

Conformity assessment procedures for the CertAlarm Scheme

RD_080, Issue 13

This guide describes the procedures and conditions for testing and certification used for conformity assessment within the CertAlarm scheme, it also describes the standards and associated EU Regulations and Directives specified for various products, systems and services within the CertAlarm scheme and this guide describes the specification for testing to be conducted at periodic surveillance of products and systems. The CertAlarm scheme certifies that Alarm Components comply with the requirements as specified by CertAlarm.

The Kiwa terms, conditions and regulations apply to matters not provided for in this document and / or underlying regulations.



Revision record sheet

NOTE: The person who initiated the document or modified the document is responsible for maintaining this record sheet

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6	6.2.8	12	2-3-2012	Section 6.2.8 modified with reference to RX_085 and RQ_249	AG
7	4 & 6	8 & 9	18-06-13	Section 4 "general marking / identification and section 6 "intruder and hold up alarm system documentation in accordance EN 50131-1:2006 added.	AG
8			18-09-14	Update to CertAlarm R01 issue 4 Moved section 4 to section 12	WJJ
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FOREWORD:

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

The CERTALARM System provides for Certification “System 5” applicable to products, and “System 6” applicable to services, as defined in ISO/IEC 17067. It provides assurance to the specifier and user that the product, system or service consistently meets all requirements of the relevant European or other specified standards.

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

This document currently includes both generic “CERTALARM System Rules” and the specific “Scheme Rules” for the initial CERTALARM schemes covering Fire and Security Alarm Equipment and Systems. Whilst provision has been made for the inclusion of Services schemes within the generic CERTALARM System, specific rules for a “Services” scheme have not yet been included.



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1 SCOPE

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

The tests to be conducted during periodic surveillance procedures of products certified under the CERTALARM scheme and is e.g. applicable for continuous compliance “system V” are specified in document CERTALARM System: Certification Rules - Part 2: Standards specified for various products, systems and services.

This document also refers to the rules in which the standards or other technical specifications to be used for assessment of compliance of products, systems or services, are listed along with identification of EU Regulations and Directives for which the manufacturer is responsible to make Declarations of Conformity order to qualify for granting of a license to apply the CERTALARM Mark.

2 NORMATIVE REFERENCES

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

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



3 INTRODUCTION

3.1 About Kiwa FSS Products

Kiwa FSS Products is a third party test laboratory and third party certification body. The Dutch Council for Accreditation (Raad voor Accreditatie: RvA) has accredited Kiwa FSS Products to ISO/IEC 17025 (laboratory) and NEN-EN-ISO/IEC 17065 (product certification).

3.2 About CertAlarm

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

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

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

This document currently includes both generic "CERTALARM System Rules" and the specific "Scheme Rules" for the initial CERTALARM schemes covering Fire and Security Alarm Equipment and Systems. Whilst provision has been made for the inclusion of Services schemes within the generic CERTALARM System, specific rules for a "Services" scheme have not yet been included.

3.3 About this document

This document is intended as a guide for manufacturers and importers who want to have registered that one of their Alarm Components is meeting the requirements of CertAlarm

The document describes the conformity assessment procedures that have to be followed to realise the registration. It also describes specific conditions, which manufacturers and importers will have to deal with.

The conformity assessment procedures are derived from the EN ISO/IEC 17067(:2013).



4. CERTALARM SCHEME

The CertAlarm scheme rules are published on the CertAlarm website under the subject Rules; <http://certalarm.org/ca/content/rules>. Check the website for the latest version.

R-01 - Part 1: Definition of procedures and conditions for testing and certification

R-02 – Part 2: Standards specified for various products, systems and services

R-03 – Part 3 Specification for testing to be conducted at periodic surveillance of products and systems.

5. ACCREDITATION AND LISTING

A requirement of this certification scheme is that the test is performed under the accreditation and listing of the laboratory by Kiwa FSS Products, which performed the test. The laboratory of Kiwa FSS Products is fulfilling these requirements.

In conformance with the general quality policy of Kiwa FSS Products, accredited laboratories are accredited against ISO/IEC 17025. An accreditation body, which is member of the European co-operation for Accreditation (EA) or which has a Multilateral Agreement (MLA) with the EA, has done the accreditation.

5.1 Acceptance of external test reports

- The Test Report has to bear the logo of their accreditation body.
- Evidence must be provided, that the work performed at the time of issuing the test report is under accreditation. (e.d. accreditation scope, signed letter by Test Laboratory)
- The Test Laboratory has to be accredited for the applicable standards (e.g. EN 54-series or the EN 50131-series, or EN 50136-series). An accreditation only to the standard defining the condition (like EN 50130-4, EN 50130-5, etc.) is not acceptable.
- The Test Report has to show compliance with the applicable standards, with respect to security grade and environmental class.
- The Test Report has to show test results according to the acquired current standard.
- In general: Test Reports older than 10 years are not accepted.

6 Termination (expiration), reduction, suspension and withdrawal of Certificates

The certificates issued by Kiwa FSS Products under ISO/IEC 17065 accreditation can get a change in their active status, due to changes in the prerequisites for certification, when a non-conformity with the certification requirements is substantiated or when the client requests for changes.

6.1 Termination (expiry) of certificates

6.1.1 Cases when a certificate terminates (expires)

Certificates issued by Kiwa FSS Products will expire in the following cases:

- The expiry date mentioned on the certificate has been passed
- The certificate has been replaced by another certificate (follow-up)
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- The product permanently ceases to comply with the certification requirements (essential requirements)
- The certificate has been suspended by Kiwa FSS Products
- The certificate has been withdrawn by Kiwa FSS Products
- Termination of the certificate has been requested by the certificate holder (Kiwa FSS Products will withdraw the certificate)

6.1.2 Termination procedure

Termination is within Kiwa FSS Products an automated process performed by the Certification Program (CP) after the each of the cases as mentioned in section 6.1.1. Terminated certificates will be indicated on the Kiwa FSS Products website as expired, by showing the expiry date as applicable.

Note that termination of a certificate follows directly after suspension and withdrawal of a certificate.

6.2 Reduction of certificates

6.2.1 Cases when the scope of a certificate will be reduced (or extra conditions will be added)

Certificates issued by Kiwa FSS Products will be reduced in scope in the following cases:

- One or more product variants permanently cease to comply with the certification requirements (essential requirements)
- Expiry date has to be lowered or introduced due to change in the applicable normative (harmonised) standard(s)
- Continuation of the certification under extra conditions specified by the certification body (e.g. increased surveillance).

6.2.2. Reduction procedure

To reduce the scope of a certificate and or add additional requirements the following steps have to be taken:

1. A follow-up certificate has to be issued with reduced scope and or extra conditions, hence the previous certificate will terminate.
2. The certificate holder has to be informed in writing (including notice of possible point of view, appeal or complain procedure where applicable)
3. The applicable notifying authority or scheme holder has to be informed as specified in the applicable Kiwa FSS Products certification scheme.
4. If required according the applicable certification scheme, other Notified Bodies have to be informed as specified in the applicable scheme.



6.3 Suspension of certificates

6.3.1 Cases when a certificate will be suspended

Certificates issued by Kiwa FSS Products will be suspended in the following cases:

- A nonconformity with certification requirements is substantiated, either as a result of surveillance or inspection or otherwise
- The certificate holder or manufacturer indicates that the product (or any variant) can temporarily not comply with the certification requirements (essential requirements)
- Complaints are received, from e.g. the purchasers, regarding approved and marketed products and these complaints are substantiated by supplementary examinations that reveal non-compliances
- Suspension is requested by the national notifying or market surveillance authorities, who have the power to supervise and enforce the Law (i.e. Ministry of BIZ)
- Suspension is requested by the scheme owner
- Markings (e.g. CE, Wheelmark, Certalarm, INCERT, FCC logo, IC logo, Japan giteki mark) are unintentionally misused by the certificate holder
- The conditions laid down in the (harmonized) technical specification in reference are modified significantly, for which the certificate holder has to implement corrective actions.
- The manufacturing conditions in the factory or the FPC itself are modified significantly, for which the certificate holder has to implement corrective actions

6.3.2 Suspension procedure

If an issued certification has to be suspended the following steps have to be followed:

1. One or more persons, competent in their knowledge and understanding of all aspects of handling of suspended certifications, have to be assigned to inform the client in writing ("aangetekend" if required by the applicable scheme) of the suspension.
2. The assigned persons have to formulate and inform the certificate holder in writing of the following:
 - The substantiated nonconformities which have been found (the reason for suspension).
 - Actions needed by the approval holder to end suspension and restore certification for the product(s) in accordance with the certification scheme. These actions have to consist at least of a root cause investigation and corrective action plan.
 - The manufacturer may no longer apply markings to *any* product involved.
 - Any other actions required by the certification scheme.
 - Notice of a possible point of view, appeal or complain procedure where applicable for the applicable scheme(s)
3. The applicable notifying authority or scheme holder has to be informed as specified in the applicable Kiwa FSS Products certification scheme.
4. If required according the applicable certification scheme, other Notified Bodies have to be informed as specified in the applicable scheme.
5. Follow the automated suspension procedure in the Certification Program (CP)



6.3.3 Reinstating suspended certificates

To reinstate a suspended certificate the certificate holder has to provide root cause investigation and corrective action report. This report has to be assessed by the assigned persons as indicated in the previous section 6.3.2.

Any evaluations, reviews or decisions needed to resolve the suspension, or that are required by the certification scheme, shall be completed in accordance with RQ_100.

A follow-up certificate has to be issued to reinstate the certification. This way a valid certificate for the applicable product (and variants) will appear on the Kiwa FSS Products website.

6.4 Withdrawal of certificates

6.4.1 Cases when a certificate will be withdrawn

Certificates issued by Kiwa FSS Products will be withdrawn in the following cases:

- The product can not (or no longer) comply with the certification requirements (essential requirements)
- The conditions laid down in the (harmonized) technical specification in reference are modified significantly and cannot be addressed by the certificate holder / manufacturer
- The manufacturing conditions in the factory or the FPC itself are modified significantly and cannot be addressed by the certificate holder / manufacturer
- Markings (e.g. CE, Wheelmark, Certalarm, INCERT, FCC logo, IC logo, Japan giteki mark) are abused by the certificate holder
- The certificate was granted on the basis of false, fraudulent or misleading data and or documentation
- The withdrawal is requested by the national notifying or market surveillance authorities, who have the power to supervise and enforce the Law (i.e. Ministry of BIZ)
- The withdrawal is requested by the scheme owner.
- Termination of the certificate has been requested by the certificate holder

6.4.2 Withdrawal procedure

If an issued (and possible suspended) certification has to be withdrawn the following steps have to be followed:

1. One or more persons, competent in their knowledge and understanding of all aspects of handling of suspension or withdrawal of certifications, have to be assigned to inform the client in writing ("aangetekend" if required by the applicable scheme) of the withdrawal.
2. The assigned persons have to formulate and inform the certificate holder in writing of the following:
 - The substantiated nonconformities which have been found or any other reason for withdrawal.
 - The manufacturer may no longer apply markings to *any* product involved.
 - The manufacturer may no longer use the withdrawn certificate to market and or sell his product.



- Any other actions required by the certification scheme.
 - Any actions demanded by the notifying authority or scheme holder
 - Notice of a possible point of view, appeal or complain procedure where applicable for the applicable scheme(s)
3. The applicable notifying authority or scheme holder has to be informed as specified in the applicable Kiwa FSS Products certification scheme.
 4. If required according the applicable certification scheme, other Notified Bodies have to be informed as specified in the applicable scheme.
 5. Follow the automated withdrawal procedure in the Certification Program (CP).

7 Continuous Compliance

The procedure at Kiwa FSS Products for Continuous Compliance, as defined in the CertAlarm Scheme consists of product checks and Factory Production Control.

8 Publication and reproduction

8.1 The public available information

Application to this certification scheme entitles Kiwa FSS Products to make the following information available to any third party via the World Wide Web or any other means:

- Name of certificate-holder;
- Certification/registration number;
- Name of manufacturer;
- Name of trademark;
- Name(s) of product type (type designation);
- Type of certificate;
- List of standard(s) tested.

8.2 Reproduction of the Certificate

The certificate-holder is entitled to make reproductions of the Certificate.