



**RAIL VEHICLES INSTITUTE „TABOR”  
CENTRE OF PRODUCT CERTIFICATION**

## **INFORMATION FOR CLIENTS**

**APPLYING FOR PRODUCT CERTIFICATION**

**Poznań 2012**

**Available on the website: [www.tabor.com.pl](http://www.tabor.com.pl)**

## INTRODUCTION

Centre of Product Certification „TABOR“ operating within the structure of the Rail Vehicles Institute „TABOR“ ( IPS „TABOR“) (Annex 1) presents this Information for Clients applying for the accreditation of product certification PCA on the process of voluntary certification of products , not being subject to CE marking.

„Information for clients“ applying for product certification is an integral part of the Quality Book of Product Certification (KJC – PC-01 Annex 4).

Product Certification is an activity by which the third party gives the written assurance in the form of a conformity certificate that the product (including process and services) meets the requirements specified in the reference documents contained in the Product Certification Programs (PCW-001; PCW-002; PCW-003; PCW-004; PCW-005; PCW-006; PCW-007) available at the website of the Rail Vehicles Institute „TABOR“.

Centre of Product Certification of IPS „TABOR“ declares confidentiality by its employees in relation to the information obtained in the process of products assessment and certification as well as supervision.

Rail Vehicles Institute „TABOR“ has the civil liability insurance because of its property and business consisting in the research-development works in the field of technical sciences.

## SCOPE OF CERTIFICATION

Certification process of products is carried out by the Centre of Product Certification on the basis of the normative documents:

- **Act of 30 August 2002.** on system of conformity assessment (Journal of Laws 2010 No. 138 item 935 as amended)
- **PN – EN 45011;** General requirements for bodies carrying out the systems of product certification
- **PKN – ISO/IEC Guide 28;** Conformity assessment – Guidance on a third-party certification system for products
- **PKN – ISO/IEC Guide 67;** Conformity assessment – Fundamentals of product certification

Centre of Product Certification issues the conformity certificates for:

- wheels
- wheelsets
- axles
- springs (steel, air)
- brake triangles
- brake pads
- brake shoes
- brake discs
- end cocks
- brake cylinders
- bogie frames
- shell bodies
- wires and electric cables
- compartment seats, cab seats
- lighting fixtures with diffuser
- cable trays and covers

- lining of walls
- floor coverings
- others materials for the rolling stock production
- rails
- sleepers
- fastening systems
- diesel locomotives
- electric locomotives
- multiple units
- motor vehicles
- coaches
- freight wagons
- special rolling stock
- auxiliary vehicles
- electrical equipment

## **CERTIFICATION PROGRAMS**

The Centre of Product Certification carries out the processes of product certification according to the programs:

- PCW – 001: Running gear systems
- PCW – 002: Braking systems
- PCW – 003: Products for the railways– Bodies of the rail vehicles
- PCW – 004: Inflammability, burning and fire resistance of materials and products
- PCW – 005: Rails and constructional elements of railway lines
- PCW – 006: Railway vehicles
- PCW – 007: Electric devices

available in the Centre of Product Certification of IPS Tabor and on the website [www.tabor.com.pl](http://www.tabor.com.pl).

## **PRODUCT CERTIFICATION SYSTEM**

The Centre of Product Certification of IPS "TABOR" carries out the conformity certification of products under the certification systems 1a and 3 (according to guide PKN-ISO/IEC Guide 67).

**System 1a** includes the products contained in PCW-003, PCW-006, PCW-007.

This system involves the testing of product sample/samples which are assessed for conformity. Taking the samples may or may not be statistically significant to the whole population of the product.

This certification system includes :

- a) provide the sample/samples required by the certification body
- b) define the characteristics by test or assessment
- c) assessment of test report
- d) decision.

**System 3** includes the products contained in PCW-001, PCW-002 PCW-004 and PCW-005.

This system involves the testing and factory supervision. The product samples from production are assessed in terms of conformity assessment continuity.

This certification system includes:

- a) provide the sample/samples required by the certification body
- b) define the characteristics by test or assessment
- c) the preliminary assessment of the production process or quality system, if applicable
- d) assessment of test reports
- e) decision
- f) authorization
- g) supervision by testing or inspection of the samples from the factory and the production process assessment

## **PROCEDURE IN THE PROCESS CERTIFICATION**

Every time prior to starting the certification process the Applicant agrees with the employee of the Centre of Product Certification of IPS the range of the required documentation.

These include.:

- technical documentation making possible the identification of the product (catalogues, diagrams, constructional drawings, technical description, etc.),
- used standards,
- report/statement of product tests carried out by the test laboratory or product calculations,
- instruction of assembly, using, product maintenance,
- identification of materials and the certificates for used materials and raw materials
- a copy of the certificate of Producer quality management system,
- description of the quality control way,
- authorization to represent the Producer (if a Client is not the Producer, but the Authorized Representative),
- documents confirming the business activity of the Producer and/or the Authorized Representative (extract from the court register).

Moreover, the Applicant shall be informed of necessity to make the initial payment according to the price list (IK Annex 2).

Implementation of ISO 9001 system for conducting the stable production, distribution and import is the necessary condition for obtaining the certificate by the Applicant.

Depending on the chosen certification system the Client receives a questionnaire to fill out „ Production process assessment“ (PC-01 Annex 6) from the Employee of the Centre of Product Certification.

Submission of two copies of *Application for carrying out the product certification process* (KJC PC-01 Annex 5) and possible supervision of certificate with the agreed documents by the Applicant starts the process. In the case of a negative assessment of correctness of the application completion or incompleteness of the attached documents, the Applicant receives the list of formal incompatibilities from the process Leader. The Applicant is obliged to make the correction or supplements no later than 14 days from the date of receiving the notification.

When the application is registered the Department of Economy (FE) of IPS “TABOR” in consultation with the OCW of IPS “TABOR” prepares two copies of the contract for the product certification and the cost calculation.

Each time the Leader of process agrees with the Applicant the way, the number of sample/samples and the date of delivery to the Centre of Product Certification of IPS “TABOR”.

The person who takes the sample/samples fills the Card of receiving the product (PC-01 Annex 7) in two copies, one for each party. The return of the product is in the state resulting from the carried out tests.

The Leader of process in the Centre of Product Certification of IPS “TABOR” verifies formally the compliance of the transferred sample/samples of product with the provided documents.

The Leader of process, who assesses the product documentation, can accept the report of tests received from the

Applicant either whole or only partly and can subcontract the complementary tests of the product sample/samples. (PC-06, KJC-06).

In the case of essential reservations of the process Leader to the collected materials the Technical Committee shall be called by the General Director at the proposal of the Head of the Centre of Product Certification.

The certificate will be issued after successful completion of the certification procedure.

The final decision to award the conformity certificate (on a refusal to award) is taken by the Head of the Centre of Product Certification.

Notice of award or refusal is transferred to the Applicant ( as documented) with the final invoice of fee for conducting the certification.

In the case of certificate issue according to the system 3 the Centre of Product Certification of IPS Tabor prepares the contract for supervision of the issued certificate and the final cost settlement of the certification process.

No payment for the invoice for conducting the certification process suspends the issue of awarded certificate.

**Certificate is valid for three years from the date of its issue .**

In the case of refusal to issue the certificate the Applicant receives a written justification of refusal, cost settlement of certification process with the information how to appeal to this decision. The Applicant is entitled to submit in writing to the Director of IPS „TABOR“ the complaint about the ongoing process of product certification or appeal to the decision on refusal, non-renewal, suspension or withdrawal of the certificate within 14 days from the date of notification of the decision by the Centre of Product Certification of IPS „Tabor“ (KJC-07).

The detailed information on the „Conduct procedure in the certification process“ is contained in the Programs of Product certification“ (PCW-001 ÷ PCW-007) and Book of Certification Quality (KJC).

## **SUPERVISION OF ISSUED CERTIFICATE**

The certificate of conformity can be used only by the certificate holder according to the contract on its issue and supervision.

The certificate of conformity is issued for a period of:

- three years for the product certified for the first time,
- up to five years for the subsequent extensions of the period of validity.

The certificate can be renewed, extended, suspended (withdrawn conditionally) or withdrawn before the expiry of its validity.

The decisions to withdraw or suspend the certificate are subject to appeal procedure to the General Director of IPS Tabor.

**Renewal** of the certificate validity can be at the request of the certificate holder on the basis of: the positive results of tests and inspections carried out within the supervision.

The certificate holder may apply for an **extension** of its scope with additional types or versions of product made in the same company or imported by the same importer according to the same standards or other normative documents that the product for which the certificate is already issued.

**Suspension** of the certificate is in the case of the negative results of control tests or inspection within the supervision as well as the application of the certificate holder.

**Withdrawal** of the certificate is in the case of non-compliance with the conditions by the certificate holder to restore the validity of the suspended certificate as well as non-compliance by the product with the requirements proved by the certificate. **The withdrawn certificate can not be restored.**

In the case of the modified requirements connected with the products which the certificate is awarded the Centre of Product Certification of IPS „TABOR“ shall notify the certificate holder of it by the registered mail or in an equiva-

lent way, giving the date of entry into force of the new requirements with order to check additionally the products that the certificate concerns.

The detailed information concerning the supervision are available in PC-02 (KJC) and in Programs of Product Certificate.

## **OWNERSHIP TRANSFER CERTIFICATION**

In the case of ownership transfer to the product/products that have the certificate of conformity, it is possible to transfer of the rights to the certificate/certificates for a new business entity after the presentation of the documented application and confirmation of the compliance with the requirements .

## **FEES FOR CERTIFICATION PROCESS**

Fees for carrying out the certification process and connected with the certification process are borne by the Applicant on the basis of the invoices issued by the Rail Vehicle Institute „TABOR“ and they are taken in two stages:

- when the applicant submits an application for product certification (preliminary fee),
- at the end of the certification process (total settlement of costs),

according to the binding price list.

## **RIGHTS AND OBLIGATIONS OF THE APPLICANT**

Client participating in the certification process

has the right to:

- use the certificate according to its purpose, being in conformity with the contract on its issue and supervision,
- obtain any information regarding the certification process, fees, certification programs and supervision of product,
- appeal to the decision about the certificate issue,
- complain about the activities of the Centre of Product Certification.

has the obligation to:

- give the Centre of Product Certification any information on the certification stage and during the stage of supervision
- inform the certification body of any changes in the production, technology and application which may affect the quality of the product,
- inform the certification body of transferring the ownership of the certificate,
- inform the certification body of the changes taking place in the owned ISO 9001 quality system.

## **CONTACT DETAILS**

**We invite all interested parties to use the services of the  
Centre of Product Certification of IPS "TABOR"**

**Please direct the applications and offer inquiries in writing or by phone to below contact addresses:**

**INSTYTUT POJAZDÓW SZYNOWYCH „TABOR”**

**OŚRODEK CERTYFIKACJI WYROBÓW**

**UL. WARSZAWSKA 181, 61-055 POZNAŃ**

<http://www.tabor.com.pl/firma-2/ips-tabor/?lang=en>

[certyfikacja@tabor.com.pl](mailto:certyfikacja@tabor.com.pl)

**Manager of Centre of Product Certification – Zbigniew Durzyński, D.Sc.**

phone.: +48 61 66 41 434; +48 601 926 889

**Specialists of Certification and Product Assessment**

phone: +48 61 66 41 429

**Technical Secretariat**

Phone, fax.: +48 61 66 41 420