APPROVED
by decision of State Committee of Ukraine
for Standardization, Metrology and Certification
Date: 04.11.97, #192

THE RULES
FOR OBLIGATORY CERTIFICATION OF BUILDING MATERIALS, PRODUCTS AND CONSTRUCTIONS

1. FIELD OF APPLICATION

1.1 These rules establish requirements and procedures for conducting obligatory certification of construction materials, parts and structures (hereafter referred to as 'products') under the State product certification system of Ukraine - Certification System UkrSEPRO ((hereafter referred to as 'Certification System').

1.2 The rules shall be obligatory for product certification bodies (hereinafter - 'CB'), authorized testing laboratories (centers), enterprises, agencies, organizations and citizens that carry on entrepreneurial activities regardless of form of ownership, including foreign ones.

2. REFERENCES TO OTHER STANDARDIZATION DOCUMENTS

For the purpose of developing these certification Rules the following documents were used:

- DSTU 3410-96 "Certification system UkrSEPRO. Basic provisions;"
- DSTU 3413-96 "Certification system UkrSEPRO. Procedures for product certification;"
- DSTU 3414-96 "Certification system UkrSEPRO. Procedures for certification of production process;"
- DSTU 3417-96 "Certification system UkrSEPRO. Procedures for approving certification of imported products;"
- DSTU 3410-96 "Certification system UkrSEPRO. Procedures for quality system certification;"
- DSTU 3498-96 "Certification system UkrSEPRO. Forms of documents. Types and descriptions;"
- Standards ISO/IEC 28:1982 "General rules for a model system of product certification by third parties."

3. TERMS AND DEFINITIONS

Concepts, terms and definitions used in this document conform with requirements contained in following documents:

- DSTU 2462-94 “Certification. Basic concepts. Terms and definitions”;
- DSTU 2925-94 “Product quality. Quality valuation. Terms and definitions”;
- DSTU 3021-95 “Product quality control and testing. Basic concepts. Terms and definitions”;
- DSTU 3278-95 “ System for designing and manufacturing products. Basic terms and definitions”.

4. GENERAL PROVISIONS

4.1. Product certification shall be carried out by officially established certification bodies (CBs) of the Certification System.

4.2. Subject to certification shall be products that are:
- produced in Ukraine;
- imported in Ukraine and are specified by the manufacturer as such that conform with Ukraine’s standing regulatory documents;
- imported in Ukraine and are not specified by the manufacturer as such that conform with Ukraine’s standing regulatory documents, but that may be identified as such to which the requirements of Ukraine’s regulatory documents set for similar products, apply;
- imported in Ukraine and are not specified by the manufacturer as such that conform with Ukraine’s standing regulatory documents, and that may not be identified as such to which the requirements of Ukraine’s regulatory documents set for similar products, apply.

In cases specified by law, to certify products imported in Ukraine under the Certification System, there must be provided in written form a decision of the State hygiene examination committee of Health Ministry of Ukraine (according to resolution 10.20.95, #190, state registry of 1.03.96, #2/1027) and an authorization issued by the Fire department of the Ministry of Internal Affairs of Ukraine (Law of Ukraine “On Fire Safety” of 12.17.93).

4.3. The obligatory certification under the Certification System is carried out to ensure products’ conformity with requirements of effective in Ukraine regulatory documents concerning life and health safety, environmental safety in accordance with the Register of products subject to obligatory certification in Ukraine, which have been approved by order of State Committee of Ukraine for Standardization, Metrology and Certification of 11.27.97, #499 (state register of 12.19.96, #728/1753).

4.4. Procedures for certification of a specific product under the Certification System shall be established by CB in accordance with these Rules, Procedures for importing into the customs territory of Ukraine products that are subject to obligatory certification in Ukraine, that were approved by order of State Committee of Ukraine for Standardization, Metrology and Certification of 10 May 1994, #107/126 (state register of

5.19.94, #103/312) and Procedure for certification of products manufactured abroad in accordance with procedures for examination, attestation and certification of quality established under order of State Committee of Ukraine for Standardization, Metrology and Certification of 08.02.96, #329 (state register of 08.16.96, #458/1483).

4.5. All services related to product certification shall be provided by CBs in accordance with terms of an agreement.

4.6. Product certification procedures provide for:
- application for a certificate;
- review of an application and selection of specific procedure (model) of certification;
- examination of production facilities, if such is prescribed by a certification body;
- attestation of production of the product subject to certification, or quality system certification depending on particular scheme of certification;
- selection and identification of goods based on their exterior features and brands;
- testing sample products (if this is required by the certification scheme);
- analyzing the results of product examination and deciding whether to issue a quality certificate and sign an agreement;
- issuing a document authorizing keeping a sample of the certified product;
- including the certified product in the Certification System Register, concluding an agreement on the right to use the quality mark and issuance of the quality certificate;
- verifying documents that evidence that imported products conform with requirements of regulatory documents effective in Ukraine and that were issued abroad;
- technical monitoring of the manufacturing of certified products;
- technical monitoring of the "attested" production (if required by the certification scheme) and certified quality system;
- provision of information on results of certification of products

5. RULES FOR PRODUCT CERTIFICATION

5.1 Filing an application for certification.

5.1.1 To perform product certification under Certification System, an applicant files an application to a CB (see annex 1). If there are several certification bodies available, the applicant may file the application to any of them.

5.1.2.If the application is filed by a citizen who carries on entrepreneurial activities, in the position "*Name of the enterprise-producer, supplier (hereinafter referred to as 'applicant'), address, code under the Unified State Registry of Enterprises and Organizations of Ukraine (hereinafter - USREO)"* there should be included "*Producer that resides at the following address: ...,"* or *"Supplier that resides at the*

following address: ...” If USREO code is not available, it is required to provide registration number, date and organ of registration of the citizen as an entrepreneur.

5.1.3 If the applicant fails to fill positions *“Name and specifications of the regulatory document of the producer,” “Names and specifications of regulatory documents,” “Names of testing laboratories accredited under Certification System and their addresses: ...,”* these positions shall be filled by the certification body that received the application.

5.1.4. If the product is imported and is not specified as such that conforms with effective in Ukraine regulatory documents, but has a foreign quality certificate or protocol of testing, position *“Name and specification of the regulatory document of the producer”* shall not be filled by the applicant. The standardization body shall provide in this position number, date and name of the body that issued foreign certificate or testing protocol. Copies of these documents, certified by a notary, shall be provided by the applicant together with application.

5.1.5. If products subject to certification are imported in Ukraine and are not specified as such that conform with Ukraine’s effective regulatory documents and don’t have a foreign quality certificate or testing protocol, but that may be identified as such to which the requirements of Ukraine’s regulatory documents set for similar products, apply, position *“Specifications and name of the regulatory document of the producer”* shall not be filled by the applicant. A certification body shall fill this position after identifying what regulatory documents of Ukraine must be used for certification of this product and what characteristics of the product must meet such documents’ requirements;

5.1.6.If the products subject to certification are imported in Ukraine and are not specified as such that conform with Ukraine’s effective regulatory documents, position in an application *“Name of product and OKP and CN FEA (unified product nomenclature) codes for foreign products”* an applicant shall indicate only the name, and not the codes.

5.2 Review of an application and making a decision and specifying an appropriate scheme (model) of certification.

5.2.1. An application must be reviewed by a certification body which:

- registers the application in the registration book and makes a separate file for certification of a product (which may be a foreign product), where all subsequent correspondence and internal documents related to any products of this applicants shall be kept;
- examines accuracy of the application and availability of documents specified in items 5.1.2, 5.1.4 and 5.1.5 of these Rules, registration number of Technical requirements, if the product is manufactured by a domestic producer under Technical requirements;
- determines the scheme (model) of product certification and decides whether it is necessary to conduct preliminary examination and attestation of production facilities or certification of quality control system;

- specifies what testing laboratories (centers) are to carry out testing of products specified in the application, quantity of samples of products, rules for selecting them, an organization that shall perform technical supervision of certified products (if necessary), and coordinates dates for performing particular projects and their costs;
- specifies the list of required additional documents that must be supplied by the applicant;
- prepares, in accordance with established form, a draft financial agreement with the applicant;
- mails to the applicant its decision on his/her application (Annex 2).

5.2.2 Applications shall be reviewed within a month counting from the date of registration and payment as provided in an agreement. Copies of the decision shall be submitted to:

- a body for certification of quality control system (if necessary);
- a testing laboratory (center) that will perform the testing;
- a technical monitoring body (if necessary);
- a territorial center of standardization, metrology and certification, depending on the location of the applicant.

5.3 Specifying the scheme (model) of product certification

5.3.1. The scheme (model) of product certification with respect to products specified in an application, must be determined by the Certification Body before the beginning of certification process. A scheme (model) of certification depends on type of product, quantity of it, production facilities and other input factors.

5.3.2. When determining the scheme (model) of certification of a particular product, the following requirements, among others, must be taken into account by the Certification Body:

- a certificate for a product may be issued only on the grounds of favorable results of certification testing of the product;
- a certificate for bulk products may be issued only on the grounds of favorable results of certification testing of the samples of the product selected in accordance with procedures and in quantities specified by the Certification Body.

If an application deals with a bulk of products that are being prepared for manufacturing, a CB shall decide together with an applicant if it is economically reasonable to conduct attestation of the product;

- the right to use a conformity mark on a product manufactured during a specified period of time may be given to the applicant on the grounds of positive results of certification testing of product samples, technical monitoring of attested production facilities, certification and technical monitoring of a quality control system;
- if due to the technological process each unit of production must have certain parameters certified, the right to use the conformity sign on products

manufactured by the applicant on the basis of mass production and during the specified period of time, shall be issued by the Certification Product only if there is a functioning and certified quality control system.

By a product unit shall be understood:

- one separate item;

- a number of products 'accompanied' by one certificate or other documents, containing references to the certificate;

- a number of products manufactured from one and the same bulk of inputs, raw materials, etc.

A Certification Body is authorized to carry out examination (testing) of certified products for purposes of technical supervision only at a testing lab (center) officially accredited under the Certification System.

Basic schemes (models) of certification of construction products are provided in Annex #3.

5.3.3. Procedures for certification of products manufactured in foreign countries under schemes involving examination and attestation of production facilities and certification of quality control systems have been established by order of State Committee of Ukraine for standardization, metrology and certification of 2 August, 1996, #329 (state registry of 8.16.96, #458/1483).

5.4 Examination of production facilities

5.4.1. Examination of production facilities shall be performed by certification bodies for purposes of verifying that product characteristics conform to safety and quality standards established in applicable regulatory documents. Production facility examination shall be carried out by the certification body expert commission, members and work plan of which is to be approved by the head of the certification body.

5.4.2. Examination of production facilities used for manufacturing a particular product is aimed at identifying factors that affect product characteristics that are subject to certification and, in particular, include:

- conformity of technical and technological documentation for a product , as well as methods for controlling such, to requirements established in regulatory documents;
- proper product quality control during manufacturing process and proper metrological support;
- conditions of technological and production processes that determine parameters that are subject to certification;
- stable, continuous conformity of the manufactured product to requirements of regulatory documents;

- division of responsibility for ensuring product quality between management and employees;
- technical maintenance of production facilities.

The decision as to whether an enterprise is ready for certification of its products shall be made on the grounds of the results of the examination of its production facilities.

5.4.3. Conclusive report on whether an enterprise qualifies to certify its products must include:

- general information on products subject to certification, references to applicable design and standardization documents related to manufacturing and methods of testing of these products;
- information on quality control systems used in the process of manufacturing the products, including quality control of raw materials and other inputs;
- recommendations aimed to ensure long-term quality of products and elimination of factors that deteriorate product quality;
- determination as to whether it is possible to certify the product.

The conclusive report must be signed by persons who performed preliminary examination of production facilities, must be approved by the head of the certification body and shall be submitted to the management of the enterprise.

5.4.4 After shortcomings, detected during examination, are removed, production facilities are examined again. Based on the results of repeat examination, there shall be drawn a report on improvements made after a preliminary examination and containing determination of possibility of product certification. The report (‘act’) shall be signed by persons who carried out a repeat examination of production facilities and by an applicant (see Annex 4).

5.5. Certification (‘attestation’) of production facilities

5.5.1 Procedures for performing certification of production facilities are established by document DSTU 3414-96. Such attestation may be performed by an certification body either on its own initiative, or on the initiative of the producer.

5.5.2 Certification of technical facilities is performed to evaluate technical capacity of the producer to ensure long-term and stable conformity of its product to requirements of standardization documents for this product.

5.5.3 Certification of technical facilities must be based on quantitative characteristics of stability of quality production. For characteristics that must be certified, there should be provided recommendations as to the optimal quantity of samples and selection of such, as well as rules and procedures for technical supervision of certified facilities and products.

5.6. Certification of quality control systems

5.6.1 Certification of quality control systems of the producer of the product shall be carried out by the certification body for certification quality control systems based on the initiative of the applicant, or based on the decision of the certification body. Relevant procedures are established under document DSTU 3419-96.

5.6.2 An applicant is required to submit, together with one's application, a copy of the quality control system certificate, if he has been given such certificate, and if this quality control system is used in the course of production of the product subject to certification.

5.6.3 After the certification body receives an application and a copy of a quality control system certificate, it requests the body for certification of quality control systems to provide a documentary proof of satisfactory functioning of the quality control system. After such documents are provided, the certification body determines the scheme (model) for certification on the basis of the certified quality control system.

5.7 Selection of production samples for the purpose of identification and testing, admission of samples by a testing laboratory (center).

5.7.1. Testing products for purposes of certification shall be carried out on samples that do not differ from those that are supplied to the consumer in terms of their composition, design and technology.

5.7.2. Selection of product samples for testing shall be carried out by a certification body or, by any other independent from the producer organization authorized by the CB.

5.7.3. The Certification Body shall determine number of product samples to be taken for testing in accordance with requirements contained in regulatory and standardization documents on such products. If there are no such documents, rules for selecting product samples shall be established by the Certification Body depending on product output.

5.7.4. To carry out tests of homogeneous units and structures under load there shall be selected 'representative (surrogate) products'.

5.7.5. Selection of surrogate products of homogeneous products shall depend on design of particular structures and products and involves determining a parameter which is the most susceptible to variations in production technology. To select a surrogate product for tests under load there should be selected the product with minimum value of said parameter. Testing surrogate products under load does not relieve from testing by non-destructive methods other types of the certified product.

5.7.6. In addition to selecting product samples for testing, there shall be selected evidence-samples of the same product, which shall be kept at a certification bodies,

testing laboratory (center) or by the producer during the entire period of validity of the conformity certificate.

Depending on the kind of the product, evidence-samples may be:

- products themselves (bricks, stones shaped or natural, sidewalk tile, etc.),
- samples selected directly from products and structures (for instance, samples of joints of wooden parts fixed by glue, sample metal parts and welded parts, etc.);
- samples of materials and products used for producing structures (concrete blocks, reinforced cement).

If necessary, structures themselves may be used as evidence-samples. Types of evidence-samples and their quantities shall be established by the Certification Body.

5.7.7. Selection of product samples for testing purposes shall be performed by a representative of the Certification Body in presence of a representative of an applicant and shall be certified by a relevant act (see annex #5).

The act shall be supported by the document verifying product quality, which must be prepared in accordance with requirements contained in specific standardization documents on the specific product and must be signed by a representative of an applicant.

The act shall be prepared in three copies and must be signed by the representative of the organization which performed the selection process, and by the representative of the supplier (producer). One copy shall be left with the supplier, another one shall be submitted to the CB, and the third one (together with samples for testing) shall be provided to the authorized testing laboratory, which must be specified in the resolution on the application.

Selected samples for testing and keeping shall be marked and, when necessary, sealed as required.

5.7.8. The enterprise-producer (supplier) shall submit within the specified in an agreement period of time the selected product samples to a testing laboratory (center) or to a certification body at one’s own expense.

5.7.9. Identification of products shall be carried out at the testing center by means of visual examination (hereinafter - initial examination) and results of testing performed by an authorized testing laboratory (testing).

5.7.10 Identification of products in a testing laboratory (center) includes checking if requirements of design and standardization documentation are met, including those concerning design decisions, size, shape, properties of materials and combinations thereof, quality of surface, markings.

5.7.11. Product samples taken for testing shall be accepted from an applicant by the competent employee of the testing laboratory (center), authorized to do so by the order of the head of the laboratory.

5.7.12. Product samples that passed initial identification shall be accepted by the testing lab (center) provided that there is an act for sample selection specified in item 5.7.7 of these Rules and a quality certificate.

5.7.13. General information on provided samples (date of submission, product name, brand name, quantity, applicant, his address) shall be recorded in the book for registering samples.

5.7.14. Based on the results of identification of a sample, a representative of the certification body shall prepare an Identification Act (see annex #6), which shall be kept in the CB's files.

5.7.15. A testing laboratory (center) is required to ensure conditions necessary for storage of product samples provided for testing or as evidence-samples during the entire period of storage in accordance with standardization requirements.

5.7.16.Terms of returning product specimens after testing must be stipulated in an applicable item of an agreement.

5.8. Testing product samples

5.8.1 Product samples shall be tested at testing laboratories (centers) specified by the decision of certification bodies made in connection with an application.

5.8.2. Product samples shall be tested with respect to all requirements contained in effective in Ukraine regulatory documents specified in the decision following the application, including requirements formulated in documents specified in items 5.1.4 and 5.1.5.

5.8.3 Testing product samples shall be carried on in accordance with effective in Ukraine applicable regulatory documents dealing with methods of testing construction products and in accordance with methodology developed by certification bodies.

5.8.4 Usually testing product samples includes:

- testing materials (strength, resistance to low temperatures, density, heat conductivity, water-tightness, etc.),
- testing samples that were taken from the products (determining the strength of materials, glue or welded joints),
- testing products directly (determining geometrical parameters and deviations from intended shape, checking design solutions, estimating strength, rigidity and resistance to cracking, resistance to heat transfer and porousness).

5.8.5 Estimation of rigidity, strength and resistance to cracking of product samples may be carried out by means of:

-applying pressure to the extent (when necessary) when the sample is destroyed (destructive methods of testing);

-determining the strength of materials of which the sample is produced and verifying conformity of the structure to the technical documentation and design using undestructive techniques (undestructive methods);

- putting samples under the load that does not exceed the working one and calculating its resistance capacity on the grounds of actual (determined through testing) strength characteristics (combined testing).

5.8.6 Decisions with respect to testing strength, rigidity and resistance to cracking shall be made by a CB.

5.8.7 If homogeneous products are tested, types of products subject to testing by under load shall be determined by a CB in accordance with provisions of items 5.7.4 and 5.7.5 of these Rules.

5.8.8 A testing laboratory (center) shall submit a testing protocol (report) to a CB, based on the results of the testing. The protocol (report) must be signed by the head of the laboratory and its employee who performed testing. Such reports (protocol) must also be signed by a representative of a CB who supervised the testing, if the laboratory has been accredited only as a technical examination unit.

5.8.9 A form for testing protocol (report) shall be designed by a testing laboratory, but must contain:

- references to specifications and names of regulatory or standardization documents relevant to the methods of testing, if testing was conducted in complete conformity with requirements contained in these documents, or a list of measuring instruments that were used during the testing, if testing procedures differed from those specified in regulatory documents;
- requirements to product characteristics specified in applicable regulatory documents;
- numerical results of testing (measuring).

It is prohibited to indicate *Meets, As required, Not detected* for characteristics that must be measured.

5.9. Analyzing results and determining whether to issue a conformity certificate

5.9.1 A protocol (report) on results of testing shall be considered by a CB to determine:

-if nomenclature of tested characteristics conforms with the nomenclature of characteristics indicated in an application;

-if requirements established in items 5.8.8 and 5.8.9 are met;

-if used testing techniques and methods are consistent with requirements of a regulatory document for testing methods.

Such protocols (reports) must be reviewed without CB officials who immediately carried out the testing being involved.

If results of certification testing are unsatisfactory, the applicant shall be notified of that in writing in 10 days.

Based on the satisfactory results of the testing, the CB issues a conformity certificate to the applicant.

5.9.2 If a certification scheme (model) provides for an attestation of production facilities or quality control system, and provided there are positive results of testing, the CB shall establish the period of validity of the conformity certificate with the expiration date of the quality control system certificate, or a certificate for production facilities, taken into account.

5.10 Sealing and storing certified product evidence-samples

5.10.1 An evidence-sample of the certified product - is a selected under established rules sample of the product which was certified. Such samples shall be kept either at a CB, or, by decision of such, at a testing laboratory (center) or other organization, in case there is the need either to repeat the test, or confirm the characteristics of the product.]

5.10.2 The sealing of evidence-samples shall be carried by persons authorized by the CB, or, upon the decision of such, by an authorized representative of the laboratory on the grounds of favorable decision to issue a conformity certificate.

5.10.3 Sealing the evidence-sample must preclude getting access to the sample without destroying the seal.

5.10.4 Data on sealing the sample must be provided in relevant “Act on sealing...”

5.10.5 Evidence-samples may be kept in storage either at a CB, or, by decision of the CB, at a testing laboratory (center), the enterprise that produced it, or other organization. Expenses related to such storage shall be covered by an applicant.

5.10.6 The act on sealing the evidence-sample, containing all relevant information, must be approved by the head of the CB before an applicant receives a conformity certificate for his product.

One copy of the approved act must be kept in the CB’s file on certification of the applicant’s product, while the second one shall be given to the organization that keeps a evidence-sample.

5.11 Issuing a conformity certificate and registering it in the System Registry

5.11.1 A conformity certificate shall be issued and registered in the System Registry by a CB.

5.11.2 Provision of required data on the certificate is obligatory.

Position *“the CN FEA code (unified foreign trade product nomenclature code)”* must be filled on the grounds of identification of the product and determining its code under the foreign trade unified product nomenclature.

A conformity certificate issued for a bulk product must contain data on the size of the bulk product, production date, name and date of the document, name of the agency that issued it.

5.11.3 Registration number of the certificate in the System Registry shall be provided by the State Committee of Ukraine for Standardization, Metrology and Certification to the authorized representative of the Certification Body.

5.11.4 One copy of the issued certificate shall be preserved by a CB in the applicant's file. Other copy shall be submitted to the State Committee of Ukraine for Standardization, Metrology and Certification.

5.11.5 General provisions and requirements concerning forms for conformity certificates and their copies are established in document DSTU 3498-98.

5.12. Recognition of foreign certificates and other documents that confirm the compliance of imported products with the requirements of the regulations currently in force in Ukraine

5.12.1.Certificates and test reports issued by authorised agencies of foreign countries (hereinafter - foreign certificates) are to be recognised within the System providing:

- the State Committee of Ukraine for Standardisation has concluded a bilateral agreement on mutual recognition of certification results with the corresponding national agency of the country of origin of the products to be imported in Ukraine;
- a foreign certificate has been issued within the state certification system of the country of origin of the products to be imported in Ukraine;
- products to be imported in Ukraine can be identified by the covering documents (marking, labels) as products manufactured under interstate or other regulations currently in force in Ukraine;
- the range of requirements applied to the goods and norms of these requirements correspond entirely to the range of requirements and norms currently in force in Ukraine.

5.12.1.All the conditions stated in 5.12.1. fulfilled, CB gives a certificate of recognition of the foreign certificate in accordance with the DSTU 3498-96. Certificates of recognition are registered in the System Rolls.

5.13. Technical control over the stability of parameters of certified products during manufacturing

Technical control over the stability of parameters of certified products during manufacturing is carried out in accordance with the requirements stated under p.6.9 of the DSTU 3413-96.

6. CONSIDERATION OF DISPUTES

6.1.If an applicant is inclined to appeal against the decision of not giving him a certificate of compliance or on its complete or temporary nullification he must submit a written request to the CB in a month after being notified of the decision adopted. Submission of the request does not terminate the decision adopted.

6.2.The request is considered by the CB commission within ten days of receiving.

6.3.The request must be accompanied by the following documents:

- correspondence on disputable issues involving the manufacturer, testing laboratory, certifying agency and other organisations concerned;
- corresponding materials of testing, verification, control;
- a sample of the products (if possible);
- technical documentation of the products (if necessary).

6.4. The applicant is entitled to being given the floor at the session of the commission.

6.5. The commission considers the disputes in confidence. When making a decision only members of the commission in full strength shall be present.

6.6. The commission adopts one of the following decisions:

- to give or recognise the certificate of compliance;
- to refuse giving or recognising the certificate of compliance;
- to confirm complete or temporary nullification of the certificate of compliance;
- to renew the validity of the certificate of compliance.

6.7. The commission’s decision is sent to the applicant in the written form within three days after its session. If the commission considers that it is necessary the products regulations used in certification procedure should be amended than the CB prepares appropriate propositions and sends them to the State Committee of Ukraine for Standardisation, Meteorology and Certification or the State Committee of Ukraine for Urban Development and Architecture.

6.8 If the applicant disagrees with the decision he has the right to appeal to the commission of the State Committee of Ukraine for Standardisation, Meteorology and Certification (within ten days on receiving the decision) or to Court, arbitration tribunal in accordance with the legislation currently in force.

6.9. The expenses on considering a dispute shall be borne by each counterpart in accordance with the legislation currently in force.

7. SETTLEMENTS BETWEEN THE CB AND AN APPLICANT

7.1. The main terms of the settlement system are:

- certification services shall be paid for irrespective of the results;

- applicant’s expenses on certification services shall be considered in the cost of the products.

7.2. The procedure of settlements during the products certification process shall comply with the requirements as stated in section 9 of the DSTU 3413-96.

Annex #1
to the Rules for obligatory certification of building materials, products and constructions

Name of the products certification body, address

APPLICATION
for fulfilment of certification of products
under the Certification System UkrSEPRO

1. _____
(name of the manufacturer, supplier (hereinafter - applicant), address,
_____
code of the Uniform State Registry of Enterprises and Organisations)

represented by_____
(name of the manager and his/her position)
claims that _____
(name of the product, code OKP)
has been manufactured as a product of one-time production, has been manufactured or is planned to be manufactured as a batch of* _____
(units, tons, sq. metres, cubic metres, etc.)
is being manufactured serially_____
(name and designation of the normative document of the manufacturer)
complies with the requirements_____
(designation and titles of the normative documents)
and asks the certification of this product in respect of meeting the requirements stated in the mentioned normative documents be fulfilled under the rules of the Certification System UkrSEPRO.

2. We ask the testing for the certification be carried out in_____
_____
(name of a testing laboratory authorised within the System UkrSEPRO and its address. If the information is not available this point can be emitted)

3. The applicant undertakes:

* state what applicable

- to fulfil all the certification terms and conditions;
- to guarantee the stability of parameters (characteristics) of the product confirmed by the certificate of compliance;
- to pay all the expenses for the certification.

4. Additional information_____

Head of the enterprise _____ _____
(signature) (name)

Chief accountant_____ _____
(signature) (name)

Seal Date

Annex #2
to the Rules for obligatory certification of building materials, products and constructions
Name of the products certification agency, address

DECISION
on the application for fulfilment of certification of products

After considering the application of _____
(name of the enterprise-manufacturer, supplier of the product)
as of _____for the certification of _____
(date) (name of the product, code OKP)
we inform:
1. The certification will be fulfilled on the product's meeting the requirements of
_____
(designation and title of the normative documents)

2. The certification procedure will comprise (cross out inapplicable items):
- inspection of the manufacturing facilities;
- attestation of manufacturing of the product under certification;
- certification of the quality system of the product under certification;
- testing of the product with the purpose of its certification;
- technical supervision and control.

3. Certification of the quality system will be carried out by_____
_____
(name and address of the authorised organisation for the quality system certification)

4. Testing of the product with the purpose of its certification will be carried out by
_____
(name and address of the accredited testing laboratories)

5. Technical control over the manufacturing of the certified product will be fulfilled by
_____
(name and address of the organisation)
Periodicity and forms of the technical control will be informed additionally.

6. The services are rendered on the basis of _____
(contracts or other agreements)

Head of products certification organisation _____ _____
(signature) (name)

Seal Date

Annex #3
to the Rules for obligatory certification of building materials, products and constructions

Basic procedures of certification of products in construction
under the Certification System UkrSEPRO

	Whether the following actions are compulsory when certifying a product					
Number of products manufactured	investigation of manufacturing facilities	attestation of its manufacturing	certification of the quality system of its manufacturing	its testing with the purpose of certification	technical control over its manufacturing	Documents issued by the certifying organisation
1	2	3	4	5	6	7
one product	is not carried out	is not carried out	is not carried out	is carried out for every product	is not carried out	certificate of compliance for every product
a batch of products (goods)	is not carried out	is carried out if there is a decision of the certifying organisation and the applicant	is not carried out	is carried out on samples chosen in the order and in quantity as determined by the certifying organisation	is carried out only if there exists an agreement between the applicant and the certifying organisation on the attestation of manufacturing	certificate of compliance for the batch of products (goods) with statement of the size of the certified lot

					facilities in accordance with the procedure determined by the certifying organisation	
Products manufactured serially	is carried out	is not carried out	is not carried out	is carried out on samples chosen in the order and in quantity as determined by the certifying organisation	is carried out by means of testing samples, the periodicity, procedure of the testing and quantity of samples determined by the certifying organisation	certificate of compliance with fixed term of validity, determined by an agreement (up to one year)
	is not carried out	is carried out	is not carried out	is carried out on samples chosen in the order and in quantity as determined by the certifying organisation	is carried out according to the procedure determined by the certifying organisation	certificate with fixed term of validity which is determined by an agreement with due regard for the term of validity of the

						manufacturing certificate (up to two years)
	is not carried out	is not carried out	is carried out by the quality system certification organisation	is carried out on samples chosen in the order and in quantity as determined by the certifying organisation	is carried out according to the procedure determined by the certifying organisation	certificate of compliance with fixed term of validity set by an agreement with due regard for the term of validity of the quality system certificate (up to three years)

Annex #4
to the Rules for obligatory certification of building materials, products and constructions

Name of the products certification body, address

ACT
of investigation of manufacturing facilities

_____ _____
(city, town) (date)

We, the representatives of the products certification body _____
(surname, name and patronymic)
in the presence of the applicant's representatives _____
(position, surname, name and patronymic)
have composed the present Act on the fact that the investigation of the manufacturing facilities revealed the following defects have been eliminated._____
(list the defects revealed in the course of the investigation and state whether they have been fully or
_____
partially eliminated)

Judged by its state the manufacturing facilities of the products to be certified _____ the conditions of certification.
(meet, do not meet)

Representatives of the certifying organisation

_____ _____
(position) (signature, initials, surname)

_____ _____
(position) (signature, initials, surname)

Representatives of the applicant

_____ _____
(position) (signature, initials, surname)

_____ _____
(position) (signature, initials, surname)

Annex #5
to the Rules for obligatory certification of building materials, products and constructions

Name of the products certification body, address

ACT
on selection of samples of the product to be certified

_____ _____
(city, town) (date)

I, the representative of the certifying body _____
(surname, name and patronymic)

in the presence of the representative of the applicant _____
(name of the applying organisation)
represented by _____
(position, surname, name and patronymic)
have picked the samples of _____
(name of the product, mark)

in the quantity of _____ for carrying out certification on meeting the requirements of

_____
(designation and title of a normative document)

in respect of parameters _____
(items of parameters in accordance with the normative document)

Samples from the batch # _____manufactured_____
(date)
_____
(name of the organisation that manufactured the products)
(certificate of quality of products #_____ as of _____ submitted by the applicant is enclosed) have been identified by outward characteristics and brands with the products mentioned in_____
(designation and titles of normative documents, design and other documentation)

The selected samples have been marked _____ and are to be delivered to the testing laboratory_____
(name of the laboratory and its address)

Shipment and sale of the products from which the samples have been picked are prohibited until the receipt of the certificate of compliance.

After testing destroyed products are to be utilised.

The applicant receives the samples after the expiration of the term of validity of the certificate of compliance. This action is recorded in the register of storage of samples.

Appendix: Product’s certificate of quality.

Representative of the
certifying body _____
(signature, name)

Representative of
the applicant _____
(signature, name)

_____
(position)

Annex #6
to the Rules for obligatory certification of building materials, products and constructions

Name of the products certification body, address

ACT

of identification of _____
(name of the product)
manufactured by_____
(name and address of the enterprise)
_____ _____199
(city, town) (date)

Representative(s)_____
_
(name of the certifying body, positions, names)
and an authorised representative of the applicant _____
(name of the enterprise, position, name)

have composed the present ACT certifying that the samples selected by outward characteristics and quality parameters _____
(list of parameters verified)
that can be confirmed by _____
(titles of the documents: acts, protocols or reports on testing confirming the samples' quality parameters)

meet the requirements of _____
(designation and title of the normative and technical document)

and by the mentioned parameters have been identified as samples of the product _____
(name of the product, code ND)

Representative(s) of the certifying body _____ _____
(signatures) (names)

Representative(s) of the applicant _____ _____
(signatures) (names)

Annex #7
to the Rules for obligatory certification of building materials, products and constructions

APPROVE
Head of the certifying body

_____
(name of the products certification body)

_____
(name) (signature)

ACT
on sealing and storage of samples of product
application #____ for certification of product

The samples of the product _____
(name of the product, works or conventional numbers of the samples, manufacturing date)
manufactured by _____
(name of the manufacturing enterprise)
correspond to the samples (samples of the materials)* of the product tested with the purpose of the certification at
_____
(name of the testing laboratory, date of testing)

SEALED
by _____
(name of the certifying body or testing laboratory)

with a seal with imprint

_____
(name and position of the person who conducted the sealing)

Signature _____ Date _____ (imprint on the seal)

PLACED (HANDED OVER) FOR STORAGE IN
_____
(name of the organisation that provides custody of samples)

for the term until _____
(date of termination of the product's certificate)

* insert what applicable

Custodian _____
(name and position of the person responsible for storage of the samples)

Head of the organisation providing storage of the samples

_____ _____ _____
(name) (signature) (date)

SEAL