



Application for KEYMARK Empowerment

(See last page for instructions)

1 Identification of the applicant

Company:

Address:

Fax:

URL:

Contact person:

Function:

Telephone:

E-mail :

Head of certification body:

2 Scope of the application

For which European Standard(s) do you apply for empowerment?

EN Reference	EN Title
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Specify any additional requirement or deviation relating to the product (imposed by law or otherwise) which is not specified in the European Standard, but which is part of your certification procedures.

Please provide detailed proof of your compliance with the following requirements of CEN-CENELEC Internal Regulations Part 4 "Certification" (2014-01)

Clause	Requirement	Proof of compliance
A.5.1	In principle all existing European standards containing product requirements, which can be evaluated according to standardized test methods, can act as a basis for certification in accordance with a KEYMARK scheme. To be suitable as reference standard for the KEYMARK, a European standard has to be accepted as such by CEN.	

Clause	Requirement	Proof of compliance
	<p>In principle all existing certification schemes demonstrating compliance of products with European standards, and being in conformity with the rules of the KEYMARK system, can act as KEYMARK scheme.</p> <p>A KEYMARK scheme has to be developed by a KEYMARK Scheme Group and has to be approved by CEN.</p>	
A.5.2	<p>A KEYMARK scheme shall cover conformity assessment issues corresponding to the third party certification Scheme Type 5, as defined in ISO/IEC 17067 “Conformity assessment – Fundamentals of product certification and guidelines for product certification schemes” <i>(only relevant if your scheme is not one of the currently existing approved KEYMARK schemes)</i></p>	
	<p>The <i>KEYMARK</i> scheme shall contain provisions for the limitation of the validity period for the right to use the <i>KEYMARK</i>, taking into account possible amendments or revisions of the European standard(s) or, in cases where the standards have not been modified during a defined period, to fix the rules for re-evaluation of the products. The period of validity shall be stated in the licence. <i>(only relevant if your scheme is not one of the currently existing approved KEYMARK schemes)</i></p>	
	<p>KEYMARK scheme rules shall include the provision that empowered certification bodies shall be located in CEN-member countries or countries of CEN Affiliates. <i>(only relevant if your scheme is not one of the currently existing approved KEYMARK schemes)</i></p>	
	<p>KEYMARK scheme rules shall include the evidence of conformity of the product(s) with the requirements of the appropriate European standard(s) shall be based on type testing performed by a third-party testing laboratory. <i>(only relevant if your scheme is not one of the currently existing approved KEYMARK schemes)</i></p>	
	<p>KEYMARK scheme rules shall include that the client shall operate a quality management system covering the production line of the product for which the licence to use the <i>KEYMARK</i> is granted and which should be based on the quality standards which are at least of the level of ISO 9001. <i>(only relevant if your scheme is not one of the currently existing approved KEYMARK schemes)</i></p>	
	<p>KEYMARK scheme rules shall include that for granting the licence, the empowered certification body shall take into account the existence of any quality management system certificate issued by a certification body that is accredited by a Member of the European co-operation for Accreditation (EA). <i>(only relevant if your scheme is not one of the currently existing approved KEYMARK schemes)</i></p>	

Clause	Requirement	Proof of compliance
	<p>KEYMARK scheme rules shall include that periodic surveillance by the empowered certification body including testing of samples from the production line or from the market and surveillance of the client's quality management system.</p> <p><i>(only relevant if your scheme is not one of the currently existing approved KEYMARK schemes)</i></p>	
B.9.1	<p>European standards within the scope of an application shall have been implemented in the country of the certification body.</p> <p><i>(only relevant if the NSB of your country is not a full CEN Member)</i></p>	
	<p>Each certification body, and where appropriate its internal or external sub-contractors shall participate in meetings relevant to the operation of the KEYMARK scheme.</p>	
	<p>Each certification body, and where appropriate its internal or external sub-contractors shall not receive any financial subsidy to support their certification, testing or inspection/assessment activities, in order to avoid unfair competition.</p>	
	<p>Each certification body, and where appropriate its internal or external sub-contractors shall maintain confidentiality of the information obtained in the course of conformity assessment procedures, unless explicitly agreed upon in writing in advance.</p>	
B.9.2	<p>The certification body shall be located in the country of a CEN Member or Affiliate.</p>	
	<p>The certification body shall be accredited for the relevant European standard on the basis of ISO/IEC 17065 by a signatory of the EA-MLA.</p> <p><i>(provide a copy of your ISO/IEC 17065 accreditation certificate and its scope; see page 5)</i></p>	
	<p>The certification body shall be empowered by the KEYMARK Management Organization and be given a unique identification code.</p> <p><i>(no proof is necessary for application)</i></p>	
	<p>The certification body shall have signed a Licence Agreement with the KEYMARK Management Organization.</p> <p><i>(the empowerment only comes into effective after signature of the licence agreement)</i></p>	
	<p>The certification body shall operate a well-established certification scheme of its own for the product categories for which it applies. A well-established certification scheme denotes a certification scheme that can be presumed to give an added value to its clients.</p>	
	<p>The certification body shall have operational experience in certification of products for which it applies.</p>	
	<p>The certification body shall cover all clauses in the European standard.</p>	
	<p>The certification body shall retain all conditions under which its empowerment has been granted, particularly the accreditation, and shall inform the KEYMARK Management Organization of any change in those conditions.</p>	

Clause	Requirement	Proof of compliance
	The certification body shall in cases where a European standard has been superseded, provide evidence of its renewed accreditation (if relevant) within 1 year after the withdrawal of the superseded standard.	
	The certification body shall recognize and accept the validity of KEYMARK licences issued by other empowered bodies. This recognition does not imply legal responsibility	
B.9.3	All sub-contractors, whether internal or external, shall be accredited on the basis of the appropriate standard of the ISO/IEC 17000 series. <i>(provide a copy of the EN/ISO 17025 accreditation certificate and its scope; see page 5)</i>	
	The accreditation body shall be a signatory to a Multilateral Accreditation Agreement.	

DECLARATION:

We hereby declare that we will comply with the CEN/CENELEC Internal Regulations Part 4, and the CEN KEYMARK Scheme Rules, and in particular:

- Not receive any financial subsidy.
- Cover all the clauses of the EN.
- We do not and will not develop or promote any European certification mark which competes with the KEYMARK.

Upon receiving empowerment from the Management Organisation, we agree to:

- Sign the License Agreement, relating to the KEYMARK, between our company as the empowered certification body and the Management Organisation.
- Provide to the Management Organisation and update regularly, the information about KEYMARK certified products.
- Pay the annual KEYMARK licence fee to the Management Organisation.
- Retain any condition under which the empowerment has been granted, in particular the accreditation.
- When the standard has been superseded, provide evidence of our renewed accreditation (if relevant) within one year after the withdrawal of the superseded standard.
- Recognize and accept the validity of KEYMARK licences issued by other empowered certification bodies.
- Participate to the meetings relevant to the operation of the KEYMARK scheme.

All personal data is saved and processed in automated procedures according to Art. 6 GDPR (General Data Protection Regulation). The right to use this data for the purpose of advertising or market and opinion research can be revoked at any time.

Date of the application:

Name and signature:

A large, empty rectangular box with a thin black border, intended for a signature or stamp.

INSTRUCTIONS FOR USING THE APPLICATION FORM

- The application form shall be submitted in English, preferably by e-mail.

Accompanying supporting documents translated in English too will speed up the handling of your application.

- Provide together with your application form copies of the following documents:
 - Your scheme rules (if these are not the KEYMARK scheme rules approved by CCB)
 - Your valid EN ISO/IEC 17065 accreditation certificate including the relevant scope
 - Accreditation certificates of your subcontractors (testing laboratories and inspection bodies) if they are not yet recognized/approved by the KEYMARK scheme group
- Send the application and supporting documents to DIN CERTCO.
- DIN CERTCO will do the assessment in accordance with the CEN-CENELEC Internal Regulations – Part 4 “Certification” (2014-01)
- After positive result you will receive the new Certificate for Empowerment and in case of a first empowerment the Licence Agreement for signature.