PRODUCT CERTIFICATION SCHEME FOR COLLECTIVE GUARANTEE TRADEMARK 

Collective guarantee trademark  is a Polish safety mark. It is awarded as the result of voluntary certification process by competent and objective certification bodies which are independent of a supplier and a customer. A product with the mark is safe in usage, up to date, environment-friendly and inspiring confidence in a supplier.

§1

1. A matter of the scheme is the rules of certification for collective guarantee trademark  registered by Polish Association for Technical Testing and Attestation hereinafter referred to as Association on the base of Agreement on registration and usage of collective guarantee trademark  concluded between Association and certification bodies hereinafter called the Bodies which are participant of the agreement.
2. Collective guarantee trademark  hereinafter referred to as  -mark is applied by the Bodies within the voluntary certification of products for suppliers which may be producers, importers or distributors. In case all requirements are met, a formal confirmation of performed certification process is a certificate issued by individual Bodies. The certificate entitles the supplier to apply to his product the  -mark consistent with the pattern described by the licence agreement concluded between the Association and the Body.
3. In frame of the agreement the product certification is operated according to a procedure consistent of the following basic elements:
   1) testing the product
   2) assessment of supplier's quality management system
   3) surveillance during validity period of the certificate covering periodic inspection of supplier's quality management system and testing the products collected at supplier's and/or on the market.
4. Product certification does not dispense supplier from the product liability or convey the liability to the Body or the Association.

§2

1. The certification covers domestic and imported products described in scope of the application for registration of  -mark.
2. The base of certification is constituted of safety requirements enclosed in national and international standards, technical criteria and state safety code.
3. Documents composing the certification base mentioned above should:
   1) define all characteristic features and requirements necessary to determine product properties in respect of safety of usage. They should be clearly determined and verifiable in an objective manner.

2) in detail and univocally describe methods of measuring and testing specified characteristic features and, where important, testing sequence.
3) determine a product sample volume necessary for checking conformity with specified requirements.

§3

1. Testing, results of which are used in certification process, are carried out by laboratories independent from a supplier and a customer and recognized to be competent by the Bodies.
2. In reasonable cases a Body may allow to do some testing under its surveillance in a supplier laboratory.
3. The tests mentioned in item 1 may be performed in relation to representative products selected by the Body from the whole stock of duly identified products submitted to the certification.

§4

1. Competence of the Bodies should be confirmed against PN-EN 45011: 2000 standard “General criteria for bodies operating product certification systems” by independent accreditation bodies or by the Certification Bodies Council.
2. Decisions which regard to granting, refusal of granting, withdrawing, suspending, prolonging, extending or restricting a scope of a certificate are taken up by a head of the Body.
3. Certificates are granted for period of up to five years.

§5

1. Detailed rules of conducting in product certification process.
   1) Contesting for certification
      a) a Body is obliged to tell the supplier contesting for B-mark certificate of documents being the base of certification,
      b) the Body should:
         - determine requirements for the file needed for the application for certification of each product or group of products and deliver to the applicant the forms of an application for certification containing the supplier’s declaration that he has not lodged another application covering identical products at another Body and a questionnaire of supplier assessment with filling advice,
         - indicate requirements for tests being used in certification process and inform on selecting a sample (samples); in justified cases the Body may permit to test the samples selected by the supplier
      c) an applicant submits the Body application for certification of the product or group of products.
         The supplier should enclose to the application:
         - documents allowing precise identification of product (e.g. catalogue cart, design file, drawing etc),
         - the questionnaire filled by the supplier,
         - other documents assigned by the Body prior to submitting the application

2) Product certification procedure consists of the following stages:
   a) formal completeness assessment of documents delivered by the applicant,
   b) registration of the application for certification of product or group of products,
   c) testing and assessment of the product,
   d) assessment of supplier's quality management system on the ground of system file analysis and/or the inspection of organizational and technical conditions for operating stable production or import,
   e) review and assessment of the whole material gathered during certification process,
   f) taking the decision on granting or refusal of granting the certificate,
   g) concluding an agreement with supplier-applicant on usage conditions of -mark and rules of surveillance,
   h) certificate issue.
3) Interruption of product certification may take place if:
   a) the applicant does not deliver complementary documents and/or information within the time limit set by the Body,
   b) The applicant does not meet financial obligations in relation to the Body,
   c) The applicant submits request for interruption of the certification.

2. Certification documents
   1) A certificate authorising its holder for affixing the -mark on products.
   2) A contract concluded between a supplier and a Body determining:
      a) financial obligation regarding to a surveillance and a right for usage of a conformity certificate or -mark,
      b) frequency of tests and/or inspections during surveillance period,
      c) rules of -mark usage,
      d) rules and course of conduct for prolonging, suspending, withdrawing, extending or restricting the scope of the certificate,
      e) other provisions necessary for performing surveillance by the Body also including terms of mutual informing on changes important for both parties.
3. The Body is bound to warrant its customers confidentiality of information relevant to them, acquired during certification and surveillance and also to assure protection of their property rights

§6

1. The body is bound to conduct surveillance over its issued certificates by means of:
   1) inspection of organizational-technical facilities,
   2) supervision of usage manner of certificates by suppliers,
   3) testing samples picked up at suppliers' and/or bought on the market.
2. In case the customer has quality management system certified the body having verified the validity of the certificate, may abandon performing inspection of organizational-technical facilities mentioned above (item 1 subsection 1).

§7

1. Suspending a certificate take place if:
   1) it is found the product does not meet requirements confirmed by the certificate,
   2) results of product tests or inspection performed during the surveillance are unsatisfactory,
   3) the customer does not meet his contract obligations.
2. Suspending a certificate, the Body should define the conditions under which it can be restored and the time limit for the conditions to be met. The time limit cannot be longer than six months.
3. A withdrawal takes place when:
   1) the concerned customer declares resignation from the certificate,
   2) the customer misuses his rights arising from the certificate,
   3) the customer does not fulfil conditions defined by the Body in set time limit unless a change of the time limit is mutually agreed.
4. In case of repeated applying by a customer for the certificate after a withdrawal of it, the Body shall perform certification process anew.

§8

1. Prolonging a certificate may take place following an application of the certificate holder on the base of:
   1) satisfactory results of tests and inspections carried out in the course of surveillance,
   2) full or simplified certification process performed by the Body.
2. Where a legal status of the certificate holder changes, the Body defines rules of transferring the rights to the certificate.
3. The Body shall establish a file necessary for prolonging certificate or transferring a property right to it.

§9

1. A holder of a certificate which entitles to designate a product with  -mark may apply for extending the scope of the certificate by including families or versions of the certified product if they do not differ significantly and fulfil all requirements pertinent to the base product.
2. Extending the scope of the certificate is possible after the Body has carried out a simplified certification process. A range of the process and the necessary documentation is determined by the Body as well.
3. Extending the scope of the certificate should be an annex to the certificate for the base product and have the same term of validity.
4. Suspending or withdrawing the certificate for a base product causes the same effect for all issued annexes.

§10

When matters of argument arise between the Body and its supplier, both parties having used all the possibilities contained in complaint and recall procedures of the Body, may apply to the Appeal Committee of the Council for final decision in the contention.

Secretary of the Council

Chairman of the Council