



**CERTIFICATION BODY**  
**INSTITUTE OF TECHNOLOGY AND LIFE SCIENCES**  
**NATIONAL RESEARCH INSTITUTE in FALENTS**  
**DEPARTMENT WARSAW**

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ACCREDITATION CERTIFICATE No AC 006; NOTIFICATION EC No 1459

**TOWARZYSTWO**  
**UBEZPIECZEŃ**  
**WZAJEMNYCH**  
Polisa  
Nr OG 32855064

# **Certification**

## **of tractors, agricultural machines**

## **and equipment for food processing**

## **industry**

# **INFORMATOR**

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## **1. NAME OF CERTIFICATION BODY:**

**CERTIFICATION BODY**

**INSTITUTE OF TECHNOLOGY AND LIFE SCIENCES**

**NATIONAL RESEARCH INSTITUTE in FALENTS (hereinafter JCW ITP-PIB)**

**BRANCH in WARSAW**

**02 – 532 Warsaw, 32 Rakowiecka Str.**

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## **2. SCOPE OF CERTIFICATION IN JCW ITP-PIB.**

The scope of certification includes agricultural machines ICS: 01.080; 13.110; 13.120; 13.220; 27.160; 29.020; 33.100; 43.160; 53.020; 53.040; 53.080; 53.100; 65.040; 65.060; 65.150; 67.260; 79.120; 97.030; 97.040; 97.180, agricultural trailers ICS: 43.160; 65.060, protective cabs and protective frames ICS: 53.100, shock absorber seats ICS 65.060, household equipment ICS: 13.120, power take-off drive shafts (PTO) ICS: 65.060, solar collectors ICS: 27.160.

The accreditation certificate No AC 006 has been granted to JCW ITP-PIB by the Polish Centre of Accreditation (PCA). On the basis of above certificate the Certification Body carries out product certification. The Certification Body comply requirements of the standard PN-EN ISO/IEC 17065:2013.

The certification of products is carried out in accordance with the Program PR-1:2018 and Program PNB-1:2021 which includes the following elements:

- testing and quality assessment of the product design (type),
- assessment of supplier's quality system, especially, its quality control and effectiveness,
- testing and quality assessment of performance of samples taken at supplier's

JCW ITP-PIB is a notify body notified by the Ministry for Economic Affairs, identify No 1459 for following Directives:

- 2006/42/ EC relating to machinery;

- 2000/14/EC relating to the noise emission in the environment by equipment for use out doors (with change);

JCW ITP-PIB Warsaw possesses a professional legal liability insurance, which is renewed annually.

### **3. LEGAL BASIS**

The basic legal regulation in the scope of testing and product certification is the Act of 13 April 2016 on system of conformity (Journal of Laws of 2016, item 542) with subsequent amendments.

The executor regulations to the above mentioned Act are as follows:

- The law of 12 January 2007 on general safety of products (Journal of Laws no 35 item 214).
- The law of 2nd March 2000 on protection of some consumer rights and on responsibility connected with damage done by danger product (published in the Journal of Laws No 22 item 271 of 31.03.2000).
- The Regulation PCA: DACW-01 No 5, of 30.09.2019.

### **4. BASIS FOR PRODUCT ASSESSMENT**

The Polish Standards, directives and proper legal regulations create the basis for certification of products. In the case of lack of standards or legal regulations which can constitute the basis for product assessment and issuing certificate or if existing standards or legal regulations do not meet conditions necessary to be recognized as certification basis it is permissible to carry out certification of products according to the technical criteria for a product or group of products established by the Governing Board of the certification body. These criteria can be applied until proper Polish Standards will be established or appropriate legal regulations will come into force.

### **5. CERTIFICATION PROCEDURE**

#### **5.1. Application of products for certification**

The applicant shall submit to JCW ITP-PIB the following documentation:

- the operator's manual elaborated according to PN-ISO 3600:1998 including technical details concerning of all products submitted to certification,

- technical file of a product (-s).

After delivery the above mentioned documents, the applicant receives from the JCW ITP-PIB the following:

- the application form for certification,
- the questionnaire for supplier's evaluation,
- the certification criteria established in standards or other normative documents,

## **5.2. Testing for certification purposes**

- Basing on this information an applicant selects accredited testing laboratory, and
- by notified body of European Union for New Approach Directive.

## **5.3. Applying for certification**

The applicant shall submit to the JCW ITP-PIB, personally or by mail, the following documents:

- 2 copies of filled application,
- the questionnaire for supplier's evaluation filled by the applicant,
- the technical file (if required by the Product Certification Body),
- technical specifications of manufacturing and technical receiving of products,
- the operator's manual in Polish language and catalogue of spare parts,
- the operator's manual of the foreign manufacturer in English or German (ref. to imported products),
- certificates of other institutions if required by other regulations,
- the test report issued by an accredited testing laboratory.

To start certification process of products having a contact with human body as well as used for preparing and keeping water, drinks and food, it is necessary to obtain an attest of the State Hygienic Institute or the registration number of the Ministry of Health and Social Welfare stating permissibility of these products use from the point of view of health protection.

After conduction of certification process on the basis of certificates and test reports given by notified bodies in European Union, with which JCW ITP-PIB has signed agreement of mutual recognition, JCW ITP-PIB can issue the

certificate. The JCW ITP-PIB can issue certificates on the basis of certificates granted by the European Union certification bodies notified for the proper New Approach Directive. In such a case, the certificate should be accompanied by the test report produced in notified testing laboratory, written in Polish or English or other language agreed with the JCW ITP-PIB.

#### **5.4. Verification of the application completeness, concluding of the contract on certification**

Following confirmation of the completeness and correctness of the application and enclosures, the Product Certification Body shall register the application for product certification and send to the applicant a contract on certification performance for signature.

#### **5.5. Certification process**

##### **5.5.1. Certification contract - follow - up by JCW ITP-PIB**

After concluding the contract, the JCW ITP-PIB shall undertake the following measures:

It carries out inspection of supplier's technical and organizational conditions.

In the course of certification process, the inspection of supplier's technical and organizational conditions is carried out to check the stability of product quality level.

The supplier's inspection (in the factory manufacturing certified products) is aimed at checking if the organization of production process, quality control and quality supervision constitute the basis for recognition that stable maintenance of appropriate level of production is provided.

The inspection at the importer's should indicate if, in the agreement between the importer and manufacturer, the technical and product quality parameters, its transport and storage conditions were defined in an unambiguous manner, as well as if the importer checks quality of products supplied by the manufacturer, conducting partial testing in its own or other laboratory carrying out services on the basis of a permanent agreement. The scope of testing shall comply with the scope defined in detailed information or technical criteria established for a given product group.

The inspection can be optional if the supplier holds a certificate for its quality assurance system issued by other quality system certification body accredited by PCA.

## **5.5.2. Completion of certification process**

### **Certificate issuance**

- The Certification Body shall notify the applicant on positive results of the certification process and express readiness to issue certificate for product provided that:
- fees for certification has been settled on the basis of the invoice sent,
- the contract on conditions of issuance and use of certificate has been signed.

The contract regulates the rights and responsibilities of the certificate holder and the Certification Body concerning certification and, in particular, establishes:

- financial commitments associated with surveillance and the right to use a certificate,
- frequency of testing in the course of surveillance,
- frequency of inspection in the course of surveillance,
- principles of using certificate,
- rules and procedure for extending, expanding, withdrawing and canceling of a certificate,
- settlement of other requirements resulting from test reports and inspection reports.

After satisfying those conditions, the Certification Body shall issue the certificate for period of 5 years since the date of making decision on granting the certificate by Manager of JCW ITP-PIB. In the case of product certification carried out for the first time the certificate validity begins from the date, when a decision on granting certificate was made by the manager of the Certification Body.

## **6. SUPERVISION ON THE USE OF CERTIFICATES**

The Certification Body shall supervise the use of certificates through:

- inspections at the supplier's aimed at verification of conformity of using certificates with the requirements of standards and contract terms,
- assessment at the supplier's of partial tests of products covered by the certificate, carried out by the supplier,

- assessment of complete control tests results carried out in accredited laboratories,
- evaluation of conformity of product marking with the certification mark to requirements creating the basis for certificate issuance.

The inspection at the supplier's and/or market are carried out by the specialists of the Certification Body at least once a year.

## **7. WITHDRAWAL AND CANCELLATION OF CERTIFICATES**

The certificate can be withdrawn or cancelled before expire of validity date.

**The withdrawal of the certificate** takes place in the following cases:

- negative results of product control tests,
- upon the application of the product supplier.

**The cancellation of a certificate** takes place in the following cases:

- resignation of the certificate by the supplier,
- if the product does not satisfy requirements confirmed by the certificate,
- if the product does not meet conditions and time limitations defined by JCW imposed in a withdrawal of the certificate

## **8. APPEALS, CLAIMS AND COMPLAINS AGAINST THE CERTIFICATION BODY'S DECISION**

The supplier has the right to appeal or complain against the Certification Body's decision to the Director of the Institute.

In the Certification Body appeals, claim and complains are considered in accordance with the appealing procedure.

The appeal shall be submitted within 14 days since the date of receiving the decision of the Certification Body. This decision shall be sent as valuable letter.

## **9. FEES**

### **Certification process fees**

All fees connected with the certification process are to be incurred by the supplier on the basis of invoices issued by the Certification Body.

They made up of various costs including:

- certification

- pre-licensing inspection,
- opinion of experts,
- inspection in the course of surveillance,
- travel, accommodation and daily allowances for specialists conducting inspections.

The exact amount of payments are listed in the price-list of the Certification Body, published in a separate document available to suppliers.

The costs of testing are directly accounted for between the supplier and the testing laboratory and not figured in the certification costs.

Certification Body



Eugeniusz Szajba

Director of the Institute



Wacław Roman Strobel

Warsaw, 10 April 2021