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**CERTIFICATION RULES**

# **CERTIFICATION RULES OF THE CERTIFICATION BODY FOR PRODUCTS AT VVUU, a.s.**

**Valid from: 1<sup>st</sup> August 2022**

## CERTIFICATION RULES

### 1. Introduction

This document provides a basic overview on certification procedure which is performed by the Certification Body for Products at VVUU, a. s. The document is intended for all clients of the Certification Body.

### 2. Basic Information

The certification Body for Products at VVUU, a. s. (hereinafter referred to as CBP), accredited by the Czech Accreditation Institute, pursuant to ČSN EN ISO/IEC 17065, is a division of VVUU, a. s.

Identification data

Company name:	<b>VVUU, a. s.</b>
Name of certification body:	<b>Certification Body for Products at VVUU, a.s.</b>
Address:	<b>1337/7, Radvanice, post code 716 00 Ostrava</b>
Id. No:	<b>45193380</b>
Tax id.:	<b>CZ45193380</b>
Bank account:	<b>KB Ostrava, account no 5601761/0100</b>

Scope of performed certification: [https://www.cai.cz/OA/pdf/P160\\_2022\\_CS.pdf](https://www.cai.cz/OA/pdf/P160_2022_CS.pdf)

([https://www.cai.cz/OA/pdf/P160\\_2022\\_EN.pdf](https://www.cai.cz/OA/pdf/P160_2022_EN.pdf))

### 3. Certification Procedure

#### 3.1 Product Certification Process

Overview of basic activities performed within the evaluation and certification of product.

<b>Activity</b>	<b>Client</b>	<b>CBP</b>
Providing information on certification procedure (certification rules)		X
Submitting certification application and technical documentation of product	X	
Examination of certification application		X
Registration of certification application		X
Evaluation preparation – plan of activities		X
Examination of technical documentation		X
Preparation of certification agreement		X
Approval of certification agreement	X	X
Delivery of test samples, or on-site sampling	X	
Examination, inspection and product tests		X
Product evaluation		X
Decision on certification – issuing certificate		X
Handing over the certification documents to client		X
Archiving of certification documents		X
Performing surveillance of certified product for period of certification validity (providing that surveillance is stipulated)		X

X – performs or is responsible for performing

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### **3.2 Certification Application**

The certification is performed on the grounds of the submitted application; CBP shall provide the relevant form upon request, or all the forms are available on the web page of CBP (<https://my.vvuu.cz/sekce-verejne.php?dilci-sekce=247>).

### **3.3 Certification Agreement**

CBP concludes a legally enforceable agreement. The agreement is usually made by the price quotation and business terms.

### **3.4 Evaluation**

The evaluation is conducted according to precisely stipulated procedures, as they are accredited. It evaluates meeting requirement of technical standards or legal regulations which relate to the particular product group.

### **3.5 Evaluation Report**

The evaluation report contains findings and conclusions of product evaluation

### **3.6 Decision on Certification, Certification Documents**

The decision on certification is made with reference to the conclusions stated in the evaluation report. Providing that the stipulated requirements are met, the certificate is issued. The certificate holder shall follow the terms of certification issuing. The certificate is valid for 3, or 6 years, pursuant to the applied certification scheme. Either the validity may be stipulated according to the requirements of a legal regulation which was applied at the evaluation. Further, the validity is conditioned by meeting the terms of surveillance, providing that they are stipulated.

### **3.7 Surveillance**

Surveillance activity is defined by the applied certification scheme or it follows from the applied assessment module. The client bears the costs of the surveillance. Surveillance may be performed even on the basis of a third-party motion, e.g. a body surveying the market.

### **3.8 Changes of Certification Requirements**

Changes of certification requirements may follow from the client's requirement (e.g., partial modifications of the certified product) or from the change in the state-of the art (new requirements of technical standards or legal regulations). As a standard procedure, a supplement to the certificate is issued on the basis of the additional evaluation. In case of major changes, a new evaluation is conducted.

### **3.9 Termination, Limitation, Suspension or Withdrawal of Certification**

The certificate holder shall comply with conditions under which the certificate was issued. In case of breach of these conditions or in case the product does not comply with the conditions under which it was issued, the CBP may limit or suspend the certificate, or even withdraw it.

## **4. Appeals, Complaints, Disputes**

The appeals or complaints may be made within the period of 15 days from delivery of the decision, using the address stated in the part 7. The appeal or complaint shall be made by the person who applied for the certification only, or who is the certificate holder. The result of examination shall be communicated within the period of 30 days from submission of appeal or complaint, or within the period of 60 in case the impartiality committee is involved.

## **5. Fees for Certification**

The prices for performance of certification are stipulated by an agreement pursuant to the Act no 526/1990 Coll., on prices as amended and follow from the current price list of the CBP.

## **6. Rules for Use of the Certificates**

1. The certificate is valid exclusively for the products in the same design as the certified product.
2. The certificate holder has the right to use the certificate as a base for conformity declaration on the products that are designed in the same way as the certified product.
3. The certificate holder shall comply with all the conditions under which the certificate was issued.

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4. Without any hesitation, the certificate holder shall notify the certification body on any changes related to the organization (in relation to the certified product) or the design of the certified product and its documentation.
5. The certificate holder shall record and archive all complaints made in relation with the certified product and take and document appropriate measures regarding such complaint. These documents and records shall be submitted to the certification body at the surveillance activities.
6. The certification body withdraws the certificate from such holder who is proved to:
  - a) use the certificate in a misleading way in the promotion materials or makes an incorrect reference to the certificate,
  - b) not keep the list of complaints and does not deal with complaints which are made in relation to the product,
  - c) intentionally state untruthful data in the application and in the source materials which are essential for the decision on certification issue,
  - d) not comply with notification obligation,
  - e) not enable the certification body to perform the surveillance, in case it is a part of the certification scheme.
7. The certification holder is bound to give back the certification documentation (i.e. the certificate) in case the certification body suspends or withdraws the certificate upon request of the certification body. They shall stop using all the promotional materials including any reference to the certification.
8. The certificate holder shall enable the certification body to perform surveillance activities within the period stated in the certificate, within the meaning of the stipulations of the standard ČSN EN ISO/IEC 17065:2013.

These rules are binding for the certificate holders.

## 7. Contacts

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In Ostrava, August 1, 2022