INSTRUCTIONS FOR ESTABLISHING AN APPLICATION FOR EVALUATION OF CONFORMITY

a) Applicant

- In case of **an application for evaluation of conformity and certification according to the rules of regulated system (directive 89/686/CEE) - when ICSPM-CS acts as notified body** for execution of the certification procedures referred to in **directive 89/686/CEE** - you have to complete the free spaces with:

  - the name of the organisation of the manufacturer (the effective manufacturer of the PPE or the organisation acting as a manufacturer- to be seen also the point 7 of the application)

  or

  - the name of the organisation being authorized representative established in the Community of the manufacturer.

  The name to be indicated is the name of the organisation with which ICSPM-CS will establish a contract/an agreement.

  If the applicant is not the manufacturer, the former shall attach documents atesting its responsabilities and authorities given by the manufacturer.

- In case of an application for **evaluation of conformity without certification** according to the rules of **voluntary system** - when ICSPM-CS does not act as notified body for execution of the certification procedures referred to in directive 89/686/CEE, you have to complete the free spaces with:

  - the name of the individual or the organisation asking for evaluation of conformity

  .

- In case of an application for **evaluation of conformity with certification** according to the rules of **voluntary system** - when ICSPM-CS **does not act as notified body** for execution of the certification procedures referred to in directive 89/686/CEE, you have to complete the free spaces with:

  - the name of the organisation of the manufacturer or the user (only for **Certification of a lot de items)**

  or

  - the name of the organisation being authorized representative established in the Community of the manufacturer or the user (onlly for **Certification of a lot de items)**

  .

Registration number and tax code are to be indicated, if the national legislation impose such a registration.

Bank code and name of the bank are necessary in order to establish a contractual form and to send the eventual invoices..

b) Designation of procedure

Please, unlight the position to be applied and put a diagonal border in the positions not to be applied.

c) Short description (name):

Please, give a short description of the product, indicating the main characteristics of the product, for instancese:
Antistatic rubber / leather shoes (or boots) with antislip sole, symbols SB E, Model 012142
Or
Two pices antistatic, flameretardant, type 6antichimic suit, model REAL 01

d) Code of the model/type:

Please, indicate the manufacturerôs unic designation of the model, for instancese 012142, REAL 01:

e) Intended purpose:

Please, indicate the intended purpose for the PPE, particularly by indicating the risks (and, where it is the case, the level of risk) against which the PPE is intended to ensure protection

f) Deadline for final decision, proposed by the applicant

Please, indicate the the deadline propose by zou for the final decision in evaluation. Our procedure indicates a deadline of four month from the day when the first rate of payment is made or, a deadline of maximum 2 month in an urgent procedure (meaning an additional cost of about 10% from the normal costs).

g) applicable regulations, standards and other normative documents

- Basic health and safety requirements and provisions of the specific legislation (regulated system) and of zhe European Directive 89/686/CEE / Romanian GD 115/2004 with subsenquale modifications - **put a diagonal border** in the positions not to be applied (YES or NO)

- Harmonized standards in application of the technical regulation ï **please, put a diagonal border** in the positions not to be applied (YES or NO) and **complete the larger column** with the number, title, issue date of the applied harmonized standard and, where it is the case, with the corresponding symbols or level of performance or additional requirements

- Other applicable standards and normative documents ï **please, put a diagonal border** in the positions not to be applied (YES or NO) and **complete the larger column** with the number, title, issue date of the national or international applied standard or normative documents and, where it is the case, with the corresponding symbols or level of performance or additional requirements

-Technical documentation supplied by the manufacturer: **please, put a diagonal border** in the positions not to be applied (YES or NO) and **complete in the larger column with the codes of the attached documents** :

- For an application of evaluation of conformity according to regulated system rules, please, assemble the technical documentation referred to in Annex III of directive 89/686/CEE, respectively:
  - manufacturer's technical file
  - list of materials used for manufacture of the model and of the main suppliers, if it is not included in technical file
  - a description of the control and test facilities to be used in the manufacturer's plant, if it is not included in technical file:
  - information notice referred to in Annex II, 1.4 of European Directive 89/686/CEE

  Every documents shall a code with an issue date and shall be in English, French or Romanian

- For an application of evaluation of conformity without certification, according to voluntary system rules, please, assemble a technical documentation referred to in Annex III of directive 89/686/CEE, respectively:
  - manufacturer's technical file
  - list of materials used for manufacture of the model and of the main suppliers, if it is not included in technical file
  - a description of the control and test facilities to be used in the manufacturer's plant, if it is not included in technical file:
  - information notice referred to in Annex II, 1.4 of European Directive 89/686/CEE

  Every documents shall a code with an issue date and shall be in English, French or Romanian

- For an application of evaluation of conformity according to regulated system rules, please, assemble the technical documentation referred to in Annex III of directive 89/686/CEE, respectively:
  - manufacturer's technical file
  - list of materials used for manufacture of the model and of the main suppliers, if it is not included in technical file
  - a description of the control and test facilities to be used in the manufacturer's plant, if it is not included in technical file:
  - information notice referred to in Annex II, 1.4 of European Directive 89/686/CEE

  Every documents shall a code with an issue date and shall be in English, French or Romanian

h) manufacturer

It is necessary to intoduce the informations referring to the manufacturer only if the appliance is issued by other person or organisations that the manufacturer and if the location of the production plant is different of the

location of the social establishment.

i) Please, specify the n**umber of specimens delivered to NB in the same time with the appliance, if it is the case. The necessary specimens for testing are to be established after pre-evaluation.**

j) In case of **'EC' quality control system for the final product (regulated system) and Certification of a lot de items (voluntary system), p**lease, specify the location **where the specimens/type of product could be examined**

k) The applicant shall give adequate information regarding former certification of the model or of a reference model in the following cases :

- when the application refers to a variant of a model certified by ICSPM-CS ;

- when an organisation intend to sale a model of PPE on its own brand and that model has been certified by ICSPM-CS or by another notified body.

In both situations, the applicant shall establish a declaration regarding the modification of the original or cross-reference model or application, with all the necessary details, regarding, for instance :

- materials for execution ;
- technology ;
- marking ;
- intended use ;
- applied standards or specifications ;
- manufacturer's technical file
- information notice
- means and facilities for quality control ;
- location of manufacture plant.

In the second situation, the applicant shall attach the written agreement specified in the recomandation for use CNB/P/00.130 of the Co-ordonation of the Notified Bodies (see a model in the second part of this document).

l) The scope of the application is: please, put a diagonal border in the positions not to be applied and/or inlighten the position to be applied.

m) declarations

Please, duble stikethrough each declaration not to be applied or put a diagonal border in tables on the positions not to be applied

NOTE: We are interested in the technical asístanse that the applicant received from other individuals or organisations for avoiding an eventual conflicto of interest Turing evaluation and certification.

n)

This application has been issued in the name of the manufacturer by .....
having the quality of manager / *person empowered by the manager to sign on behalf of the manufacturer*

Date.....

Signature.....