

NCB : PL 1 , ( PCBC )

**Legal differences**

OD-CB 2007

MEMBER NATIONAL CERTIFICATION BODIES (NCBs) INFORMATION SHEETS			
<i>(Use additional forms as necessary.)</i>			
<b>Product categories: HOUS, OFF, TOOL , TRON</b>			
<b>I</b>	<b>CB Scheme Procedure :</b>		
	<b>CB Scheme</b>		
<b>II</b>	<b>National Regulatory Requirements for Electrical Products within the Scope of IECEE CB Scheme</b>		
		<b>Yes</b>	<b>No</b>
1	Is compliance with standards mandated by law?	<b>YES</b>	
	Comments:		
2	Is product certification or approval mandatory?	<b>YES</b>	
	Comments: <b>Presumably by the end of 2002 , only.</b>		
3	If approval is mandatory what aspects/characteristics of electrical products require mandatory certification or approval?		
	Electrical safety	<b>YES</b>	
	EMC - <b>comment : RFI –only emission</b>	<b>YES</b>	
	Hygiene - comm. :For cat.HOUS <b>only ,if national std requires</b>	<b>YES</b>	
	Energy Efficiency		<b>NO</b>
	Ergonomics		<b>NO</b>
	Other (specify):		<b>NO</b>
4	Does the certification mark of the NCB provide regulatory recognition at National level?	<b>YES</b>	
5	Does the NCB provide certification in all regulated areas listed in item 3 above?		<b>NO</b>
6	If no, specify the body responsible for such certification or approval:		
	Electrical safety:		

	EMC:	
	Hygiene:	<b>Polish State Higiene Institut ( or similar authorities )</b>
	Energy Efficiency:	
	Other:	
7	Describe the conditions and the processes for obtaining each of the mandatory certifications or approvals in item 3 above, and include a flow chart for each process as necessary. Each description should address as a minimum the following:	
7a	Who can submit the application?	<b>Foreign/Polish manufacturer directly/ foreign manufacturer via representative in a country/ commercial agent .</b>
7b	Language of the application:	<b>Polish or English</b>
7c	Need to have a local representative to place a product on the country's market	<b>No such a need</b>
7d	Additional administrative requirements	<b>mandatory periodic re-testing requirements within the frame of certificate surveillance</b>
7e	Can testing/ evaluation be carried out by NCBs in other countries?	<b>Yes, within the CB – Scheme by every NCB or on the base mutual agreememnts</b>
7f	Requirements for samples:	<b>Taken as lots</b>
7g	Documentation required:	<b>see attached application form (back page)</b>
7h	Language of markings, warnings and instructions	<b>Polish</b>
7i.	Time needed for processing (?)	<b>Within 4 weeks</b>

<p><b>POLSKIE CENTRUM BADAŃ I CERTYFIKACJI</b>  <b>POLISH CENTRE FOR TESTING AND CERTIFICATION</b>  <b>Biuro ds. Badań i Certyfikacji Wyrobów / Product Testing and Certification Office</b>                  ul. Kłobucka 23A, 02-699 Warszawa                  tel. 857-99-16 (centrala), 647-07-22 (Dyrektor), fax 647-11-09</p>	<p>(wypełnia PCBC) (to be filled in by PCBC)</p> <p>Nr i rok .....</p> <p>Data rejestracji .....</p>
<p><b>W N I O S E K / APPLICATION</b>  <b>o dokonanie certyfikacji w zakresie*)</b>  <i>for the performing of certification in the range of*)</i></p> <p><u>Oznaczenia:</u> <b>B</b> - znakiem bezpieczeństwa  <i>Marking:</i> <i>safety mark</i>      <u>Potwierdzenia:</u> <b>Z</b> - zgodności z normą nr:  <i>Confirmation:</i> <i>conformity with standard No.:</i></p> <p><b>Q</b> - znakiem jakości  <i>quality mark</i>      <u>Certyfikatu:</u> <b>CB</b> - zgodności z normą nr:  <i>Certificate</i> <i>conformity with standard No.:</i></p> <p><b>P</b> - znakiem zgodności z PN  <i>Polish Standard conf. mark</i>      <b>CCA</b> - zgodności z normą nr:  <i>conformity with standard No.:</i></p> <p><b>E</b> - znakiem ekologicznym  <i>ecological mark</i>      .....</p>	<p>Nr zespołu .....</p> <p>Nr prowadzącego .....</p> <p>Liczba odmian .....</p> <p>Produkt krajowy - K, Import - I</p> <p>Podpis kierownika</p>

Wyrób (nazwa i typ):  
*Product(name and type):* .....

Liczba odmian:  
*Number of types:* ....., SWW/PKWiU ....., rok uruchomienia prod.\*\*)

Zgłoszenie:\*) pierwszy raz - N, przedłużenie - P, wznowienie - W, aneks - A do cert. nr  
*Application first time prolongation renewal annex to the certificate No.* .....

Wnioskodawca (nazwa i adres):  
*Applicant (name and address):* .....

Kompetentny pracownik wnioskodawcy:  
*Competent employee of applicant:* ..... tel./phone: .....

Producent (nazwa i adres centrali producenta):  
*Manufacturer (name and address):* .....

Nazwa i adres fabryki, jeżeli inny niż centrali:  
*Name and address of the factory, if different from the above:* .....

Importer (nazwa i adres) \*\*\*) .....

Regon posiadacza certyfikatu \*\*\*) ....., NIP pokrywającego koszty certyfikacji \*\*\*) .....

Występujemy o wydanie certyfikatu, którego posiadaczem będzie: wnioskodawca - W, producent - P,  
*We apply for issuance at a certificate for: applicant manufacturer*

importer- I\*) oraz o rozliczenie kosztów certyfikacji: fakturą VAT- V,  
*importer The payment of certification costs will be effected by on: choice VAT or by*

fakturą uproszczoną - U\*) wystawioną dla: wnioskodawcy - W, producenta - P, importera - I\*)  
*a simplified invoice written out for: applicant manufacturer importer*

Oświadczamy, że znany jest nam tryb postępowania przy certyfikacji wyrobów.  
*We declare that we are aware of the procedure for product certification.*

.....  
 (podpis wnioskodawcy)  
 (applicant's signature)

.....

(pieczęć firmowa wnioskodawcy) (data)  
 (stamp of applicant) (date)

(wypełnia PCBC)  
(to be filled in by PCBC)

**POTWIERDZENIE  
ZŁOŻENIA WNIOSKU**

Data: .....

Podpis: .....

(pieczęć PCBC)

\*) - właściwe zakreślić,  
- mark suitable

\*\*) - dotyczy wyrobów produkcji krajowej,  
- applies to domestic products

\*\*\*) - dotyczy polskich podmiotów gospodarczych  
- it concerns only customers from Poland

## I. ZAŁĄCZNIKI / ENCLOSURES.

1. Dokumenty jednoznacznie identyfikujące wyrób.

*Documents which explicitly identify the product.*

a) norma lub inny dokument normalizacyjny przyjęty do stosowania w badaniach i sprawdzaniu wyrobów (nie dotyczy znaku B i Q),

*standard or other standardising document applied in product testing and inspection (it does not apply to B and Q marks),*

b) dokumentacja techniczna, np. instrukcja serwisowa lub rysunki konstrukcyjne, schematy obwodów, rysunki złożeniowe, wykaz elementów itp.,

*technical documentation, e.g. service manual or construction drawings, circuit diagrams, list of elements etc.,*

c) opis procesu technologicznego i receptura (jeżeli dotyczy),

*manufacturing process description and recipe (if applicable),*

d) informacje o różnicach między zgłaszanymi modelami, jeżeli wniosek dotyczy więcej niż jednego modelu,

*information on differences between submitted models if the application covers more than one model,*

e) instrukcja obsługi w języku polskim,

*operating manual in Polish,*

f) fotografia wyrobu,

*photography of product.*

2. Kwestionariusz producenta lub importera, w przypadku zgłaszania pierwszego wyrobu do certyfikacji, bądź gdy złożony poprzednio kwestionariusz nie obejmuje wyrobu zgłaszanego niniejszym wnioskiem.

*Manufacturer's or importer's questionnaire in the case when it is the first product to be submitted for certification or when a previously submitted questionnaire does not cover products mentioned in this application form.*

3. Sprawozdanie z badań wyrobu w zakresie wynikającym z rodzaju certyfikacji, wykonanych w laboratorium uznawanych przez PCBC.

*W przypadku bezpieczeństwa użytkowania są to badania zgodne z PN lub innym dokumentem prawnym lub normalizacyjnym, bądź certyfikaty CB lub CCA. Uznawane są również wyniki badań wykonanych przez laboratoria objęte umowami dwustronnymi lub międzynarodowymi.*

*Product test report in the filed resulting from a specific certification, carried out in one of the laboratories recognised by PCBC*

*PCBC can recognise test reports which are formed on the basis of a current CB or CCA certificates or test reports made by laboratories in frameworks of bilateral or international agreement.*

4. Dokumenty wymagane na podstawie odrębnych przepisów - wg informacji udzielanych przez PCBC.

*Other documents according to information giving by PCBC.*

## II. OBJAŚNIENIA / EXPLANATIONS

1. Wniosek należy złożyć w Biurze ds. Badań i Certyfikacji Wyrobów PCBC lub przesłać do PCBC w 4 egzemplarzach z jednym egzemplarzem dokumentacji. Adresy należy podawać z numerami kodów pocztowych.

*The application form should be submitted (or sent by mail) to the Product Testing and Certification Office of PCBC in 4 copies with the complete set of the documentation.*

2. Na czwartym egzemplarzu wniosku PCBC potwierdza fakt złożenia wniosku.

*PCBC shall confirm the application on the 4th copy of the application form.*

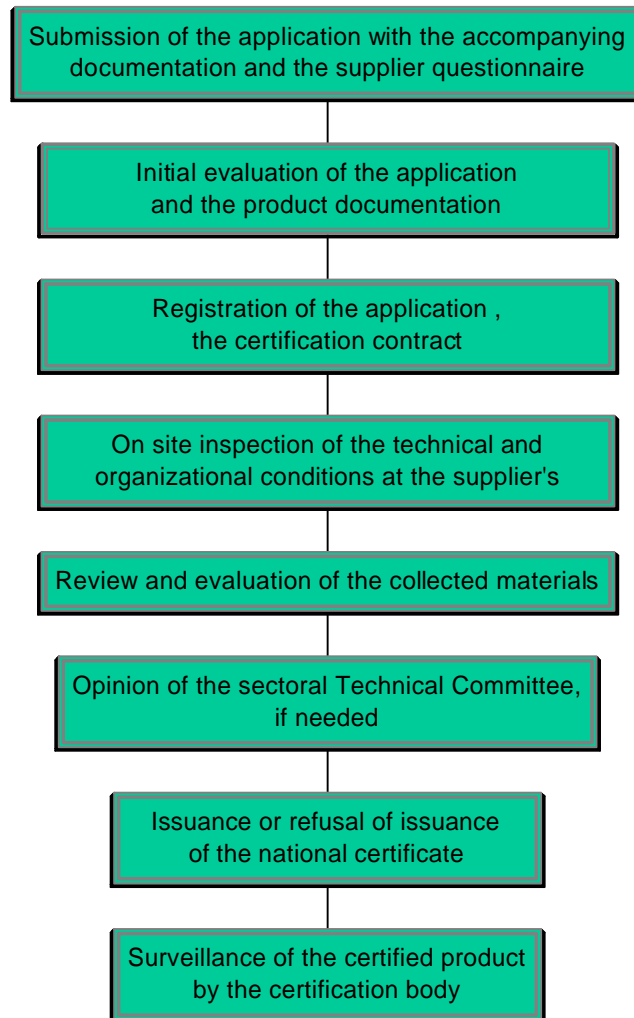
3. Rejestracja wniosku nastąpi po sprawdzeniu pod względem formalnym złożonych dokumentów.

*The registration of the application shall follow the formal verification submitted documents.*

**UWAGA:** Szczegóły dotyczące zakresu niezbędnych dokumentów należy uzgodnić z zespołem Biura ds. Badań i Certyfikacji Wyrobów.

**NOTICE:** *Details relating the range of required enclosures should be agreed with relevant department of the Product Testing and Certification Office.*

**Flow chart of processes for obtaining of the mandatory approval**





## IEC System for Conformity Testing and Certification of Electrical Equipment CB Scheme

APPENDIX B (NCB only)

Legal differences

OD-CB 2007

MEMBER NATIONAL CERTIFICATION BODIES (NCBs) INFORMATION SHEETS			
BBJ-SEP / PL2			
Product categories: CABL, CONT, INST, LIGHT, POW, PROT, SAFE			
<b>I</b>	<b>CB Scheme Procedure</b>		
<b>II</b>	<b>National Regulatory Requirements for Electrical Products within the Scope of IECEE CB Scheme</b>		
		<b>Yes</b>	<b>No</b>
1	Is compliance with standards mandated by law?	<b>X</b>	
	Comments:		
2	Is product certification or approval mandatory?	<b>X</b>	
	Comments: <b>See Annex 1</b>		
3	If approval is mandatory what aspects/characteristics of electrical products require mandatory certification or approval?		
	Electrical safety	<b>X</b>	
	EMC		
	Hygiene		
	Energy Efficiency		
	Ergonomics		
	Other (specify):		
4	Does the certification mark of the NCB provide regulatory recognition at National level?	<b>X</b>	
5	Does the NCB provide certification in all regulated areas listed in item 3 above?		<b>X</b>



## IEC System for Conformity Testing and Certification of Electrical Equipment CB Scheme

6	If no, specify the body responsible for such certification or approval:		
	Electrical safety:	<b>BBJ-SEP</b>	
	EMC:		
	Hygiene:		
	Energy Efficiency:		
	Other:		
7	Describe the conditions and the processes for obtaining each of the mandatory certifications or approvals in item 3 above, and include a flow chart for each process as necessary. Each description should address as a minimum the following: <b>See Annex 1</b>		
7a	Who can submit the application?	<b>Foreign manufacturer directly/ foreign manufacturer via representative in a country/ commercial agent/ other NCB/ others</b>	
7b	Language of the application:	<b>Polish , English</b>	
7c	Need to have a local representative to place a product on the country's market	<b>No</b>	
7d	Additional administrative requirements	<b>samples for re-testing are taken from import lots/</b> requirements for product liability insurance registration of the manufacturer with the regulatory agency <b>mandatory periodic re-testing requirements</b>	
7e	Can testing/ evaluation be carried out by NCBs in other countries?	<b>Yes</b>	
7f	Requirements for samples:	<b>See Annex 1</b>	
7g	Documentation required:	<b>See Annex 1</b>	
7h	Language of markings, warnings and instructions	<b>See Annex 1</b>	
7i.	Time needed for processing (?)	<b>2-4 Weeks</b>	



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# BBJ-SEP TESTING AND CERTIFICATION INSTITUTE

Association of Polish Electrical Engineers

28 Pożaryskiego Street, 04-703 Warsaw, Poland

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# SAFETY PRODUCT CERTIFICATION

Warsaw 2000

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*Sprzęt elektroinstalacyjny*

*Kable i przewody*

*Kable  
i przewody*

*matyczny  
Kable i przewody*

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44-117 Gliwice  
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**BBJ-SEP Testing and Certification Institute** - independent agency of the Association of Polish Electrical Engineers -is accredited certification body and testing laboratory for the following electrical products: low voltage apparatus, cables and cords, lighting equipment, installation materials, office technology equipment, electronic equipment for general use, small electric motors, electromedical equipment within the scope of voluntary and obligatory certification for safety mark “B”.

BBJ conducts also voluntary certification for Mark of Conformity with Polish Standard “PN”, Quality Mark “Q” and “Ecological Mark ”, conformity certification with specific normative document and verification of the manufacturer’s declaration of conformity.

**BBJ** is recognised certification body and testing laboratory in European **CCA** system and World-wide CB/IECEE system.

## **General principles of placing electrical products on the market**

According to the Act on testing and certification, products which can pose a danger for health, life or environment may be placed on the market only after confirmation their conformity with safety requirement of the relevant Polish Standard.

The Council of Ministers’ regulation determines the content of the list.

Electrical products mentioned in the list are admitted on the Market on the basis of:

- certificate for safety mark B, or
- certificate of verification of the manufacturer’s declaration of conformity.

Recognition of the manufacturer’s declaration of conformity apply only to products manufactured in Poland or in the countries with which Poland has concluded mutual recognition agreements. Currently, it concerns European Union’s Countries. Certification for safety mark “B” and verification of the manufacturer’s declaration of conformity are performed by independent certification bodies accredited by PCBC.

Safety product certification system accepted in Poland is based on the model, which has the following general elements:

- type testing of product
- pre-licence inspection of manufacturer (supplier)
- surveillance during validity of certificate including routine inspections and control tests.

Polish regulations gives also possibility of recognition for national product certification test reports and certificates issued by foreign organisations with whom appropriate bilateral or multilateral agreements on mutual recognition have been concluded.

National regulation introduce surveillance of market and sanctions against suppliers who places on the market products which do not comply with the requirements of the Act.

# **Safety product certification in the BBJ-SEP**

## **Application for certification**

The applicant may be a manufacturer or his representative or importer.

Applications for certification are made in writing on form that BBJ supplies free of charge.

The application should be accompanied by the following documents:, in particular:

- Manufacturer's or importer's questionnaire
- Test report carried out in the authorised laboratory (accredited test laboratories) or order for test in BBJ. Instead of test report from accredited testing laboratory may be recognised test report issued in the CB Scheme or CCA Group..
- Documents for product identification: drawings, circuit diagrams, list of components,
- User manual or such-like, in Polish;
- Test items (without additional payment for BBJ). If tests are made in BBJ Testing Laboratory, number of samples should be consistent with subject standard and proper legal regulation , like for type test.

When the application is complete (including test report), BBJ registers it with the date of receipting of the application. If the application is not complete BBJ will inform the applicant about the additional documents required to register the application.

Condition for further certification process is making a payment in advance on the BBJ account, a fee defined in confirmation.

## **Test for certification purposes**

Products are tested on the basis of:

- safety requirements specified in the PN (Polish Standard) and/or proper legal regulations,
- IEC or EN standards - in case of recognition for safety certification of foreign test reports and certificates, especially CB/IECEE or CCA.

Tests for certification purposes should be carried out in accredited testing laboratory.

Instead of test report, performed in accredited laboratory, can be recognised (in full or limited scope) actual CB or CCA certificate with the attached test report.

Test reports performed by foreign laboratories with whom BBJ have concluded appropriate bilateral agreements on mutual recognition of test results are also recognised. Currently, such agreements exist between BBJ and ASEFA - France, EZU-Czech Republic, IMQ - Italy, MEEI - Hungary, NEMKO- Norway, SEMKO - Sweden, SIQ - Slovenia, TUV - Germany, VDE - Germany.

Test items are returned to applicant unless BBJ requires their maintenance. Samples which are not taken at appointed time are liquidated.

## **Inspection of technical and organisational condition of supplier**

In the certification process, BBJ carries out pre-licence inspection of technical and organisational condition of suppliers in order to confirm the possibilities of assurance the stable level of product quality.

Inspection in the factory where production takes place includes evaluation of the organisation of production process, quality control procedures and surveillance under testing and measuring equipment.

BBJ recognises inspection results performed previously for the same product groups in the frames CCA system or national certification bodies, which have reached the agreement about mutual recognition of inspection.

Inspection at the importer should present that conditions had been assured for imported products showed stable quality level. Supplier-importer should prove that the control quality of delivered by manufacturer products, performing at least partial in own laboratory or other laboratory providing the service on principle of a subcontracting..

Pre-licence inspection can not be carried out, if supplier has got certificate of quality assurance system according to ISO 9000 standards issued by accredited body- member of IQNet. .

### **Contract on conditions to use Mark or condition to use conformity certificate**

During the certification process, but before the certificate is issued, the BBJ present to applicant to sign contract about condition to use Mark. Contract defines rights and duties of Parties connected with certification, including:

- right to use the certificate,
- right to marking the product by Safety Mark,
- the surveillance BBJ under holder of certificate, fees and legal responsibility.

### **Certificate or refusal of issue**

A certificate is issued after:

- positive result of certification process,
- returning to BBJ the signed contract,
- effecting the payment for certification process according to the presented invoice.

Certificate is normally valid for three-years for the first certification, with possibility to prolong for 5 years after re-certifications.

If certification process has finished by negative result, BBJ will inform the applicant about the requirements which were not fulfilled.

BBJ provides a simplified mode of re-certification procedure if faults are possible to remove in a short time.

### **Extension / prolongation of existing certificate**

The extension / prolongation of existing certificate follows on application submitted in analogous mode like at issuing the basic certificate, but BBJ can to use simplified certification process.

## **Surveillance**

BBJ supervises use of certificates by:

- inspection conducted by suppliers, which have to show conformity if use the certificates is in conformance with standards requirements and conditions of contract
- performance of partial tests of certified products.
- assessment of partial tests results in surveillance carried out in accredited laboratories,
- conformity assessment to mark of products by safety mark with conditions of certificate and contract

## **Rules of product marking**

Model of Safety Mark, way and place of marking product by this mark defines contract between certificate holder and BBJ.

## **Confidentiality**

BBJ assures confidentiality about the products, documentation and other information obtained during certification process. Confidentiality obliges also the BBJ's subcontractors.

This means that information obtained during certification process are not available to third Parties, except cases specified by legal regulations.

## **Cancellation, suspension and withdrawal of the certificate**

**Cancellation** of certificate can follow in any time on application of his holder.

**Suspension** of certificate of the BBJ initiative can follow in case of:

- affirmation that product is not in conformance with requirements of safety,
- negative results of product tests or inspections out in the frames of surveillance
- making impossible to conducts tests or inspection
- non discharge of a contract by supplier

**Withdrawal** of certificate follows in the case of:

- abuses the right results of certificate holding by supplier
- non fulfilment in set up term the conditions stayed by BBJ at suspension of validity of certificate

## **Incorporation the changes resulting from standards changes**

In the events of PN standards changes or proper legal regulation related to subject of certification holder of certificate is obliged to take into these with the date of being in force.

## **Costs and payments**

The applicant bears all the cost of the certification process. The certification costs, given in the BBJ price- list, refer to: initial considering the application, pre-licence inspection, proper certification action, including, if it is necessary, assessment of Technical Committee and payments for each certificate and year of his validity.

Price-list is available for applicant. Holder of certificate bears also costs related to supervision during validity of this document.

## **Appeals of certification result**

Applicant not satisfied with BBJ' certification decision has the right to appeal to the Director of the BBJ-SEP in writing. . Applicant has the right also to appeal to the Appeal Committee at PCBC, after exhaustion the appeal abilities provided by procedure BBJ-SEP.

## **Verification of the manufacturer declaration of conformity**

### **Application to verification**

The applicant may be a Polish manufacturer, representative of the foreign manufacturer or importer.

Applications for certification are made in writing on form that BBJ supplies free of charge.

The application should be accompanied by the following documents:, in particular:

- Manufacturer's declaration of conformity
- Test report in accordance with the Polish safety standards PN, or equivalent EN or IEC standards
- Technical documentation or catalogue sheets.

Application complying with formal requirements is registered with the date of arriving to BBJ. If application does not comply with formal requirements, BBJ calls on applicant to complete application within 14 days. Application not completed in the appointed time caused leaving it without consideration.

### **Certificate of verification**

In 21 days from the date of registration of the application BBJ issue certificate of verification or refuse to issue it. In the case of refusal BBJ gives the reason of his decision.

Certificate of verification of the manufacturer's declaration of conformity is valid without time-limit.

Certificate is issued after effecting the payment for verification process according to the presented invoice.

**Quality Testing Bureau  
Association of Polish Electricians (BBJ-SEP)**

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Deputy Director	- Tadeusz Be³dowski	phone: 812-35-20
Customer Service		phone: 613-04-80 phone: 812-35-06
Certification:		
Lighting equipment		phone: 812-35-61
Electrical system devices		phone: 812-35-22
Cables and cords		phone: 812-36-22
Laboratory:		
Lighting equipment		phone: 812-31-17
Electrical installations equipment		phone: 613-02-90
Cables and cords		phone: 613-00-65
Inspection		phone: 812-35-18
Training		phone: 812-35-07
Standardization		phone: 812-35-07
Bookkeeping		phone: 613-00-66

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Branch manager	Teodor Pyszniak	phone: 748-33-36
Certification of N.N. Equipment Laboratory for N.N. Equipment for Cables and cords		phone: 747-52-24 phone: 747-52-24 phone: 747-52-24
Standards sale office		phone: 748-33-34

**Gliwice Workshop**  
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## IEC System for Conformity Testing and Certification of Electrical Equipment CB Scheme

APPENDIX B NCB: PREDOM-OBR – POLAND **Legal differences**

OD-CB 2007

MEMBER NATIONAL CERTIFICATION BODIES (NCBs) INFORMATION SHEETS			
<i>(Use additional forms as necessary.)</i>			
<b>Product categories: HOUS</b>			
<b>I</b>	<b>CB Scheme Procedure</b>		
<b>II</b>	<b>National Regulatory Requirements for Electrical Products within the Scope of IECEE CB Scheme</b>		
		<b>Yes</b>	<b>No</b>
1	Is compliance with standards mandated by law?	<b>Ö</b>	
	Comments: <ul style="list-style-type: none"> <li>• Ministry of Economy Regulation of 14<sup>th</sup> September, 1999 on obligatory compliance with same polish standards (Dz.U No. 80/2000 item 911)</li> <li>• Ministry of Communications Regulation of 05<sup>th</sup> November, 1999 on obligatory using PN standards for EMC (Dz.U. No. 93/1999 item 1078)</li> </ul>		
2	Is product certification or approval mandatory?	<b>Ö</b>	
	Comments: <ul style="list-style-type: none"> <li>• Law of 3rd April, 1993 on Testing and Certification Dz.U.. No 55/1993, item 250) with amendments: Dz.U.No..27/1994, item96; Dz.U.No.121/1997, item 770; Dz.U. No.104/1997 item.661; Dz.U.No.7/1999 item 776)</li> <li>• Law of 28th April, 2000 on Conformity Assessment System (Dz.U.. No 43/2000 item 489)</li> <li>• Council of Ministers Regulation of November 9th 1999 on the list of products made in Poland and the products imported to Poland for the first time which may create danger or which serve the purposes of protecting or saving life, health and environment, subject to the requirement of obligatory certification with a safety mark and marking with thereof and products subject to the requirement of the issue a producer's declaration of conformity (Dz.U. No.5/2000 item 53)</li> </ul>		



## IEC System for Conformity Testing and Certification of Electrical Equipment CB Scheme

3	If approval is mandatory what aspects/characteristics of electrical products require mandatory certification or approval?		
	Electrical safety	ö	
	EMC	ö	
	Hygiene		
	Energy Efficiency		
	Ergonomics		
	Other (specify):		
4	Does the certification mark of the NCB provide regulatory recognition at National level?		ö
5	Does the NCB provide certification in all regulated areas listed in item 3 above?		ö
6	If no, specify the body responsible for such certification or approval:		
	Electrical safety:		
	EMC:		
	Hygiene:		
	Energy Efficiency:		
	Other:		
7	Describe the conditions and the processes for obtaining each of the mandatory certifications or approvals in item 3 above, and include a flow chart for each process as necessary. Each description should address as a minimum the following:		see enclosure
7a	Who can submit the application?	<u>Foreign manufacturer directly/ foreign manufacturer via representative in a country/ commercial agent/ other NCB/ others</u>	
7b	Language of the application:	Polish or English	



## IEC System for Conformity Testing and Certification of Electrical Equipment CB Scheme

7c	Need to have a local representative to place a product on the country's market	No
7d	Additional administrative requirements	<u>mandatory periodic re-testing requirements</u>
7e	Can testing/ evaluation be carried out by NCBs in other countries?	We recognized the test reports with CB certificates or the test reports with CCA NTRs.
7f	Requirements for samples:	required
7g	Documentation required:	<p>Application</p> <p>Manufacturer's or importer's questionnaire</p> <p>Test report(s)</p> <p>CB certificate or CCA NTR (if applicable)</p> <p>Technical documentation, e.g. service manual or construction drawings, circuit diagrams, list of elements etc.</p> <p>Information on differences between submitted models if application covers more than one model</p> <p>Users manual in Polish</p> <p>Photography of product</p>
7h	Language of markings, warnings and instructions	Polish
7i.	Time needed for processing (?)	<p>Testing – to 1 month</p> <p>Certification – to 2 weeks after receiving all necessary documents</p>

Flow chart of product certification in PREDOM-OBR

