



INFORMATIVE PUBLICATION 14/I

PRINCIPLES OF RECOGNITION OF TESTING STATIONS AND MAINTENANCE SHOPS

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as guidance or explanatory notes to PRS Rules.

GDAŃSK

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This edition corrects errors disclosed in the 2002 edition of this Publication and includes necessary updates.

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1 GENERAL PROVISIONS

1.1 This *Publication* applies in cases where PRS grants recognition to a testing station or a maintenance shop of equipment and installations subject to PRS survey, with the exception of those facilities for which the conditions of recognition are specified in *Publication 51 – Procedural Requirements for Service Suppliers* or *Publication 56 – Procedural Requirements for Laboratories*.

1.2 This *Publication* expands and supplements the general requirements set forth in subchapter 4.4 of the *Supervision Activity Regulations*.

1.3 The recognition of a testing station or a maintenance shop may be granted as a result of the requirements set forth in the relevant PRS Rules or voluntarily on request of a specific facility. Such recognition does not cover design activities, if any are performed. The documentation required for recognition, referred to in 1.4, is subject to review by PRS.

1.4 The basis for taking recognition procedure by PRS is a written request from a testing station or a maintenance shop to PRS Head Office, containing:

- .1 name and address of the testing station or maintenance shop,
- .2 the organization chart of the testing station or maintenance shop and description of work performed,
- .3 requested scope of recognition,
- .4 the history of the testing station or maintenance shop and reference list of the work performed,
- .5 the list of personnel performing the work and supervising personnel including their professional profiles, copies of certificates, diplomas, etc.,
- .6 the list of measurement and repair equipment on hand,
- .7 the list of technological instructions and standards applied,
- .8 measures and technologies used to protect the environment, where applicable,
- .9 methods of maintaining records and documenting the work performed,
- .10 templates for documents issued,
- .11 terms of payment for PRS recognition.

The enclosures specified above should be submitted in electronic form, and in case of hard copies in triplicate. One set of reviewed documentation is returned to the applicant.

2 REQUIREMENTS

2.1 A maintenance shop or a testing station should employ personnel with the appropriate qualifications and professional experience to carry out the work subject to PRS recognition. In cases specified by PRS, the personnel employed should be trained by the manufacturer of the equipment to be maintained and should hold the relevant certificates as proof of this.

2.2 The maintenance shop or testing station should be equipped with measuring and diagnostic equipment, as well as tools, appropriate to the work performed and suitable to the type and sort of appliances or installations undergoing testing or maintenance. Measuring equipment should have a higher accuracy class than the measuring instruments used in the equipment or installation. Measuring instruments should have valid calibration certificates or inspection.

2.3 Where repair kits are used for maintenance, they should be supplied by the manufacturer of the given appliance or its sub-supplier and should be accompanied by appropriate certificates. When required by specific PRS Rules, parts used for repairs or as a replacements should be accompanied by PRS' *Certificates* or *Type Approval Certificates*.

2.4 The maintenance shop or testing station should be provided with the original and valid manufacturers' manuals for appliances and installations being tested or maintained, and should apply the maintenance technologies recommended by the manufacturers.

2.5 Where applicable, maintenance technologies should ensure that environmental protection requirements are met. This applies, in particular, to appliances and installations which contain harmful substances (e.g. halon, freon, radioactive substances), the removal or replacement of which during maintenance is subject to specific restrictions.

2.6 Where necessary, PRS may require that repair or testing technologies be approved separately. PRS shall advise the testing station or maintenance shop of this in the letter acknowledging the receipt of the application for recognition. Repair or testing technologies subject to recognition shall comply with the relevant PRS requirements.

2.7 Testing station or maintenance shop with a certified quality management system (QMS) compliant with the requirements of ISO 9001 or ISO 14001 should, when applying for recognition, submit the relevant QMS documentation together with the documents listed in 1.4. In such cases, the PRS recognition procedure also includes an assessment of the QMS operation.

3 RECOGNITION PROCEDURE

3.1 A testing station or maintenance shop is recognised on the basis of a favourable assessment of the documents submitted with the application for recognition and following a successful inspection of the station or shop.

3.2 The purpose of the inspection is to ascertain that the requirements referred to in Chapter 2 are fulfilled, and in particular:

- .1 verification of personnel qualifications,
- .2 possession of appropriate equipment,
- .3 possession of the necessary manufacturer's instructions,
- .4 possession of and application of appropriate testing and maintenance technologies,
- .5 keeping records and documentation of the work carried out,
- .6 applying a system for supervising the work carried out and its quality,
- .7 verifying the quality of the work carried out.

3.3 If a maintenance shop or testing station operates a QMS, the functioning of the system – and in particular the maintenance of records documenting that functioning – shall be subject to verification during an inspection.

3.4 *Recognition Certificate* is issued with a validity period of up to five years. During the validity period of the *Certificate*, PRS conducts an inspection of the testing station or maintenance shop at least once a year. Apart from this inspection PRS makes assessment of the repair and maintenance work carried out by the shop on the basis of observations made during supervision.

3.5 The *Recognition Certificate* issued by PRS may contain additional conditions accompanying the recognition, and in particular, the principles of cooperation with PRS Surveyors and the scope of PRS' acceptance of documents issued by the testing station or maintenance shop. One of the conditions of recognition may also be the obligation of submitting periodical reports to PRS on defects observed during inspections or repair and maintenance work in the installations and equipment covered by such work.