|  |  |
| --- | --- |
| 1. **Applicant** *(legal entity that will be certificate holder)* | |
| Full name: |  |
| Address: |  |
| VAT No. |  |
| Contact person: |  |
| Phone: |  |
| Fax: |  |
| e-mail: |  |

|  |  |
| --- | --- |
| 1. **Customer** *(legal entity that will pay the invoice for the service in this application - not necessary to be filled if the customer is the applicant)* | |
| Full name: |  |
| Address: |  |
| VAT No. |  |
| Contact person: |  |
| Phone: |  |
| Fax: |  |
| e-mail: |  |

|  |  |
| --- | --- |
| 1. **Product information** | |
| Product name: |  |
| Commercial name: |  |
| Product type: |  |
| Product model: |  |
| No. of certificate previously issued by the INSTITUTE *(if any)*: |  |
| **Manufacturer** *(not necessary to be filled if the manufacturer is the applicant)* | |
| Full name: |  |
| Address: |  |
| e-mail: |  |

|  |
| --- |
| 1. **Required procedure** *(mark with “X”)* |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Certification** |  |  | **Testing** |  |  | **Testing and certification** |

|  |
| --- |
| 1. **Applied standards** *(Write the complete title of applied standards / specifications, if known. Highlight if standards are not applied, or not applied completely, or if national standard / specification / special requirements are applied.)* |
|  |

|  |  |
| --- | --- |
| 1. **Test report data** *(if the product has been tested)* | |
| Laboratory where tests were performed *(name, address, state)*: |  |
| Test report No. and date: |  |
| No. of Laboratory accreditation: |  |
| Accreditation Certificate issued by: |  |

*INSTITUTE will recognise test reports issued by independent laboratories accredited according to ISO/IEC 17025 or CB-scheme provided the applied testing methods are accredited. As an exception, INSTITUTE will accept testing by a non-accredited laboratory only if the laboratory provides evidence of its competence as well as tests are performed under the supervision of assessor from the INSTITUTE.*

|  |  |  |  |
| --- | --- | --- | --- |
| 1. ***Certification scheme \*)*** *(mark with “X” the required procedure)* | | | |
|  | ***Standards / specifications*** | ***EU Directive / Regulation \*\*)*** | *\*) INSTITUTE performs certification using certification schemes, relevant legal requirements and international standards.*  ***\*\*)*** *(mark with “X”)*  ***We declare that the same application has not been lodged with any other EU Notified Body.*** |
| Low voltage equipment |  | (LVD) |
| Protection by enclosure (IP; IK) |  | (LVD) |
| Middle and high voltage equipment |  |  |
| Machinery |  | (MD) |
| Electromagnetic compatibility |  | (EMC) |
| Radio equipment |  | (RED) |
| Protection with coating system |  |  |
| Noise and vibration requirements |  | (ND) |
| Protection from environmental hazards |  |  |
| Measuring instruments |  | (MID) |
| Ecodesign |  |  |
| Energy labelling |  |  |
| Tarif and load control equipment |  |  |
| Other (specify in the item 8) |  |  |

|  |
| --- |
| 1. **Other requirements** *(option)* |
| **8.1 Certification of products outside EU Market** |
| *Please specify details:* |
|  |
| **8.2 Conformity to type based on periodic controls** *(must be contracted if the directive or regulations require)* |
| *Please specify details:* |
|  |
| **8.3 Other** |
| *Please specify details:* |
|  |

|  |  |
| --- | --- |
| 1. **Product documentation that should be attached** | |
| 9.1 | **Product description and instructions for use**  *(including photographs or illustrations showing external features, marking and internal layout, and versions of software or firmware affecting compliance with essential requirements)* |
| 9.2 | **Technical characteristics of the product**  *(conceptual design, drawings and schemes, calculations, as well as descriptions and explanations necessary for the understanding of drawings and schemes and the operation of the equipment)* |
| 9.3 | **Test reports**  *(if tests have been performed, as specified in the item 6)* |
| 9.4 | Other relevant documentation *(please specify):* |

**NOTE:**

* **Product sample should be delivered to the INSTITUTE if required by assessor**
* **INSTITUTE reserves the right to conduct an initial factory inspection to confirm compliance**

|  |
| --- |
| 1. **Certification Rules** |
| * 1. **Applicant’s obligations** |
| * to ensure that each product will be fully identical to the reference sample to which the above documentation for certification refers * to conform to the essential conditions of certification programme * to enable INSTITUTE, for the purpose of assessment, access to all the necessary documentation and records, related equipment and manufacturing and subcontracting locations * to enable the presence of observers, if applicable * to use the certificate only within the scope for which it is issued * not to use the certificate in any manner whatsoever that could harm INSTITUTES’s reputation, and not to give any statements on certificates that INSTITUTE could consider incorrect or unauthorised * to observe INSTITUTE’s requirements or the certification scheme in references to the certificate in applicant’s documents, brochures or advertising materials * if giving any copies of certification documents to third parties, these documents must be reproduced in whole or exactly as the certification scheme specifies * not to make any modifications of certification documents and/or test reports issued by INSTITUTE, * to inform INSTITUTE as soon as possible of modifications of the certified product which may negatively affect its ability to be compliant with the certification requirements * at the moment of cancellation or suspension of a certificate, to stop immediately the usage and any advertising that refers to the certificate * to enable an investigation of complaints and appeals related to compliance with certification requirements, to take the necessary actions, and to keep all related records and make them available to INSTITUTE. |
| * 1. **INSTITUTE's obligations to the Client** |
| * to perform certification activities in accordance with the agreed certification schemes and requirements * to ensure conducting of additional activities such as extension or reduction of the issued certificate, surveillance of the product during production, surveillance of the factory and/or laboratory quality management system * to ensure additional services such as storage of the Technical File and tested sample * to help obtaining the certificate for markets outside EU * responsible handling of client’s confidential information * to notify the client of confidential information which INSTITUTE intends to release * to inform the client about all complaints to the certificate issued * to resolve every client’s complaints and appeals as soon as possible * if, in the course of the monitoring of conformity following the issue of the certificate it finds that client’s equipment no longer complies, to require the client to take appropriate corrective measures. |

|  |  |  |  |
| --- | --- | --- | --- |
| **KONČAR - Electrical Engineering Institute Ltd.**: *(Name, surname and signature of the responsible person):* | |  | **Applicant:** *(Name, surname and signature of the responsible person)* |
| Place and date: |  | | Place and date: |