



Conformity assessment procedures for the Alarm Components Scheme

RD_070, Issue 23

This guide describes the conformity assessment procedures for Alarm Components. This Alarm Components Scheme certifies that Alarm Components comply with technical standards applicable in the various Member States of the European Union.

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1 Introduction

1.1 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).

1.2 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 applicable in one or more Member States of the European Union. Kiwa FSS Products can provide you with a digital version of this document.

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 ISO/IEC 17067:2013.

2 Requirements

2.1 Overview

Alarm Components may obtain a certificate under this certification scheme if:

- The component is falling under the scope of this scheme;
- The component is tested in accordance to one or more applicable standards;
- The component has been tested either by Kiwa FSS Products, a Kiwa FSS Products-listed laboratory or any laboratory, which is accredited to the technical standard(s) tested.
- The component is compliant to the tested standard(s).

2.2 Alarm Equipment under this scheme

The following Alarm Equipment is falling under the scope of this scheme:

- Access Control System;
- Active Infra Red Detector (Indoor and Outdoor);
- Alarm Transmission System;
- Alarm Transmission and Fault Warning Routing Equipment;
- CCTV (Indoor and Outdoor);
- Central Control System;
- Components Using Radio Links;
- Control Unit;
- Control and Indicating Equipment;
- Combined Alarm System;
- Digital Key;



- Enclosure;
- Extension (Input and Output);
- Flashlight (Indoor and Outdoor);
- Fog Generator;
- Glass Break Detector;
- Hold-up Alarm System;
- Input/Output Devices;
- Intrusion Report System;
- IP Equipment;
- Magnetic Contact;
- Microwave (RF) Detector;
- Multi Technology Detector;
- Panic Button;
- Passive Infra Red (PIR) Detector;
- Power Supply Equipment;
- Remote Control;
- Siren (Indoor and Outdoor);
- Social Alarm Systems;
- Ultrasound Detector;
- Vibration Detector;
- Wireless Control System;
- Wireless Detector;
- Wireless Flashlight (Indoor and Outdoor).

2.3 Standards

The relevant standards are listed in document RE_070;
"Overview of technical requirements and standards for the Alarm Components Scheme (RE_070)".

2.4 Accreditation and listing

A requirement of this certification scheme is that the test is performed under the accreditation or listing of a laboratory.

The laboratory of Kiwa FSS Products is fulfilling this requirement.

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.

2.5 Compliance

A requirement of this certification scheme is that the product is compliant to the tested standards.



3 Conformity assessment procedures

The applicable conformity assessment procedures are derived from ISO/IEC 17067:2013 scheme type 1a, 2 and 5.

Each of these procedures imposes a number of rules and obligations on the applicant. The procedures are described in detail in the following sections.

3.1 Flow diagram

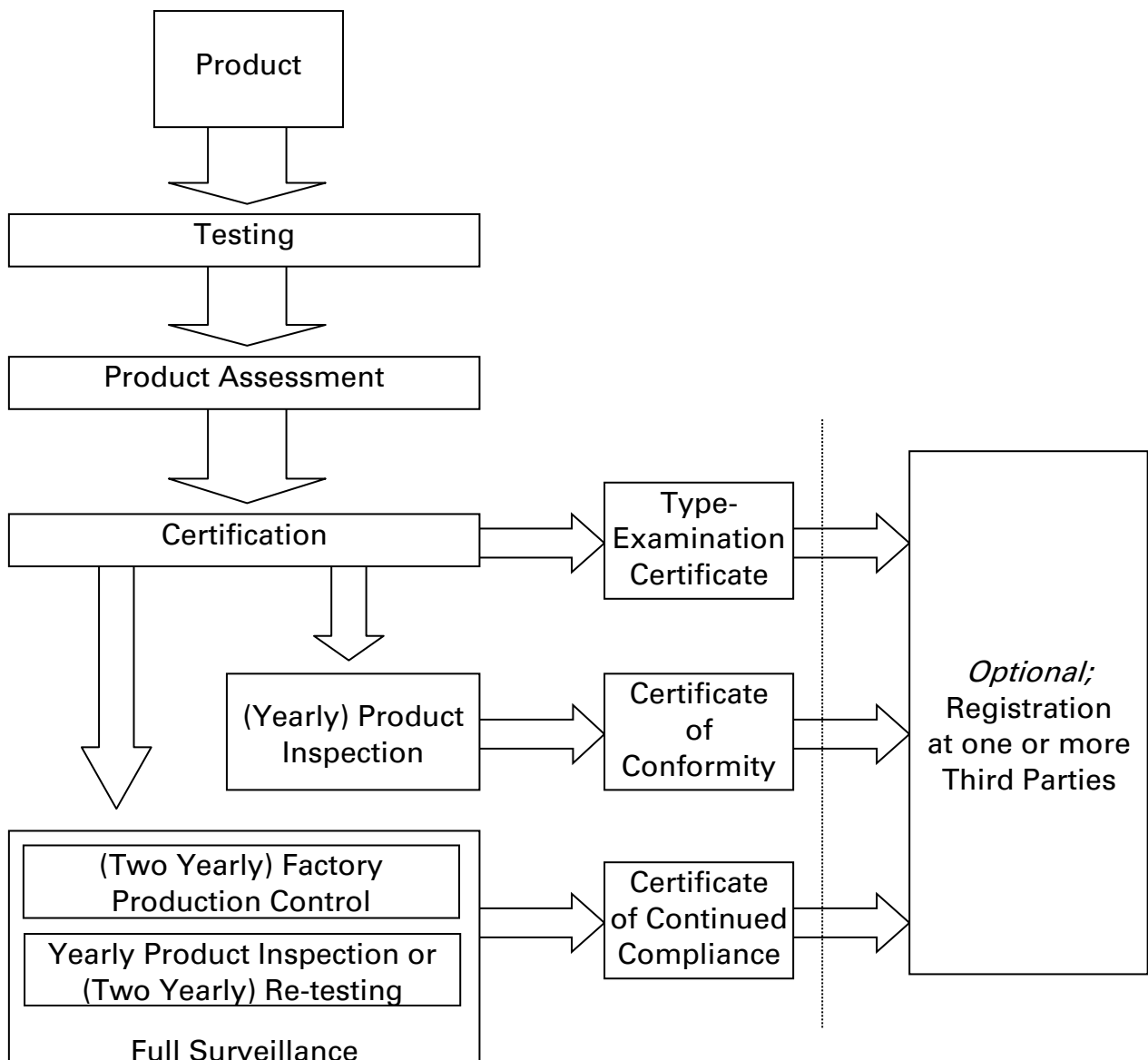


Figure 1: The certification procedures



Some explanation for figure 1 the certification procedures;

Testing procedure

In the Testing procedure, Kiwa FSS Products Laboratory is identifying, under accreditation (ISO/IEC 17025), the properties of the product. The results are reported in a test report.

Product Assessment procedure

In the Product Assessment procedure, Kiwa FSS Products Certification assesses, under accreditation (EN 17065), whether the product conforms to the requirements. The assessment is based on test reports produced under accreditation. The results of the assessment are reported in an (Kiwa FSS Products) internal certification proposal.

Certification procedure

A positive assessment (or assessments in case of Continuous Compliance) will lead – after a quality check of the assessment(s) – to a product certificate.

In case of Continuous Compliance (Full Surveillance) the production facility (or facilities) have to be assessed in an initial survey before a product certificate may be issued.

3.2 Types of Certificate

The applicant may choose from three different types of certificates:

- **Type-Examination Certificate.**

The Type-Examination Certificate is valid for the examined product only and has no validity date. In case the manufacturer is drawing up a Declaration of Conformity to Type (see Annex B) the manufacturer declares that the products placed on the market are equal to one tested and certified with respect to the standards listed on the certificate.

In ISO/IEC 17067:2013 this certification system is classified as a **Scheme type 1a**.

- **Certificate of Conformity.**

For obtaining a Certificate of Conformity a product inspection procedure must be followed. The purpose of this product inspection procedure is to verify whether the products placed on the market are equal to the certified product (in Conformity to Type). Normally this takes place a year after the certificate is issued and will be repeated every year.

The Certificate of Conformity is valid only for products, which are identical with the tested sample(s). In case of modifications of product, see clause 6.6.

This Certificate of conformity has a validity date dependent of the duration of the inspection contract between the certificate holder and Kiwa FSS Products, with a maximum of 3 years.

In ISO/IEC 17067:2013 this certification system is classified as a **Scheme type 2**.



- **Certificate of Continued Compliance.**

For obtaining a Certificate of Continued Compliance a full surveillance procedure is applicable.

The Inspection procedure in the full surveillance consists of:

- * 2-yearly quality system audits (Factory inspection on production control)
- and
- * yearly product inspection - OR - bi-annual (partial) retesting

In case of Continuous Compliance (Full Surveillance) the production facility (or facilities) have to be assessed in an initial survey before a product certificate may be issued. The retesting of the product takes place every two years. Depending the requirements of (Third Party) registration bodies or the legal requirements the standard frequency of inspection can be adapted.

The Certificate of Continued Compliance is valid only for products, which are identical with the tested sample(s). In case of modifications of product, see clause 6.6. This certificate has a validity date dependent of the duration of the surveillance contract between the certificate holder and Kiwa FSS Products, with a maximum of 4 years.

In ISO/IEC 17067:2013 this certification system is classified as a **Scheme type 5**.

These choices for a different type of certificate are indicated in the flow diagram shown in Figure 1.

3.3 Possibilities for upgrading existing Certificates

It is possible to start with a Type-Examination Certificate (Scheme type 1a) and to add later the Product Inspection procedure, which will lead to a Certificate of Conformity (Scheme type 2). It is also possible to replace at any time the Type-Examination or Product Inspection procedure in the Full Surveillance procedure. In that case a Certificate of Continued Compliance (Scheme type 5) will be issued.

3.4 Third Party registration

For all certificates (Type-Examination, Conformity and Continued Compliance) Kiwa FSS Products has the optional service available to assist the applicant in obtaining a registration for the product in a specific country or to get it added to a specific list.

The applicant need to choose the correct type of certificate looking to the country or countries intended for registration of the product. For some European countries a Type Examination certificate issued by an EN 17065 accredited certification body based on test reports produced by an ISO /IEC 17025 accredited test laboratory is sufficient for some European countries a Continuing Compliance or Conformity Program is required for registration.

Please contact Kiwa FSS Products for support with regard to the acceptance of Certificates.



3.5 The application procedure

After the acceptance of the order, the applicant submits an application form (RF_100) to Kiwa FSS Products together with the relevant supporting documentation (RF_200). Kiwa FSS Products will assess the submission and additionally necessary tests of the product will be consulted with the applicant. The product of the applicant needs to be tested by Kiwa FSS Products or by a Kiwa FSS Products-listed laboratory or accredited laboratory of his choice (conditions for recognition of test reports by Kiwa FSS Products are given in 3.5.1). In the case where these testing activities are outsourced to Kiwa FSS Products the required Testing procedure (figure 1) will be started;

The documentation, to be submitted with the application, should provide information about the design and the operation of the product.

The (technical) documentation to be submitted with the application (RF_100) must contain the information necessary to assess the product, such as:

- a) An explanation providing a brief overview of the documentation (RF_200);
- b) A general type-description so that the product can be identified. Technical and functional description of the product, data-sheet, bill of material, parts list, internal and external photos ;
- c) Design and manufacturing drawings, lists of components, subassemblies, circuits, electronic schematics, etc.; Test report(s), and details of the standard(s) used;
- d) A user manual and installation manual (or a draft).

The documentation and test results will be used to ascertain whether the product satisfies the requirements of this product certification scheme.

There are no restrictions concerning who may apply or concerning the place of establishment of the applicant; everyone may submit an application. However, the manufacturer should preferably submit the application. If the applicant is not the approval holder, a letter of authorization from the approval holder is required.

Application forms are available from Kiwa FSS Products (see also Annex C). The application and the accompanying documentation may be submitted in Dutch or English.

The above indicated choice (1 or 2) and the choices mentioned in 3.2 are made visual in the figure on the next page.

3.5.1 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.

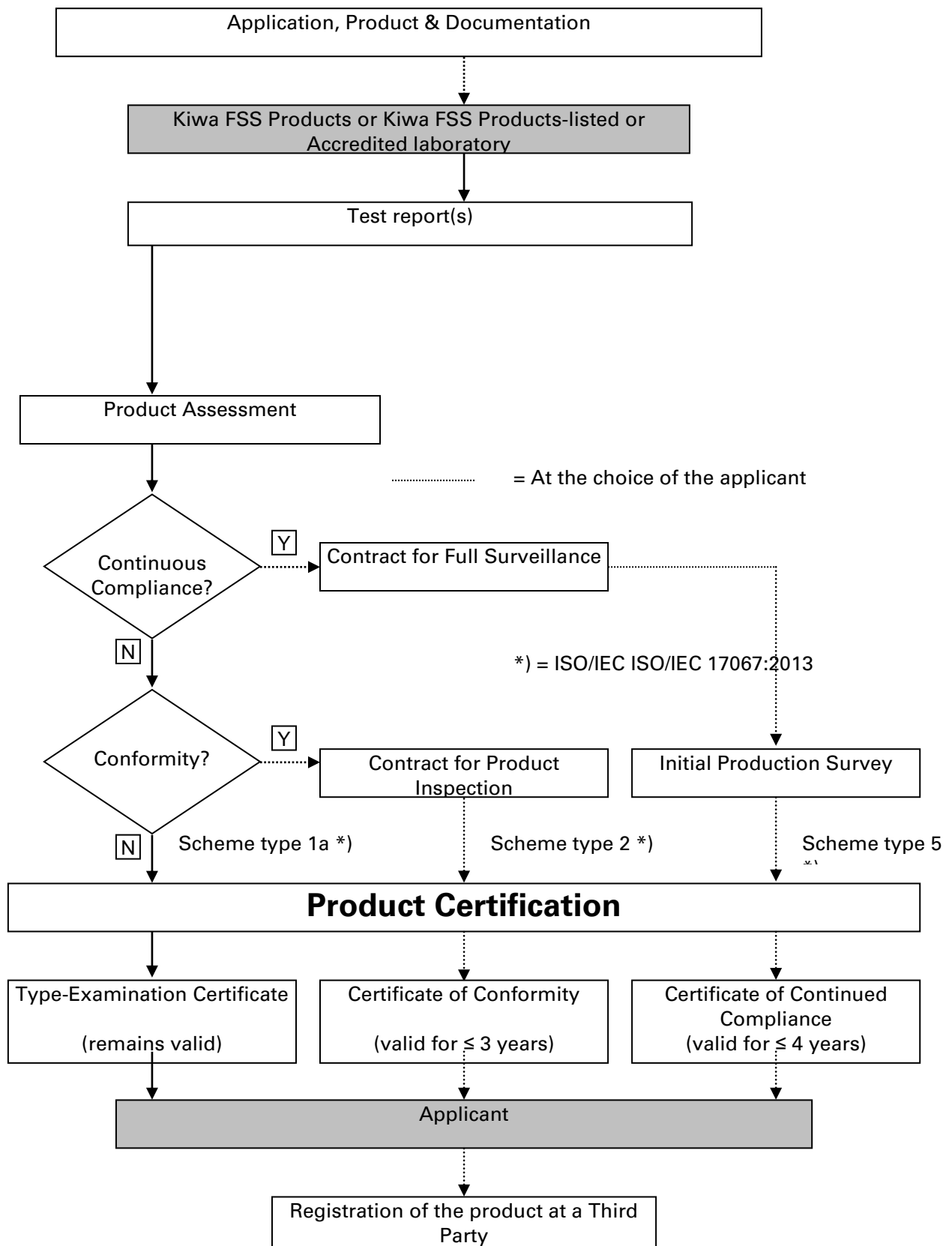


Figure 2: Type-examination and the (additional) procedures for continuous Compliance or Conformity.



4 The Certificate

4.1 Content of the Certificate

Kiwa FSS Products will, if the assessment procedure has been completed successfully, register the product and issue a certificate. Any certificate issued by Kiwa FSS Products will contain at least the following data:

- The name and address of the manufacturer and the applicant
- Data to identify the product;
- The name and address of the Certificate holder;
- A reference to this certification scheme;
- The registration/certificate number;
- A description of the product;
- The type designation of the product and of each variant if any;
- The hardware version and if applicable software version for all listed type designations;
- Date of issue and signature.
- The applied type of product certification system (scheme type 1a, 2 or 5)

In case of a Certificate of Conformity or a Certificate of Continued Compliance the validity date will be added to the certificate.

The annexes accompanying the certificate contain information on the technical specifications on the basis of which the certificate was issued and any conditions for its validity, such as:

- A description of product use;
- References to the technical standard(s) to which the product is assessed and complies with;
- The software version affecting the compliance of the product where applicable.

The certificate is not transferable without the intervention of Kiwa FSS Products. See also '*Modifications to Certified Product*'.

4.2 Products and variants definitions

Product

A product is equipment that is unique in its construction.

A product may be marketed as a variant, however all of these variations need to be assessed by Kiwa FSS Products. OEM products and product variants can be added to the register and to the certificate if they comply with the following conditions;

OEM product(OEM = Original Equipment Manufacturer)

One may market the same product under different type designations and/or trademarks. The products are 100% identical, in construction, hardware, software and physical outlining.

Product variants

Product variants are products that are not identical but have a certain similarity to the main product. They differ in some details, e.g. so called stripped versions, different PCB layouts, and additional options.

Family (product family)

A type may comprise several product variants in so far as the differences between them do not affect the performance requirements of the product. Several family variants of the product may



be marketed. These family variants are all based on the same design, but the options, version, etc. differ. Family name refers to the totality of all possible (family) variants.

4.3 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.

4.3.1 Termination (expiry) of certificates

4.3.1.1 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)
- 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)

4.3.1.2 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 4.3.1.1. 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.

4.3.2 Reduction of certificates

4.3.2.1 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)



4.3.2.2 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.

4.3.3 Suspension of certificates

4.3.3.1 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.

4.3.3.2 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)

4.3.3.3 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 4.3.3.2.

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.

4.3.4 Withdrawal of certificates

4.3.4.1 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.



4.3.4.2 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).

4.4 Prolongation of Certificates

The applicant may request for a prolongation of the certificate before the date of validity of the certificate is exceeded. In this case the applicant should submit the application (RF_100) together with a declaration (RF_071) in which is stated that there are no modifications to the product. The applicant should submit other relevant documentation on request. Kiwa FSS Products will start with the execution of the Product Assessment procedure (figure 1). If it is stated that there are no modifications to the product and also the applicable product standards are equal to the ones tested, an amendment to the certificate will be issued.

5 Surveillance

5.1 Surveillance program

A surveillance program is applicable for products having a valid Certificate of Conformity or a Certificate of Continued Compliance.



The surveillance program for the Certificate of Conformity consists of Product Inspection. The surveillance program for the Certificate of Continued Compliance consists of Product Inspection or Product Re-testing and Factory Production Control.

If non-compliances are found during the surveillance program and Kiwa FSS Products has to spend extra hours then additional fees will be charged for these extra hours. Non-compliances may also lead to additional testing costs.

In case the problem cannot be solved the client will be informed to stop selling the product and to determine the size of the problem (re-call). The certificate can be suspended or withdrawn. In case that happens Kiwa FSS Products may have to inform the related instance. In the next paragraphs the three modules (Product Inspection, Factory Production Control and Product Re-testing) in the surveillance program will be described.

5.2 Product Inspection or Re-testing

5.2.1 Product inspection

The purpose of Product Inspection is to verify whether the product put on the market is in Conformity to Type with the product tested and certified. A contract (RF_252) has to be signed.

The procedure for product inspection is described in internal document RQ_250. Product Inspection will be done preferably in The Netherlands. Samples will be taken at the storage location. The

following criteria will be e.g. reviewed: software/hardware release and e.g. comparison of the PCB lay-out against the certified product. In case a visual inspection is not enough to conclude whether the product is in Conformity to Type or not, testing will be performed. The interval for the product inspection is every year.

5.2.2 Re-testing

For re-testing samples will be taken at the factory or from a batch that is ready for delivery, or has been delivered. The interval for the re-testing is 2 years. Reduced functional test in accordance to the standard will be carried out as re-test.

5.3 Factory Production Control

The purpose of Factory Production Control (FPC) is to verify whether the production facilities used have a management system, which guarantees that all products produced are in conformity to type with the product tested and certified. A contract (RF_050) has to be signed.

The quality management system will be audited and production process will be assessed. The procedure is described in internal document RQ_249.

FPC is the permanent internal control of production exercised by the manufacturer. All the elements, requirements and provisions adopted by the manufacturer shall be documented in a systematic manner in the form of written policies and procedures. This production control system documentation shall ensure a common understanding of conformity evaluation and enable the

achievement of the required product characteristics and the effective operation of the production control system to be checked.



FPC therefore brings together operational techniques and all measures allowing maintenance and control of the conformity of the product with its technical specifications.

The manufacturer shall establish, document and maintain a FPC system to ensure that the products placed on the market conform to the stated performance characteristics and the samples subjected to type testing.

Where subcontracting takes place the manufacturer shall retain the overall control of the product and ensure that he receives all the information that is necessary to fulfil his responsibilities according to the European Standard in question.

The 2-yearly surveillance of the manufacturing process includes:

- checking the documentation of the factory production control to ensure continuing compliance with the provisions of the technical specification, and
- the identification of changes by comparing data obtained during the audits (initial audit and latest audit).

Note1: If the manufacturer has part of the product designed, manufactured, assembled, packed, processed, and/or labelled by subcontracting, the FPC of the subcontractor may be taken into account, where appropriate for the product in question.

Note 2: The manufacturer who subcontracts all of his activities shall in no circumstances pass these responsibilities on to a subcontractor.

Note 3: An initial FPC audit with a positive result is required before the Certificate of Continued Compliance will be issued.

5.4 Registering complaints

For products under Kiwa FSS Products surveillance the certificate holder of the certified products should keep a record of all complaints made known to the certificate holder relating to a product's compliance with requirements of the relevant standard and to make these records available to Kiwa FSS Products when requested.

In case such complaints and any deficiencies found in products or services that affect compliance with the requirements for certification, appropriate action should be taken. The certificate holder should document the actions.

6 Modifications of the certificate

6.1 Types of modifications

One or more of the following types of modifications of the certificate may occur.

Modifications of an administrative nature:

- Changes to the details of the certificate holder;
- Change of certificate holder;
- Alteration/addition of a type designation and/or trademark.

Modifications of a technical nature:

- Addition of new product variants;
- Modification of product hardware/software;



6.2 Changes to the details of the Certificate holder

In this case, the certificate holder remains the same, but there are changes, for example, to his address, fax number or telephone number. The certificate holder could inform Kiwa FSS Products of the administrative changes.

Comments

This modification does not affect the Certificate. Kiwa FSS Products will record the new details and send the applicant a confirmation, which should be kept with the Certificate. Certificates already issued remain valid.

6.3 Change of Certificate holder

The Certificate is drawn up in the name of the certificate holder and is not transferable without the intervention of Kiwa FSS Products. The name of the certification-holder can, however, be changed, in which case the new certification-holder automatically assumes all the responsibilities and obligations applicable under the issued certificate in question.

Comments

The original holder of the certificate(s) must notify Kiwa FSS Products in writing that the product should be transferred to the name of the new certificate holder. All the type designations and certificate numbers to which the transfer applies should be listed.

The new holder of the certificate(s) should inform Kiwa FSS Products in writing that he is taking over the certificate(s) in question, and should list all the types and certificate numbers. He should also declare, and if necessary demonstrate, that he will fulfil all the responsibilities and obligations applicable under the original certificate.

In case of a Certificate of Conformity or a Certificate of Continued Compliance the new certificate holder draws up a Declaration of Conformity to Type for each type and sends a copy to Kiwa FSS Products. Additional information about the Declaration of Conformity to Type is given in Annex B of this document. Furthermore a new contract for the surveillance has to be closed between the new certificate holder and Kiwa FSS Products. In case the products are manufactured in a different factory as before a initial FPC audit is required before the Certificate of Continued Compliance will be issued on the name of the new certificate holder.

If the new certificate holder demonstrates that he meets all the relevant requirements, Kiwa FSS Products will issue a certificate, in which the details of the new certificate holder are stated.

6.4 Alteration/addition of a type designation and/or trademark

Alteration/addition of a type designation and/or trademark means that the hardware or software remains unchanged but the type designation and/or trademark under which the product is marketed is replaced by, or extended with, a new type designation.

Comments

In this case, the old type designation and/or trademark are replaced by a new one. It is also possible to market a product under both the old and new type designation and/or trademark. This applies to OEM products.



The certificate holder could notify Kiwa FSS Products in writing of the alteration or addition of the type designation and/or trademark and declare that the new type(s) are identical to the already certified type. He should also indicate the old type designation and/or trademark and the certification/registration number and new type designation and/or trademark.

An addition to the certificate will be issued to the certificate holder. All the relevant type designations and/or trademarks are listed in an annex to the certificate.

6.5 Addition of new product variants

Addition of new product variants means that a new product variant is added to a type.

Comments

It is possible to place several product variants under one certificate, each having its own type designation and/or trademark. However, the variants must form a product family, i.e. the variations in the products must be based on the same design. It must be possible to demonstrate that the variants belong to the same type, e.g. by means of a technical examination by Kiwa FSS Products or Listed laboratory or Accredited Laboratory.

The manufacturer or importer draws up a *Declaration of conformity (to type)* and sends a copy to Kiwa FSS Products. Kiwa FSS Products issues an addition to the certificate, in which the relevant type designations and/or trademarks are listed.

6.6 Modification of product hardware/software

This clause provides guidance on how to act in case of modifications to product hardware/software. In case these modifications would lead to a change in hardware/ software version numbers, these changes need to be notified to Kiwa FSS Products.

Comments

Based on the supplied information Kiwa FSS Products will determine whether or not the modifications are affecting the compliance of the product to the technical requirements. If the modifications are

affecting the compliance of the product (additional) tests and documentation is needed. In this case a new certificate will be issued.

When it is determined that the modifications are not affecting the compliance of the product only the new hardware and or software numbers will be registered for surveillance purposes.

If you are in any doubt, contact Kiwa FSS Products.

7 Publication and reproduction

7.1 The public availability of information

Application to this certification scheme entitles Kiwa FSS Products to make the following information available:

- 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.

7.2 Reproduction of the Certificate

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



Annex A Abbreviations and paraphrases

Authorised representative

The person who, on the explicit (written) instructions of the manufacturer, acts on his behalf or for his account with respect to the obligations laid down by this certification scheme.

Certificate holder

The certificate holder is the person to whom a certificate is granted.

Certificate

A procedure whereby a third party gives written assurance that a product, process or service conforms to specified requirements.

Conformity assessment

Systematic examination of the extent to which a product, process or service satisfies further specified requirements.

Declaration of Conformity to Type

The *Declaration of Conformity to Type* is a document drawn up by the Manufacturer, Supplier or Importer. It should indicate that the product concerned is equal to the product tested and certified with respect to the requirements of this certification scheme. A model of the *Declaration of Conformity to Type* is described in standard EN 45014, *General criteria for suppliers' declaration of conformity*.

Manufacturer

The manufacturer is the person responsible for designing and manufacturing a product.

Standard

A standard is a technical specification drawn up by a recognised standards organisation (CEN, CENELEC or ETSI).

Technical specification

A technical specification is the specification contained in a document which lays down the characteristics required of a product such as quality levels, performance, safety, dimensions, including the requirements applicable to the product as regards terminology, symbols, tests and test methods, packaging, marking and labelling.

Trademark

Trademark refers to the generic (brand) name under which an apparatus is marketed.

Type designation

Type designation refers to the unique name under which an apparatus is marketed.

Type-examination procedure

A certification procedure whereby the design, possibly by means of tests, of a representative specimen of the production envisaged is assessed.



Annex B Declaration of Conformity to Type

The *Declaration of Conformity to Type* is a document drawn up by the manufacturer, supplier or importer himself. The purpose of the declaration is to indicate that the product in question is equal with the product tested and certified with respect to the requirements of this certification scheme. A model of the *Declaration of Conformity to Type* is described in the standard EN 45014, *General criteria for suppliers' declaration of conformity*.

Content of the declaration

The declaration must contain sufficient information to identify all the products referred to. As a minimum the following information shall be provided:

- The name and address of the manufacturer/importer issuing the declaration;
- The identification of the product (name, type or model, batch or serial number, possibly the origin and numbers of articles);
- An accurate, complete and clear statement of the standards and/or technical solutions referred to;
- The date of issue;
- Name and signature or equivalent authentication of the authorised representative;
- The statement that the declaration has been issued entirely on the responsibility of the manufacturer/importer;
- A reference to the legislation that applies (when applicable).

Drawing up a declaration

It is recommended that declarations are drawn up on letter headed paper of the company and that original copies are forwarded to Kiwa FSS Products together with the application in question. However, Kiwa FSS Products can provide you with some generic declaration forms to complete.



Model 1: The Declaration of Conformity to Type

Declaration of Conformity to Type

We (Name and address)

*Hereby declare entirely on our own responsibility that the product:
(Name, type, etc.)*

*to which this declaration relates, is equal to the product tested and
certified to the following standard(s) or normative document(s):
(Titles and publication dates of the standard(s))*

(Place and date)

(Name and signature)



Annex C Forms and documents

General

Several forms and documents are available to assist you in applying for product certification. The list below covers the most important documents relevant for this certification scheme.

- RD_070** Conformity assessment procedures for the Alarm Components Scheme (this document)
- RD_053** Certification of Quality Management Systems with respect to Product Compliance
- RD_082** Specification for testing to be conducted at periodic surveillance of products and systems
- RE_070** Overview of technical requirements and standards for the Alarm Components Scheme (RD_070)
- RF_071** Request for prolongation of an Alarm Certificate
- RF_072** ACS checklist
- RF_100** General Application form
- RF_200** Projectnumber - Applicant-documentation overview
- RF_252** Contract for product checks
- RF_401** Contract for Full quality system approval
- RX_085** Checklist CertAlarm – Alarm Components (scheme type 5) inspection

Kiwa FSS Products can provide you with digital versions of these forms and documents.