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

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| 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: |       |

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| 1. **Product information**
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| 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: |       |

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| 1. **Required procedure** *(mark with “X”)*
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| [ ]  | **Certification** |  | [ ]  | **Testing** |  | [ ]  | **Testing and certification** |

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| 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.)*
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| 1. **Test report data** *(if the product has been tested)*
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| 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.*

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| 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)  |  |  |

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| 1. **Other requirements** *(option)*
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| **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:*       |
|       |

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| 1. **Product documentation that should be attached**
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| 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**

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| 1. **Certification Rules**
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| * 1. **Applicant’s obligations**
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| * 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.
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| **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:       |