General Certification Rules

CENTEXBEL INTERNATIONAL Ltd

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Introduction

The UK Regulations make it mandatory to affix the UKCA-mark or wheel mark on some products. By affixing the aforesaid marks, the manufacturer attests that the product is in conformity with the applicable legal safety and health requirements and that it is marketed in conformity with the legislation. The technical requirements with which the products have to comply are defined in the corresponding designated standards or technical specifications.

Centexbel is an approved body 8515 and is recognized to perform well-defined UKCA-type examinations and to carry out specific, periodical product verifications.

Subject

This document specifies the general procedures, the method, responsibilities, and rules CENTEXBEL INTERNATIONAL Ltd, as approved body, applies in processing a certification application for products that fall under the scope of CENTEXBEL INTERNATIONAL Ltd according to ISO 17065.

The product groups, for which CENTEXBEL INTERNATIONAL Ltd is accredited, are listed at:

UK Market Conformity Assessment Bodies - GOV.UK (www.gov.uk)

For the specific certification rules per legislation, we refer to the specific certification rules available at the website of Centexbel International Ltd.

Reference documents

ISO 17065	Conformity assessment - Requirements for bodies certifying products, processes and services
ISO 17020	Conformity assessment - Requirements for the operation of various types of bodies performing inspection
ISO 17021	Conformity assessment - Requirements for bodies providing audit and certification of management systems
ISO 17025	General requirements for the competence of testing and calibration laboratories

Definitions

Applicant:

Legal entity applying for the certification of conformity of a product and engaging in maintaining this conformity. The legal entity is the manufacturer or his authorized representative. Even if a third party (e.g. consultant) submits the application, the manufacturer remains responsible for the conformity of his product.

Authorised Representative:

A person appointed in writing by a manufacturer to perform specific tasks for the manufacturer. From 1 January 2021, authorised representatives for the GB market must be based in the UK. Manufacturers remain ultimately responsible for ensuring these tasks are carried out properly.

Approved body:

A conformity assessment body which has been approved by the Secretary of State or was previously a 'notified body' before 1 January 2021.

CPR:

Construction Products Regulation 2011 (retained EU law EUR 305/2011) as amended by the Construction Products (Amendment etc.) (EU Exit) Regulations 2019 and the Construction Products (Amendment etc.) (EU Exit) Regulations 2020.

MED:

The Merchant Shipping (Marine Equipment) Regulations 2016 (MSMER) (as amended)

PPER:

Regulation 2016/425 on personal protective equipment, as amended to apply in GB.

UKCA-marking:

The UKCA (UK Conformity Assessed) marking is the new UK conformity marking used for certain goods (including PPE) being placed on the GB market, in place of the CE marking which is the conformity marking used in Norther Ireland and the European Union.

Certificate of constancy of performance:

Declaration by Approved Body that the product or product group is in compliance with the essential properties. Only applies to system 1 of CPR.

Declaration of conformity:

Declaration drawn up by the manufacturer, who conforms that the article is in compliance with the applicable safety and health requirements. The contents of the declaration of conformity vary in function of the article and the system of conformity assessment that is applicable to it.

CWFT:

"Classified without further testing": products within the specified criteria that are automatically classified without testing.

Type-examination = Module B:

Assessment carried out by the approved body prior to the marketing of a PPE with the aim of establishing compliance with the applicable safety and health requirements. This assessment is based on the technical file of the manufacturer and on the models he provides.

Type-approval certificate:

Declaration by the approved body that the product is in compliance with the essential safety and health requirements. Applicable to PPE of category 2 and 3.

Quality control system for the final product (Module C2):

Conformity to type assessment carried out by the approved body based on internal production control and supervised product checks at random intervals to establish the constancy of conformity of the PPE with the applicable safety and health requirements by verifying the homogeneity of the production and the compliance with the technical file submitted during the type-examination.

Expertise report:

Report by the approved body on the conclusions of the periodical product checks, carried out according to the systems defined in Module C2 or Module D of the PPER.

FPC:

Factory Production Control

FPC auditor:

A person carrying out the FPC audit.

Designated standard:

An official standard as published at Designated standards: PPE - GOV.UK (www.gov.uk). Designated standards give a presumption of conformity with the essential safety and health requirements, mentioned in annex ZA of this standard.

Initial FPC audit:

Initial verification carried out by the approved body within the company. It allows identifying and documenting the production process and serves as the basis of subsequent monitoring audits of the production process.

Withdrawal of the certificate: sanctions in the event of infringement:

Withdrawal of an existing type-examination certificate after a first warning to a client (when on the occasion of the annual check it is observed that the claimed standards are no longer met).

Follow-up FPC audit:

Verification carried out by an approved body within the company to guarantee the conformity with the technical provisions and to identify any modification regarding the initial FPC audit.

Declaration of Performance (DoP):

Declaration drawn up by the manufacturer stating that the product or product group complies with the essential properties and that it applies to the attestation of all systems.

Product certifier:

A person assessing the conformity of an article on basis of a technical file.

Product family:

A group of products defined on basis of production method and construction characteristics.

Production quality assurance (Module D):

Type conformity based on production process quality assurance. Periodical verification carried out by the approved body in the aim to establish the compliance of the product with the applicable safety and health requirements, by assessing the homogeneity of the production and the conformity with the technical file provided during the type examination.

Product verification (Module F):

Type conformity based on product verification

Product quality assurance (Module E):

Type conformity based on product quality assurance

Mark:

Marking in a prescribed form (such as UKCA mark, Red Ensign Conformity Mark), symbolizing that a product is in compliance with the essential safety and health requirements of the appropriate legislation.

Systems to evaluate and verify performance consistency in the CPR:

- *System 1: Product or product group processed with flame retardant belonging to fire class $A1_{fl}$, $A2_{fl}$, B_{fl} or C_{fl}*
- *System 2: Not applicable*
- *System 3: Product or product group not covered by attesting system 1 or 4.*
- *System 4: Product or product group belong to fire class E_{fl} (within the CWFT-criteria) or F_{fl} (no performance determined), for which no fire report is needed.*

Warning: sanctions at infringement:

First warning (in writing) to a client:

- *when it is observed, during the annual check, that the claimed standards are no longer complied with*
- *1 month prior to the expiring of a serious deficiency*
- *in the event of infringements reported by third parties*

General requirements applicable to Centexbel International Ltd

Legal and contractual matters

Prior to any certification order, an agreement is drafted between the applicant and CENTEXBEL INTERNATIONAL Ltd. The agreement refers to the general certification rules and to the specific certification rules.

Management of impartiality

CENTEXBEL INTERNATIONAL Ltd has taken all necessary measures to guarantee impartiality in the decision to certification. This impartiality is monitored by the "Certification Council" that convenes at regular intervals. Manufacturers, users, authorities and experts are represented by the members of the "Certification Council".

Non-discrimination

CENTEXBEL INTERNATIONAL Ltd opens its services to all applicants. Access to the certification process is not influenced by company size, membership or the number of already issued certificates. No illegal requirements are made to the applicant.

CENTEXBEL INTERNATIONAL Ltd restricts the requirements, assessment, evaluation, decision and monitoring to those elements that are specifically related to its certification scope.

However, CENTEXBEL INTERNATIONAL Ltd reserves the right to refuse the certification of a client in the event of fundamental and demonstrable reasons (e.g., illegal activities).

Confidentiality

CENTEXBEL INTERNATIONAL Ltd shall treat all information related to the application as strictly confidential and not disclose it to third parties without the explicit consent of the applicant. This does not apply to that information that, in correspondence with the law, must be provided to the supervising authorities or to other accredited verification instances.

Publically available information

The General certification rules and the specific certification rules are available to the public.

Anti-corruption directives

CENTEXBEL and CENTEXBEL Services performing tasks on behalf of CENTEXBEL INTERNATIONAL Ltd shall carry their performances in an ethically correct manner. All legal regulations shall also be respected. Any form of bribery, fraud or corruption shall be notified to the quality manager, the head of department and the direction.

Financing

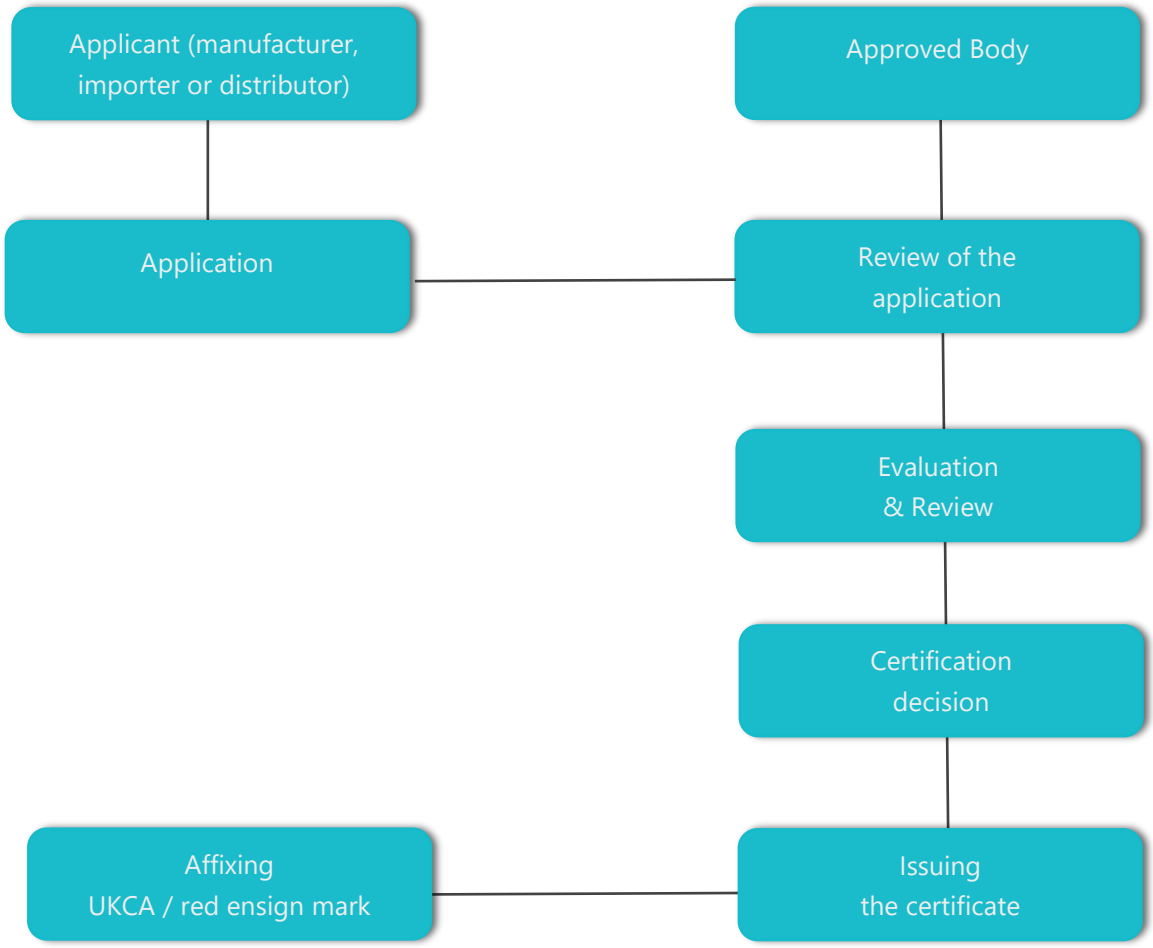
The fees charged by CENTEXBEL INTERNATIONAL Ltd for its services delivered, are determined in the 'Revenue Cycle memo' procedure (as to prices of the tests). Prices are always available to customers on request. Certificates are delivered electronically only. If one wishes to obtain paper versions, a small extra cost is charged per delivered certificate. If an applicant asks a certificate in a language other than Dutch, French, English or German, extra certificate costs will be invoiced.

Certification process

The aim of the product certification is to verify and attest the conformity of an article with the applicable provisions of the appropriate Directive or Regulation during the design or production phase.

General flow certification procedure

Below, the certification process is described and if needed complemented in the specific certification rules.



Certification application

When a company wishes an article to be certified according to UK legislation, it shall contact CENTEXBEL INTERNATIONAL Ltd, CENTEXBEL services or CENTEXBEL. The initial phase mainly includes the provision of general information on the course of the proceedings, including:

- definition of the product (group) based on production method and product characteristics.
- the required documents to be provided to CENTEXBEL INTERNATIONAL Ltd.
- the signing of the mutual agreement setting out the rights and obligations of both parties with reference to these general certification rules and the specific certification rules.
- a quote drafted by CENTEXBEL INTERNATIONAL Ltd for the work to be performed and discussion of the delivery date.

Review of the application for certification

CENTEXBEL INTERNATIONAL Ltd using the services of CENTEXBEL Services bv evaluates the completeness of the information that the company provides in the technical file and, if needed, asks to provide additional test samples or additional information to complete the file. The applicant provides the necessary documents with identification and description of the defined products and product families and possibly also with materials. This first verification is only intended to verify the completeness of the file and shall in no way imply that the technical file or article is in conformity with the legal provisions. If the application is found inadmissible because of non-compliance with the requirements, the applicant will be informed hereof.

Further proceedings of the certification process: evaluation and review

If the application is declared admissible, the file shall be evaluated by a qualified product certifier of Centexbel Services BV. working on behave of CENTEXBEL INTERNATIONAL Ltd., who will contact the applicant to obtain documents, planning, etc. Further details of the certification process depend on the product type and we refer to the specific certification rules according to the applicable regulations. More in particular:

PPE:

Specific certification rules for Personal Protective Equipment (PPE) EN CTB international.docx

- Type-examination or Module B
- Periodical verification: Module C2 or Module D

CPR:

Specific Certification Rules for Construction Products EN CTB International.docx

- Initial type examination
- Initial FPC audit
- Follow-up FPC audit

Marine:

Specific Certification Rules Merchant Shipping Regulations 2016 EN CTB International.docx

- Type-examination or Module B
- Production quality assurance (module D)
- Product quality assurance (module E)
- Product verification (module F)

Certification decision

The decisions in view of certification are taken by the director in charge of certification of CENTEXBEL INTERNATIONAL Ltd who relies on the objective observations and reports of the qualified product certifier or the evaluating auditor and are weighed against the criteria of the certification rules, as well as against

the possible reactions of the applicant. The certification decision is therefore substantiated by the results of the type examination or the follow-up check or FPC audit:

- in the event of a positive decision concerning the type-examination, the director in charge of certification of CENTEXBEL INTERNATIONAL Ltd signs the certificate that is then issued.
- in the event of a negative decision concerning the type-examination, the director in charge of certification of CENTEXBEL INTERNATIONAL Ltd informs the applicant hereof. The applicant has the right to appeal against a decision.

Information to third parties

Centexbel International Ltd will in certain cases, provide information to third parties as imposed by the regulations for which it is appointed.

For the UK Personal Protection Equipment Regulation

Any technical documentation and certifications may be accessed by the UK competent authority. On request of UK competent authority or other UK approved bodies, Centexbel International Ltd. may provide a copy of the type-examination certificates and on a reasoned request also of a copy of the technical file, reports of the examination and tests.

Centexbel International Ltd. will inform UK competent authority of any certificates or quality system approval issued or extended and any refused, restricted, suspended or withdrawn certificate (Module B) or approval decision or restriction (Module C2, module F, module E or module D).

Centexbel International Ltd. will inform other approved bodies of any type-examination certificates and extensions or quality system approvals which it has refused, withdraw, suspended or otherwise restricted and will provide UK approved bodies carrying out similar conformity assessment activities covering the same kinds of PPE with relevant information on issues related to negative conformity assessment results.

In case of no appeal or in case the appeal is rejected, the refusal to issue the certificate shall be notified to the UK competent authority and the other approved bodies carrying out similar conformity assessment activities covering the same kinds of products.

For the UK Construction Product regulation

In case of any refusal, restriction, suspension or withdrawal of a certificate, Centexbel International Ltd will inform the competent authority. Centexbel International Ltd will also inform the other UK approved bodies of any negative result of an assessment or verification.

For the UK Marine Equipment Regulation

Centexbel International Ltd will inform the UK competent authority of certification decisions. The competent authority and other UK approved bodies will also receive relevant information concerning UK type examination certificates and concerning quality-system approvals issued and withdrawn.

Obligations of the certificate holder

Each applicant shall be deemed to respect the general rules and provisions of the agreement between CENTEXBEL INTERNATIONAL Ltd and the applicant, that has been concluded at the start of the certification procedure.

In addition, the certification holder shall be deemed to respect the applicable provisions of the appropriate UK legislation. If the certificate holder appals to one or more designated standards or technical specifications, that give a presumption of conformity with the essential requirements of the articles, he shall also respect the provisions of these standards.

The certificate holder may refer to accreditation in text form on informative or publicity documents, as far as this corresponds to the activities covered by the certificate. The use of the UKAS symbol is not permitted. Furthermore, the certificate holder may multiply the certificate on which the accreditation symbol or reference to accreditation appears, in its entirety. If this happens only partially, it will have to be formally approved by CENTEXBEL INTERNATIONAL Ltd.

Sanctions at infringement

When an infringement of shortcoming is observed, CENTEXBEL INTERNATIONAL Ltd reserves the right to take measures to sanction the certificate holder and to undo the infringement in proportion to the seriousness of the infringement.

In view of the monitoring of the certificates, two types of non-conformities may be specified:

- A minor non-conformity that is not compromising the quality of the product. The corrective action to such a shortcoming shall be verified during the following inspection. If the corrective action and its implementations are considered insufficient within the set period, the minor non-conformity becomes a major shortcoming.
- A major shortcoming is a non-conformity compromising the quality of the product. The certificate holder shall perform the corrective actions within the set period. If the corrective action and its implementation are considered insufficient within the set period, the corresponding certificate shall be suspended or withdrawn.

If non-rectified non-conformities are still open, no certification or renewal of a certificate can take place.

If the client was unable to take appropriate measures to deal with the non-conformities, CENTEXBEL INTERNATIONAL Ltd shall consider one of more of the following measures, depending on the urgency and/or importance of the non-conformity:

- **Observation**: if it is likely that a misunderstanding or negligence is at stake, the manufacturer shall at first be informed hereof in writing with the request to rectify and end the abuse. The latter shall reply to this in writing to allow the taken actions to be evaluated.
- **A written warning**: is sent - as a standard - one month prior to the expiring of a major shortcoming.

- **Immediate withdrawal of the certificate or limitation of the application field** sent by registered mail
- **Immediate suspension of a certificate during a well-defined period** sent by registered mail

In the event of presumption of malicious intent, CENTEXBEL INTERNATIONAL Ltd shall notify the certificate holder by registered mail of its findings by means of a warning and request to end the abuse as soon as possible. If this is not appropriately redressed in time, the supervising authorities shall be notified for advice on further steps, possibly by legal action. **(It is also possible to proceed to the suspension or withdrawal of the certificate.)** If the certificate holder is not a client of CENTEXBEL INTERNATIONAL, the authorised instance shall be notified.

Complaints and appeal procedure

Complaints

A complaint is any formal expression of dissatisfaction with CENTEXBEL INTERNATIONAL Ltd regarding its certification activities, its clients or its services to clients. Any complaint against CENTEXBEL INTERNATIONAL Ltd must be made in writing and addressed to one of the directors. The directors CENTEXBEL INTERNATIONAL Ltd will check the admissibility of the complaint. CENTEXBEL INTERNATIONAL Ltd will not treat anonymous complaints or expressions of dissatisfaction that are not substantiated as a complaint.

All complaints will be dealt with according to the CENTEXBEL INTERNATIONAL Ltd complaints management procedure. If the complaint is not submitted in writing, confirmation will be requested. Complaints will be confirmed and investigated in writing. The complainant will be informed of the outcome of the investigation. The complainant has the right to appeal if a complaint is not resolved to the satisfaction of the complainant.

CENTEXBEL INTERNATIONAL Ltd will determine, together with the complainant and the certified client, whether and to what extent the subject of the complaint and its resolution will be made public.

Appeal

The manufacturer or any other stakeholder may lodge an appeal against a certification decision made by CENTEXBEL INTERNATIONAL Ltd. This shall be done in writing and be addressed to a director.

The directors of CENTEXBEL INTERNATIONAL Ltd will evaluate the admissibility of the appeal. In order to be admissible, the appeal shall be a reasoned request and relate to a decision taken by CENTEXBEL INTERNATIONAL Ltd. The admissibility will never relate to the validity of the reasons.

To avoid abuse, the appeal procedure is only started after the person lodging the appeal has paid a fee of 1,000 pounds into CENTEXBEL INTERNATIONAL Ltd's account. CENTEXBEL INTERNATIONAL Ltd sends an invoice for this to the person lodging the appeal. The person who has lodged an appeal is informed that no action will be taken as long as the amount of 1,000 pounds is not in CENTEXBEL INTERNATIONAL Ltd 's account.

If the appeal is declared non-admissible, the director of CENTEXBEL INTERNATIONAL Ltd will inform the parties in writing of the reasons of the declaration of non-admissibility.

If the appeal is declared admissible, the directors of CENTEXBEL INTERNATIONAL Ltd will summon an appeal board. The person who appealed has the opportunity to explain and defend his/her case during the meeting of the appeal board.

The board will examine the case and decide to maintain or alter the decision. This will be communicated in writing to all parties involved. There is no possibility for further appeal against the decision of the appeal board.

Any appeal procedure against a certification decision shall be processed within four weeks.

Whatever the decision of the appeal board may be, the manufacturer cannot claim any compensation from CENTEXBEL INTERNATIONAL Ltd for possible damages incurred.