Guideline for application and execution of a product certification

according to ISO/IEC 17065

I. General

1.1 Objective

This document is intended to serve as a guideline for application and execution of a product certification.

1.2 Scope

Diese Anweisung ist für folgende PEHLA-Bereiche und Personengruppen verbindlich:

☐	PEHLA office
☐	PEHLA division „Inspection & Services“
☐	PEHLA division „Testing“
☒	PEHLA division „Product Certification“
☒	Contractors (I&S, ZERT)

1.3 Definitions

Kürzel	**Bezeichnung**	**Übersetzung (Englisch)**
PEHLA-Organisation		
PEHLA	PEHLA GmbH (Gesellschaft für elektrische Hochleistungsprüfungen)	PEHLA GmbH (Gesellschaft für elektrische Hochleistungsprüfungen)
GS	PEHLA-Geschäftsstelle	PEHLA office
I&S	PEHLA-Bereich „Inspektion & Services“	PEHLA division „Inspection & Services“
Testing	PEHLA-Bereich “Prüfung”	PEHLA division „Testing“
ZERT	PEHLA-Bereich „Produktzertifizierung“	PEHLA division „Product Certification“
GA	Gesellschafterausschuss der PEHLA GmbH	Shareholder committee of PEHLA GmbH
VA	Verwaltungsausschuss der PEHLA GmbH	Management committee of PEHLA GmbH
PA	Prüfausschuss des PEHLA-Bereichs „Prüfung“	Technical committee of PEHLA division “Testing”

Qualitätsmanagement		
QMA	Qualitätsmanagement-Ausschuss des PEHLA-Bereichs „Prüfung“	Quality management committee of PEHLA division “Testing”
QMS	Qualitätsmanagement-System	Quality management system
QMH	Qualitätsmanagement-Handbuch	Quality management handbook
RL	PEHLA-Richtlinie des PEHLA-Bereichs „Prüfung“	PEHLA Guideline of PEHLA division “Testing”
GP	QMS-Dokumente der Geschäftsstelle	QMS documents of PEHLA office
IP	QMS-Dokumente des Bereichs I&S	QMS documents of division I&S
ZP	QMS-Dokumente des Bereichs ZERT	QMS documents of division ZERT
STL		
STL	-	Short-Circuit Testing Liaison
STL MC	-	Short-Circuit Testing Liaison Management committee
STL TC	-	Short-Circuit Testing Liaison Technical committee

1.4 Responsibilities

The Head of ZERT is responsible for amending, approving, and distributing this instruction.

1.5 Applicable Documents

Document no.	Document title
ZP QMH	Quality Management Handbook
ZP 101	Product Certification System
ZP 302	Application for initiation of a product certification procedure
ZP 303	Certification agreement (contract with Customer)

II. Application for product certification (Application ZP 302)

A product certification is a conformity assessment for a single device or for a family of devices. For this purpose, a product certification procedure is generally opened in PEHLA ZERT. The number of procedures within a process corresponds to the number of devices. A separate application is required for each individual device.

The application is divided into a preliminary examination and a certification procedure (see ZP 101).

The following information or documents must be submitted to the PEHLA Product Certification Body within the application of a product certification procedure:

1. Details of the applicant (customer, address, contact person and desired certificate)

2. Product information - Information about the product to be certified

   This includes, in particular, information about the product, the type designation, the design designation, the design values and the reference standards.

   If the certification procedure is to include conformity to further specifications (e.g. customer specifications), these specifications must be submitted in English or German with clear identification of the issue status (usually per revision level). Other languages require a separate request to the product certification body.

3. Documents for identification of the product to be certified

   This includes, in particular, the main drawing (with dimension data) or dimensional drawing with the associated parts list.

III. The process of the product certification

In addition to the information provided in the application for certification (ZP 302), the customer is obliged to support the product certification body during the certification process and to provide it with the necessary information.

Based on the application, the customer receives an offer from PEHLA ZERT for a preliminary test or product certification. After the customer’s order is received, the product certification procedure is opened for the desired number of devices. The customer is provided with an upload link to the procedure, which he uses to submit the data to PEHLA ZERT. If it is a product certification procedure, a certification agreement (ZP 303) is made with the customer.

1. Further identification documents (types A, B, C, D)

   For the product certification procedure, the devices to be certified must be described by detailed technical documentation (e.g. further detailed drawings, which clearly describe the design variant of the product, usually as per revision level).

If required, detailed parts lists can be requested in addition.

2. Verifications of type tests (types A, B, C, D)[1]

   Complete documentation of the type tests required in the reference standards and any tests required in the other specifications in an accredited test facility that meets the requirements listed in the ZP 101 certification system.

   Note: In case of deviations, an expert of the PEHLA Product Certification Body will check to what extent certain test results can be transferred. In this case the applicant must expect that corresponding tests must be made up in an accredited test field according to the relevant certification program ZP 101.

3. Verifications of routine tests (types B, C, D)

   The customer is required to submit the following documents:

   - Routine test records (list of attached documents)
   - Complete documentation of an exemplary routine test on the defined product with specification of the test and measuring equipment used and the documentation of the calibration of the measuring equipment according to ISO 9001
   - List of equipment used and calibrations performed
   - Manufacturer's declaration regarding ISO 9001 (continuous compliance with the standard requirements)
   - Manufacturer's declaration in case of program D that all relevant routine tests during the period of validity of the product certificate at least meet the quality requirements according to the certification system ZP 101

   The PEHLA Product Certification Body reserves the right to have the correctness of the information checked on site by an expert at the customer's expense.

4. Manufacturer's declaration

   Manufacturer's declarations generally serve to explain certain relationships relevant to certification procedures.

   In the manufacturer's declarations, the manufacturer stats, for example, the following:

   - The place of manufacture of the product
   - The place of routine testing
   - Conformity of the identity of the above-mentioned product with the type test certificates submitted
   - Transferability of type test results in case of changes in standards
   - Transferability of type test results to lower design values
   - Transferability of type test results to other types of equipment or other designs

[1] Depending on the certification program

- Conformity of the identity of the above-mentioned product with the submitted routine test certificates
- Conformity with the submitted design documents

5. Proof of compliance with design and construction requirements (types C, D)2

   - Proof of the certified quality management system of the development and production facility in accordance with ISO 9001 shall be provided by presentation of a valid certificate

   - Manufacturer's declaration stating that the certified quality management system of the development and production facility will be maintained at least for the period of validity of the product certificate (for type D).

   - To the extent this is required by the referenced standards, drawings, operating instructions, technical descriptions, documented procedures and other documents must be submitted in the course of the certification procedure and, if necessary, supported by manufacturer's declarations.

6. Monitoring procedure (type D)

   The monitoring procedure is part of the product certification procedure.
   The client declares to immediately notify the PEHLA Product Certification Body in writing about all modifications which affect the function and quality of the certified product. The extent and effects of the design modifications shall be documented and presented in a comprehensible manner and the further approach shall be agreed upon with the product certification body.

   If no measures affecting function and quality are performed, the manufacturer shall confirm this to the product certification body in the middle of the validity period of the certificate in the course of the surveillance.

   Note: If this confirmation is not received, the product certificate may be withdrawn by the product certification body and marked as invalid in the list published on the Internet.

IV. Applying for renewal of certificate (type D only)

Renewal of certificate shall not be offered by the product certification body as such. If a customer wishes to renew a certificate, he/she must submit an application for certification. This will be treated by the product certification body as a new application.

For a renewed application of a product certificate (corresponding to certificate renewal) the same rules shall apply on principle as for the application for new certification as described in the previous paragraphs.

[2] Depending on the certification program

Any existing and still valid documents from the previous procedure may be used by the customer. Any existing necessity of updating type test proofs regarding design changes and changed reference standards may require particular attention.
Further attention shall be paid to proof of identity, design and certification according to ISO 9001. The use of previous documents can be supported by the customer with additional manufacturer’s declarations.