



Procedure for the testing, approval and certification of products and systems for fire protection and security technologies



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1 Scope

1.1 General

These procedure guidelines apply to the following testing and certification services of VdS Schadenverhütung (hereafter referred to as VdS).

Note: VdS Schadenverhütung is a company of the Gesamtverband der Deutschen Versicherungswirtschaft e. V. (GDV – German Insurance Association).

The services are mainly offered for devices, components and systems (hereafter referred to as products) for fire protection and security technologies. In particular cases, however, they may also be used for other products.

Responsibilities for the individual services within VdS have been assigned according to the accreditations and building control authorities' approvals of VdS.

For more information on current responsibilities and contacts for certain services or products please call VdS Head Office (phone: +49221 77-66-0, fax: +49221 7766-341, e-mail: info@vds.de, www.vds.de).

Irrespective of the service or product in question, these Guidelines refer to the departments responsible for product testing and product certification as "VdS-Lab" and "VdS-Zert".

1.2 VdS approval procedure

VdS offers product approval procedures confirming the proven appropriateness of a product for the application in question (private and/or commercial) in accordance with the current VdS guidelines, national and international standards and individual testing agreements. A distinction is made between procedures for VdS approval and VdS home approval (see Cl. 2). Generally, the approval procedure includes a test carried out by VdS-Lab (as per DIN EN ISO/IEC 17025) and an approval by VdS-Zert (certification as per DIN EN ISO/IEC 17065 with final authorisation for use of the VdS logo).

It is also possible to apply separately for testing (see Cl. 4) and approval (see Cl. 5).

For certain products it is possible to apply for a test and certification procedure harmonised with other certification bodies. Before submitting an application for a harmonised test and certification

procedure using Annex D, please contact VdS to find out whether a harmonised procedure for the product in question has already been set up.

For test and approval procedures please see Cl. 2 to 5 and 7 to 9 of these Guidelines. Additionally, VdS Guidelines 2841en "Performance of product surveillances" apply. Test and approval procedures may be applied for using Annex D (if required, supplemented by Annex E). If the procedure is concluded with a positive result, the client will receive a test report and certificate on the VdS Approval and will be permitted to use the VdS logo.

Note: The VdS Approval confirms the appropriateness of the approved product for the application in question. A VdS Approval does not, however, guarantee that the approved product fulfils all legal regulations applicable in the European Economic Area or in other countries. Irrespective of the VdS Approval, every manufacturer and supplier shall make sure that the product fulfils any legal regulations applicable in any country in which the product is sold. However, VdS-Zert reserves the right to demand evidence in particular cases or for certain products which are subject to special legal or official regulations in the European Economic Area (e.g. design approval for ionisation smoke detectors or official authorisation for radio installations).

1.3 Assessment and verification of constancy of performance acc. EU Construction Products Regulation

In their capacity as Product Certification Body approved by the building control authorities, VdS offers procedures for the assessment and verification of constancy of performance as per System 1 in accordance with the EU-Construction Products Regulation. System 1 for a certification of constancy of performance provides for the following procedure:

- determination of the product type on the basis of type testing, type calculation, tabulated values or descriptive documentation of the product;
- first inspection of the manufacturing site and its factory production control (FPC);
- issuing of Certificate of constancy of performance;
- periodical surveillance, assessment and evaluation of factory production control (FPC).

For procedures for the assessment and verification of constancy of performance mainly the regulations of the appropriate technical specification (harmonised standard or approval guideline) apply.

Additionally, Cl. 2 to 4 and 6 to 9 of these Guidelines apply.

Procedures for the assessment and verification of constancy of performance according to this process may be applied for using Annex D (if required, supplemented by Annex E). If the procedure is concluded with a positive result, the client will receive a Certificate of constancy of performance.

Note: The Certificate of constancy of performance is required as the basis for the Declaration of Performance and CE marking of certain products according to the Construction Products Regulation and does not replace their VdS Approval.

1.4 Certification procedures acc. European standards (EN) and international standards (ISO/IEC)

VdS offers procedures for the certification of security products in accordance with European standards (EN) and/or international standards (ISO/IEC), hereafter referred to as "EN/ISO/IEC certification", which confirm full compliance with the requirements of the respective standard.

Generally, this procedure comprises a test carried out by VdS-Lab (as per DIN EN ISO/IEC 17025) and a certification by VdS-Zert (as per DIN EN ISO/IEC 17065).

For testing and certification procedures Cl. 2 to 5 and Cl. 7 to 9 of these Guidelines apply. Procedure guidelines VdS 2841en "Performance of product surveillances" apply additionally. Testing and certification procedures can be applied for using Annex D (if required, supplemented by Annex E). If the procedure is concluded with a positive result, the client will receive a test report and a certificate.

Note: The EN/ISO/IEC certification of products does not replace their VdS Approval.

1.5 Confirmations of conformity

Apart from procedures in accordance with 1.2 to 1.4 VdS also offers confirmations of the conformity of products with published regulations or parts of published regulations.

This procedure cannot be applied to products for which the procedures in accordance with 1.2 to 1.4 are on offer. For conformity confirmation procedures Cl. 2 to 4 and Cl. 7 to 9 of these Guidelines apply.

Confirmations of conformity may be applied for using Annex F. If the procedure is concluded with a positive result, the client will receive a confirmation of conformity (bilingual, if required).

Note: Products with a confirmation of conformity are not regarded as VdS-approved or VdS-certified, are neither registered by VdS nor subject to production surveillance. Thus, a confirmation of conformity is a mere confirmation of product characteristics at the time of inspection. A confirmation procedure does not cover the requirements of a procedures for the assessment and verification of constancy of performance according to the EU Construction Products Regulation (see 1.3).

1.6 Product tests

VdS offers product tests not only in the scope of certification procedures in accordance with 1.2 to 1.5, but also as a separate service.

For these test procedures Cl. 2 to 4 and Cl. 7 to 9 of these Guidelines apply.

Product tests may be applied for using Annex F. As a result of the product test the client will receive a test report.

2 Definitions

Client: The client, in terms of DIN EN ISO/IEC 17065, is a contractual partner of VdS ordering a service.

VdS Approval: The VdS Approval is the "authorisation" entitling the client to use VdS certificates on the approval and the proven appropriateness and to also use the VdS logo by permission of VdS.

VdS Home Approval: The VdS Home Approval is the "authorisation" entitling the client to use VdS certificates on the approval and the proven appropriateness and to also use the VdS logo by permission of VdS. VdS Home-approved products are preferably directed to the private sector.

EN/ISO/IEC certification: This certification is the "authorisation" entitling the client to use VdS certificates and a certification number by permission of VdS.

Manufacturing site: In principle, the manufacturing site is the company ensuring – via quality assurance measures – compliance of the product with the appropriate regulations on which the VdS approval, the EN/ISO/IEC certification, the assess-

ment and verification of constancy of performance or the product test is based. As a rule, the manufacturing site plays the key role in manufacturing/ assembling the product, and carries out the final product test. If different companies are responsible for production/ assembling and final testing, the manufacturing site shall be the company carrying out the final product test.

Note 1: In this context the final test is a documented test based on technical parameters and/or containing functional tests. Mostly visual inspections limited to identification and/or quantity tests are no final tests as defined by these Guidelines.

Note 2: In the Construction Products Regulation the manufacturing site is also called "factory".

Product surveillance: Measures taken by VdS, e.g. product audits, product re-tests at the manufacturing sites or in the VdS Laboratories in the scope of sampling or market surveillance, for the purpose of ensuring compliance of approved/ certified products manufactured in series with the appropriate requirements.

System: Devices and components in free combination or defined configuration, as may be used for installations and, in this regard, are appropriately configured for functional compatibility.

Factory production control (FPC): FPC is the permanent internal production control carried out by the manufacturing site. Any data, requirements and regulations specified by the manufacturing site shall be fixed systematically in the form of written procedures and codes of practice. These documents set up for production control ensure a joint understanding of the conformity assessment, and they allow assessing the required product characteristics, as well as the functioning of the production control.

Certification: Procedure resulting in a written confirmation issued by a third party (here: VdS) stating that a product (here, component, device, or system) complies with given requirements, comprising the preservation of conformity by means of a documented monitoring procedure.

Appeal: Demand of a client towards VdS to review a decision regarding testing resp. approval/certification.

3 Normative references

These Guidelines incorporate provisions from other publications. For undated references the latest edition of the publication referred to applies.

- **DIN EN ISO 9001** Quality management systems – Requirements
- **DIN EN ISO/IEC 17000** Conformity assessment – Vocabulary and general principles
- **DIN EN ISO/IEC 17025** General requirements for the Competence of Testing and Calibration Laboratories
- **DIN EN ISO/IEC 17065** Conformity assessment – Requirements for bodies certifying products, processes and services
- **VdS 2135** Icons for Alarm Systems
- **VdS 2341** Publications on Loss Prevention and Technology, Publisher's List
- **VdS 2841en** Performance of product surveillances
- **VdS 3177en** General Terms and Conditions of Business of VdS Schadenverhütung GmbH for the provision of testing and certification services

Note: Any VdS publications may be ordered from: VdS Schadenverhütung, Verlag, Postfach 10 37 53, 50477 Köln, Fax: +49-221-7766-109. Some publications can also be downloaded under www.vds.de.

4 Test by VdS-Lab

4.1 General

4.1.1 The test may be applied for together with

- the VdS Approval (VdS Approval Procedure acc. 1.2);
- the issuing of a Certificate of constancy of performance (Assessment and verification of the constancy of performance procedure acc. Construction Products Regulation, see 1.3);
- the certification in accordance with European and international standards (certification procedure in accordance with European standards (EN) and international standards (ISO/IEC), see 1.4); or
- the issuing of a Confirmation of Conformity (Confirmation of Conformity acc. 1.5).

Furthermore, the test may be applied for as an independent service (product test acc. 1.6).

4.1.2 Generally, the test is applied for for fully developed products that are already available as prototypes or serial products.

The client makes all arrangements for the test procedure that are necessary on his part.

4.1.3 The test comprises a preliminary test and a main test. The preliminary test is carried out to check whether a main test (i.e. the actual product test of samples) is possible and expedient.

The main test may also be carried out using prototypes. In this case the test report is annotated accordingly.

4.1.4 Applications are handled in the order of their arrival, if organisationally and technically possible.

4.1.5 If individual tests need to be carried out by other testing bodies, this will be agreed with the client.

4.1.6 The main test is generally concluded within 9 months, provided that the test does not reveal any deficiencies and the product is not modified.

4.1.7 If during the test phase modifications of the product are planned or carried out that may have an influence on test scope and process, VdS-Lab shall be informed thereof.

4.2 Test basis

VdS approval procedure tests acc. 1.2 are generally carried out based on VdS Guidelines or VdS-accepted guidelines and standards. If no appropriate standards or guidelines exist, a special agreement may be made, or else the test may be declined.

Tests as part of the assessment and verification of the constancy of performance in accordance with the EU Construction Products Regulation acc. 1.3 are carried out based on harmonised European standards or European approval guidelines taking into account the clients declared performance.

Tests for EN/ISO/IEC certification procedures acc. 1.4 are carried out based on European standards (EN) or international standards (ISO/IEC).

Tests for confirmations of conformity acc. 1.5 are carried out based on published standards or guidelines or parts of published standards or guidelines. Any tests based on procedures that do not promise an objective result are declined.

Product tests acc. 1.6 (irrespective of certification procedures) are carried out based on agreements between VdS and client. Any tests based on proce-

dures that do not promise an objective result are declined.

4.3 Order, order confirmation, preliminary test

The test will be considered applied for, if an application acc. Annex D (if required, supplemented by Annex E) is fully filled in and submitted to VdS together with the dedicated technical documentation (see Annexes B and C) and if in the course of the preliminary test of the technical documentation it has become apparent that all documents and data required for the main test have been submitted.

If not only a test but also a certification is applied for, it will be checked whether all documents and data required for a certification have been submitted.

If no deficiencies are found or none to be remedied before carrying out the test, the client will receive an order confirmation including information on the test bases and number and type of samples required for the main test.

However, if deficiencies are found that shall be remedied before the test starts, or deficiencies that are generally opposed to an approval/certification, the client may state, within 1 months' time, whether he intends to remedy these deficiencies. If he does, he will be allowed another 4 months to remedy the deficiencies and prove this to VdS-Lab (by submitting new documents). Otherwise the procedure will be considered as not applied for.

Note: The samples of fully developed products are prototypes or serial products. For prototype tests, sampling on the manufacturer's premises is not required.

Unless agreed otherwise between the client and VdS, specimens shall be submitted to VdS not later than one month after the order confirmation has been sent. If the required specimens are not submitted to VdS in due time or within the period agreed, the test procedure will be interrupted.

If in this case the specimens are not submitted within another month's time, VdS reserves the right to cancel the test procedure. In this case, the client will be informed accordingly. If the samples are submitted in due time, the main test may be carried out.

4.4 Main test

For the main test the detail tests specified in the test basis are carried out using the samples, and the documentation is inspected.

Depending on the results of these detail tests the following procedure will ensue:

a) Positive results for product and documentation:

The test procedure is concluded by issuing a test report. The client is advised accordingly and receives the test report.

If the test is part of a procedure acc. 1.2 to 1.5, the procedure applied for will be initiated automatically within VdS.

b) Positive results for product (no product modification required), but negative results for documentation:

The test procedure is not concluded yet, and the client is given the chance to remedy the deficiencies of the documentation at short notice and thus ensure an overall positive test result.

The client receives a list of all deficiencies, setting a time limit of two months for remedy. If the test is carried out in the scope of a procedure acc. 1.2 to 1.5, he will also be advised that the procedure in question cannot be initiated.

If the deficiencies are not remedied within the time limit, the test procedure will be concluded. The client will be informed accordingly and receive the test report on request.

If the deficiencies are remedied within the time limit, the procedure will be concluded in accordance with a).

c) Negative test results with minor deficiencies of the product, i.e. deficiencies that require a product modification, but do not have any effect on further detail tests:

The main test is continued. However, the client receives a list of all deficiencies and shall state, within one month's time, whether he intends to remedy these deficiencies. If he does, he will be granted further 4 months to remedy the deficiencies and prove this to VdS-Lab by submitting new documents and/or samples.

If the deficiencies are not remedied within the time limit, the test procedure will be concluded. The client will be informed accordingly and receive the test report on request.

Additionally, VdS-Lab reserves the right – by agreement with VdS-Zert – to conclude the test procedure for VdS approval or EN/ISO/IEC certification in case of more than three unsuccessful remedy attempts for the same requirement.

d) Negative test results with major deficiencies, i.e. deficiencies necessitating a product modification and also having an effect on further detail tests:

The test procedure is interrupted .

The client receives a list of all deficiencies and shall state, within one month's time, whether he intends to remedy these deficiencies. If he does, he will be granted further 4 months to remedy the deficiencies and prove this to VdS-Lab by submitting new documents and/or samples.

If the time limits are not complied with, the test procedure will be concluded. The client will be informed accordingly and receive the test report on request.

Additionally, VdS-Lab reserves the right – by agreement with VdS-Zert – to conclude the test procedure for VdS approval or EN/ISO/IEC certification in case of more than three unsuccessful remedy attempts for the same requirement.

Note: A product test carried out by VdS-Lab does not imply that the body that has accredited VdS-Lab as testing body, or any other body, also approves the product.

4.5 Samples

Number, design and configuration level of the samples are fixed by VdS-Lab on an individual basis, unless regulated by the respective guidelines.

Certain products may have to be submitted together with special terminals or ancillary fastenings, or else the manufacturer may have to install and commission them at VdS-Lab. The client will be informed of any measures to be taken.

Note: A representative of the client should instruct the VdS expert as to how to operate/handle complex products (e.g. CIEs, systems) and thus shorten the familiarisation phase. By agreement with VdS-Lab this instruction may be coordinated

with the submission of the samples, the preliminary test or the beginning of the main test.

VdS-Lab reserves the right to select the products to be tested on the clients' premises or to order them in due time.

The products shall be sent to VdS-Lab free to the door, including standard accessory. Products sent to VdS-Lab unrequested may be sent back untested at the expense of the sender. VdS-Lab reserves the right to decline acceptance of undeclared products.

The products submitted for testing shall be complete.

In the case of a failure of any samples an additional delivery may be necessary.

Samples are sent back or disposed of by agreement with the client and in compliance with legal regulations. If applicable, packaging and dispatch type are agreed with the client.

5 Approval and EN/ISO/IEC certification

Note: EN/ISO/IEC certification is hereafter referred to as certification.

5.1 Requirements for the approval/certification of devices and components

5.1.1 Application

The approval/certification shall be applied for in writing using Annex D (if required, supplemented by Annex E). The application shall be fully filled in. All necessary documents shall be attached (see 5.3.1).

5.1.2 Potential clients

The approval/certification of devices and components may be applied for:

1. by the company representing the manufacturing site (see Cl. 2 "Definitions"); or
2. by a third party (distributor), but only provided that the following applies:
 - a) the product has already been approved/certified (so-called base approval/base certification) and is manufactured for the distributor identically in construction; or

- b) the product is manufactured by a manufacturing site by order of a distributor.

In case 2a) the validity of the approval/certification is limited to the validity of the base approval/base certification. The application shall include an informal letter of agreement and a delivery promise by the holder of the base approval/base certification with the following information:

- original product and type designation;
- designated distributor;
- designated product and type designation.

The distributor receives a so-called parallel approval/parallel certification. Based on this parallel approval/parallel certification no further parallel approvals/parallel certifications may be granted. Any further parallel approvals/parallel certifications shall be based on the base approval/base certification.

In case 2b) the manufacturing site shall supplement the application by Annex E.

5.1.3 Requirements for the manufacturing site

The client shall provide evidence that the products are manufactured with consistent characteristics and design. Every manufacturing site shall have a quality management system (QM system), generally certified in accordance with DIN EN ISO 9001. The QM system shall cover all product-related activities. The client allows VdS to inspect the functionality of the QM system of the respective manufacturing site. Further applicable VdS Guidelines 2841en include all requirements for the manufacturing site, especially regarding the QM system.

5.1.4 Product surveillance

Even before an approval/certification is granted, the VdS experts shall be allowed access to the manufacturing site(s) by prior agreement with the client. At the same time, methods of product surveillance (e.g. testing of samples) may be fixed.

Following the approval/certification, VdS-Zert carries out regular product assessment measures to verify the products' consistent characteristics. VdS-Zert reserves the right to outsource product surveillance to a third party. Any further applicable regulations for product surveillance are covered by VdS Guidelines 2841en.

5.1.5 Approval/certification basis

Approvals are carried out based on VdS Guidelines or any guidelines and standards accepted by VdS-Zert. Any applicable VdS Guidelines are listed in the publisher's list VdS 2341, "Publications on Loss Prevention and Technology" and on the VdS website www.vds.de.

If no guidelines or standards are applicable or if individual tests are not yet feasible, special agreements may be made.

EN/ISO/IEC certifications are carried out based on European and international standards.

5.2 Requirements for the approval of systems

5.2.1 Application

The approval shall be applied for in writing using Annex D. The form shall be fully filled in. All necessary documents shall be attached (see 5.3.1).

5.2.2 Potential clients

The company acting as manufacturing site, a distributor, or an installer may apply for a system approval. The application for a system approval shall include a complete list of all devices and components belonging to the system. Apart from the exception specified in 5.2.5, all the main devices and components of a system shall be VdS-approved.

The system manufacturer or system distributor is obliged to train the installer of the system duly and regularly, to provide technical support and maintenance material.

Note: This includes the obligation to provide the installers with the current version of the VdS System Certificate at all times.

5.2.3 Requirements for the documentation

The required technical documentation is specified in the applicable VdS system guidelines.

5.2.4 Particularities

For systems comprising approved devices and components of different approval holders, delivery promises and the required product specifications and application limitations of the approval holders shall be submitted.

5.2.5 Special systems

For special systems whose components cannot be installed in other systems due to a special system technology (e.g. system for high pressure water mist extinguishing installations), the main components need not be approved individually.

In this case, the components may be approved by being specified as part of the system, but only provided that the client assumes responsibility for all components and fulfils the requirements of 5.1.3.

Furthermore, VdS-Zert reserves the right to combine the approval with a system-specific agreement on regular product audits and product revisions.

5.3 Procedure

5.3.1 Documents and electronic data to be submitted

The approvability/certifiability of the product shall be evidenced by means of a test report issued by VdS-Lab or any other testing body accepted by VdS-Zert. This report shall include the technical documentation acc. Annex B (incl. manufacturing documents, installation and operating instructions). Additionally, electronic data acc. Annex C shall be provided. By applying for the approval/certification, the client releases these data for printing, copying and saving on the VdS intranet.

5.3.2 Inspection of documentation

Technical documentation shall correspond to Annex B and shall identify the product unambiguously. The test report submitted to VdS-Zert shall comply with DIN EN ISO/IEC 17025 and shall prove that the product fulfils the requirements of the underlying guidelines and standards.

Note: An approval may also be granted if the product does not fully comply with the wording of the guidelines and standards, but if its performance characteristics are classified as equivalent or superior.

If a test report on the testing of prototypes is submitted, VdS-Zert will reserve the right to demand the testing of a product from series production.

5.3.3 Decision period

Applications are handled in the order of their arrival. If all the a.m. requirements are fulfilled, a decision on the approval/certification will be made within 3 months' time.

If VdS-Zert does not receive all the required documents 12 months after demanding their submission, the application will not be handled. The documents received up to then will be sent back to the client.

5.4 Grant of approval/certification

If the a.m. requirements are fulfilled and the inspection of all documents and test reports submitted has a positive result, the client will receive a certificate for the product, valid for 4 years (exception: see 5.1.2 – 2a). Intended product names and/or product designations are specified in the certificate. The validity period may be reduced in the case of new products or upcoming changes of underlying guidelines or standards. The reduced validity period generally is 2 years.

The approval entitles the approval holder to use the respective VdS logo (see 5.8.1 to 5.8.3).

The EN/ISO/IEC certification does not entitle the holder to use a VdS logo.

The certificate on the approval/certification can be issued bilingually, by request of the client (in German and English). VdS-Zert may be requested to issue certificates in other languages.

Note: The approval/certification of a product by VdS-Zert does not imply that the body that has accredited VdS-Zert as certification body, or any other body, also approves the product.

5.5 Modification of an existing approval/certification

Modifications of an approval/certification may be applied for using Annexes D and G (if required, supplemented by Annex E). In conjunction with a modification of the approval/certification an extension may be applied for at any time, different to 5.6. If the client intends to modify the product and/or its intended purpose, VdS-Zert shall be advised of any significant modifications in advance by means of Annex G. Generally, significant modifications are the following:

- those affecting the functional/performance characteristics of the product;
- those affecting the long-term/environmental/immunity behaviour of the product;
- those affecting the practical applicability of the product; or
- those involving potential violation of miscellaneous legal or other regulations.

Further specifications may be defined in the certification guidelines.

When in doubt, the intended modifications shall be agreed with VdS. When indicated, VdS-Zert may stipulate whether a modification of the approval/certification is required and whether any tests of the modified product are required. The modified product will be considered as approved/certified, if the modification procedure has been concluded with a positive result. Moreover, an additional control of the manufacturing quality (see Guidelines VdS 2841en) may be required.

5.6 Extension of validity period of approval/certification

By request of the client, the validity period of the approval/certification may be extended. An application for an extension shall be submitted 9 months max. and 6 months min. prior to approval/certification expiry, using Annex D (if required, supplemented by Annex E). If the application is submitted less than 6 months prior to expiry, a period of time may ensue in which the product is not approved/certified. If during the validity period of the approval/certification the underlying regulations have changed, VdS reserves the right to carry out the required re-tests before granting the extension. The duration of the validity period may be reduced in the case of upcoming changes of the underlying guidelines or standards.

5.7 Refusal of approval/certification

An approval/certification may be refused provided that deficiencies have been found which are opposed to an approval/a certification

- when inspecting the documentation (see 5.3.2);
- in the quality management system of the manufacturing site;
- regarding means of product surveillance; or
- during the practical test of the product.

An approval may also be refused if all requirements of the guidelines are fulfilled, but other criteria affect the product's performance, or the aim of the guidelines is not achieved.

A refusal of an approval/a certification is justified in detail. Following a refusal the client may declare within one month's time whether he intends to remedy the deficiencies in question. If he does, he will be granted further 4 months to remedy the deficiencies and prove this to VdS-Zert (e.g. by submitting improved products). If he submits improved products, only the improved aspects, if possible, will be re-assessed. If no improved products are submitted within the respective time limits, the procedure will be cancelled.

VdS-Zert reserves the right to refuse the approval/certification irrevocably after more than three unsuccessful improvement attempts.

5.8 Obligations of approval or EN/ISO/IEC certificate holder

The holder of a VdS approval or EN/ISO/IEC certificate commits himself always to comply with the effective certification requirements including the implementation of changes of certification requirements announced by VdS.

Furthermore he commits to ensure that his VdS-approved/-certified product continuously to fulfil the product requirements during the ongoing production.

In addition the client undertakes to make all necessary arrangements to investigate complaints. He commits to recording and assessing all objections/complaints regarding the approved/certified products and to conduct and record all appropriate measures required for their correction.

Records shall be made available during product audits and audits of the quality management system. The records shall be kept for at least 5 years.

5.8.1 VdS marking after granting of approval/certification

5.8.1.1 After the granting of approval, VdS-approved products shall bear the "VdS" or "VdS Home" mark according to their application, or else the following logo. It is not permitted to apply the marking before the approval has been granted.



The marking shall be unambiguous, and fixed permanently and well visibly to the product. The size of the logo should not fall below 5 mm. The only allowable reason for not applying the marking "VdS" or "VdS Home" or the VdS logo would be a lack of space. In this case a marking on the accompanying documentation or on the packaging would be sufficient. This exception only applies to very small products and requires prior consultation with VdS-Zert.

EN/ISO/IEC-certified products shall not be marked with "VdS" or "VdS Home" or the VdS logo, unless they are VdS-approved also.

5.8.1.2 VdS-approved products shall bear the approval number on the product itself, the accompanying documentation, or the packaging.

EN/ISO/IEC-certified products shall bear the certificate number on the product itself and on the accompanying documentation or on the packaging.

If the marking is applied to the product, it shall be permanent and well visible.

5.8.1.3 Products supplied via retail or Internet sale with access for end consumers shall bear the marking acc. 5.8.1.1 and 5.8.1.2 such that it is well visible from the outside (i.e. when packed) and on the Internet where applicable. The packaging or Internet representation of such products shall also include the name and full address of the party responsible for the product's compliance with the requirements specified in the approval or certificate [approval holder, certificate holder or distributor].

Note: Products supplied via expert distribution networks (specialised trade, online business companies) e.g. for installers are not considered

to be products supplied via retail sale with access for end consumers.

5.8.1.4 Products not marked acc. 5.8.1.1 to 5.8.1.3 are considered as not approved/certified. This regulation does not apply to other markings, e.g. according to other guidelines or standards.

5.8.1.5 Further details on product-related marking are specified in the product-specific approval/certification principles.

5.8.2 Misuse of the marking

If aware of a third party misusing the marking (e.g. product counterfeiting), the holder of an approval/certification is obliged to intervene, and immediately inform VdS-Zert on the measures initiated.

5.8.3 Advertising with the approval/certification

Any advertising activities using the approval/certification shall take place only after the respective procedure has been concluded and the approval/certificate has been issued. All statements and interpretations regarding the approved/certified product shall be in accordance with the field of application of the approval/certification, shall not be misleading or unjustified or in breach of competition law. The approval/certification shall not be used in a way which discredits VdS. It is forbidden to integrate "VdS" or any modifications hereof into the company name.

EN/ISO/IEC-certified products shall only be advertised in texts, unless they are also VdS-approved products.

In case of a revocation of the approval/certification all advertising activities shall be stopped immediately. This also refers to the marking of products acc. 5.8. Products manufactured prior to a revocation of the approval/certification may be marketed as approved/certified products for max. 6 months – unless VdS stipulates other measures when issuing the revocation.

After expiry or cancellation of the approval/certification any advertising activities or marking of products acc. 5.8 shall be stopped immediately. Products manufactured before the approval/certification has expired or been cancelled, may be distributed as approved/certified for max. 6 months. Products whose approval/certification has expired and which were manufactured before the approval/certification has expired, may be used for maintenance purposes and/or minor

extensions of installations with reference to the hitherto existing approval/certification.

VdS certificates shall be copied or reproduced unaltered and together with all its enclosures only.

The client shall use the logo of the accreditation body of VdS only with the complete and unmodified wording of the certificate. The logo shall not be placed on the client's products or product packaging.

If the client intends to communicate that VdS is an accredited body, he shall use the following wording:

"VdS Schadenverhütung is accredited by Deutsche Akkreditierungsstelle GmbH (DAkkS) as certification body and testing laboratory for fire protection and security technology."

Upon demand by VdS the client shall remove this note.

5.8.4 Access to manufacturing sites

The client (or manufacturing site acc. Annex E) undertakes to grant the experts and auditors delegated by VdS access to the business premises and to the premises of the manufacturing site without restrictions so as to enable them to fulfil their tasks. Furthermore, the experts and auditors are granted unrestricted insight into any records regarding the manufacture of approved/certified products. If the approved/certified products are final-assembled or final-tested no sooner than during installation on site, the client will provide access to the installation sites.

5.8.5 Notification of modifications

The client undertakes to notify VdS-Zert immediately of any scheduled modifications regarding the following aspects (see also 5.5):

- a) significant product modifications;
- b) product name and/or product designation;
- c) relocation of the manufacturing site;
- d) additional manufacturing site(s);
- e) change of ownership regarding client or manufacturing site;

- f) modifications of the quality management system, inasmuch as they affect the manufacturing process;
- g) if the approved/certified product is no longer manufactured or supplied.

As the case may be, VdS specifies whether a modification of the approval/certification is required and whether the modified product needs to be tested. Moreover, an additional control of the manufacturing quality (see VdS 2841en) may be necessary.

5.8.6 Provision of spare parts

By signing the application, the approval holder undertakes to provide spare parts during the validity period of the approval. After the VdS approval has expired, spare parts shall be available for an adequate period of time. Spare parts may be original VdS-approved products from the client's stock or other compatible VdS-approved products.

Note: The "adequate period of time" depends on the anticipated life span of the product.

5.9 Suspension and revocation of VdS approvals/certifications

Approvals/certifications can be rendered temporarily invalid by suspension, or permanently invalid by revocation. The certification body will decide whether approvals/certifications are suspended or revoked if one or several of the circumstances below occur. A suspension of approval/certification includes a deadline of 6 months maximum for appropriate remedy. If within this period of time appropriate measures for remedying the cause are evidenced in writing or during a re-audit or by implied action, the approval/certification will be reinstated. Otherwise it will be revoked.

The holder of an approval/certification is informed of a suspension/revocation in writing. Within a period of two months, an appeal against the suspension/revocation may be filed (see Cl. 8). If the certification body accepts the appeal, the approval/certification will be reinstated with the original validity period.

Any action taken to verify remedy measures and the reinstating of the approval/certification are liable to costs (see Cl. 7.5).

During the suspension period and from the date of revocation no approvals, certificates, conformity

icons or VdS marks shall be used for the product. Furthermore, any advertising activities using the VdS approval/certification shall be stopped from the date of revocation (see 5.8.3).

Suspension/revocation may be effected if

- the underlying standards or guidelines are modified and the product is not modified within an adequate period of time and resubmitted for re-approval/re-certification and, if required, re-testing;
- the test of time reveals substantial faults that did not occur during testing, and if these faults are not remedied within an adequate period of time;
- the product marketed as approved/certified does no longer comply with the approved/certified version;
- the quality management system of the manufacturing site no longer fulfils the requirements (see VdS 2841en);
- the client does not allow for means of product surveillance (see 5.1.4) to be carried out within 2 months following the announcement by VdS-Zert;
- the results of the product surveillance (see 5.1.4) are negative;
- the client does not fulfil the obligations he has according to these Guidelines (e.g. payment of fees);
- certificates and VdS marks are misused;
- the holder of a VdS approval/certification refrains from a continuation during the validity period;
- the holder of a VdS approval/certification does not intervene adequately against misuse of the VdS mark by third parties, and/or does not contribute to clarifying the misuse incident (e.g. product counterfeiting), and/or does not inform VdS-Zert immediately of the measures taken; or
- the manufacturing site of the product has been relocated without prior notification to VdS-Zert.

Furthermore, an approval/certification of a distributor (see 5.1.2 a) will be suspended/revoked if the base approval for the product is suspended/revoked. VdS Schadenverhütung reserves the right to publish the following information regarding a suspension/revocation (e.g. on the VdS website):

- product designation;
- holder of the approval/certificate;
- if applicable, chains of distribution;
- time of suspension/revocation.

6 Procedures for the assessment and verification of constancy of performance according to the EU Construction Products Regulation (System 1)

6.1 Requirements for the issuing of Certificates of constancy of performance

6.1.1 Application

The issuing of certificates of constancy of performance may be applied for using Annex D (if required, supplemented by Annex E). Usually the application shall be accompanied by a list of the declared performances.

As a matter of principle, the application shall be submitted before scheduling and starting the initial test. Only in exceptional cases the formal application may be submitted at a later date, provided that VdS has been involved in the planning and scheduling of the initial test from the very beginning. Applications that do not fulfil these requirements cannot be accepted.

Note: The certification body and the client shall set up a test schedule and, if necessary, specify details of the test procedure. Thus, VdS shall be commissioned before the test procedure is planned or at least be involved in the planning of the test procedure from the very beginning.

6.1.2 Potential clients

Note: Certificates of constancy of performance specify the client as the company placing the product onto the market (manufacturer according to Construction Products Regulation).

Certificates of constancy of performance may be applied for:

1. by the manufacturing site (production plant according to Construction Products Regulation, see also Cl. 2 "Definitions"); or
2. by another company (distributor), but only under the following conditions:
 - a) VdS has already issued an EC Certificate of Conformity or a certificate of constancy of performance for the product (so-called base certificate) and the product is manufactured in the same way for the distributor; or
 - b) the product is manufactured by the manufacturing site by order of the distributor.

In case 2 a) the application shall include an informal declaration of consent and delivery promise by the holder of the base certificate, accompanied by the following information:

- original product and type designation;
- designated distributor;
- intended product and type designation.

The distributor receives a so-called parallel certificate. Based on this parallel certificate, no further parallel certificates shall be issued. Any parallel certificate shall be based on the base certificate.

In case 2 b) the manufacturing site shall supplement the application by Annex E.

6.1.3 Certification basis

A certificate of constancy of performance shall be issued only for products for which a harmonised technical specification (standard or approval guideline) is available. The European Commission shall have released the technical specification by publication in the Official Journal of the European Union.

The issuing of a certificate of constancy of performance and the procedure for the assessment and verification of constancy of performance in general are subject to the regulations specified in Annex ZA of the applicable specification (harmonised standard or approval guideline) and those given by the EU Construction Products Regulation.

Additionally, in particular cases and provided that the applicable technical specifications do not prevent this, regulations from guidance papers of the European Commission and/or position papers of the Group of Notified Bodies may apply.

6.1.4 Requirements for the manufacturing site

Note: Certificates of constancy of performance specify the manufacturing site as production plant. By request of the client and by agreement with VdS this may be done in coded form.

The manufacturing site shall fulfil all technical and personal requirements for adequate product manufacturing.

The manufacturing site shall set up a system of factory production control (FPC) ensuring that the products have consistent characteristics and design. Factory production control means continuous surveillance and control of the manufacturing process carried out by the manufacturer,

thus ensuring that the products comply with the underlying technical specifications on a continuing basis.

The requirements for factory production control (FPC) are specified in the certification basis.

6.1.5 First inspection of manufacturing site and FPC

The client permits VdS to inspect the respective manufacturing site and the efficiency of its FPC by agreement with the client, even before the certificate of constancy of performance is granted.

6.1.6 Surveillance of the FPC

Following the issuing of the certificate of constancy of performance, the client permits VdS to inspect the efficiency of the FPC of the respective manufacturing site on a regular basis by agreement with the client.

Scope and frequency of the surveillance are specified in the certification basis.

6.2 Procedure

6.2.1 Documents to be submitted

The following documents shall be submitted together with the application (see 6.1.1):

- test report(s) of initial testing according to applicable technical specification for any characteristics specified in Annex ZA; only test reports issued by testing bodies approved by the Notifying Authority are accepted;
- technical documentation acc. certification basis; see Annexes B and C;
- documentation of factory production control (FPC).

6.2.2 Inspection of documents

The test report submitted to VdS-Zert shall evidence that the product fulfils the requirements of the certification basis. If a test report on the testing of prototypes is submitted, VdS-Zert will reserve the right to demand the testing of a product from series production.

6.2.3 First inspection of manufacturing site and FPC

A first inspection of the manufacturing site and FPC shall evidence

- that the manufacturing site fulfils all technical and personal requirements for adequate product manufacturing; and
- that the factory production control (FPC) fulfils the requirements of the certification basis.

6.2.4 Decision period

Applications, wherever possible from a technical and organisational point of view, are handled in the order of their arrival. If sufficient documents are submitted for type testing, and a first inspection of the manufacturing site and FPC has a positive result, a decision on the certification will be made within 3 months' time.

If VdS-Zert demands additional documents which are not submitted within 12 months' time, the application will not be handled. The documents received up to that point will be sent back to the client. Any costs incurred by VdS up to that point will be charged to the client.

6.3 Issuing of the Certificate of constancy of performance

If the above requirements are fulfilled, the client will receive a certificate of constancy of performance. The Certificate has no fixed validity period.

Note: The Certificate is valid as long as the regulations of the applicable harmonised technical specification or the production conditions on site or the factory production control (FPC) have not been modified considerably. Any parallel certificates automatically become invalid when the respective base certificate becomes invalid.

Unless otherwise specified by the client, the Certificate is issued bilingually in German and English.

6.4 Modification of Certificate of constancy of performance

Modifications of the Certificate may be applied for using Annex D (if required, supplemented by Annex E). If applicable, VdS-Zert will determine whether product tests are required. Furthermore, an additional inspection of the manufacturing site and/or FPC may be necessary.

6.5 Modification of product or manufacturing conditions

Modifications of the product or manufacturing conditions may be applied for using Annex G. If applicable, VdS-Zert will determine whether a modification of the Certificate is necessary and whether product tests are required. Furthermore, an additional inspection of the manufacturing site and/or FPC may be necessary.

6.6 Surveillance of FPC

After granting the certificate of constancy of performance, VdS will inspect the efficiency of the FPC of the respective manufacturing site on a regular basis.

Scope and frequency of the surveillance are specified in the certification basis.

The time limit for remedying any deficiencies found during surveillance is fixed by VdS-Zert according to the extent and type of deficiencies and manufacture. However, the time limit shall, as a general rule, not exceed 1 month.

In the event of a significant non-compliance VdS-Zert may fix a special test. At the same time, samples may be taken, the type and extent of which are fixed by VdS-Zert. The time limit for remedying any deficiencies found during special testing is fixed by VdS-Zert according to extent and type of deficiencies and manufacture. However, the time limit shall, as a general rule, not exceed 3 months.

6.7 Suspension and revocation of Certificates of constancy of performance

Certificates of constancy of performance can be rendered temporarily invalid by suspension, or permanently invalid by revocation. The certification body will decide whether certificates of constancy of performance are suspended or revoked if one or several of the circumstances below occur. A suspension of a certificate of constancy of performance includes a deadline of 6 months maximum for appropriate remedy. If within this period of time appropriate measures for remedying the cause are evidenced in writing or during a re-audit or by implied action, the certificate of constancy of performance will be reinstated. Otherwise it will be revoked. Unless otherwise required by law, VdS-Zert will inform Deutsches Institut für Bautechnik (DIBt – German Institute

for Construction Technology) of the suspension/revocation.

The holder of a certificate of constancy of performance is informed of a suspension/revocation in writing. Within a period of two months, an appeal against the suspension/revocation may be filed (see Cl. 8). Any action taken to verify remedy measures and the reinstating of the certificate of constancy of performance are liable to costs.

During the suspension period and from the date of revocation the certificate of constancy of performance shall no longer be used.

Suspension/revocation may be effected if

- the harmonised technical specification(s) underlying the certificate of constancy of performance is (are) modified and the product is not modified within an adequate period of time and, if required, resubmitted for re-testing;
- the harmonised technical specification(s) underlying the certificate of constancy of performance is (are) modified and the FPC is not modified within an adequate period of time;
- the certified product is no longer manufactured or supplied;
- the certified product is no longer manufactured at the notified manufacturing site;
- the product marketed as certified does no longer comply with the certified version;
- the FPC of the manufacturing site does no longer fulfil the requirements of the certification basis;
- the client does not meet the specified time limits for remedying the deficiencies (see 6.6);
- the results of the surveillance (see 6.6) are negative; or
- the client does not fulfil the obligations he has according to these Guidelines (e.g. payment of fees).

Furthermore, a certificate of constancy of performance of a distributor (parallel certificate, see 5.1.2, 2a) will be suspended/revoked if the base certificate for the product is no longer valid.

VdS Schadenverhütung reserves the right to inform the competent authorities of a suspension/revocation and to publish the information in accordance with the authorities' regulations (e.g. on the VdS website).

6.8 Abandonment of Certificates of constancy of performance

The client may abandon a valid certificate of constancy of performance any time by informing VdS-Zert in writing that he

- no longer wishes to keep up the certificate of constancy of performance;
- cancels the contract as of a specified date; and
- will no longer use the respective certificate of constancy of performance as of the specified date.

6.9 Advertising with Certificates of constancy of performance

The granting of a certificate of constancy of performance does not entitle the holder to use the VdS logo.

7 General

7.1 Confidentiality

Any documents received and information gained by VdS-Lab and VdS-Zert during procedures carried out in accordance with these guidelines will be treated as strictly confidential. Without prior written consent of the client, the documents shall not be made accessible to third parties. (Exception: VdS delegates the product surveillance to a third party, see 5.1.4.)

The obligation of VdS-Lab and VdS-Zert to grant insight into documents of individual procedures to superordinate bodies (e.g. representatives of accreditation bodies) remains unaffected by this.

7.2 Enquiries

VdS shall answer enquiries merely by saying whether products have been approved/certified by VdS or not.

7.3 Publications

VdS-Zert only publishes the following data regarding VdS-approved and EN/ISO/IEC-certified products:

- product name and/or product designation;
- full address of approval holder (incl. phone, fax, e-mail and internet address);
- if applicable, product illustration;

- if applicable, full address of supplier (incl. phone, fax, e-mail and internet address);
- if applicable, instructions for the use of the product;
- for systems: list of all devices belonging to the system.

Publications of suspensions/revocations see 5.9.

7.4 Limitation of confidentiality

If the client applies for a test while intending to apply for the certification with a certification body other than VdS-Zert, he shall limit the confidentiality obligation of VdS in this sense.

Furthermore, the client may acquit VdS from the confidentiality obligation towards other persons or bodies.

In Annex D he may permit the disclosure of information by VdS to third parties (e.g. regarding status and result of test procedures).

7.5 Costs

The testing and certification services are chargeable and are not subsidised. Upon request VdS provides quotations and/or tables of fees.

8 Procedures for Appeals

8.1 Appeals regarding an approval/certification procedure

Appeals shall be submitted to VdS-Zert in writing with reference to these Guidelines (VdS 2344en). The letter shall include the following information:

- date, person responsible, and subject matter of the letter informing the client of the results objected to;
- detailed list of the results objected to;
- reasons for the appeal.

The letter of appeal shall be sent to the responsible Head of VdS-Zert (Head of Business Unit Fire Protection or Security), who will verify the complaints. If they are found to be justified, the relevant approval/certification procedure shall be repeated, either in full or in part.

In this case, the costs of the repeated approval/certification procedure shall be borne by VdS-Zert. If the complaints are found to be unjustified,

the costs of the appeals procedure shall be borne by the client. If VdS-Zert and the client do not come to an agreement, the certification advisory board shall be called in.

8.2 Appeals/Complaints regarding a test

Appeals/complaints shall be submitted in writing to the responsible Head of VdS-Lab (Head of Business Unit Fire Protection or Security) with reference to these guidelines (VdS 2344en). The letter shall include the following information:

- test item;
- number of test report and date of letter informing the client of the results objected to;
- detailed list of results objected to;
- reasons inducing the client to query the test results.

If the objections are found to be justified, the relevant tests shall be repeated.

In this case, any relevant measuring devices shall be tested for operational reliability and, if faultiness is suspected, newly calibrated.

If the repeat test reveals that the appeals were unjustified, the costs of the repeat test shall be borne by the client.

If the appeals were justified, VdS shall take appropriate action to correct the effects and exclude the occurrence of equivalent mistakes for the future. In this case, the costs of the repeat test shall be borne by VdS-Lab.

9 Miscellaneous

9.1 General terms and conditions

General terms and conditions VdS 3177en in the version effective at the contract date apply.

Annex A (currently not in use)

Annex B – Technical documentation

B.1 Devices and components

The manufacturer shall draw up and maintain documentation for the product.

This documentation shall include

- drawings;
- parts lists;
- data sheets;
- mounting diagrams (if applicable);
- block diagrams (if applicable);
- schematics (if applicable);
- functional descriptions; and
- software description (if applicable)

in such a comprehensiveness that allows testing of compliance with the requirements of the test basis and a general evaluation of the realisation.

Furthermore the manufacturer shall provide

- a general description of the product including a list of all characteristics and functions;
- a technical description including
 - installation information with mounting instructions;
 - wiring and setting instructions;
 - operating instructions;
 - maintenance instructions;
 - instructions for routine tests (if applicable).

Ancillary documentation, to support the testing body, may be required additionally:

- for test assemblies comprising several devices: list of devices (drawing of test assembly);
- for devices whose function is not evident from the circuit diagram: functional diagram and timing diagram;
- circuit description or functional description to explain circuit arrangement;
- etc.

The user documentation shall be submitted in German. In particular cases the user documentation may also be submitted in English by prior agreement with VdS-Lab or VdS-Zert. If the client intends to apply for a certification with a foreign certification body based on a test carried out by VdS-Lab, the user documentation shall also be submitted in the national language of the foreign certification body. The remaining documentation should be submitted in German; regarding any other languages, prior agreement with VdS-Lab or VdS-Zert is necessary.

Note: The required documentation to be provided for testing, approval or certification can usually be found also in the current standards and VdS guidelines.

B.2 Systems

The documentation shall include the following, where applicable:

- system description (general description of the system, its characteristics and functions);
- list of system components and devices;
- diagram(s) of typical system configuration;
- additional documents, where required in the certification basis (VdS guidelines, standards).

If the system also comprises devices and components approved merely by their specification in the system, such devices and components shall also be documented in accordance with B.1.

B.3 General

Any documents submitted shall be listed (see example in table B.1). The list bearing date, and, if applicable, update status and revision status, shall include the following information:

- document designation;
- document or drawing number;
- update status or revision status;
- release date;
- number of pages of document.

Technical documentation shall be clearly identifiable and approved and shall be subjected to a revision management.

Except for the software documentation the technical documents shall be submitted in printed form in at least one copy. The user documentations (see B.1) shall also be submitted electronically.

Technical documents in electronic form can also be demanded later. By agreement with VdS the documents can also be submitted electronically only.

Document type	Document no.	Release date	Revision	No. of pages	Remarks
Circuit diagram	A37-B03_Rev2	20.01.2013	Rev2	12	

Table B.1: Example for the listing of required documents

Annex C – Electronic data

It shall be possible to easily process and handle the electronic data submitted (e.g. uncoded, in adequate definition, without document protection).

C.1 Devices and components

Data	File format/size
Picture of VdS-approved device/component in colour (appropriate for visual identification of device/component on VdS Intranet)	.jpg, max. 0,5 MB per picture
Mounting instructions, installation instructions, connection and adjustment instructions, to which reference is made in Annex 3 of the approval certificate	.pdf, max. 5 MB per file
Operating instructions (incl. details regarding regular inspections by the user, if required)	.pdf , should not exceed 5 MB per file

C.2 Systems

Data	File format
Diagram(s) of typical system configuration	.pdf, max. 5 MB per file

If the system also comprises devices and components approved merely by their specification in the system, such devices and components shall also be documented by the data specified in C.1.

Annex D – Application for a procedure acc. VdS 2344en, Cl. 1.2, 1.3 and 1.4

VdS	<input type="checkbox"/> Test and approval (first issue)		
	<input type="checkbox"/> Modification/amendment of approval no. _____ (in case of product modifications please also use Annex G)		
	<input type="checkbox"/> Approval of a product already tested (first issue)		
	<input type="checkbox"/> Extension of approval no. _____		
	<input type="checkbox"/> Parallel approval (to VdS base approval no. _____) (please enclose an informal declaration of consent and delivery promise by the base approval holder) (do not fill in Item 5)		
	<input type="checkbox"/> The test/approval procedure is to be agreed with the following certification body: _____ (fill in Item 7)		
CE	<input type="checkbox"/> First issue of a Certificate of constancy of performance, if so, based on valid VdS approval no. _____ or ECertificate of constancy of performance no. _____ (for base certificates: please enclose Annex E additionally) (for parallel certificates: please enclose an informal declaration of consent and delivery promise by the base certificate holder) (do not fill in Item 5)		
	<input type="checkbox"/> Modification of Certificate of constancy of performance no.: _____ (in case of product modifications please also use Annex G)		
EN/ ISO/ IEC	<input type="checkbox"/> Test and EN/ISO/IEC certification (first issue)		
	<input type="checkbox"/> Modification/Amendment of EN/ISO/IEC certification no. _____ (in case of product modifications please also use Annex G)		
	<input type="checkbox"/> EN/ISO/IEC certification of a product already tested (first issue)		
	<input type="checkbox"/> Extension of EN/ISO/IEC certification no. _____		
	<input type="checkbox"/> Parallel certification (to EN/ISO/IEC base certificate no. _____) (please enclose an informal declaration of consent and delivery promise by base certificate holder) (do not fill in Item 5)		
1	Client		
1.1	Company name		
1.2	Street		
1.3	Country Postcode City		
1.4	Contact		
1.5	Phone/ Fax	e-mail	
1.6	VAT ID no. (only for foreign clients)		
2	Payer (payer of the invoice, if different from client)		
2.1	Company name		
2.2	Street		
2.3	Country Postcode City		
2.4	Contact		
2.5	Phone / Fax	e-mail	
2.6	VAT ID no. (only for foreign clients)		
3	Billing adress		
3.1	Company name		
3.2	Street		
3.3	Country Postcode City		
3.4	Contact		
3.5	Phone / Fax	e-mail	

4	Product for which the approval/certification/test is applied for		
4.1	Product and type designation		
4.2	The product to be tested has software controlled components <input type="checkbox"/> yes <input type="checkbox"/> no		
4.3	Use in (system type and, if applicable, class, e.g. IAS Class A)		
4.4	Approval/certification/ test basis		
4.5	<input type="checkbox"/> In addition to the German version of the test report an English version is required		
4.6	<input type="checkbox"/> In addition to the German version of the certificate an English version is required		
5	Manufacturing site of product (do not fill in for system approvals)		
	Client and manufacturing site are identical <input type="checkbox"/> yes (please fill in Item 6, Item 5 does not apply) <input type="checkbox"/> no (please fill in Item 5 and enclose Annex E , Item 6 does not apply)		
5.1	Company name		
5.2	Street		
5.3	Country Postcode City		
5.4	Phone / Fax	e-mail	
6	Quality management system/System of factory production control of manufacturing site (For VdS approvals and EN/ISO/IEC certifications see 5.1 of these Guidelines and Cl. 2 of VdS 2841en "Performance of product surveillances")		
6.1	<input type="checkbox"/> certified acc. DIN EN ISO 9001 by VdS Schadenverhütung: Certificate no.: _____	<input type="checkbox"/> certified acc. DIN EN ISO 9001 by _____ (Please enclose copy of certificate by QM certification body.)	
	<input type="checkbox"/> not certified acc. DIN EN ISO 9001	<input type="checkbox"/> current QM documentation (QM Manual, codes of practice, etc.) is attached to this application for a preliminary inspection <input type="checkbox"/> current QM documentation (QM Manual, codes of practice, etc.) has already been submitted to VdS-Zert	
6.2	Name of QM representative/e-mail		
7	Limitation of confidentiality obligation The client absolves VdS from the confidentiality obligation and permits VdS to pass on information to the following third party(ies), insofar as this is required for carrying out the order. The client consents.		
8	The client declares to accept VdS 2344en "Procedure for the testing, approval, and certification of products and systems for fire protection and security technologies" (especially 7.4, 7.5), Guidelines VdS 2841en "Performance of product surveillances", the applicable tables of fees and the General terms and conditions VdS 3177en to be part of the contract. Additional declaration by the client (applicable only to applications for extensions): The a.m. product is manufactured in the approved/certified design without any modifications.		
	Date	Stamp and signature of authorised person	

Annex E – Manufacturer’s declaration

Manufacturer’s declaration			
The manufacturing site shall submit this declaration in the event of an application for a VdS approval, EN/ISO/IEC certification or certification of constancy of performance (CE) for a device or component submitted by a client who is not identical with the manufacturing site (definition of manufacturing site see VdS 2344en, Cl. 2).			
1	Manufacturing site		
1.1	Company name		
1.2	Street		
1.3	Postcode City		
1.4	Contact		
1.5	Phone / Fax	e-mail	
1.6	VAT ID no. (only for foreign clients)		
2	Device/component for which the approval/certification is applied for		
2.1	Product and type designation		
2.2	Use in (system type and, if applicable, class, e.g. IAS Class A)		
3	Client acc. Annex D		
3.1	Company name		
3.2	Street		
3.3	Postcode City		
3.4	Phone / Fax	e-mail	
4	Quality management system/System of factory production control of manufacturing site		
4.1	<input type="checkbox"/> certified acc. DIN EN ISO 9001 by VdS Schadenverhütung: Certificate no.: _____	<input type="checkbox"/> certified acc. DIN EN ISO 9001 by _____ (Please enclose copy of certificate of QM certification body)	
	<input type="checkbox"/> not certified acc. DIN EN ISO 9001	<input type="checkbox"/> current QM documentation (QM Manual, codes of practice, etc.) is attached to this application for a preliminary test <input type="checkbox"/> current QM documentation (QM Manual, codes of practice, etc.) has already been submitted to VdS-Zert	
4.2	Name of QM representative/e-mail		
5	The manufacturing site declares		
<ul style="list-style-type: none"> ■ to be in agreement with the application for certification of said product by said client; ■ to supply the client with said product; ■ to manufacture said product in the design approved/certified by VdS-Zert; ■ to ensure faultless product quality due to the applied quality management system acc. 5.1.3 of these Guidelines; ■ to have no objections to on-site assessments of the product quality by VdS-Zert on a regular basis (see VdS 2841en). <p>For carrying out the order, data of the manufacturing site are collected, stored and, if necessary, passed on to third parties. They are passed on only insofar as this is necessary for carrying out the order. The manufacturing site consents.</p>			
Date		Stamp and signature of authorised person of manufacturing site	

Annex F – Application for a confirmation of the conformity with published regulations (confirmation of conformity) or a product test (without certification)

<input type="checkbox"/>	Confirmation of conformity
<input type="checkbox"/>	Product test

1	Client		
1.1	Company name		
1.2	Street		
1.3	Country Postcode City		
1.4	Contact		
1.5	Phone / Fax	e-mail	
1.6	VAT ID no. (only for foreign clients)		
2	Payer (payer of the invoice, if different from client)		
2.1	Company name		
2.2	Street		
2.3	Country Postcode City		
2.4	Contact		
2.5	Phone / Fax	e-mail	
2.6	VAT ID no. (only for foreign clients)		
3	Billing address		
3.1	Company name		
3.2	Street		
3.3	Country Postcode City		
3.4	Contact		
3.5	Phone / Fax	e-mail	
4	Product for which a confirmation of conformity/test is applied for (A separate application is required for each product.)		
4.1	Product and type designation		
4.2	Test basis		
4.3	<input type="checkbox"/> In addition to the German version of the test report an English version is required.		
4.4	<input type="checkbox"/> In addition to the German version of the confirmation of conformity an English version is required.		
5	Limitation of confidentiality obligation The client absolves VdS from the confidentiality obligation and permits VdS to pass on information to the following third party(ies), insofar as this is required for carrying out the order. The client consents.		
6	The client declares to accept VdS Guidelines 2344en "Procedure for the testing, approval and certification of products and systems for fire protection and security technologies" (especially 7.5), the applicable tables of fees and the General terms and conditions VdS3177en to be part of the contract.		
	Date	Stamp and signature of authorised person	

Annex G – Notification of product modifications

1	Client		
1.1	Company name		
1.2	Street		
1.3	Country Postcode City		
1.4	Contact		
1.5	Phone / Fax	e-mail	
1.6	VAT ID no. (only for foreign clients)		
2	Product		
2.1	Product and type designation		
2.2	Approval/certificate no.		
3	Type of modification(s) – Please specify in detail		
3.1	<input type="checkbox"/> Hardware (material) <input type="checkbox"/> Software <input type="checkbox"/> Function <input type="checkbox"/> Opt. characteristics (no functional relevance) <input type="checkbox"/> Documentation	<input type="checkbox"/> Substitution of component with identical specification <input type="checkbox"/> Marking or other formal modifications <input type="checkbox"/> Miscellaneous	
3.2	Description/Motivation (Should you require more space, please use separate sheet.)		
4	Assessment of modification(s)		
	The modification(s) may		
	affect the functional/performance characteristics (parameters/function) of the product.	<input type="checkbox"/> yes	<input type="checkbox"/> no
	affect the long-term/environmental/immunity behaviour of the product (e.g. climatic, EMC).	<input type="checkbox"/> yes	<input type="checkbox"/> no
	affect the practical application of the product.	<input type="checkbox"/> yes	<input type="checkbox"/> no
5	Verification/validation of the effects of the modification by the approval/certificate holder (e.g. test protocol/test result, internal assessment – please attach copies) (Should you require more space, please use separate sheet.)		

6	<p>Attachments to approval/certification</p> <p>The following documents specified in the approval/certificate as further applicable documents were modified and attached to this application:</p> <p>[Should you require more space, please use separate sheet.]</p>		
7	<p>The client declares</p> <p>to accept VdS Guidelines 2344en "Procedure for the testing, approval and certification of products and systems for fire protection and security technologies" (especially 7.4, 7.5), VdS Guidelines 2841en "Performance of product surveilances", the applicable tables of fees and the General terms and conditions VdS 3177en to be part of the contract. The client also confirms that any information he has given is correct.</p>		
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Date</td> <td style="width: 50%; border: none; text-align: right;">Stamp and signature of authorised person</td> </tr> </table>	Date	Stamp and signature of authorised person
Date	Stamp and signature of authorised person		



Publishing house: VdS Schadenverhütung GmbH
Amsterdamer Str. 172-174 • D-50735 Köln, Germany
Phone: +49 221 77 66 0 • Fax: +49 221 77 66 341
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