



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





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

## Content

<b>1</b>	<b>Scope .....</b>	<b>5</b>
1.1	General .....	5
1.2	VdS approval procedure .....	5
1.3	EC conformity assessment procedures acc. Construction Product Directive .....	5
1.4	Certification procedures acc. European standards (EN) and international standards (ISO/IEC) ...	6
1.5	Confirmations of conformity .....	6
1.6	Product tests .....	6
<b>2</b>	<b>Definitions .....</b>	<b>6</b>
<b>3</b>	<b>Normative references .....</b>	<b>7</b>
<b>4</b>	<b>Test by VdS-Lab .....</b>	<b>7</b>
4.1	General .....	7
4.2	Test basis.....	8
4.3	Order, order confirmation, preliminary test .....	8
4.4	Main test.....	10
4.5	Samples.....	10
<b>5</b>	<b>Approval and EN/ISO/IEC certification.....</b>	<b>11</b>
5.1	Requirements for the approval/certification of devices and components .....	11
5.2	Requirements for the approval of systems.....	12
5.3	Procedure .....	12
5.4	Grant of approval/certification .....	13
5.5	Modification of an existing approval/certification .....	13
5.6	Extension of validity period of approval/certification .....	13
5.7	Refusal of approval/certification.....	13
5.8	Obligations of approval or EN/ISO/IEC certificate holder .....	14
5.9	Suspension and revocation of VdS approvals/certifications.....	15
<b>6</b>	<b>EC conformity assessment procedure according to Construction Products Directive (System 1).....</b>	<b>16</b>
6.1	Requirements for the issuing of EC Certificates of Conformity .....	16
6.2	Procedure .....	17
6.3	Issuing of the EC Certificate of Conformity .....	18
6.4	Modification of EC Certificate of Conformity .....	18
6.5	Modification of product or manufacturing conditions .....	18
6.6	Surveillance of FPC .....	18
6.7	Suspension and revocation of EC Certificates of Conformity.....	18
6.8	Abandonment of EC Certificates of Conformity.....	19
6.9	Advertising with EC Certificates of Conformity .....	19
<b>7</b>	<b>General.....</b>	<b>19</b>
7.1	Confidentiality .....	19
7.2	Expert opinions .....	19
7.3	Enquiries .....	19
7.4	Publications .....	19
7.5	Limitation of confidentiality .....	20
7.6	Data protection.....	20

<b>8</b>	<b>Guarantee and liability</b> .....	<b>20</b>
8.1	Guarantee .....	20
8.2	Limitation of liability.....	20
8.3	Damage claims by third parties .....	20
<b>9</b>	<b>Costs</b> .....	<b>20</b>
<b>10</b>	<b>Complaints procedures</b> .....	<b>21</b>
10.1	Complaints regarding an approval/certification procedure .....	21
10.2	Complaints regarding a test.....	21
<b>11</b>	<b>Miscellaneous</b> .....	<b>21</b>
11.1	Additional agreements .....	21
11.2	Severability clause .....	21
11.3	Choice of law (Place of jurisdiction).....	21
<b>Annex A – Delivery requirements for the testing of control and indicating equipment</b> .....		<b>22</b>
<b>Annex B – Technical documentation</b> .....		<b>23</b>
B.1	Devices and components .....	23
B.2	Systems .....	23
B.3	General.....	23
<b>Annex C – Electronic data</b> .....		<b>24</b>
C.1	Devices and components .....	24
C.2	Systems .....	24
<b>Annex D – Application for a procedure acc. VdS 2344en, Cl. 1.2, 1.3 and 1.4</b> .....		<b>25</b>
<b>Annex E – Manufacturer’s declaration</b> .....		<b>27</b>
<b>Annex F – Application for a confirmation of the conformity with published regulations (confirmation of conformity) or a product test (without certification)</b> .....		<b>28</b>
<b>Annex G – Notification of product modifications</b> .....		<b>29</b>

## 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 (certification of conformity) by VdS-Zert with final authorisation (as per DIN EN 45011).

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 11 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 EC conformity assessment procedures acc. Construction Product Directive

In their capacity as Testing, Inspection and Certification Body approved by the building control authorities, VdS offers EC conformity assessment procedures as per System 1 in accordance with the Construction Products Directive. System 1 for a certification of conformity provides for the following procedure:

- Initial test (type testing)
- First inspection of the manufacturing site and its factory production control (FPC)
- Issuing of EC Certificate of Conformity
- Periodical surveillance of factory production control (FPC)

For EC conformity assessment procedures mainly the regulations of the appropriate technical specification (harmonised standard or approval guideline) apply.

Additionally, Cl. 2 to 4 and 6 go 11 of these Guidelines apply.

EC conformity assessment procedures 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 an EC Certificate of Conformity.

*Note: The EC Certificate of Conformity is required as the basis for CE marking of certain products according to the Construction Products Directive 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 45011).

For testing and certification procedures Cl. 2 to 5 and Cl. 7 to 11 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 11 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 an EC conformity assessment procedure (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 11 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 is a contractual partner of VdS ordering a service. In terms of DIN EN 45011 the client is the "supplier".

**VdS Approval:** In terms of DIN EN 45011 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:** In terms of DIN EN 45011 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 Home logo by permission of VdS. VdS Home-approved products are preferably directed to the private sector.

**EN/ISO/IEC certification:** In terms of DIN EN 45011 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 EC conformity assessment 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 Directive the manufacturing site is also called “production plant”.*

**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.

### 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 17025** General requirements for the Competence of Testing and Calibration Laboratories
- **DIN EN 45011** General Requirements for Bodies Operating Product Certification Systems
- **DIN EN 61346** Supplement 2 Industrial Systems, Installations and Equipment and Industrial Products – Structuring Principles and Reference Designations
- **VdS 2135** Icons for Alarm Systems
- **VdS 2341** Publications on Loss Prevention and Technology, Publisher’s List
- **VdS 2841en** “Performance of product surveillances”

*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](http://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 an EC Certificate of Conformity (EC Conformity Assessment Procedure acc. Construction Products Directive, 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 have already been placed on the market as prototypes or serial products (application for fully developed products).

However, the test may also be applied for in the developing phase of products which have not yet

been fully developed and have not been placed on the market as prototypes or serial products (application in developing phase).

**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 should be contacted as early as possible.

## 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.

Conformity assessment procedure tests in accordance with the Construction Products Directive acc. 1.3 are carried out based on harmonised European standards or European approval guidelines. 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 procedures that do not promise an objective result are declined.

## 4.3 Order, order confirmation, preliminary test

### 4.3.1 Application for fully developed products

*Note: This Clause covers applications for the testing of products that have been fully developed and placed on the market as prototypes or serial products.*

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 a technical documentation that is at least sufficient for scheduling the test (see Annexes B and C).

The application is confirmed by VdS-Lab by specifying the test basis.

The preliminary test comprises an inspection of the technical documentation to see whether all documents and data required for the main test have been submitted.

If not only a test but also a certification is applied for, the documents will be inspected to see whether all the data required for a certification have been submitted and any potential requirements for the product have been fulfilled as may be identified already by inspecting the documentation.

The result of the preliminary test is sent to the client, if need be, together with a list of deficiencies.

If no deficiencies are found or none to be remedied before carrying out the test, the client will also be informed of the following:

- number and type of samples required for main test;
- sampling date or submission date of samples;
- anticipated starting date of main test;
- anticipated test duration, provided that no deficiencies are found and the product is not modified

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 2 months' time, whether he intends to remedy these deficiencies. If he does, he will be allowed another 6 months to remedy the deficiencies and prove this to VdS-Lab (by submitting new documents). Otherwise the procedure will be considered cancelled.



If the samples are submitted in due time, the main test may be carried out.

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

If the client informs VdS two months max. prior to the starting date of the main test that he cannot comply with the sample submission date given in the order confirmation, a new date will be arranged, equivalent to a new application.

If the samples are not submitted in due time, the client will receive a reminder setting a time limit. If the client does not comply with this limit, the procedure will be considered cancelled.

#### 4.3.2 Application in developing phase

*Note: This clause covers test applications for products that have **not yet been fully developed** at the time of application.*

The test will be considered applied for, if the appropriate form (Annex D) is fully filled in and sent to VdS together with a short technical description clearly identifying the product in question. At the same time, the client shall indicate the date he will submit the final complete documentation (see Annexes B and C) and the samples. The period between application and submission shall not exceed 18 months.

VdS-Lab confirms the application and specifies the test basis. Additionally, the client is informed of the following:

- number of samples required (if not specified in the test basis);
- anticipated starting date of main test (main test date);
- anticipated test duration provided that no deficiencies are found and the product is not modified.

Furthermore, the client is informed that the main test can be carried out as scheduled provided that documentation and samples are submitted to VdS-Lab by the starting date of the main test at the latest.

*Note: Test samples submitted during the developing phase generally refer to prototypes. Thus, in most cases a sampling at the manufacturer's premises is not required.*

At the same time, the client is asked to verify and, if so, confirm approx. 2 months before the main test starts that he will submit documentation and samples in due time.

Up to the main test date, VdS-Lab inquires at the end of each quarter whether documentation and samples will be submitted in due time. If the client advises that documentation and samples will be submitted more than 2 weeks later, a new date will be arranged, equivalent to a new application (see above).

If documentation and samples are not submitted to VdS-Lab by the main test date (or 2 weeks later), VdS-Lab will inquire whether the application is sustained.

If the client advises that the application is sustained, a new date will be arranged, equivalent to a new application (see above).

If the client advises that the application is not sustained or if he does not reply, the procedure will be cancelled. VdS-Lab will confirm the cancellation.

If documentation and samples are submitted by the main test date (or 2 weeks later), a preliminary test of the technical documentation and of the samples will be carried out to verify that all requirements for the main test are fulfilled.

If not only a test but also a VdS approval/certification is applied for, the documents will be inspected to see whether all documents and data required for a VdS approval/certification have been submitted and any potential requirements for the product have been fulfilled as may be identified already by inspecting the documentation.

The result of the preliminary test is sent to the client, if need be, together with a list of deficiencies.

If no deficiencies are found, the main test will be started and the client will be advised accordingly.

However, if deficiencies are found that shall be remedied before the test starts, or deficiencies that are generally opposed to a certification, the client may state, within 2 months' time, whether he intends to remedy these deficiencies. In this case, he is allowed another 6 months to remedy the deficiencies and prove this to VdS-Lab (by submitting new documents and/or samples). Otherwise the procedure is considered cancelled.

#### 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 one month 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 by issuing a test report stating the deficiencies of the documentation. The client will be informed accordingly and receive the test report.

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 two months' time, whether he intends to remedy these deficiencies. If he does, he will be granted further 6 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 by issuing a test report. The client will be informed accordingly and receive the test report.

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 and a test report is issued unless expressly declined in writing by the client.

The client receives a list of all deficiencies and shall state, within two months' time, whether he intends to remedy these deficiencies. If he does, he will be granted further 6 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 by issuing a test report. The client will be informed accordingly and receive the test report.

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. For detailed requirements regarding the delivery of hold-up, intruder, and fire detection and fire alarm systems see Annex A. 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](http://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

The test report submitted to VdS-Zert 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 corresponds to the "authorisation" of DIN EN 45011 and entitles the approval holder to use the respective VdS logo (see 5.8.1 to 5.8.3).

The EN/ISO/IEC certification also corresponds to the "authorisation" of DIN EN 45011, but 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 2 months' time whether he intends to remedy the deficiencies in question. If he does, he will be granted further 6 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**

### **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. 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. The wording of the approval/certificate shall be rendered correctly and shall not be in breach of competition law. 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 mar-

king 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.

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 VdS experts and auditors 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, a complaint against the suspension/revocation may be filed (see Cl. 10). If the certification body accepts the complaint, 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. 9).

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 EC conformity assessment procedure according to Construction Products Directive (System 1)

### 6.1 Requirements for the issuing of EC Certificates of Conformity

#### 6.1.1 Application

The issuing of EC Certificates of Conformity may be applied for using Annex D (if required, supplemented by Annex E).

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: EC Certificates of Conformity specify the client as the company placing the product onto the market (manufacturer according to Construction Products Directive).*

EC Certificates of Conformity may be applied for:

1. by the manufacturing site (production plant according to Construction Products Directive, 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 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. 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

An EC Certificate of Conformity 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 Communities.

The issuing of an EC Certificate of Conformity and the EC conformity assessment procedure in general are subject to the regulations specified in Annex ZA of the applicable specification (harmonised standard or approval guideline).

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: EC Certificates of Conformity 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 EC Certificate of Conformity is granted.

### 6.1.6 Surveillance of the FPC

Following the issuing of the EC Certificate of Conformity, 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 first inspection according to applicable technical specification for any characteristics specified in Annex ZA; only test reports issued by Notified Testing Bodies 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 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 EC Certificate of Conformity**

If the a.m. requirements are fulfilled, the client will receive an EC Certificate of Conformity. 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 EC Certificate of Conformity**

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 EC Certificate of Conformity, 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 EC Certificates of Conformity**

EC Certificates of Conformity can be rendered temporarily invalid by suspension, or permanently invalid by revocation. The certification body will decide whether EC Certificates of Conformity are suspended or revoked if one or several of the circumstances below occur. A suspension of an EC Certificate of Conformity 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 EC Certificate of Conformity 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 an EC Certificate of Conformity is informed of a suspension/revocation in writing. Within a period of two months, a complaint against the suspension/revocation may be filed (see Cl. 10). Any action taken to verify remedy measures and the reinstating of the EC Certificate of Conformity are liable to costs (see Cl. 9).

During the suspension period and from the date of revocation the EC Certificate of Conformity shall no longer be used.

Suspension/revocation may be effected if

- the underlying harmonised technical specification(s) is (are) modified and the product is not modified within an adequate period of time and, if required, resubmitted for re-testing;
- the underlying harmonised technical specification(s) 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, an EC Certificate of Conformity 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 EC Certificates of Conformity

The client may abandon a valid EC Certificate of Conformity at all times by informing VdS-Zert in writing that he

- no longer wishes to keep up the EC Certificate of Conformity;
- cancels the contract as of a specified date; and
- will no longer use the respective EC Certificate of Conformity as of the specified date.

## 6.9 Advertising with EC Certificates of Conformity

The granting of an EC Certificate of Conformity 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 Expert opinions

Expert opinions and relevant information from third parties shall not be obtained without prior written consent of the client, unless a contract has been concluded with these third parties, which guarantees the client confidentiality.

### 7.3 Enquiries

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

### 7.4 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.

## 7.5 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).

## 7.6 Data protection

When carrying out contractual services, VdS Schadenverhütung will make sure that the requirements of § 5 BDSG (Federal Data Protection Act) are met.

For carrying out the order, data of the client are collected, stored and, if required, passed on to third parties. They are passed on solely if this is necessary for carrying out the order. The client agrees to this.

## 8 Guarantee and liability

### 8.1 Guarantee

The order placed with VdS merely comprises a verification as to whether the product submitted for testing, approval, or certification complies with the test, approval, or certification requirements specified when placing the order. The procedure does not comprise a general verification as to whether the product is free of deficiencies or suitable.

Thus, VdS neither guarantees that the tested products or other goods and/or services of the client are adequate or function as intended, nor that they are free of deficiencies. The liability of VdS is limited to adequately carrying out the test, approval, certification or conformity assessment procedure of the product specified in the application.

### 8.2 Limitation of liability

VdS does not accept any liability for damages not relating to the subject matter of the contract unless such damage is proved to be due to

1. wrongful intent;
2. gross negligence on part of the management, principal or executives;
3. culpable physical injury and hazard to life and health;
4. deficiencies fraudulently concealed or whose absence was guaranteed.

VdS will also accept liability in the case of culpable infringement of substantial contractual obligations in the form of negligence even on the part of non-executive staff as well as in the case of slight negligence, which latter shall be limited to reasonably foreseeable damage typical for the contract.

The above provisions shall apply analogously to wasted expenditure.

Further claims, especially those for damages, on the part of the client and regardless of the legal basis, are excluded.

The above limitation of liability also applies in favour of VdS employees and representatives.

## 8.3 Damage claims by third parties

If and when VdS is subjected to damage claims by any third party without actually being liable under the provisions set forth in 8.1 and 8.2, the client shall be committed to indemnify VdS promptly upon request.

## 9 Costs

Any procedures or part of procedures carried out in accordance with these Guidelines are chargeable. The costs are specified in the tables of fees available at VdS-Lab and VdS-Zert. Upon request, the tables of fees relevant for the order will be sent to the client free of charge. Also upon request, a chargeable cost estimate can be provided. For a cost estimate a detailed description of product and test scope shall be submitted.

The validity of cost estimates is initially limited to 3 months after their date of issue. If an order is placed within this period of time and all required specimen and documentation are handed in within 6 months after placing the order, VdS shall be bound to the cost estimation which was basis for the order placement.

If the procedure applied for cannot be finished within this period of time for reasons that the client is responsible for, any action taken afterwards will be billed according to the current table of fees.

## 10 Complaints procedures

### 10.1 Complaints regarding an approval/certification procedure

Complaints shall be submitted to VdS-Zert in writing with reference to these Guidelines (VdS 2344en). The letter of complaint 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 complaint.

The letter of complaint 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 complaints 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.

### 10.2 Complaints regarding a test

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 of complaint 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 complaints were unjustified, the costs of the repeat test shall be borne by the client.

If the complaints 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.

## 11 Miscellaneous

### 11.1 Additional agreements

Additional agreements shall be made in writing to become duly effective.

### 11.2 Severability clause

In the event of any one provision hereof being or becoming invalid, the remaining provisions shall remain effective.

### 11.3 Choice of law (Place of jurisdiction)

This agreement is subject to the substantive law of the Federal Republic of Germany, with all conflicting rules of law excluded. The application of the Uniform Law on Sale of Goods as well as the UN Sales Convention, in the version applicable at the time, is excluded as far as legally admissible. This shall apply both to international agreements and to the relevant national transformation laws.

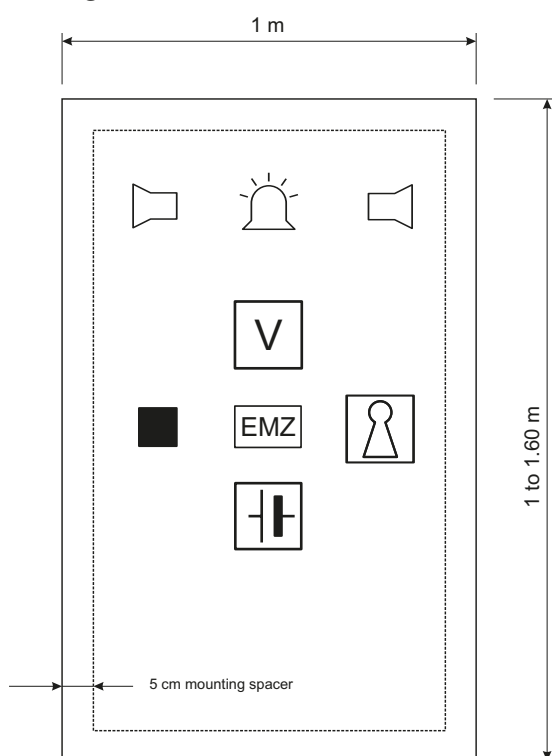
## Annex A – Delivery requirements for the testing of control and indicating equipment

Control and indicating equipment (e.g. for fire detection and fire alarm systems, intruder alarm systems and hold-up alarm systems) including any peripheral units important to their functioning (e.g. automatic fire detectors, manual call points, sounders, alarm devices, loudspeakers etc.) shall be installed, ready for use, on a mounting panel as illustrated in Fig. A.1 and A.2. Order specification for the mounting panel for specialised retailers: perforated sheet steel, 12.03, in standard stock size 2 m x 1 m x 2 mm, with round offset 8 mm perforations according to figure, or similar.

Devices required for system tests should also be submitted on mounting panels, as illustrated below.

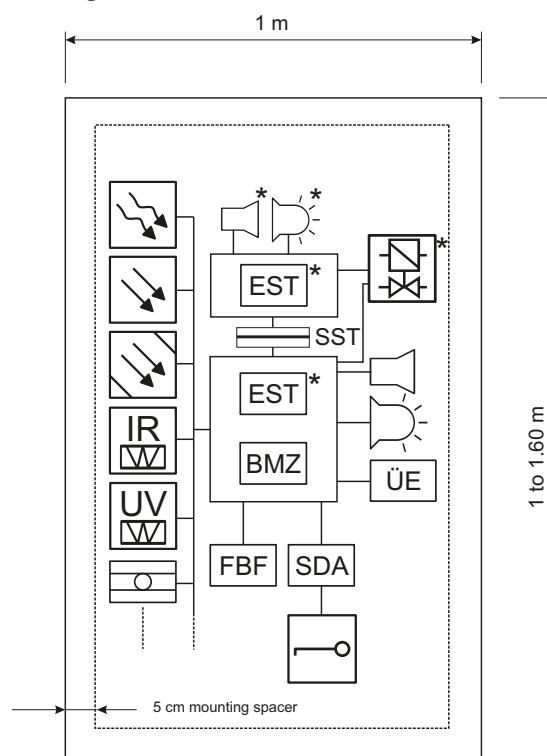
Individual devices or components need not be mounted accordingly.

Figure A1



- Intrusion C.I.E.
- Junction box
- Ancillary control equipment
- Power supply
- Magnetic contact
- Audible warning device
- Visible warning device

Figure A2



- Fire C.I.E.
- Electrical controller for extinguishing systems
- Fire brigade's panel
- Key deposit box adapter unit
- Fire alarm routing equipment
- Ionisation smoke detector
- Optical smoke detector
- Air duct detector
- IR flame detector
- UV flame detector
- Alarm switch
- Magnetic valve
- Standard extinguishing interface
- \* Not applicable, depending on design

## Annex B – Technical documentation

### B.1 Devices and components

The documentation shall, where applicable, comprise the following:

**User documentation** (e.g. for installers, users):

- product specification (general description of the product, its characteristics and functions);
- mounting instructions, installation instructions, connection and adjusting instructions;
- operating instructions (incl. details regarding regular inspections by the user).

**Technical documentation** (for the testing and certification body to clearly specify and identify the product), as required and applicable in each individual case, e.g.

- assembly drawings, parts lists and single part drawings (and/or data sheets);
- parts lists and component mounting diagrams;
- circuit diagrams acc. DIN EN 61346, Supplement 2, with standardised pictograms, graphic symbols, formula symbols, device code letters, units and abbreviations of units. The diagrams shall depict the system free of voltage and current in basic position. Any deviations shall be explained in the circuit diagram. Non-standardised symbols shall be explained also;
- circuit diagram (preferably linear depiction of current paths without crossings);
- documentation of software.

**Ancillary documentation** (to support the testing body)

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

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.

### 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. 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;
- issue date;
- number of pages of document.

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.

## 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**

<b>VdS</b>	<input type="checkbox"/> Test and approval (first issue)		
	<input type="checkbox"/> Modification/amendment of approval no. _____ (in case of product modifications please also use <b>Annex G</b> )		
	<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 3)		
	<input type="checkbox"/> The test/approval procedure is to be agreed with the following certification body: _____ (fill in Item 5)		
<b>CE</b>	<input type="checkbox"/> First issue of an EC Certificate of Conformity, if so, based on valid VdS approval no. _____ or EC Certificate of Conformity no. _____ (please enclose an informal declaration of consent and delivery promise by the base certificate holder) (do not fill in Item 3)		
	<input type="checkbox"/> Modification of EC Certificate of Conformity no.: _____ (in case of product modifications please also use <b>Annex G</b> )		
<b>EN/ ISO/ IEC</b>	<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 <b>Annex G</b> )		
	<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 3)		
<b>1</b>	<b>Client</b>		
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)		
<b>2</b>	<b>Product for which the approval/certification/test is applied for</b>		
2.1	Product and type designation		
2.2	The product to be tested has software controlled components <input type="checkbox"/> yes <input type="checkbox"/> no		
2.3	Use in (system type and, if applicable, class, e.g. IAS Class A)		
2.4	Approval/certification/test basis		
2.5	<input type="checkbox"/> In addition to the German version of the test report an English version is required		
2.6	<input type="checkbox"/> In addition to the German version of the certificate on the approval an English version is required		

<b>3</b>	<b>Manufacturing site of product</b> (do not fill in for system approvals)		
	Client and manufacturing site are identical <input type="checkbox"/> yes (please fill in Item 4, Item 3 does not apply) <input type="checkbox"/> no (please fill in Item 3 and enclose <b>Annex E</b> , Item 4 does not apply)		
3.1	Company name		
3.2	Street		
3.3	Country Post-code City		
3.4	Phone fax		e-mail
<b>4</b>	<b>Quality management system/System of factory production control of manufacturing site</b> (For VdS approvals and EN/ISO/IEC certifications see 5.1 of these Guidelines and Cl. 2 of VdS 2841en "Performance of product surveillances")		
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 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	
4.2	Name of QM representative/e-mail		
<b>5</b>	<b>Limitation of confidentiality obligation</b> 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.          		
<b>6</b>	<b>The client declares</b> to accept VdS 2344en "Procedure for the testing, approval, certification and conformity assessment of products and systems for fire protection and security technologies" (especially 7.4, 7.5, 7.6), Guidelines VdS 2841en "Performance of product surveillances" and the applicable tables of fees 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

<b>Manufacturer's declaration</b>			
The manufacturing site shall submit this declaration in the event of an application for a VdS approval, EN/ISO/IEC certification or EC conformity assessment (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).			
<b>1</b>	<b>Manufacturing site</b>		
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)		
<b>2</b>	<b>Device/component for which the approval/certification is applied for</b>		
2.1	Product and type designation		
2.2	Use in (system type and, if applicable, class, e.g. IAS Class A)		
<b>3</b>	<b>Client acc. Annex D</b>		
3.1	Company name		
3.2	Street		
3.3	Postcode City		
3.4	Phone fax	e-mail	
<b>4</b>	<b>Quality management system/System of factory production control of manufacturing site</b>		
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		
<b>5</b>	<b>The manufacturing site declares</b>		
<ul style="list-style-type: none"> <li>■ to be in agreement with the application for certification of said product by said client;</li> <li>■ to supply the client with said product;</li> <li>■ to manufacture said product in the design approved/certified by VdS-Zert;</li> <li>■ to ensure faultless product quality due to the applied quality management system acc. 5.1.3 of these Guidelines;</li> <li>■ to have no objections to on-site assessments of the product quality by VdS-Zert on a regular basis (see VdS 2841en).</li> </ul> <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"/>	<b>Confirmation of conformity</b>
<input type="checkbox"/>	<b>Product test</b>

<b>1</b>	<b>Client</b>		
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)		
<b>2</b>	<b>Product for which a confirmation of conformity/test is applied for</b> (A separate application is required for each product.)		
2.1	Product and type designation		
2.2	Test basis		
2.3	<input type="checkbox"/> In addition to the German version of the test report an English version is required.		
2.4	<input type="checkbox"/> In addition to the German version of the confirmation of conformity an English version is required.		
<b>3</b>	<b>Limitation of confidentiality obligation</b> 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.		
<b>4</b>	<b>The client declares</b> to accept VdS Guidelines 2344en "Procedure for the testing, approval, certification and conformity assessment of products and systems for fire protection and security technologies" (especially 7.5, 7,6), VdS Guidelines 2841en "Performance of product surveillances" and the applicable tables of fees 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 G – Notification of product modifications**

<b>1</b>	<b>Client</b>		
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)		
<b>2</b>	<b>Product</b>		
2.1	Product and type designation		
2.2	Approval/certificate no.		
<b>3</b>	<b>Type of modification(s) – Please specify in detail</b>		
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"/> Substitution of component with identical specification <input type="checkbox"/> Marking or other formal modifications <input type="checkbox"/> Miscellaneous	
3.2	<b>Description/Motivation</b>  (Should you require more space, please use separate sheet.)		
<b>4</b>	<b>Assessment of modification(s)</b>		
	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
<b>5</b>	<b>Verification/validation of the effects of the modification by the approval/certificate holder</b> (e.g. test protocol/test result, internal assessment – please attach copies)		
	(Should you require more space, please use separate sheet.)		

<b>6</b>	<p><b>Attachments to approval/certification</b></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>		
<b>7</b>	<p><b>The client declares</b></p> <p>to accept VdS Guidelines 2344en "Procedure for the testing, approval, certification and conformity assessment of products and systems for fire protection and security technologies" (especially 7.4, 7.5, 7,6), VdS Guidelines 2841en "Performance of product surveillances" and the applicable tables of fees to be part of the contract.</p> <p>The client also confirms that any information he has given is correct.</p>		
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%; border-top: none;">Date</td> <td style="width: 55%; border-top: none;">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  
Copyright by VdS Schadenverhütung GmbH. All rights reserved.