goods;
- handling complaints.

The results of each audit shall be recorded by Kiwa in a traceable manner in a report.

9.7 Non conformities

When the certification requirements are not met, measures are taken by Kiwa in accordance with the sanctions policy as written in the Kiwa Regulation for Certification.
The Sanctions Policy is available through the "News and Publications" page on the Kiwa website.

9.8 Report to the Board of Experts

De certification body shall report annually about the performed certification activities. In this report the following aspects are included:
- mutations in number of issued certificates (granted/withdrawn);
- number of executed audits in relation to the required minimum;

- results of the inspections;
- required measures for established Non-Conformities;
- received complaints about certified products.

9.9 Interpretation of requirements
The Board of Experts may record the interpretation of requirements of this certification scheme in one separate interpretation document in annex III of this scheme.

9.10 Specific rules set by the Board of Experts
By the Board of Experts the following specific rules have been defined. These rules shall be followed by the certification body.

10 Titles of standards

10.1 Public law rules
Not applicable

10.2 Standards / normative documents

Number	Title	Version*
EN ISO/IEC 17020	Conformity assessment - General criteria for the operation of various types of bodies performing inspection	
EN ISO/IEC 17021	Conformity assessment - Requirements for bodies providing audit and certification of management systems	
EN ISO/IEC 17024	Conformity assessment - General requirements for bodies operating certification of persons	
EN ISO/IEC 17025	General requirements for the competence of testing and calibration laboratories	
EN ISO/IEC 17065	Conformity assessment - Requirements for bodies certifying products, processes and services	
CLC/TS 50131-7	Alarm systems - Intrusion and hold-up systems - Part 7: Application guidelines	2010
EN 50131-3	Alarm systems - Intrusion and hold-up systems - Part 3: Control and indicating equipment	2009
EN 50131-1	EN 50131-1; Alarm systems - Intrusion and hold-up systems - Part 1: System requirements	2006
EN 50131-5-3	Interconnections equipment using radio frequency techniques	2017
CLC/TS 50136-7	Alarm systems - Alarm transmission systems and equipment - Part 7: Application guidelines	2017
EN 50136-1/ A1 IEC 60839-5-1	Alarm systems - Alarm transmission systems and equipment - Part 1: General requirements for alarm transmission systems	2012 / 2018 2014
EN50134 - 7	Alarm systems – Social Alarm Systems – Part 7: Application guidelines	2017
EN-IEC 62676-4	Video surveillance systems for use in security applications - Part 4: Application guidelines	2015
EN-IEC 60839-11-2	Alarm and electronic security systems - Part 11-2: Electronic access control systems - Application guidelines	2015
EN 16763	Services for fire safety systems and security systems	2017
DIN VDE V 0826-1	Surveillance systems – Part 1: Hazard warning system as well as security technology in smart home applications for use in residential buildings, apartments and rooms with similar purposes – Planning, installation, operation maintenance, devices and system requirements	2018
VRKI	Updated Risk Class Mapping *Vernieuwde Risico Klasse Indeling*	

*) When no date of issue has been indicated, the latest version of the document is applicable for new systems. Kiwa shall inform the certificate holders about this.

Annex - Model certificates (examples) (#)

Process certificate
KXXXXXX/0X

Issued	[Date]
Replaces	
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kiwa

Security alarm systems

STATEMENT BY KIWA
With this process certificate, issued in accordance with the Kiwa Regulations for Certification. Kiwa declares that legitimate confidence exists that that the systems supplied by

Name Customer

As specified in this process certificate and marked with the Kiwa®-mark in the manner as indicated in this process certificate may, on delivery, be relied upon to comply with certification scheme K21035/02 "Security alarm systems" Dated [dd-mm-yyyy] for the following scope('s):

☐ Scope A – Intrusion & Holdup Alarm System
☐ Scope B – Video Surveillance Systems
☐ Scope C – Alarm Transmission Systems
☐ Scope D – Access Control Systems
☐ Scope E – Social Alarm Systems
☐ Scope F – Fire Detection & Evacuation Systems

As mentioned in the certification scheme.

Ron Scheepers
Kiwa

Publication of this certificate is allowed.
Advice: consult www.kiwa.nl in order to ensure that this certificate is valid.

Kiwa N.V.
Sir Winston Churchilllaan 273
Postbus 70
2280 AB RIJSWIJK
Tel. 088 998 44 00
Fax 088 998 44 20
NL.Kiwa.Info@Kiwa.com
www.kiwa.com

Company

Service certificate
KXXXXXX/0X

Issued	*[Date]*
Replaces	*[KXXXXXX/0X]*
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CERTIFICAAT

Security alarm systems

STATEMENT BY KIWA
With this service certificate, issued in accordance with the Kiwa Regulations for Certification. Kiwa declares that legitimate confidence exists that that the systems supplied by

Name Customer

As specified in this services certificate and marked with the Kiwa®-mark in the manner as indicated in this service certificate may, on delivery, be relied upon to comply with certification scheme K21035/02 "Security alarm systems" Dated [dd-mm-yyyy] for the following scope('s):

☐ Scope A – Intrusion & Holdup Alarm System
☐ Scope B – Video Survaillance Systems
☐ Scope C – Alarm Transmission Systems
☐ Scope D – Access Control Systems
☐ Scope E – Social Alarm Systems
☐ Scope F – Fire Detection & Evacuation Systems

As mentioned in the certification scheme.

Ron Scheepers
Kiwa

Publication of this certificate is allowed.
Advice: consult www.kiwa.nl in order to ensure that this certificate is valid.

Company

I Annex - Model IQC-scheme (example)

Inspection subjects	Inspection aspects	Inspection method	Inspection frequency	Inspection registration
Raw materials or materials supplied: - recipe sheets - incoming goods inspection raw materials				
Production process, production equipment, plant: - procedures - working instructions - equipment - release of product				
Finished-products				
Measuring and testing equipment - measuring equipment - calibration				
Logistics - internal transport - storage - preservation - packaging - identification				

II Annex - Interpretation of requirements

Kiwa shall publish and apply the documents published on the Kiwa site in conjunction with this certification scheme.

III Annex - structure documents scheme

Scheme

Q - plan

Inspection plan / audit plan / audit programme

Audit reports / inspection reports

Qualification requirements Auditor / Inspector

Specific certification program(s)

QMS Kiwa