PRODUCT CERTIFICATION AND CONFORMITY ASSESSMENT SYSTEM – GENERAL PRINCIPLES

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1. GENERAL INFORMATION

The Product and Personnel Certification Office (CW) is an independent organizational unit within the structure of PRS S.A. established to conduct, as the leading organizational unit, certification processes, product conformity assessment, process conformity certification, inspection, and verification of greenhouse gas emissions data (hereinafter referred to as the assessment process) on the basis of accreditations No. AC 114, AK 047, and PL-VG-0013 granted by the Polish Center for Accreditation.

The detailed scope of accreditation of the product certification body No. AC 114 (PL-VG-0013 in the case of EU ETS/EU MRW/EU FEU, AK 047 in the case of the inspection body) is presented on the website www.pca.gov.pl and is also available on the body's website.

2. SUBJECT OF THE DOCUMENT

This document sets out general guidelines and procedures for the system of activities carried out at the Product and Personnel Certification Office of PRS S.A.

The rules apply to assessment processes carried out in accordance with the requirements of Polish, European, and international standards and legal acts, as well as specific industry regulations, including the maritime regulations of PRS S.A.

These rules, developed on the basis of PN-EN ISO/IEC 17067:2014-04, form the basis for the creation of detailed assessment programs to confirm the conformity of products and processes with specific requirements (standards, technical criteria, legal regulations, etc.) for particular types of products and processes carried out by the Product and Personnel Certification Office.

Detailed requirements for factory production control certification are described in the "Guidelines for factory production control certification, requirements for manufacturers of construction products used in certification processes."

All assessment programs, including a description of the mechanisms through which the entity obtains financial support and information on fees for customers, are available upon request.

Product assessment requirements (resulting from standards, legal regulations, and/or the assessment program) are available upon request. If the assessment program requires clarification or interpretation of requirements, they are prepared by impartial experts with proven technical competence.

The rights and obligations of Applicants and Customers are maintained and made available upon request.

3. DEFINITIONS

Product certification – a process conducted on the basis of accreditation by the Polish Centre for Accreditation (PCA), aimed at confirming compliance with the requirements of standards and

other reference documents specified in the scope of accreditation and issuing a certificate of conformity with the PCA logo.

Conformity assessment – a process conducted on the basis of a notification made by the Government of the Republic of Poland to the European Commission, aimed at confirming compliance with the requirements set out in with the procedures specified in EU harmonization legislation (e.g., directives or regulations) and issuing appropriate certificates or other documents of conformity.

Verification – a systematic, independent, and documented process of assessing greenhouse gas emissions, conducted on the basis of accreditation by the Polish Centre for Accreditation (PCA).

Inspection – a process aimed at verifying the conformity of a product with the provisions of law within the scope specified by EU legal acts applicable to the product in question. Examination of a product, process, service or installation or their designs and determination of their conformity with specified requirements or, on the basis of professional judgment, with general requirements.

Appeal – a request by a Manufacturer/Applicant who does not accept the decision or actions taken by PRS to reconsider the case in the scope of the appeal.

Complaint – information reported by an external customer or other party (e.g., a reservation regarding the assessment process) concerning a service provided by the Product and Personnel Certification Office, which is not an appeal.

Complaint – information submitted to the Manufacturer of a certified product by a customer expressing their dissatisfaction with the quality of the product.

4. CERTIFICATION SYSTEM

4th1. PRS S.A. conducts assessment processes based on:

- the Act of April 13, 2016 on conformity assessment and market surveillance systems;
- PN-EN ISO/IEC 17065 Conformity assessment -- Requirements for bodies certifying products, processes and services;
- PN-EN ISO/IEC 17020 Conformity assessment -- Requirements for various bodies performing inspections;
- PN-EN ISO/IEC 17021-1 Conformity assessment -- Requirements for bodies providing audit and certification of management systems;
- PN-EN ISO/IEC 17067 Conformity assessment -- Principles for certification of products and guidelines for product certification schemes;
- PN-EN ISO 9001 Quality management systems — set of requirements used as a tool for auditing a manufacturer's quality assurance system. The selection and scope of the requirements assessed are based on the relevant directive and cover only elements relating to the quality assurance of production and/or products.
- PN-EN ISO/IEC 17025 General requirements for the competence of testing and calibration laboratories;
- PN-EN ISO/IEC 17029 Conformity assessment – General principles and requirements for validation and verification bodies;
- PN-ISO 14066 Greenhouse gases – Competence requirements for greenhouse gas validation and verification teams.

5. DESCRIPTION OF THE PROCEDURE

5.1 Scope of assessment processes

5.1.1 PRS S.A. conducts assessment processes in accordance with the following regulations:

- Regulation (EU) No. 305/2011 of the European Parliament and of the Council laying down harmonized conditions for the marketing of construction products (CPC),
- Commission Regulation (EU) No. 600/2012 on the verification of greenhouse gas emission reports and tonne-kilometer reports (EU ETS),
- Regulation (EU) 2015/757 of the European Parliament and of the Council on the monitoring, reporting, and verification of carbon dioxide emissions from maritime transport (EU MRV),
- Commission Implementing Regulation (EU) 2018/2067 on the verification of data and the accreditation of verifiers for the greenhouse gas emissions trading scheme,
- Regulation (EU) 2023/1805 of the European Parliament and of the Council on the use of renewable and low-carbon fuels in maritime transport (FuelEU Maritime – EU FEU).

PRS also conducts conformity assessments in relation to the following directives, regulations, and programs:

- Directive 2014/90/EU, Marine equipment;
- Directive 2013/53/EU, Recreational craft;
- Directive 2014/68/EU, Pressure equipment;
- Directive 2014/29/EU, Simple Pressure Vessels;
- Directive 2006/42/EC, Machinery (without PCA notification and accreditation);
- Directive 2014/35/EU, Low-voltage equipment (without PCA notification and accreditation);
- Regulation (EU) 2023/988, General product safety (without PCA notification and accreditation);
- Regulation (EU) 2016/425, Personal protective equipment;

and the program:

- PCW-01/WELD, Assessment of welding processes according to ISO 3834;
- PCW-01/RAIL, EN 15085 welding process assessment program;
- PCW-03/MFW, Certification and conformity assessment program for wind turbine components/types for offshore wind farm projects.

5.1.2 Certification confirming that products meet specific requirements is based on product certification programs according to PN-EN ISO/IEC 17067 "Conformity assessment. Fundamentals of certification and guidelines for product certification programs."

The individual elements of the assessment processes are described below.

5.2 Application

5.2.1 All parties interested in conducting the assessment process, at as part of communication with employees of the Product and Personnel Certification Office, receive information on legal requirements, certification rules, conformity assessment, and the assessment process procedure. Upon request for certification, the Office Manager or a person authorized by him/her shall provide the Applicant with Form 1/PCW-01 – *Application for product conformity assessment/(EN) Application form* and general information on the certification conditions. In justified cases, it is permissible to accept an application in another form (e.g., request for quotation, tender documentation, e-mail) provided that it contains the data necessary to prepare an offer and start the process.

The application does not constitute an obligation to use the services of PRS S.A., but only serves as a basis for preparing an offer. Application forms related to the conformity assessment process according to Directives, Regulations, and Programs are available at www.prs. pl .

5.2.2 The completed Application is the basis for the preparation of a comprehensive offer for the assessment processes to be carried out. The application contains the requested scope of assessment and the information necessary for the assessment of the products to be certified. The applicant also provides the name, address, and legal status, as well as specifies the products to be certified, the certification system, and the standards for which each product is to be certified.

5.2.3 *The* completed *Application* shall be submitted by the Applicant to the CW Office Manager or an authorized employee for registration and review, i.e., to verify:

- whether the Applicant/Manufacturer has been correctly identified?
- whether the Applicant has been familiarized with the certification requirements (available on the website www.prs.pl)?
- has the scope of the application been properly defined?
- is the information complete for the preparation of an offer and the certification process?
- whether the reference standards have been identified and whether PRS is accredited for the requested scope of certification/conformity assessment?
- Has the organization declared that the application has not been submitted to another notified body?
- Are the studies provided complete and correct (if applicable)?
- Does PRS have the capacity to carry out certification/conformity assessment with regard to scope, location, resources, and other conditions?
- Does PRS have competent personnel to carry out the certification/conformity assessment process?
- Are there any threats to impartiality?
- Has PRS signed appropriate agreements with external subcontractors (laboratories)?
- Have all known differences in understanding between the certification body and the client, including agreement on standards or other normative documents, been resolved?
- Can the application be accepted for processing?

These activities are documented in Form 10/PCW-01 *Review of the completeness and correctness of the application for conformity assessment.*

The application is then forwarded to the relevant expert for the preparation of an offer/contract in accordance with section 5.3.

5.2.4 It is permissible to prepare an offer without receiving Form 1/PCW-01, on the basis of a notification containing the data required to prepare the offer. This fact should be noted on Form 5/PCW-01 – Form for review and execution of a product certification order.

5.2.5 If a case is identified in which the application for certification/conformity assessment contains:
– product type, or
– a normative document, or
– a certification program,
with which the Product and Personnel Certification Office has no previous experience, an analysis is undertaken to assess the possibility of carrying out the certification process in terms of ensuring competence and the ability to undertake all required certification activities. If such a process is undertaken, records of the justification for the decision to undertake certification are kept. The applicant is informed of this fact.

5.2.6 If the assessment process is based on certifications previously granted to the Applicant, the certification body should refer to the existing certification(s) in its records, and in such cases, it is possible to omit some elements of the certification process. At the customer's request, the Ordering Party should be provided with a justification for omitting the activities.

5.2.7 If it is not possible to carry out the certification or conformity assessment process for any reason (e.g., lack of competence), the body shall notify the Applicant of the refusal, stating the reasons for the refusal.

5.3 Preparation of the offer and contract

5.3.1 If it is possible to carry out the assessment process, the designated expert, after analyzing *the Application* and consulting with the client, prepares *an Offer* and *a Product Certification Agreement*. If it is necessary to have the product tested by external subcontractors (laboratories) with whom appropriate cooperation agreements have been signed, the designated expert, when preparing the offer, checks each time the subcontractor's readiness to perform the order correctly (checks whether the scope of the order coincides with the scope of services provided, whether the subcontractor is accredited). The offer and the Product Certification Agreement are forwarded to the CW Office. The documents are reviewed and approved by an authorized person in accordance with the DC's authorization rules. Once approved, the offer and agreement are forwarded to the Applicant.

5.3.2 Once *the offer* has been accepted by the applicant and *the* signed *Product Certification Agreement* has been sent by the applicant, it is registered by an authorized person. Next, the CW Office Manager or an authorized person reviews the order and issues Form 5/PCW-01 - *Order Review and Execution Form* and appoints experts/auditors according to the rules specified in the relevant certification/conformity assessment program specified in section 5.4.2.

During the review of the order, the CW Office Manager or a person authorized by him/her determines whether:

- the client has been properly identified and a signed contract has been received
- the subject of the order has been properly defined?
- the reference standards have been identified, and whether the standards are within the scope of accreditation?
- the Office has a competent expert at its disposal?
- has a deadline been set?
- Is the client more than 60 days late with payments?

The CW Office Manager or a person authorized by him/her makes the relevant entries on Form 5/PCW-01 – Order Review and Execution Form. If one of the review criteria is not met, or if there is missing information or doubts, the Product and Personnel Certification Office contacts the Applicant to supplement the information and/or clarify the doubts; this fact is recorded on Form 5/PCW-01. If, despite the additions, the Office is unable to execute the order, the Applicant is sent the relevant information (including the reasons), and this fact is also recorded on Form 5/PCW-01.

The assignment of personnel to carry out the order is carried out in accordance with the principles of competence and impartiality set out in section 5.4.3.

In the case of product testing by PRS S.A., the principle of independence is applied, whereby activities related to conducting or supervising tests are performed by a person other than the person responsible for assessing the product.

External personnel may be engaged to carry out the assessment process, with proven competence, in accordance with the principles set out in procedure PCW-02.

If the applicant decides to order the service, they are obliged to:

- make appropriate preparations for the assessment, including ensuring the possibility of reviewing documentation and access to all areas covered by the assessment, records, complaints, and personnel,

- meet the requirements of PRS S.A. specified in the concluded Agreement.

5.4 Order fulfillment

5.4.1 Activities carried out under these rules are conducted in an impartial manner and within the time limits agreed with the Applicant.

5.4.2 The description of the procedure for the certification of products or processes is specified in the following documents:

- PCW-01/MED – Program for the conformity assessment of marine equipment according to Directive 2014/90/EU.
- PCW-01/RCD – Conformity assessment program for recreational craft according to Directive 2013/53/EU.
- PCW-01/PED – Conformity assessment program for pressure equipment according to Directive 2014/68/EU.
- PCW-01/SPV – Conformity assessment program for simple pressure vessels according to Directive 2014/29/EU.
- PCW-01/PPER – Conformity assessment program for personal protective equipment according to Regulation 2016/425.
- PCW-01/MD – Conformity assessment program for machinery according to Directive 2006/42/EC.
- PCW-01/WELD – Welding process assessment program ISO 3834.
- PCW-01/RAIL – EN 15085 welding process assessment program.
- PCW-01/ZKP – FPC certification program according to Regulation 305/2011.
- PCW-03/MFW – Certification and conformity assessment program for wind turbine components/types offshore wind farm project,
- PCW-01/ETS – Verification procedure under the greenhouse gas emissions trading system (EU ETS),
- PCW-01/MRW – Verification procedure for monitoring, reporting, and verifying CO_2 emissions from maritime transport (EU MRV),
- PCW-01/FEU – Procedure for verifying compliance with the requirements of the FuelEU Maritime Regulation (EU FEU).

Comments:

1. *In the case of an assessment process that includes a quality management system audit, the relevant procedure of the PRS S.A. Management Systems Certification Bureau may also apply (e.g., when the assessment is combined with an audit of the quality management system of the PRS Management Systems Certification Bureau or when the above-mentioned program does not regulate all activities in this area).*

2. *Lists of reference documents are attached to the above-mentioned programs or are available on the website www.prs.pl.*

5.4.3 , personnel with appropriate qualifications and competences are appointed to carry out a specific assessment. Persons who have been associated with the Applicant or Manufacturer or who have been involved in the design, supply, installation, or maintenance of the product in question to such an extent or for such a period that it could compromise the impartiality of the assessment may not be appointed to carry out the assignment. Assignments are carried out by personnel designated in accordance with procedure PCW-02.

If the auditor conducting the audit of the production or product quality assurance system does not have the appropriate qualifications in relation to the certified product, then an expert with the required qualifications is appointed to participate in the audit.

5.4.4 Before commencing the process, the designated person prepares an Assessment Plan. When planning the assessment, takes into account the results of the review of the submitted documentation . The plan contains information about the personnel designated to carry out each assessment-related activity and the individual elements of the assessment, such as: review of the design and documentation, sampling, testing, inspections, and audits. The assessment plan is documented on Form 8/PCW-01 Assessment Plan.

5.4.5 Where required, product testing is carried out by PRS's own laboratories or by subcontractors with whom appropriate cooperation agreements have been signed.

The employment of subcontractors or suppliers is preceded by a selection and qualification process.
After completing the task specified in the contract, they are subject to evaluation. At all these stages, the procedures of the Product and Personnel Certification Office apply.

Where applicable, the product should be prepared for testing in accordance the guidelines of the Ordering Party. Proper preparation of the product should be confirmed by the Ordering Party in a documented form. Product samples should be provided by the Applicant (Manufacturer or authorized representative) from current production in the quantity resulting from the applicable standard or technical specification.

Samples are identified based on the manufacturer's system. The product delivered for assessment is checked to ensure that it corresponds to the description provided and the approved technical documentation. If not, the assessment cannot proceed without first clarifying the problem with the Ordering Party.

During the period when the Product and Personnel Certification Office is responsible for the condition of the tested product, appropriate technical measures and actions are taken to prevent damage or deterioration of the product.

5.4.6 The order to carry out external tests is prepared by an expert and approved by an authorized person. In non-standard cases (e.g., deviations from the program, significant costs/risks), approval is given by the DC Director.

5.4.7 The CW Office Manager or a person designated by him supervises subcontractors cooperating with the CW Office in order to confirm their accreditation and ability to properly provide the required services.

a) Criteria for selecting new subcontractors to carry out the order:

– assessment of the ability to provide the required services,
– possession of licenses to perform specific activities or operations, if required by law,
– possession of knowledge and experience,

– possession of appropriate technical capacity,
– securing samples for testing provided by the CW Office,
– previous experience in the field.

b) Criteria for selecting subcontractors to perform the contract:
– assessment of the ability to provide the required services,
– possession of authorizations to perform specific activities or operations, if required by law,
– possession of the appropriate technical capacity,
– time of service performance,
– price for the work performed,
– long-term cooperation with the CW Office,
– positive result of the periodic assessment of the subcontractor.

c) Criteria for selecting subcontractors with whom a cooperation agreement has been signed but no orders have been completed to date:

– assessment of the ability to provide the required services,
– possession of authorizations to perform specific activities or operations, if required by law require such authorization,
– possession of appropriate technical capacity,
– previous experience related to participation, e.g., in a bidding procedure,
– willingness of the subcontractor to make financial concessions.

Criteria for qualifying subcontractors:
1) A – preferred (cooperation is carried out on a regular basis),
2) B – reserve (cooperation is carried out periodically),
3) C – resignation (no cooperation for a period exceeding 10 years).

5.4.8 Subcontractors and suppliers are evaluated as a team, with the active participation of the expert implementing the process and the coordinator of the program. Subcontractors are evaluated periodically, once a year, according to the requirements listed below:
– after completion of the subcontractor and supplier qualification process (regarding the bidding process),
– after completion of the order/contract.

Factors that influence a positive assessment of a subcontractor:
a) factors related to the progress of work:
  – compliance of the service with the order,
  – quality of the service,
  – timeliness of service performance,
b) factors related to participation in the tender procedure:
  – the subcontractor's willingness to make financial concessions (price conditions),
c) factors related to previous cooperation:
  – previous course of cooperation (e.g., complaints and how they were handled, period of of cooperation),
d) factors related to the subcontractor's past:
  – accreditations and certificates held,
  – positive results of periodic assessments.

The assessment of subcontractors is carried out in accordance with Form.11/ICW-01 - Service/material supplier assessment sheet. For each negative assessment, a comment from the assessor is required.

The detailed process of assessing subcontractors for laboratories and service providers is included in Instruction ICW-01 - Instruction for the recognition of laboratories and assessment of service providers.

If no orders have been completed within two years of the last assessment by a given subcontractor, the periodic assessment should be waived.

5.4.9 PRS S.A. recognizes test reports prepared by accredited laboratories for compliance with the requirements of ISO/IEC 17025 or recognized by PRS S.A., as a result of assessments carried out, which are subcontractors of PRS S.A.. Information on testing laboratories whose reports are recognized by PRS S.A. in certification processes is available upon customer request. Samples for testing are collected and identified by laboratories that are subcontractors of PRS S.A., within the scope of their accreditation, their own procedures, and agreements with the Product and Personnel Certification Office. Samples may be collected by the manufacturer on the basis of a protocol for commission sampling, under conditions agreed with PRS S.A. Sampling covers the entire population of products.

PRS S.A. also allows for the possibility of recognizing test reports prepared by foreign accredited laboratories on the basis of mutual recognition of reports within the EU and outside the EU, provided that the accrediting body is a signatory to the EA MLA or ILAC MRA agreement and after verification of the scope of testing and the validity of accreditation.

The validity of test reports is determined by the unit on a case-by-case basis, depending on the product and the specific nature of the tests.

PRS S.A. recognizes laboratories that perform tests, measurements, or trials used by the Product and Personnel Certification Office in certification processes in accordance with ICW-01 - Instructions for the recognition of laboratories and service providers. A designated employee maintains a list and supervises the laboratories to which tests are subcontracted. In the case of subcontracting tests in the certification/conformity assessment process, the Ordering Party is informed of this fact in the offer.

5.4.10 After the conformity assessment process has been carried out , the CW Office Manager or an authorized person with the relevant competence makes an administrative decision to issue a certificate , which is signed by the DC Director. The certificate issued under the program, confirming the conformity of the product with the relevant reference documents, is issued for the period specified in the certification program.

The decision to issue or not to issue a certificate is made by a designated person with the appropriate competence.

5.4.11 Documents of conformity signed by the DC Director or a person authorized in writing by him, together with a cover letter , or a letter informing about the non-issuance of the certificate, are sent to the Applicant.

5.4.12 No later than 30 days after the certificate is issued, a designated CW employee shall complete the certificate information in the search engine on the PRS website.

The information about the issued certificate shall include at least:

- identification of the manufacturer and the certified product,
- the date of issue and period of validity of the certificate,
- identification of the applicable certification/conformity assessment program and standards or
  normative documents.

5.4.13 In justified cases, including emergency situations or when the nature of the activities allows it, the person conducting the assessment process may take measures to use Information and Communication Technology (ICT) to carry out the assessment in the Organization. Assessment programs should be adapted appropriately to the technical capabilities of the Organization, and solutions should be applied that are best suited to the needs of the Organization, taking into account internal security issues and accreditation, certification, and applicable regulatory requirements.

5.4.14 For each process carried out using ICT, after receiving the completed Organization questionnaire (Form.1/ICT/PCW-01), a threat analysis and risk assessment is carried out and documented in Form.2/ICT/PCW-01.

5.4.15 A mixed (hybrid) assessment is permitted, covering activities carried out using ICT and activities carried out on site.

The scope and method of the hybrid audit are agreed individually with the Organization, based on the risk analysis, and documented in the audit/assessment plan.

5.4.16 If the assessment cannot be carried out on the scheduled date as an on-site assessment and if, based on a risk analysis, it is not possible to carry out an audit or inspection using ICT technology, the CW Office Manager may decide to postpone the date of the audit or inspection, but for no longer than 6 months.

5.5 Assessment

5.5.1 The assessment process shall be carried out in accordance with the standards and/or regulations covering the scope specified in the application and in accordance with the assessment criteria for the specific assessment program.

5.5.2 PRS S.A. declares that it will conduct the assessment process in an impartial manner, within the time limits agreed with the supplier or its authorized representative. Non-conformities identified during the assessment are documented, and the manufacturer's (supplier's) representative confirms with his signature that he understands and accepts the non-conformities.

5.5.3 Corrective actions related to non-conformities in the assessment process shall be carried out by the manufacturer (supplier) and accepted by the Product and Personnel Certification Office before the certificate is issued.

5.6 Assessment report

5.6.1 The personnel conducting the assessment of the products/processes prepare *an Assessment Report/ (EN) Survey Report* - Form. 9/PCW-01 with conclusions regarding the compliance of these products with all requirements set out in the assessment process. The report includes and documents all activities related to the assessment prior to the review.

5.6.2 The full report contains the results of the assessment, identifies any non-compliance that needs to be addressed in order to meet all the requirements of the assessment process, and specifies the scope of additional assessment or testing required if the Applicant expresses interest in continuing the assessment process. If the Applicant decides to carry out additional assessment activities and can demonstrate that corrective actions have been taken to meet all requirements within a specified time frame, only the necessary parts of the original assessment procedure are repeated. The planning process specified in 5.4.4 should be repeated in order to carry out the additional activities.

5.6.3 Assessment reports issued as a result of the assessment process shall be numbered according to the following rule: CW / NN initials of the auditor or expert / Name of the Directive or Regulation / Sequential number from the CW review report register on the CW server / Year of issue.

Example of numbering an assessment report for Directive 2014/68/EU (PED): CW/TzG/PED/1/2021.

5.7 Decision on certification, conformity assessment, inspection, or verification

5.7.1 The report on the assessment process, together with complete documentation, is forwarded to a person not involved in the process, , for review and/or decision on certification, conformity assessment, inspection, or verification.

5.7.2 The person conducting the assessment process issues a certificate or informs the applicant of its refusal to issue one. The decision to issue, refuse to issue, revoke, suspend, restrict, extend, transfer, renew, or reinstate a certificate is made by an authorized person with the appropriate competence.

Each certificate issued shall contain at least:

a) the name and address of the certification body,

b) the date of issue and period of validity of the certificate,

c) identification of the manufacturer and the certified product,

d) identification of the applicable certification/conformity assessment program and standards or normative documents,

e) a list of documentation relating to the product with the date of acceptance by the expert (e.g., risk analysis, assembly drawing
assembly drawing, etc.)

f) test report number, laboratory name, accreditation number (if applicable), date of issue of the report,

g) assessment report number with date of issue.

h) information about the product,

i) oval stamp with Neptune (40 mm oval) together with the number of the notified body (red red) shall be placed on certificates issued in accordance with the following directives regulations and programs:

- Directive 2014/90/EU, Marine equipment;
- Directive 2013/53/EU, Recreational craft,
- Directive 2014/68/EU, Pressure equipment;
- Directive 2014/29/EU, Simple pressure vessels;
- Regulation (EU) 2016/425, Personal protective equipment;
- Regulation 305/2011, Conditions for the marketing of construction products.

j) an oval stamp with Neptune (40 mm oval) without the notified body number (red) red) is placed on certificates issued in accordance with the following directives and programs:

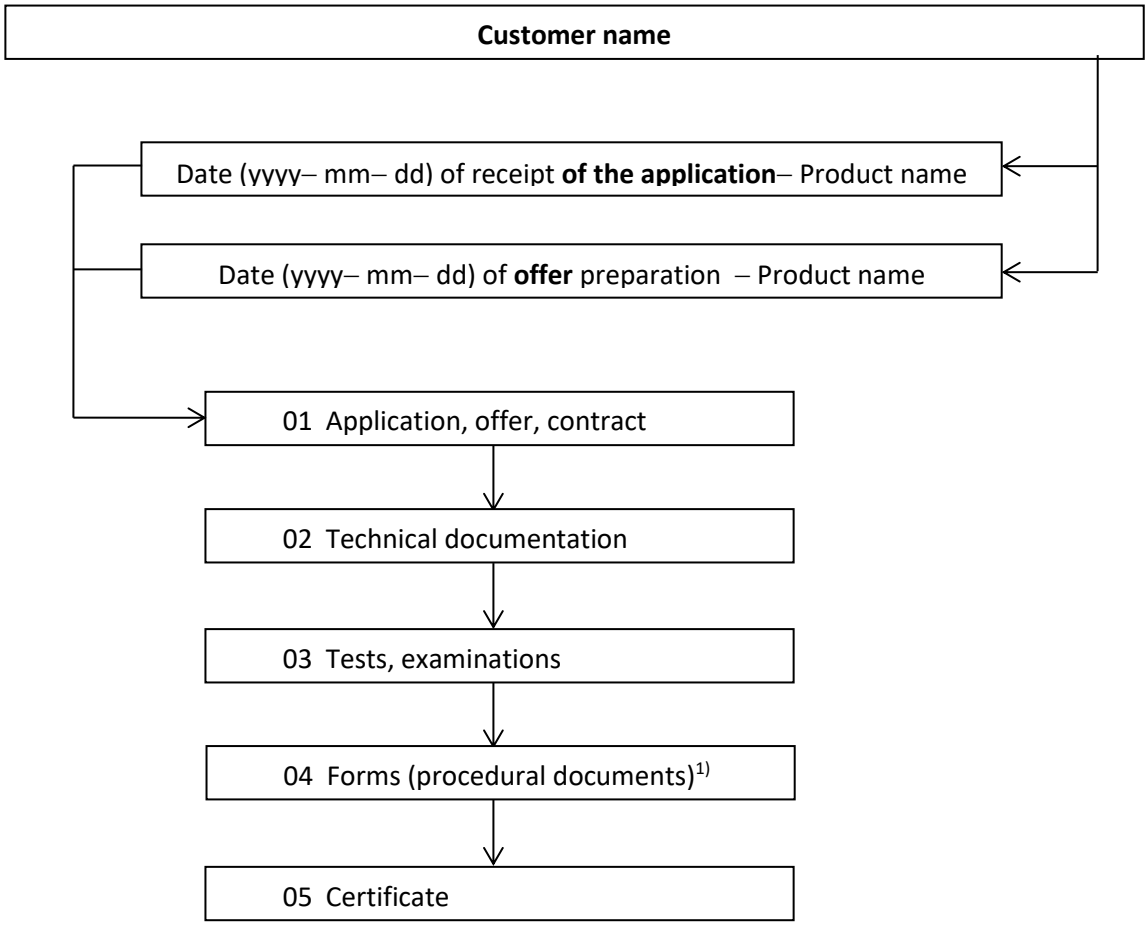
- Directive 2006/42/EC, Machinery (without PCA notification and accreditation);
- Directive 2014/35/EU, Low Voltage Equipment (without PCA notification and accreditation);
- Regulation 2023/988, General Product Safety (without PCA notification and accreditation);
- PCW-01/WELD, Assessment of welding processes according to ISO3834;
- PCW-01/RAIL, Welding process assessment program EN 15085.

Method of archiving documents in electronic form on the CW server:

electronic documents may be in formats such as {*.doc} and {*.pdf} as scans of documents with signatures and/or stamps. Documents in the CW DATABASE are also considered electronic documents.

The algorithm for naming folders with electronic documents is as follows:

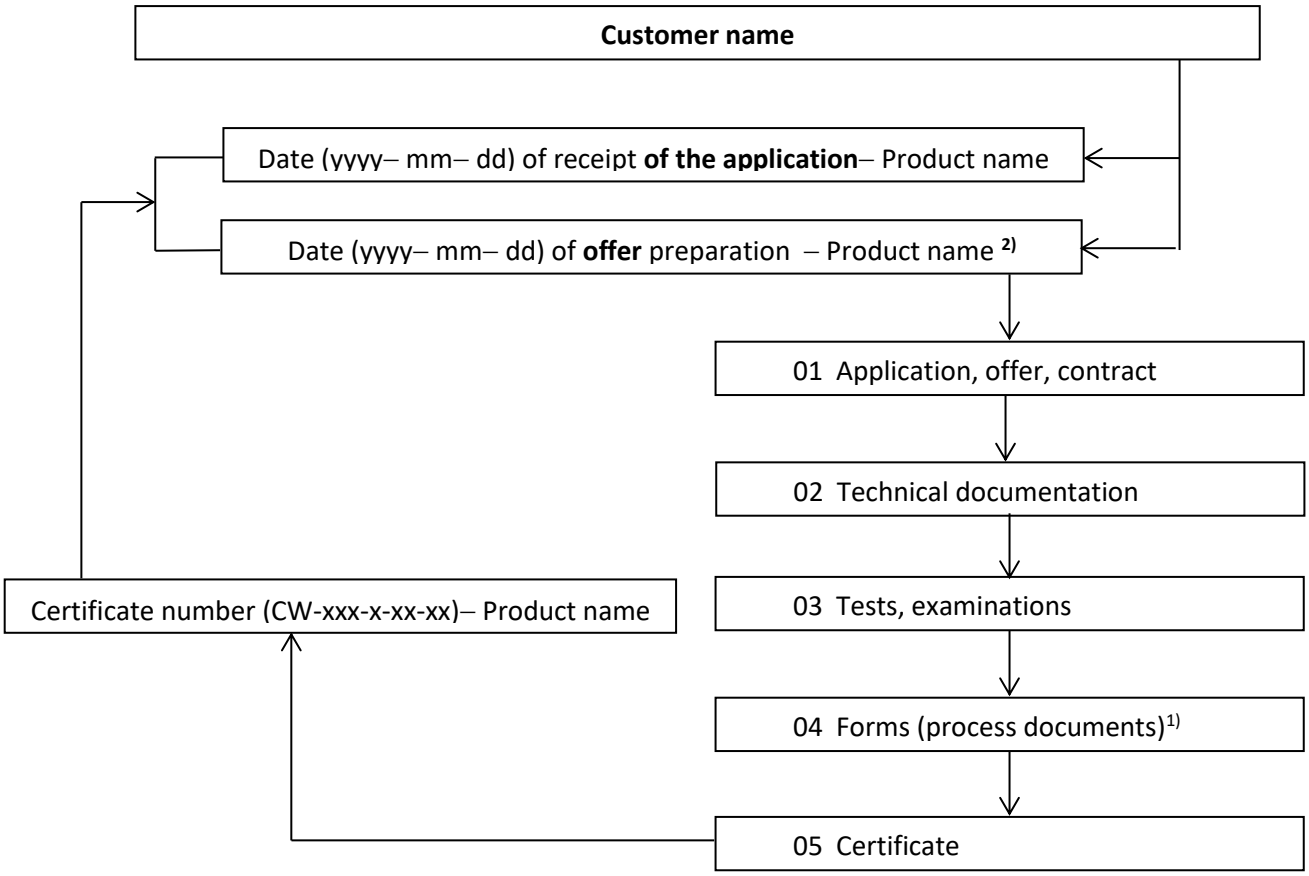
1. Process without certificate issuance



Note:

[1)] if there is no application date (e.g. no file), the folder should be marked with the date of dispatch of the offer plus the name
of the product.

2. Process completed with the issuance of a certificate



Comments:

1) if a certificate is issued, replace the date of receipt of the application or issue of the offer with the certificate number plus the name of the product.

a) Folder 01 contains the application, offer, contract, and any correspondence related to, for example, clarifying the scope of certification, extending the offer, etc.
b) Folder 02 contains customer documentation plus, if applicable, a scan of the documentation approved by the CW Expert/Auditor/Inspector/Verifier (the originals of the approved documentation in paper form are placed in files and archived).
c) Folder 03 contains test reports/protocols (entrusted by the customer, commissioned by the CW Office).
d) Folder 04 contains:
   - all forms related to the process carried out in a given program and letters (e.g., final letter).
   - The final letter should be registered in the "CW Database - Correspondence Log" program (example of entry: W-xxxx/A/xx Final letter).
   - Pro forma invoice.
e) Folder 05 contains only certificates in {*.doc} and {*.pdf} formats.

5.7.3 The applicant shall receive the decision in writing. A decision to refuse to issue a certificate shall be duly justified.

5.7.4 The DC Director shall have the right to designate a person authorized to sign certificates.

5.7.5 In the event of changes affecting the content of the certificate, the certificate shall be revised. The revision shall consist in issuing a new version of the certificate with the same certificate number and assigning a new revision number: Rev.1, Rev.2, etc.

5.7.6 In the event of administrative changes (e.g., change of applicant's address), the revision may be carried out without the need to complete the full certification process.

5.7.7 In the case of changes concerning the product or the scope of certification, the scope of necessary assessment activities is determined before the revision of the certificate is issued. Depending on the nature of the change, these may include a review of documentation, additional tests and, if justified, the issuance of a new certification decision.

5.8 Appeals, complaints

5.8.1 The applicant shall have the right to appeal against a decision taken in the assessment process. The appeal may concern the wording of the scope of certification, the decision not to issue, suspend or withdraw a document of conformity.

Appeals and complaints should include:

- the name and address of the applicant or holder of the document,
- a description of the subject of the appeal or complaint,
- justification for the appeal or complaint.

Appeals and complaints are considered by PRS S.A. in an impartial manner, with respect for the principles of confidentiality and protection of the interests of all parties concerned, by persons not involved in the assessment process to which the appeal or complaint relates.

5.8.2 An appeal or complaint submitted by the applicant or certificate holder is registered by the CW Office Manager or an employee designated by him in the Register of Complaints and Appeals. The CW Office Manager or an employee designated by him formally informs the complainant or appellant of their acceptance within 10 days of receipt.

5.8.3 The DC Director is responsible for providing written feedback (on the outcome and completion of the appeal/complaint process) to the Applicant or certificate holder regarding the appeal. This information shall be provided within 30 days of receipt of the notification.

5.8.4 External letters containing reservations of an external party regarding the results or manner of service provision by PRS are forwarded to the CW Office Manager. The CW Office Manager or a designated CW employee records it in the Complaints and Appeals Register. The CW Office Manager is responsible for collecting and verifying all necessary information (to the extent possible).

5.8.5 The CW Office Manager then reviews the case and takes the necessary steps to clarify the matter. After completing the analysis, he or she prepares a draft written response to the customer.

If staff (including those in managerial positions) have provided consulting services to the Applicant or have been employed by the Applicant, they may not be used to review or approve the resolution of a complaint or appeal from that Applicant for a period of two years after the end of the consulting services or employment.

5.8.6 A client filing an appeal/complaint may challenge the outcome of its consideration by the Product and Personnel Certification Office. In such a case, the client's letter is forwarded to the Management Board of PRS S.A. for consideration.

5.8.7 If PRS receives a complaint from a customer or other party regarding a certified product, PRS shall request an explanation and corrective action proposals from the manufacturer. Once the corrective actions have been approved by PRS, a deadline for their completion shall be set.

The validity of the certificate may be suspended for the duration of the corrective actions (see section 5.13.3)**.**

Comments:

1. *If the resolution of a complaint or appeal may take longer than 30 days, the CW Office Manager or a person designated by him shall inform the customer in writing of the expected response time before the expiry of that period.*
2. *The DC Director may authorize the CW Office Manager to notify the customer in writing of the manner in which their complaint or appeal will be handled.*

5.9 Supervision

5.9.1 Supervision activities are documented in accordance with the accepted rules, as in the assessment process. No supervision is carried out for products certified according to the type 1b program in accordance with PN-EN ISO/IEC 17067 . However, for products certified according to the type 3 program according to PN-EN ISO/IEC 17067, supervision is carried out through testing or inspection of samples from the factory and evaluation of the production process. Samples for testing from a homogeneous batch of products submitted for verification are selected at random by an expert. The sample size is determined according to the relevant standard (ISO 2859).

Where applicable, products should be prepared for testing in accordance with the Ordering Party's guidelines. Proper preparation of the product should be confirmed by the Ordering Party in a documented form. Product samples should be provided by the Applicant (Manufacturer or Representative) from current production in the quantity specified in the applicable standard or technical specification.

5.9.2 Assessments are carried out in accordance with the rules set out in the relevant program.

5.9.3 The scope of the assessment is determined by the CW Office Manager or a person designated by him based on the results of previous assessments.

Regardless of periodic assessments, unannounced visits may be carried out in justified cases.

5.9.4 PRS S.A. requires the manufacturer to inform the certification body of any changes, such as an intended change to the product, a change to the production process or, if applicable, a change to the quality system affecting the conformity of the product.

5.9.5 An essential element of safe work is knowledge of the health and safety regulations applicable during inspections. Awareness of existing hazards and compliance with workplace health and safety instructions have a significant impact on the safe working conditions of personnel. PRS personnel are required to know and apply health and safety regulations in the scope of their activities, including the rules applicable at the facility where supervision is carried out. The client (facility) is required to train PRS personnel in the health and safety rules applicable at the facility, in particular with regard to local hazards and procedures, before proceeding with the assessment/inspection.

Personnel must read Chapter 2, "Health and Safety in the Inspector's Work," of Part I-1, "Instructions for Inspectors," of PRS S.A. and confirm this with their signature.

5.10 Renewal

If, before the expiry date of the document of conformity, the supplier declares its readiness for renewal, the Product and Personnel Certification Office shall organize a re-assessment process. The assessment shall be carried out within a time frame that allows for the continuity of the certificate's validity.

If the agreement was not signed for an indefinite period, a new agreement is signed for the next period of validity of the certificate.

The recertification audit should take into account the results of the management system's performance during the certification period and should include a review of previous surveillance audit reports and complaints received from parties interested in certification.

The recertification audit should include an on-site audit focused on:
- the effectiveness of the management system as a whole in light of internal and external changes and its continued suitability and relevance to the scope of certification;
- demonstrated commitment to maintaining the effectiveness and improving the management system in order to improve overall performance;
- determining whether the operation of the certified management system contributes to the implementation of the organization's policy and the achievement of its objectives.

If non- , or lack of evidence of is identified during the recertification audit, the certification body should set time limits for the implementation of corrections and corrective actions before the expiry date of the certification.

In justified cases, based on a threat analysis and risk assessment in accordance with IAF MD 4 and PCW-01, it is permissible to carry out an assessment/audit in a hybrid form or using ICT, provided that this ensures the achievement of the objectives of the assessment/audit.

5.11 Rules for revocation (withdrawal) of certificates

5.11.1 A certificate may be revoked if the client's conduct is found to be inconsistent with the certification agreement, in particular if the certified client:
- has ceased to manufacture the products for which it received the certificate;
- does not allow assessments to be carried out by with the required frequency;
- fails to meet its financial obligations to PRS S.A.;
- has not taken action within the agreed time limit resulting from changes in the requirements contained
  in the references forming the basis for certification;
- has not taken action within the agreed time limit in relation to a complaint concerning a certified product, which was submitted to PRS SA;
- the product's non-compliance with certification requirements has been confirmed as a result of supervision or in any other way.

5.11.2 The revocation of a certificate is preceded by a written notification to the customer of the circumstances justifying the revocation. The decision to revoke a certificate is made by the Director of DC or the Head of the CW Office.

The revocation of the certificate may be preceded by the suspension of its validity (see section 5.13.3). This information, together with a written justification, shall be communicated to the relevant supervisory authorities.

5.11.3 PRS S.A. terminates the certification agreement. The client is informed of this fact in writing, specifying the date of certificate revocation.

The client may appeal against the decision to revoke the certificate in accordance with section 5.8.

5.12 Use of the certificate

PRS S.A. supervises the use of certificates during the assessment carried out in the course of supervision by monitoring information from market surveillance authorities and other bodies submitted to the Product and Personnel Certification Office, as well as by random checks of information contained in advertising materials and on the Internet. In the event of encountering a case of improper reference to certification or misleading use of certificates, PRS S.A. takes appropriate action, e.g., corrective action, revocation of the certificate, public disclosure of information about the offense, and, if necessary, legal action.

5.13 Extension, restriction, and suspension

5.13.1 The scope is extended on the basis of additional applications Form. 1/PCW-01 – *Application for product conformity assessment*, in accordance with the provisions set out in points 5.1 to 5.5. (constituting annexes to individual programs).

In the event of changes in normative documents or certification programs, this fact is communicated to the clients of the Product and Personnel Certification Office. The letter sent in this regard contains information about the changes required to be implemented by the client and the method of their verification.

When expanding the scope and making changes to products or processes, it is necessary to carry out the processes specified in points 5.1 to 5.8, including, if required:

- assessment,
- review,
- decision,
- issuance of amended formal certification documents,
- issuance of certification documents after carrying out revised activities related supervision.

5.13.2 No reduction in the scope of certification/conformity assessment is envisaged.

5.13.3 Certification may be suspended in connection with a complaint concerning a certified product or process received by PRS S.A. The suspension is for a specified period of time to investigate the cause of the complaint and take corrective action.

This information, together with a written justification, is forwarded to the relevant supervisory authorities.

If the corrective actions related to the complaint are completed with a positive result, the validity of the certificate is restored. The assessment, review, and/or decision necessary to lift the suspension shall be carried out in accordance with the applicable points 5.5-5.8.

If corrective measures are not taken within the agreed time frame, the certificate shall be revoked.

5.14 Complaints submitted to manufacturers

PRS requires the manufacturer of certified products or processes to:

- to keep records of all known complaints regarding the conformity of the product with the requirements of the relevant standard and to make these records available to PRS upon request PRS,
- taking appropriate action in relation to these complaints and any defects detected in products that affect their compliance with the requirements set for certification.

5.16 Impartiality

PRS S.A. is an entity conducting assessment processes as an independent third party.

The impartiality and correctness of the assessment process is monitored by the Impartiality Committee, which operates on the basis of its own rules of procedure.

The Product and Personnel Certification Office is a completely independent and autonomous body ensuring full impartiality and credibility. It does not engage in the design, manufacture, or sale of products that are subject to the assessment process.

In accordance with point 10 of Article R17 of Annex No. 1 to Decision No. 768/2008/EC of the European Parliament and of the Council of July 9, 2008, on a common framework for the marketing of products, repealing Council Decision 93/465/EEC:

– personnel involved in assessment processes are required to maintain professional secrecy with regard to all information they obtain in the course of their duties in accordance with the relevant national legislation (except for maintaining secrecy vis-à-vis the competent authorities of the Member State in which the tasks are performed). Property rights are protected.

The identification and assessment of threats to impartiality is carried out as part of a risk analysis in accordance with risk assessment procedure PC-01.

5.17 Confidentiality

Persons involved in the assessment processes are required to maintain the confidentiality of all information related to the process. All information provided by our clients during the assessment process is confidential and is not disclosed to third parties without their written consent. If the law requires the disclosure of any information to a third party, the applicant is notified of the content of the disclosed information to the extent permitted by the relevant normative documents or legal regulations.

Confidentiality is also ensured by:

- restricted access to the applicant's documentation from the moment the product or process is submitted for assessment until the archiving stage,
- recording of documentation created during the assessment and supervision process (contracts, inspection reports, test reports),
- archiving evidence from the assessment process and all applicant documentation submitted during the process.

5.18 The obligation to comply with the rules of competition and confidentiality is included in the declaration, according to which employees undertake to:

– comply with established rules, including rules on confidentiality and independence from commercial or other interests,

– keep confidential all circumstances and information provided to them in connection the performance of their duties and in relation to which they have taken the necessary measures to maintain their confidentiality and whose disclosure could expose PRS S.A. to damage.

5.19 Legal liability

The certificate obtained does not release the certificate holder from liability for the product and the consequences of using a product of inadequate quality.

The assessment process does not include an analysis of the documentation of the subject of the assessment in the light of the applicable laws on copyright and related rights and on industrial property rights.

5.20 Validity of documents

Program coordinators monitor the validity of standards/regulations applicable to individual programs (on an ongoing basis).

In terms of document supervision, "Lists of standards" containing detailed conformity assessment requirements according to Directives or Regulations are attached to individual programs developed in accordance with the guidelines of document PCA DA-10 Accreditation in flexible scopes (including attachments) or are listed in the program content. New or revised standards are added to the "List of Standards" on an ad hoc basis, i.e., upon receipt of a request for proposal or a request for an assessment from the client, either for a standard not yet included in the "List of Standards" or for a revised standard replacing a previously used standard. Regardless of the above, program coordinators are required to verify the validity of standards and regulations related to the programs at least once every 6 months.

In the event of a change in standards/regulations, program coordinators are required to review their programs and update them along with the relevant appendices, as well as to conduct an analysis on Form 11/PCW-01 to confirm the unit's ability/capacity to conduct the assessment process in relation to the changes introduced in the normative document.

Also, with each program update (not related to changes in standards or regulations), the Coordinator checks the validity of the external documents referred to in it and, if necessary, makes appropriate changes.

5.21 Additional information

Additional information can be obtained from the Secretariat of the Certification Division of PRS S.A., tel. +48 (058) 75 11 273, e-mail: dc@prs.pl.

6 RELATED DOCUMENTS

- PN-EN ISO/IEC 17065 - Conformity assessment -- Requirements for bodies certifying products, processes and services.
- PN-EN ISO/IEC 17067 Conformity assessment -- Fundamentals of product certification and guidelines for product certification programs.
- PN-EN ISO/IEC 17020 Conformity assessment -- Requirements for various inspection bodies.
- PN-EN ISO/IEC 17021-1 Conformity assessment -- Requirements for bodies providing audit and certification of management systems.

- PN-ISO 14066 Greenhouse gases -- Competence requirements for greenhouse gas validation and verification teams.
- PN-EN ISO 9001 Quality management systems -- Requirements.
- Act of April 13, 2016 on conformity assessment and market surveillance systems – text Journal of Laws 2016, item 542.
- PC-01 Risk management in certification, conformity assessment, verification, and laboratory activities.
- PN-EN ISO/IEC 17025 General requirements for the competence of testing and calibration laboratories.
- PN-EN ISO/IEC 17029 Conformity assessment – General principles and requirements for validation and verification bodies.
- DA-10 www.pca.gov.pl.

Links between assessment process programs and product groups and standards or criteria documents that form the basis of the assessment process can be found at www.pca.gov.pl (scope of accreditation of the product certification body No. AC 114, scope of accreditation of the inspection body AK 047, scope of accreditation of the verification and validation body PL-VG-0013).

7 FORMS

Forms referred to:

Form no.	Form name
Form 1/PCW-01	Application for conformity assessment of a product / (EN) Application form
Form 2/ PCW-01	Contract for product certification
Form. 5/ PCW-01	Order review and fulfillment form
Form.8/ PCW-01	Product certification/conformity assessment/inspection process plan
Form.9/ PCW-01	Survey report
Form.10/ PCW-01	Review of the completeness and correctness of the application for conformity assessment
Form.11/ PCW-01	Analysis of standards
Form.1/ICT/PCW-01	Survey on risk assessment and the possibility of conducting processes remotely
Form.2/ICT/PCW-01	Risk assessment and threat analysis for remote processes

8 APPENDICES

Attachments included:

Attachment 1 to Form.2/PCW-01 – Annex to the product certification agreement (supplement to Form. 2/PCW-01).