

1. Informative document about certification

Dear Enquirer / Applicant,

The purpose of this informative document is to describe the most important information about product certification and certification of factory production control.

ÉMI Non-profit Limited Liability Company for Quality Control and Innovation in Building (ÉMI Nonprofit Ltd) operates as assigned and notified body for testing and certification according to Regulation (EU) No 305/2011 of the European Parliament and of the Council of 9 March 2011 laying down harmonised conditions for the marketing of construction products and repealing Council Directive 89/106/EEC (CPR); and Government Decree 275/2013 (VII.16.) Of the Government of the Republic of Hungary on the detailed rules of designing and incorporating construction products into works and on their declaration of performance.

The management of ÉMI Nonprofit Ltd. guarantees its partners, users of construction products and market surveillance authorities that they carry out the conformity assessment of building products in an impartial, independent and non-discriminatory manner.

Colleagues involved in the certification procedure will keep the information they receive confidential and will not under any circumstances disclose it to third parties.

If according to Annex V. of CPR the product is categorized in system 1+, 1, 2+; tasks of the certification body are as follows:

- determination of product type (only in system 1 and 1+);
- initial inspection of the manufacturing plant and of factory production control;
- continuous surveillance, assessment and evaluation of factory production control;
- audit-testing of samples taken in the factory (only in system 1+).

All construction products are covered by a so-called technical specification; this technical specification is the basis of the certification procedure. There are basically two types of technical specification:

- harmonized hEN product standard, international (ISO) standard, or Hungarian standard;
- national technical assessment (NTA/NMÉ), or European technical assessment (ETA).

If for a product or a group of products no product standard is available which fulfil the criteria required for certification, a technical assessment has to be prepared. The national version of the technical assessment allows the product to be placed on market in Hungary, whereas the European Technical Assessment allows the manufacturer to affix the CE mark and the product can be placed on the market in the European Union.

The product specification specifies the system of assessment and verification of constancy of performance, the performance for essential characteristics to be assessed, and the tasks of the manufacturer and the certification body during assessment and verification of constancy of performance in accordance with Annex V. of Regulation (EU) No 305/2011.

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There are two main tasks during the initial certification procedure:

- 1) Inspection of the regulatory factory production control documentation introduced by the manufacturer (the documentation needs to be in English or Hungarian language).
 - compliance with the relevant technical specifications,
 - compliance with the general principles of quality management (ISO 9001).
- 2) Inspection of the factory and the factory production control system in practice on the basis of approved documentation, which complies with the technical specification and regulates all relevant processes as described above (on-site audit).

It is important to note that the initial inspection on-site is only possible on the basis of a factory production control documentation approved by the certification body and that the on-site inspection can only take place in a manufacturing plant that is manufacturing at the time of the audit; by reviewing the manufacturing processes in practice.

After a successful audit, a Certificate of Constancy of Performance (for systems 1 and 1+) or a Certificate of Conformity of Factory Production Control (for system 2+) will be issued for the manufacturer. ÉMI Nonprofit Ltd., in accordance with its obligation, registers and publishes the certificates issued by it on its website. The register is public and accessible for anyone.

The certificate issued is valid until its withdrawal, but its maintenance requires continuous surveillance, usually once a year. The certification body carries out surveillance activities under a framework contract of indefinite duration, as well as any "ad hoc" request to modify the certificate due to change the data or product range via extensions/reductions, and the issue of a certificate in a foreign language.

According to the framework contract, the certification body send the quotation for the surveillance every year and whenever ad hoc tasks occur in a so-called notification letter, which contains the current tasks, deadlines and prices. The manufacturer, or his authorized representative, orders the work by accepting the terms of the notification letter via e-mail.

An authorized representative is an organization or person authorized in written form by the manufacturer to represent them in the procedure; however, all documents issued including the certificate remains the exclusive property of the manufacturer.

The manufacturer's role does not literally mean physical production; the manufacturing is not necessarily carried out by persons employed by the production organization and may be subcontracted in its entirety, but the production control and responsibility for the product remain with the manufacturer. In all cases, it is the manufacturer who is responsible for the constancy of performance of the product.

In accordance with the regulations the performance values have to be declared in the declaration of performance for every construction product, mandatory in the language of the Member State in which the product is placed on the market. The declaration of performance is in all cases the responsibility of the manufacturer and shall be signed and stamped by the manufacturer.

A declaration of performance is valid when the assessment procedure of product performance has been completed.