Procedure for Testing, Approval and Certification of Products and Systems for Fire Protection and Security Technologies

VdS-Guidelines

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This document is binding only if its use has been agreed on a case-by-case basis. Otherwise, any consideration of this document is non-binding. An agreement for application of this document is entirely optional. On a case-by-case basis, third parties may also accept, at their discretion, other requirements that do not comply with this document.

To avoid any distraction from the understanding of the text, VdS Schadenverhütung uses the generic masculine throughout. There is expressly no preference or other valuation implied of the male, female or other genders.

CONTENT

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: +49 221 7766-0, fax: +49 221 7766-108, e-mail: info@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”.

Certification scheme		Normative rference	Remark
A	VdS-approval procedure and VdS-home approval procedure	EN ISO/IEC 17067:2013, certification programme, type 5	The functions I to VI cited in the standard are derived from the following descriptions of the certification programmes.
B	Assessment and verification of constancy of performance according to EU Construction Product Regulation	DELEGIERTE REGULATION (EU) No 568/2014 OF THE COMMISSION of 18 Februar 2014 amending Annex V to Regulation (EU) No 305/2011of the European Parliament and of the Coucil as regards the assessment and verification of constancy of performance of construction products, system 1	The tasks assigned to the notified product certification body are described in the following certification programme.
C	PROVE-certification	EN ISO/IEC 17067:2013, certification programme, type 5	The functions I to VI cited in the standard are derived from the following descriptions of the certification programmes.
D	Certification of conformity for UAE (CoC)	EN ISO/IEC 17067:2013, certification programme, type 5	The functions I to VI cited in the standard are derived from the following descriptions of the certification programmes.

Table 1: VdS certification programmes

1.2 VdS-approval procedure (certification programe A)

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 section 3). Generally, the approval procedure includes a test carried out by VdS-Lab (as per DIN EN ISO/IEC 17025) and an approval by VdS-Zert (certification as per DIN EN ISO/IEC 17065) with final authorisation for use of the VdS-logo.

It is also possible to apply separately for testing (see section 4) and approval (see section 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 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 sections 2 to 5 and sections 7 to 8 of these guidelines. Additionally, VdS-guidelines VdS 2841 “Procedure for the Performance of Product Surveillance” apply (see section 5.1.4). 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. However, a VdS-approval does not 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. 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. national technical approval for ionisation smoke detectors or official authorisation for radio installations).

1.3 Procedure on the EU Construction Products Regulation (certification programme B)

In its capacity as Product Certification Body approved by the building control authorities, VdS offers procedures for the assessment and verification of constancy of performance as per System 1 in accordance with the EU-Construction Products Regulation. System 1 for a certification of constancy of performance provides for the following procedure:

- determination of the product type on the basis of type testing, type calculation, tabulated values or descriptive documentation of the product
- first inspection of the manufacturing site and its factory production control (FPC)
- issuing of certificate of constancy of performance
- periodical surveillance, assessment and evaluation of factory production control (FPC)

For procedures for the assessment and verification of constancy of performance, mainly the regulations of the appropriate technical specification (harmonised standard or approval assessment document) apply.

Additionally, sections 2 to 4 and sections 6 to 8 of these guidelines apply.

Procedures for the assessment and verification of constancy of performance 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 a Certificate of constancy of performance.

Note: The Certificate of constancy of performance is required as the basis for the Declaration of Performance and CE marking of certain products according to the Construction Products Regulation and does not replace their VdS-approval.

1.4 Procedure on PROVE-certification (certification programme C)

VdS offers a procedure for the certification of products according to European standards (EN) and/or international standards (ISO/IEC), which is referred to as PROVE-certification and which confirms the complete fulfilment of the requirements of the respective underlying certification basis.

As a rule, the procedure consists of a test by VdS-Lab (in the sense of DIN EN ISO/IEC 17025) and certification by VdS-Zert (in the sense of DIN EN ISO/IEC 17065).

Sections 2 to 5 and sections 7 to 8 of these guidelines apply to this testing and certification procedure. In addition, the procedural guidelines VdS 2841 "Procedure for the Performance of Product Surveillance" apply. Testing and certification procedures can be commissioned by means of Annex D (supplemented by Annex E if necessary). If the procedure is completed positively, the client receives a test report and a certificate.

Note: PROVE-certification of products does not replace their VdS-approval.

1.5 CoC-procedure (certification programme D)

To confirm the compliance of products with their VdS-approval according to section 1.2, VdS offers the issuance of a Certificate of Compliance (CoC). This confirmation may require the listing of VdS as an (accredited) testing and certification body by the competent authority of the country which requests such confirmations from manufacturers who wish to market and use their products in the country concerned.

Note: A listing exists e.g. for the UAE (United Arab Emirates) from the Ministry of Interior, Civil Defense. If you have any questions about country-specific procedures, please contact your VdS account manager.

The issuing of a CoC is ordered by means of Annex D. If the procedure is completed positively, the client receives a Certificate of Compliance.

1.6 Product tests

VdS offers product tests not only in the scope of certification procedures in accordance with sections 1.2 to 1.4, but also as a separate service.

For these test procedures sections 2 to 4 and sections 7 to 8 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.

1.7 Validity

These guidelines are valid from 01.05.2024. They replace the version VdS 2344 : 2014-07 (08).

Note: This is a translation of the German guidelines. If there are any discrepancies, the German version shall be binding.

2 Normative references

These guidelines contain dated and undated references to other regulations (in alphabetical order). The normative references are cited in the respective clauses, the titles are listed below. For dated references, subsequent amendments to or revisions of any of these regulations apply to these guidelines only when published by revision or amendment of these guidelines. For undated references the latest edition of the regulation referred to applies.

DIN EN ISO 9001 Qualitätsmanagementsysteme – Anforderungen (Quality management systems – Requirements)

DIN EN ISO/IEC 17000 Konformitätsbewertung – Begriffe und allgemeine Grundlagen (Conformity assessment – Vocabulary and general principles)

DIN EN ISO/IEC 17025 Allgemeine Anforderungen an die Kompetenz von Prüf- und Kalibrierlaboratorien (General requirements for the competence of testing and calibration laboratories)

DIN EN ISO/IEC 17065 Konformitätsbewertung – Anforderungen an Stellen, die Produkte, Prozesse und Dienstleistungen zertifizieren (Conformity assessment – Requirements for bodies certifying products, processes and services)

DIN EN ISO/IEC 17067 Konformitätsbewertung – Grundlagen der Produktzertifizierung und Leitlinien für Produktzertifizierungsprogramme (Conformity assessment – Fundamentals of product certification and guidelines for product certification schemes)

UN Recommendations on the Transport of Dangerous Goods (UN38.3)

VdS 2341 Verlagsverzeichnis (list of publications)

VdS 2841 Verfahren für die Durchführung von Produktüberwachungen (Procedure for the Performance of Product Surveillance)

VdS 3177 AGB der VdS Schadenverhütung GmbH für Dienstleistungen des Bereichs Produkte und Unternehmen (GTC of VdS Schadenverhütung for the Provision of Services of the Department Products and Companies)

VdS 6005 Verwendung geschützter Wort-/Bildmarken von VdS (Use of Registered Word and Figurative Marks of VdS)

Note: All VdS publications are available at www.vds-shop.de.

3 Definitions

Client: The client is the contractual partner of VdS who applies for a service; in terms of DIN EN ISO/IEC 17065 he is customer

VdS-approval: 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: 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-logo by permission of VdS. VdS Home-approved products are preferably directed to the private sector.

PROVE-certification: Certification is the "authorisation" that gives the client the right to use certificates and a certification number with permission from VdS, and can refer to European standards (EN) or international standards (ISO/IEC).

CoC-certification (Certificate of Compliance)**:** Country-specific procedure for confirming an existing VdS-approval according to the procedure in section 1.2

EFSG (European Fire & Security Group): The EFSG is an association of European certification bodies in the field of fire protection and security technology. Objectives, agreements and processes can be viewed at EFSG.org

Appeal: Demand of a client towards VdS to review a decision regarding testing resp. approval/certification

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 PROVE-certification, the assessment and verification of constancy of performance 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 Regulation the manufacturing site is also called "factory".

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 documented continuous and internal control of production in a factory in accordance with the relevant harmonised technical specifications.

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

4 Test by VdS-Lab

4.1 General

The test may be applied together with:

- the VdS-approval (VdS-approval procedure according to section 1.2)
- the issuing of a certificate of constancy of performance (procedure of the assessment and verification of the constancy of performance according to construction products regulation, see section 1.3)
- the certification in accordance with national and international standards (PROVE-certification, see section 1.4)

Furthermore, the test may be applied for as an independent service (product testing according to section 1.6).

Generally, the test is applied for fully developed products that are already available as prototypes or serial products.

The client makes all arrangements for the test procedure that are necessary on his part.

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.

Applications are handled in the order of their receipt, if organisationally and technically possible.

If individual tests need to be carried out by other VdS-recognised testing bodies, this will be agreed with the client.

The main test is generally concluded within 9 months, provided that the test does not reveal any deficiencies and the product is not modified.

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 shall be informed thereof.

4.2 Test basis

VdS-approval procedure tests according to section 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.

Tests as part of the assessment and verification of the constancy of performance in accordance with the EU Construction Products Regulation according to section 1.3 are carried out based on harmonised European standards or European Assessment Documents (EAD) taking into account the clients declared performance.

Tests for PROVE-certification procedures according to section 1.4 are carried out based on national or international standards.

Any tests based on procedures that do not promise an objective result are declined.

Product tests according to section 1.6 (irrespective of approval or 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

To commission procedures in accordance with these guidelines, a fully completed order (Annex D to Annex G) must be submitted (in accordance with VdS 3177) in writing or as an online form via the VdS website/the web portal.

At the same time, the technical documentation belonging to the order (see Annex B) must be submitted to VdS. Within the scope of a preliminary test of this technical documentation, it is checked whether all documents and information required for the main test are available. If approval/certification was commissioned at the same time as the test, it will also be checked whether all documents and information required for approval/certification are available.

The client receives an order confirmation stating the basis for the test as well as the number and type of test samples required for the main test.

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 1 months' time, whether he intends to remedy these deficiencies. If he does, he will be allowed another 4 months to remedy the deficiencies and prove this to VdS-Lab (by submitting new documents). Otherwise, the procedure will be terminated with costs.

Note: In the case of orders for fully developed products, the test samples are prototypes or serial products. For prototype tests, sampling on the manufacturer's premises is not required.

Unless agreed otherwise between the client and VdS, specimens shall be submitted to VdS not later than one month after the order confirmation has been sent. If the required specimens are not submitted to VdS in due time or within the period agreed, the test procedure will be interrupted.

If in this case the specimens are not submitted within another month's time, VdS reserves the right to cancel the test procedure subject to a charge. In this case, the client will be informed accordingly.

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

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 according to sections 1.2 to 1.4, the procedure applied for will be initiated automatically within VdS.

b) Positive result for product (no product modification required), but negative results regarding the 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 two months for remedy. If the test is carried out in the scope of a procedure according to sections 1.2 to 1.4, 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. The client will be informed accordingly and receive the test report on request.

   If the deficiencies are remedied within the time limit, the procedure will be concluded in accordance with a).

c) Negative test result 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 one months' time, whether he intends to remedy these deficiencies. If he does, he will be granted further 4 months to remedy the deficiencies and prove this to VdS-Lab by submitting new documents and/or samples.

   If the deficiencies are not remedied within the time limit, the test procedure will be concluded. The client will be informed accordingly and receive the test report on request.

Additionally, VdS-Lab reserves the right – by agreement with VdS-Zert – to conclude the test procedure for VdS-approval or PROVE-certification in case of more than three unsuccessful remedy attempts for the same requirement without issuing a certificate subject to a charge.

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.

The client receives a list of all deficiencies and shall state, within one months' time, whether he intends to remedy these deficiencies. If he does, he will be granted further 4 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. The client will be informed accordingly and receive the test report on request.

Additionally, VdS-Lab reserves the right – by agreement with VdS-Zert – to conclude the test procedure for VdS-approval or PROVE-certification in case of more than three unsuccessful remedy attempts for the same requirement without issuing a certificate subject to a charge.

Note: A product test carried out by VdS-Lab does not imply that the body that has accredited VdS-Lab as testing body (DAkkS), 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 the department indicated by VdS-Lab free to the door, including standard accessory. Products sent 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 VdS-approval or PROVE-certification

5.1 Requirements for the approval/certification of devices and components

5.1.1 Application

The VdS-approval or PROVE-certification (in the following 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 section 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 section 3, 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 2 a) 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
- intended 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 2 b) 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 2841 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. The owner of the respective approval/certification is informed by VdS-Zert in advance. Any further applicable regulations for product surveillance are covered by VdS-guidelines 2841.

If the product surveillance measures cannot be carried out to the regular extent because the production volume does not permit this, suitable substitute measures must be determined in consultation with VdS-Zert. The prerequisite for this is that the product continues to be offered.

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, Verlagsverzeichnis (Publications on Loss Prevention and Technology) and on the VdS website www.vds.de.

If no guidelines or standards are applicable or if individual tests are not yet feasible, special agreements may be made.

PROVE-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 section 5.3.1).

5.2.2 Requirements for a system approval

A complete list of the devices and components belonging to the system must be submitted together with the order for approval of a system. All essential devices and components of a system must be VdS-approved. Exceptions are permissible for special systems in accordance with section 5.2.5 or if the basis of the system certification allows it.

The holder of the system approval is obliged to offer installers of the system proper and regular training and maintenance material and to provide technical support.

Note: This also includes the obligation to always provide the installers with the current version of the VdS system certificate.

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 section 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 (e.g. EFSG member). This report shall include the technical documentation according to Annex B (incl. manufacturing documents, installation and operating instructions). By applying for the approval/ certification, the client releases these data for printing, copying and saving on the VdS intranet exclusively for the purpose of order processing.

5.3.2 Check of documentation

Technical documentation shall correspond to Annex B and shall identify the product unambiguously. The test report submitted to VdS-Zert shall comply with DIN EN ISO/IEC 17025 and 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 receipt. 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 processing of the order will be concluded at a charge without issuing a certificate.

5.4 Grant of approval/certification

If the a.m. requirements are fulfilled and the check 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 section 5.1.2, 2 a). 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 entitles the approval holder to use the respective VdS-logo (see sections 5.8.1 to 5.8.3).

The PROVE-certification 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 (DAkks), 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 Annex D and Annex G (if required, supplemented by Annex E) or via the web portal. In conjunction with a modification of the approval/certification an extension may be applied for at any time, different to section 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.

As a rule, substantial modifications shall be deemed to exist in the following cases, irrespective of whether the manufacturer considers them an improvement of the approved product or whether they have been made for other reasons:

- 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 2841) 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 if

- at inspecting the documentation (see section 5.3.2)
- in the quality management system of the manufacturing site
- regarding means of product surveillance or
- during the practical probation of the product

deficiencies have been found which are opposed to an approval/a certification.

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 one months' time whether he intends to remedy the deficiencies in question. If he does, he will be granted further 4 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 the VdS-approval or PROVE-certification holder

The holder of a VdS-approval or a PROVE-certificate commits himself always to comply with the effective certification requirements including the implementation of changes of certification requirements announced by VdS.

Furthermore he commits to ensure that his VdS-approved/PROVE-certified product continuous to fulfil the product requirements during the ongoing production.

In addition the client undertakes to make all necessary arrangements to investigate complaints. He commits to recording and assessing all objections/complaints regarding the approved/certified products and to conduct and record all appropriate measures required for their correction. Records shall be made available during product audits and audits of the quality management system.

The records shall be kept for at least 6 years.

5.8.1 Marking after granting the approval/certification

5.8.1.1 VdS-Logo, PROVE-Logo

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.

PROVE-certified products shall be marked after granting the certification accordingly with the lettering “PROVE powered by VdS” or with the following logo and shall not be marked with “VdS” or “VdS Home” or the VdS-logo unless they are also VdS-approved.

5.8.1.2 Approval/certification number

VdS-approved products shall bear the approval number on the product itself, the accompanying documentation, or the packaging.

PROVE-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 Retail/internet trade

Products supplied via retail or internet sale with access for end consumers shall bear the marking according to sections 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 where applicable. 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 Marking of approved/certified products

Products not marked according to sections 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 Product marking

Further details on product-related marking are specified in the product-specific approval/certification principles.

Unless otherwise stipulated above, the use of the trademarks “VdS” and “PROVE” shall be governed by the provisions of the guidelines VdS 6005 Verwendung geschützter Wort-/Bildmarken von VdS (Use of Registered Word and Figurative Marks of VdS).

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. All statements and interpretations regarding the approved/certified product shall be in accordance with the field of application of the approval/certification, shall not be misleading or unjustified or in breach of competition law. The approval/certification shall not be used in a way, which discredits VdS.

Testing according to Annex F of these guidelines or a completed test from an approval/certification procedure – e.g. if a test was passed but the approval/certification procedure was discontinued - may not be used for advertising.

The regulations of the VdS 6005 Verwendung geschützter Wort-/Bildmarken von VdS (Use of Registered Word and Figurative Marks of VdS) apply to advertising with the approval/certification. It is forbidden to integrate “VdS” or any modifications hereof into the company name.

In case of a revocation of the approval/certification, all advertising activities shall be stopped immediately. This also refers to the marking of products according to section 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 according to section 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.

VdS-certificates may only be duplicated or reproduced unchanged and with all attachments.

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 according to Annex E) commits to grant the experts and auditors delegated by VdS 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 Notifications of modifications

The client undertakes to notify VdS-Zert immediately of any scheduled modifications regarding the following aspects (see also section 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 in as much as they affect the manufacturing process

g) stop of manufacturing or supplying the approved/certified product

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 2841) 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/ PROVE-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, an appeal against the suspension/revocation may be filed (see section 8). If the certification body accepts the appeal, 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 section 7.6).

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-approvals/PROVE-certifications shall be stopped from the date of revocation (see section 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.
- new technologies, scenarios or circumstances become known, the effects of which were not foreseeable at the time of approval/certification and which limit the effectiveness, reliability or safety of the product.
- 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 2841).
- the client does not allow for means of product surveillance (see section 5.1.4) to be carried out within 2 months following the announcement by VdS-Zert.
- the results of the product surveillance (see section 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/PROVE-certification refrains from a continuation during the validity period.
- the holder of a VdS-approval/PROVE-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.
- the manufacturing site of the product has been relocated without prior notification to VdS-Zert.
- the approved/certified product is not manufactured for a longer period of time and the intended surveillance measures cannot be carried out.
- the approved/certified product is no longer offered.

Furthermore, a parallel approval/certification of a distributor (see section 5.1.2 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 Procedures on EU Construction Products Regulation (System 1)

The tasks assigned to the Notified Product Certification Body in accordance with Annex V of the EU-CPR, system 1, are described in the following certification programme.

6.1 Requirements for the issuing of certificates of constancy of performance

6.1.1 Application

The issuing of certificates of constancy of performance may be applied for using Annex D, section CE (if required, supplemented by Annex E). Usually the application shall be accompanied by a list of the declared performances.

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 later, 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: Certificates of constancy of performance specify the client as the company placing the product onto the market (manufacturer according to Construction Products Regulation).

Certificates of constancy of performance may be applied for:

1. By the manufacturing site (production plant according to the Construction Products Regulations, see also section 3, definitions) or
2. By another company (distributor), but only under the following conditions:
   a) VdS has already issued an EC Certificate of Conformity or a certificate of constancy of performance 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, accompanied by the following information:

- original product and type designation
- designated distributor
- intended product and type designation

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

A certificate of constancy of performance shall be issued only for products for which a harmonised technical specification (standard or European Assessment Document (EAD)) is available. The European Commission shall have released the technical specification by publication in the Official Journal of the European Union.

The issuing of a certificate of constancy of performance and the procedure for the assessment and verification of constancy of performance in general are subject to the regulations specified in Annex ZA of the applicable specification (harmonised standard or guideline or European Assessment Document (EAD)) and those given by the EU Construction Products Regulation.

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

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.

Note: Certificates of constancy of performance specify the manufacturing site as production plant. By request of the client and by agreement with VdS this may be done in coded form.

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 certificate of constancy of performance is granted.

6.1.6 Sampling

The test specimens for determining the product type are always taken by the certification body. This can be done, for example, during the initial assessment of the production facility and the FPC. The samples shall be representative of current production.

If series production has not yet been established in the production facility, the process of assessment and verification of constancy of performance allows the determination of the product type on the basis of prototypes provided by the manufacturer. The samples shall be representative of future production.

6.1.7 Surveillance of the FPC

Following the issuing of the certificate of constancy of performance, 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 section 6.1.1):

- test report(s) of initial testing according to applicable technical specification for any characteristics declared by the manufacturer and specified in Annex ZA; only test reports issued by testing bodies listed by the notifying authority and subcontracted by the certification body are accepted;
- documentation of factory production control (FPC)

6.2.2 Check of documents

The test report submitted to VdS-Zert shall evidence that the product fulfils the requirements of the certification basis in respect of the declared performances. 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 the manufacturing site and FPC

A first inspection of the manufacturing site and the 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, wherever possible from a technical and organisational point of view, are handled in the order of their receipt. 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 processing of the application will be completed without the issuing of a certificate at a charge.

6.3 Issuing of the certificate of constancy of performance

If the above requirements are fulfilled, the client will receive a certificate of constancy of performance. 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 certificate of constancy of performance

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 the FPC

After granting the certificate of constancy of performance, 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.

In the course of monitoring the FPC, it is also checked whether the series products correspond to the prototypes used to determine the product type, if applicable.

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 surveillance. 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 the special surveillance is fixed by VdS-Zert according to extent and type of deficiencies and manufacture. However, the time limit shall, as a rule, not exceed 3 months.

6.7 Suspension and revocation of certificate of constancy of performance

Certificates of constancy of performance can be rendered temporarily invalid by suspension, or permanently invalid by revocation. The certification body will decide whether certificates of constancy of performance are suspended or revoked if one or several of the circumstances below occur. A suspension of a certificate of constancy of performance 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 certificate of constancy of performance will be re-instated. Otherwise it will be revoked. Unless otherwise required by law, VdS-Zert will inform Deutsches Institut für Bautechnik (DIBt – German Institute for Structural Engineering) of the suspension/revocation.

The holder of a certificate of constancy of performance is informed of a suspension/revocation in writing. Within a period of two months, an appeal against the suspension/revocation may be filed (see section 8). Any action taken to verify remedy measures and the reinstating of the certificate of constancy of performance are liable to costs.

During the suspension period and from the date of revocation the certificate of constancy of performance shall no longer be used.

Suspension/revocation may be effected if

- the harmonised technical specification(s) underlying the certificate of constancy of performance is (are) modified and the product is not modified within an adequate period of time and, if required, resubmitted for re-testing.
- the harmonised technical specification(s) underlying the certificate of constancy of performance 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.
- the results of the surveillance (see section 6.6) are negative.
- the client does not fulfil the obligations he has according to these guidelines (e.g. payment of fees).

Furthermore, a certificate of constancy of performance of a distributor (parallel certificate, see section 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 certificates of constancy of performance

The client may abandon a valid certificate of constancy of performance any time by informing VdS-Zert in writing that he

- no longer wishes to keep up the certificate of constancy of performance.
- cancels the contract as of a specified date; and
- will no longer use the respective certificate of constancy of performance as of the specified date.

6.9 Advertising with certificates of constancy of performance

The granting of a certificate of constancy of performance does not entitle the holder to use the VdS-logo.

7 Procedural basis

7.1 General Terms and Conditions

VdS 3177 shall apply in the version valid at the time of conclusion of the contract.

7.2 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 section 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.

7.3 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 (e.g. in the frame of an EFSG-procedure), 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).

7.4 Enquiries

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

7.5 Publications

VdS-Zert only publishes the following data regarding VdS-approved and PROVE-certified products:

- product name and/or product designation
- full address of approval holder (incl. phone, fax, e-mail and internet address)
- certification basis
- 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 section 5.9)

7.6 Costs

The testing and certification services are chargeable and are not subsidised. Upon request VdS provides quotations and/or tables of fees.

7.7 Hazards from DUTs or associated products or equipment

The client is obliged to avoid as far as possible and, if unavoidable, to keep as low as possible the hazards to persons, objects or equipment caused by test objects or related products or equipment.

If such hazards must be assumed, the client is obliged to complete and submit Annex A.

Notwithstanding this, depending on the type of hazard, these shall be made clear on the test item itself or on the associated product or equipment or highlighted in the accompanying documents. Furthermore, the client is obliged in these cases to enclose corresponding safety data sheets, operating instructions and the like, if necessary.

Note: Hazards can arise from (exemplary list without claim to completeness):

- *lithium-ion batteries*
- *highly flammable substances*
- *explosive substances*

- *toxic substances*
- *carcinogenic substances*
- *generation of above-average sound levels*
- *high electrical voltage or mechanical tension*
- *lack of protection against contact*
- *cutting, crushing and bruising hazards*
- *strong magnets*

VdS reserves the right to reject orders on the basis of the hazards posed by DUT or associated products or equipment.

8 Appeals

8.1 General

Objections or complaints (see DIN EN ISO/IEC 17000) are subsumed under the umbrella term "appeals". While an objection is directed against a conformity decision by VdS within the scope of an approval, certification or testing procedure, a complaint deals with general criticism of processes or specifications of VdS.

8.2 Appeals regarding an approval/certification procedure

Appeals shall be submitted to VdS-Zert in writing with reference to these guidelines (VdS 2344). The letter shall include the following information:

- contact data of appellant
- 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 the appeal

The letter of appeal shall be sent to the responsible Head of VdS-Zert, 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 appeals 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. Only appeals against the rejection of an objection by VdS can still be lodged.

8.3 Appeals regarding a test

Appeals shall be submitted in writing to the responsible Head of VdS-Lab with reference to these guidelines (VdS 2344). The letter shall include the following information:

- contact data of appellant
- test item
- in case of an appeal: number of test report and/or date of letter informing the client of the results objected to
- detailed list of processes and 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 appeals were unjustified, the costs of the repeat test shall be borne by the client.

If the appeals 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.

Annex A – Indications on hazardous substances and hazards

A General data

A.1 Applicant	
A.2 Location (street, house no)	
A.3 Location (country, post code, city)	
A.4 Technical contact person	
A.5 Phone no	
A.6 E-Mail address	
A.7 Order number at VdS (if available)	
A.8 Test sample/product designation	

B Hazardous substances and hazards

B.1 Existing hazardous substances	
B.2 Existing hazards	

C Required documentation

☐ Security data sheets

Additionally for lithium-ion batteries:

☐ Transport safety certificate acc. to UN38.3 Part III by accredited laboratory

☐ Indications on ingredients of the cells, the types, etc. (for fire brigade)

D Test sample with lithium-ion batteries

☐ Test samples contain lithium-ion batteries

For the testing of test samples or assemblies using batteries with Li-ion technology, further requirements and prerequisites may be relevant which are not the subject of the general framework and prerequisites addressed here and which are provided by the relevant specialist laboratory.

D.1 Battery – type designation	
D.2 Nominal voltage	
D.3 Energy content (Wh)	
D.4 Capacity (Ah)	
D.5 Primary cell - type	
D.6 Certificate number	
D.7 Issued by	

E Information on test sample/battery

Monitoring option during product test

☐ Temperature, current and voltage of the battery may continuously be monitored

☐ The monitoring can be selected automatically (e.g. relays outputs available for limit values)

☐ Devices for monitoring are provided and documented (operation instruction)

Storage of the test sample

☐ The test sample may be stored outside the laboratory rooms (e.g. in a container on the VdS premises)

☐ The battery may be taken off the test sample and may be stored outside the laboratory rooms (e.g. in a container on the VdS premises)

☐ The test sample with battery shall be stored within the laboratory rooms; additional costs arising by the storage due to necessary security measures are borne.

Cell balancing

☐ The balancing of the primary cells of the battery is done passively.

Charging equipment and state of charge

☐ The charging equipment of the test sample is suited for the used battery.

☐ The battery is only kept in the safe range of 20 to 80 % of the battery capacity.

State of test sample and battery

☐ The test sample and its battery are as new.

☐ The test sample and its battery were properly stored at all times.

☐ The test sample and its battery were not conditioned in advance.

☐ The battery was never deep discharged.

Current limitation

☐ The test sample limits the maximum battery discharge current in the event of a fault (e.g. fuse).

Type of fuse protection/key figures _____

The information provided above is hereby confirmed.

Place, date: _____

Signature of applicant or of
authorised representative: _____

Annex B Technical documentation

B.1 Devices and components

The manufacturer shall draw up and maintain documentation for the product.

This documentation shall include

- dimensioned drawings
- parts lists
- data sheets
- mounting diagrams (if applicable)
- layout plans of the circuit boards (if applicable)
- block diagrams (if applicable)
- function descriptions and
- description of the software (if applicable)

in such a comprehensiveness that allows testing of compliance with the requirements of the test basis and a general evaluation of the realisation.

Furthermore, the manufacturer shall provide

- a general description of the product including a list of all characteristics and functions
- a technical description including
  - installation information with mounting instructions
  - wiring and setting instructions
  - operating instructions
  - maintenance instructions
  - instructions for routine tests (if applicable)

Ancillary documentation as follows, to support the testing body, may be required additionally:

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

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.

Note: The required documentation to be provided for testing, approval or certification can usually be found also in the current standards and VdS-guidelines.

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 (see example in Table B-1). 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
- release date
- number of pages of document

Technical documentation shall be clearly identifiable and approved and shall be subjected to a revision management.

The listing as well as the technical documents themselves are preferably to be submitted in electronic form. For this purpose, VdS can provide secured options (e.g. web portal, password-protected file sharing service or similar).

In consultation with VdS, documents can also be submitted in paper form.

Type of document	**Document no**	**Release date**	**Revision date**	**Number of pages**	**Remark**
Circuit diagram	A37-B03_Rev2	20.01.2013	Rev2	12	

Table B-1: Example for the list of required documents

Annex C (currently not used)

Annex C currently not used.

Annex D – Order for an approval procedure according to VdS 2344, sections 1.2 to 1.5

by VdS Schadenverhütung GmbH, Certification body, Amsterdamer Str. 174, 50735 Köln

A Applicant

A.1 Company designation _____

A.2 VAT ID No _____

A.3 Location (street, house no) _____

A.4 Location (country, postal code, city) _____

A.5 Contact person _____

A.6 Phone no _____

A.7 E-Mail address _____

B Order for the following product

B.1 Product and type designation _____

B.2 Approval/certification/test basis _____

B.3 Has an offer been submitted? ☐ yes, number of offer: _____ ☐ no

B.4 Does the product pose any hazards in accordance with section 7.7? ☐ yes, please fill in Annex A ☐ no

B.5 The product under test contains software controlled components ☐ yes ☐ no

B.6 Use in _____

_____

C Description of the order

C.1 Type of order

VdS-approval

☐ Testing and approval (initial issue)

☐ Change and amendments* of approval Approval-No. _____

☐ Parallel approval** to the approval Approval-No. _____

☐ Test and approval procedure in coordination with the following certification body***

_____

☐ Prolongation of the approval Approval-No. _____

☐ CoC for the approval Approval-No. _____

CE-Marking

☐ Testing and certification (initial issue)

☐ Change and amendment* of certification Cert No. _____

☐ Parallel certification** on the certification No-0786-CPR _____

PROVE-Certification

☐ Testing and certification (initial issue)

☐ Change and amendment* of certification Cert No. _____

☐ Parallel certification** on the certification Cert No. _____

☐ Test/certification procedure in coordination with the following certification body***

_____

☐ Prolongation of the certification Cert No. _____

* For changes please fill in Annex G.

** Please attach an informal declaration of consent and delivery commitment from the basic certificate holder.

*** There is a restriction of confidentiality according to point G regarding the designated certification bodies; additional documentation is required for an EFSG procedure (see efsg.org).

☐ I (we) wish to receive an English version of the certificate in addition to the German version.

☐ I (we) wish to receive an English version of the test report in addition to the German version.

D Manufacturing site of the applicant

D.1 The manufacturing site is identical with the applicant (if no, please go to D.2)

Indications on quality management system/system of factory production control of the manufacturing site

(For VdS-approvals and EN/ISO/IEC-certifications cf. Section 5.1 of these guidelines as well as section 5 of VdS 2841 Verfahren für die Durchführung von Produktüberwachungen (Procedure Performance of product surveillances)

☐ Certified according to DIN EN ISO 9001 by VdS No of certificate: _____

☐ Certified according to DIN EN ISO 9001 by _____

Please attach copy of the certificate issued by this certification body.

☐ Not certified according to DIN EN ISO 9001

MS-officer (name, E-mail address) _____

D.2 The manufacturing plant is not identical with the applicant

Company designation _____

Location (street, house no) _____

Location (country, postal code, city) _____

☐ Annex E is attached.

E Regulator (if deviating from A)

E.1 Company designation _____

E.2 VAT ID no _____

E.3 Location (street, house no) _____

E.4 Location (country, postal code, city) _____

E.5 Phone no _____

E.6 E-mail address _____

☐ The applicant declares that the regulator is aware of this order.

F Invoice address (if deviating from A)

F.1 Company designation _____

F.2 Location (street, house no) _____

F.3 Location (country, postal code, city) _____

F.4 Contact person _____

F.5 Phone no _____

F.6 E-mail address _____

G Restriction of the confidentiality obligation

The applicant releases VdS from the confidentiality obligation and allows VdS to pass on information to the body or bodies named below, insofar as this is necessary for the execution of the order:

_____

_____

H Data protection

As the responsible body, VdS Schadenverhütung GmbH collects and processes personal data in the course of the procedures described here only to the extent necessary for the performance of the contract (chapter II, art. 6, no. 1 lit. b), GDPR) or on the basis of a specific declaration of consent by the person concerned (chapter II, Art. 6, no. 1 lit. a), GDPR) which can be revoked informally at any time.

For further information on data protection, please refer to the AGB der VdS Schadenverhütung GmbH (General Terms and Conditions, VdS 3177) or the information on our website (https://vds.de/de/unternehmen/datenschutz/).

I Declaration and consent

I (we) agree that

- the AGB der VdS Schadenverhütung GmbH für Dienstleistungen des Bereichs Produkte und Unternehmen (VdS 3177, General Terms and Conditions)
- the guidelines Verfahren für die Prüfung, Anerkennung und Zertifizierung von Produkten und Systemen der Brandschutz und Sicherungstechnik (VdS 2344, Procedue for Testing, Approval and Certification of Products and Systems for Fire Protection and Security Technolgies), as well as the guidelines Verfahren für die Durchführung von Produktüberwachungen (VdS 2841, Procedure for the Performance of Product Surveillance)
- the associated price list or the offer

form the basis of this order and accept them in the respective valid version as an integral part of the contract.

We confirm that the product named in B.1 is manufactured unchanged in the approved/certified form (only applies to prolongation orders).

Furthermore, I (we) consent that

- VdS Schadenverhütung GmbH to collect, process and use personal or other data within the context of performance of the contract
- VdS Schadenverhütung GmbH makes the certification accessible to third parties by publishing it in freely accessible directories
- Documents (e.g. order confirmations, test reports, draft certificates) are transmitted by e-mail. This shall be done exclusively to the e-mail address of the contact person stated under "applicant". Transmission to another e-mail address requires the written consent of this contact person.

Place, date: _____

Signature of the applicant
(or authorised representative): _____

Annex E – Order for a procedure according to VdS 2344, sections 1.2, 1.3 or 1.4 – Declaration of manufacturing site

by VdS Schadenverhütung GmbH, Zertifizierungsstelle, Amsterdamer Str. 174, 50735 Köln

A Manufacturing site

A.1 Company designation _____

A.2 VAT no _____

A.3 Location (street, house no) _____

A.4 Location (country, postal code, city) _____

A.5 Contact person _____

A.6 Phone no _____

A.7 E-mail address _____

B Applicant (acc. to Annex D)

B.1 Company designation _____

B.2 Location (street, house no) _____

B.3 Location (country, postal code, city) _____

C Device/component for which approval/certification is applied

C.1 Product and type designation _____

C.2 Already existing approvals/certifications (if given) _____

D Quality management system/system of factory product control FPC of the manufacturing site

☐ Certified according to DIN EN ISO 9001 by VdS Schadenverhütung Cert No. _____

☐ Certified according to DIN EN ISO 9001 by _____

Please attach copy of the certificate issued by the certification body.

☐ Not certified according to DIN EN ISO 9001

☐ Name of MS officer and E-mail address

_____

E Data protection

VdS Schadenverhütung GmbH as the responsible body collects and processes personal data in the course of the procedures described here only to the extent necessary for the performance of the contract (Chap. II, Art. 6, No. 1 lit. b), GDPR) or on the basis of a specific declaration of consent by the person concerned (Chap. II, Art. 6, No. 1 lit. a), GDPR). For further information on data protection, please refer to the AGB of VdS Schadenverhütung (General Terms and Conditions, VdS 3177) or the information on our website (https://vds.de/de/unternehmen/datenschutz/).

F Declaration and consent

The manufacturing site declares,

- to agree with the application for certification of the said product by the said applicant
- to supply the applicant with the said product
- to manufacture the said product in the construction method approved/certified by VdS-Zert
- to ensure perfect product quality within the framework of the quality management system applied by it in accordance with section 5.1.3 of VdS 2344
- to agree to the inspection of the product quality in the manufacturing plant by the VdS certification body at regular intervals (see VdS 2841)

For the purpose of executing the order, data of the production site shall be collected, stored and, if necessary, passed on to third parties. The data will only be passed on if this is necessary for the execution of the order. The production site hereby declares its consent to this.

Place, date: _____

Signature of the authorised person of the manufacturing site: _____

_____

Annex F – Order for performance of a product test (without further certification) according to VdS 2344, section 1.6

by VdS Schadenverhütung GmbH, Amsterdamer Str. 174, 50735 Köln

A Applicant

A.1 Company designation _____

A.2 VAT ID no _____

A.3 Location (street, house no) _____

A.4 Location (country, postal code, city) _____

A.5 Contact person _____

A.6 Phone no _____

A.7 E-Mail address _____

B Order for the following product

Product/type designation _____

Test basis _____

Has an offer been submitted for the test? ☐ yes, offer no: _____ ☐ no

☐ I (we) wish to receive an English version of the test report in addition to the German version.

C Regulator (if deviating from A)

C.1 Company designation _____

C.2 VAT ID no _____

C.3 Location (street, house no) _____

C.4 Location (country, postal code, city) _____

D Invoice address (if deviating from A)

D.1 Company designation _____

D.2 Location (street, house no) _____

D.3 Location (country, postal code, city) _____

D.4 Phone no _____

D.5 E-Mail address _____

E Restriction of the confidentiality obligation

The applicant releases VdS from the confidentiality obligation and allows VdS to pass on information to the body or bodies named below, insofar as this is necessary for the execution of the order:

_____

_____

F Data protection

As the responsible body, VdS Schadenverhütung GmbH collects and processes personal data in the course of the procedures described here only to the extent necessary for the performance of the contract (chapter II, art. 6, no. 1 lit. b), GDPR) or on the basis of a specific declaration of consent by the person concerned (chapter II, Art. 6, no. 1 lit. a), GDPR) which can be revoked informally at any time.

For further information on data protection, please refer to the AGB of VdS Schadenverhütung (General Terms and Conditions, VdS 3177) or the information on our website (https://vds.de/de/unternehmen/datenschutz/).

G Declaration and consent

I (we) agree that

- the AGB of VdS Schadenverhütung (General Terms and Conditions, VdS 3177)
- the guidelines Verfahren für die Prüfung, Anerkennung und Zertifizierung von Produkten und Systemen der Brandschutz und Sicherungstechnik (Procedure for Testing, Approval and Certification of Products and Systems for Fire Protection and Security Technology, VdS 2344) as well as the guidelines Verfahren für die Durchführung von Produktüberwachungen (Procedure for the Performance of Product Surveillance, VdS 2841)
- the associated price list or offer

form the basis of this order and accept them in the respective valid version as an integral part of the contract.

Furthermore, I (we) consent that

- VdS Schadenverhütung GmbH to collect, process and use personal or other data within the context of performance of the contract
- VdS Schadenverhütung GmbH makes the certification accessible to third parties by publishing it in freely accessible directories
- Documents (e.g. order confirmations, test reports, draft certificates) are transmitted by e-mail. This shall be done exclusively to the e-mail address of the contact person stated under "applicant". Transmission to another e-mail address requires the written consent of this contact person.

Place, date: _____

Signature of the applicant
(or authorised representative): _____

Annex G – Notification of change

to VdS Schadenverhütung GmbH, Amsterdamer Str. 174, 50735 Köln

A Applicant

A.1 Company designation _____

A.2 Location (street, house no) _____

A.3 Location (country, postal code, city) _____

B Device/component which will be changed

B.1 Product/type designation _____

B.2 Approval/certification number _____

C Type of change

C.1 Detailed description _____

_____

For further details, please use a separate sheet.

C.2 Categorisation of changes

- ☐ Hardware
- ☐ Software
- ☐ Function
- ☐ Documentation
- ☐ Replacement of an individual part with identical specifications
- ☐ Marking/other formal changes
- ☐ Design (without function)
- ☐ Other _____

D Enclosures

- Please attach – if available – your own verifications/validations of the impact (e.g. test protocols or internal assessments).
- Please attach documents, which are cited in the approval/certificate that have changed.

E Data protection

VdS Schadenverhütung GmbH as the responsible body collects and processes personal data in the course of the procedures described here only to the extent necessary for the performance of the contract (Chap. II, Art. 6, No. 1 lit. b), GDPR) or on the basis of a specific declaration of consent by the person concerned (Chap. II, Art. 6, No. 1 lit. a), GDPR). For further information on data protection, please refer to the AGB of VdS (General Terms and Conditions of VdS, VdS 3177) or the information on our website (https://vds.de/de/unternehmen/datenschutz/).

The approval/certification holder confirms the accuracy of the information.

Place, date: _____

Signature of applicant
(or authorised representative): _____

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