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Date	Description of modification	Revision number
14-12-2015	Initial version	1
10/03/2017	Format revision, update of the chart, editorial changes	2
19/03/2019	Suppression of option D Modification of wording Modification of rules and needed documents Addition of appendix 1 showing a template for extension to the right to use the HP-KEYMARK certificate	3
17/03/2021	Fee	4

Extension of HP- KEYMARK certificates to OBL products

This document contains rules for extending HP-KEYMARK certificates to products sold under different brand or/and model name. The knowledge and following of these rules by the involved parties (manufacturers, testing laboratories, inspection bodies and certification bodies CB) ensures a harmonised procedure and a fair competition between the third parties.

1. Definitions

Certificate Holder: Company (legal entity with entry in the commercial register), which is responsible for fulfilment of all duties of the certification process and has got the right to use the HP-KEYMARK for the certified products. The certificate holder may or may not be the manufacturer of the certified product.

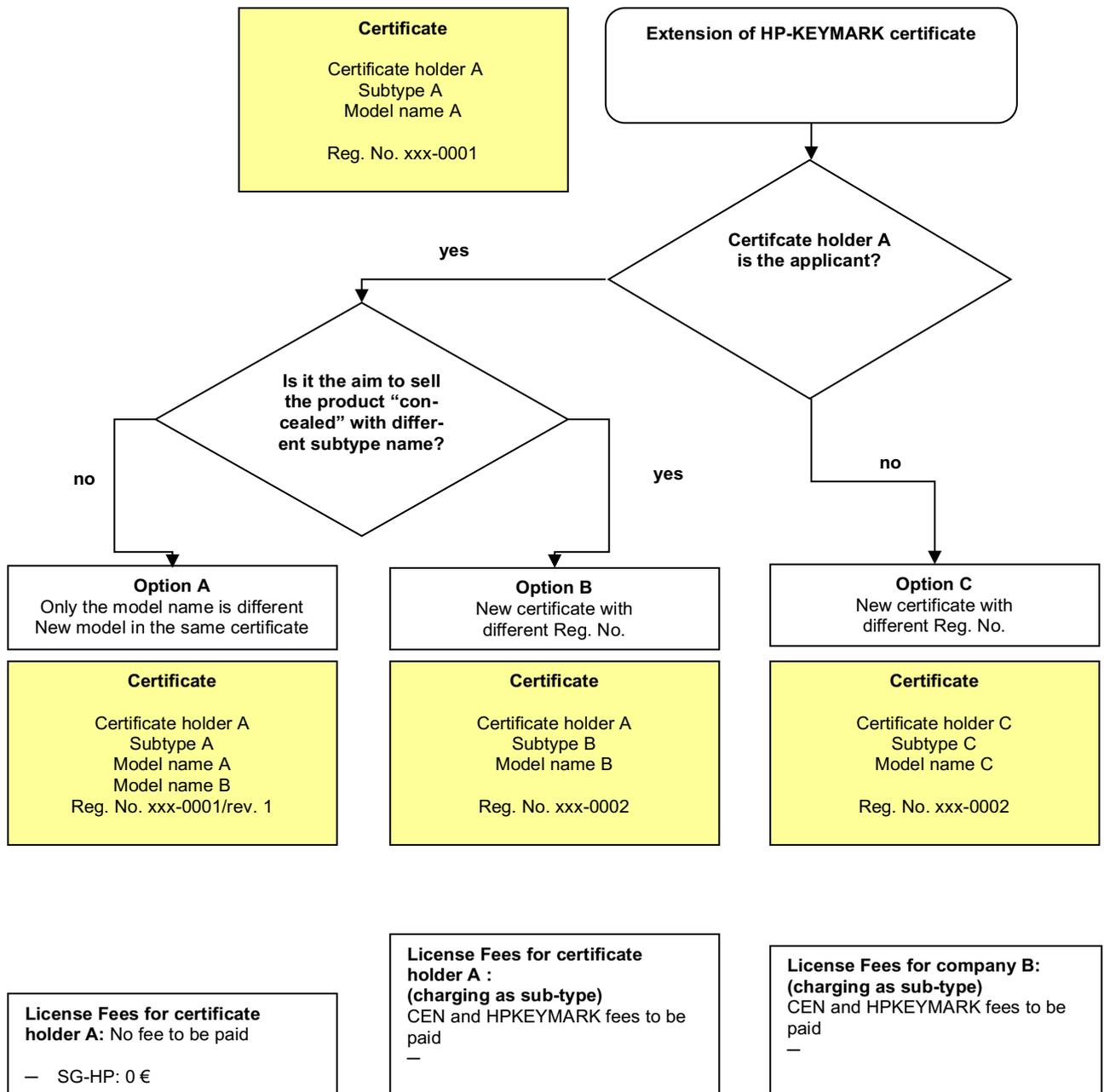
OBL certificate: An Own Brand Labelling (OBL) manufacturer is a company re-labelling a product under his own company name and product name without making any other changes to that product. An OBL certificate is a certificate issued to an OBL company based on an original certificate

Original certificate: certificate issued after positive assessment of complete certification procedure including factory audit and testing.

2. Chart

A customer of the certificate holder selling HP-KEYMARK certified products under its own brand (without any technical change that impacts the certified data) can apply to extend the right to use the HP-KEYMARK to the OBL product he puts on the market. The main benefits are that he can place the certified products on the market using another subtype and model names and does not have to pay again for testing and inspection but only for certification and license fee.

The different possible options for applying for OBL certificate are shown on the following flow chart (Table 1).



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3. Procedure for granting HP-KEYMARK certificates

3.1. Option A

Option A consists in adding a model to an existing subtype, thus there is no other requirements than those already described in the scheme rules.

3.2. Option B and C

3.2.1. Rules and requirements

OBL certificates have to be issued always on the basis of original certificates

- Extension of an original certificate to an OBL certificate shall be addressed to the CB that has issued the original certificate.
- For every new certificate a new registration No. is required.
- The OBL certificate shall have the same expiry date as the original certificate. This is in the responsibility of the CB.

3.2.2. Documents to be provided to the CB

- Declaration of certificate holder and OBL that the respective product is the same as the certified one (Declaration form template is available in appendix 1)
- installation and user manuals for the OBL products
- type plate for the OBL products

3.3. Fees

- Certification fee according to the current schedule of fees of the involved CB
- license fee to CEN and HP-KEYMARK secretariat according to Table 1 of this document (every new certificate – also for brands/trademarks – includes a license fee to HPKEYMARK secretariat and/or CEN)

4. Procedure for maintaining KEYMARK certificates (option B, and C)

4.1. Case of rerating of the original certificate

if the original certificate is rerated, the OBL certificate shall be rerated as well.

4.2. Rules for withdrawal of certificates

4.2.1. Case of rupture of contract between manufacturer and other company that is a licence holder

It is possible to withdraw an OBL certificate if the certificate holder of the original certificate does not want to cooperate with the OBL manufacturer anymore. In this case there is no contract (commercial relationship) anymore between both companies. The HP-KEYMARK certified products on stock can be sold for a certain period with confirmation of the CB (maximum limit shall not exceed 2 years).

4.2.2. Case of withdrawal of original certificate

If the original certificate is withdrawn, the OBL certificate shall be withdrawn, unless the product is still being produced, then the OBL certificate is handled like an original certificate and can

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remain valid as long as all requirements of the respective standard(s) and Scheme rules (e.g. the surveillance requirements) are fulfilled.

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APPENDIX 1: template for: APPLICATION TO EXTEND THE RIGHT TO USE THE HP-KEYMARK CERTIFICATE TO OBL PRODUCTS

“Certificate holder name”

I am writing to apply to extend the HP-KEYMARK certificates to products which differ from the HP-KEYMARK certified only by their references and trademark they bear and some adjustments which do not modify the certified performance.

- Certificate holder for products already certified: **“Original certificate holder name”**
- Certificate holder for the OBL products: **“OBL certificate holder name”**

I authorised the models bearing the **“OBL certificate holder name”** to use the original test and inspection reports for the actual certified products under the **“Original certificate holder name”**.

Identification of HP-KEYMARK “Certificate holder name” branded product		Corresponding “OBL certificate holder name” branded products	
Certificate no.	Subtype		
	Model 1		
	Model 2		
	Model.....		
Certificate no.	Subtype		
	Model 1		
	Model 2		
	Model.....		

Option chosen for branding/sub-licensing according to HP-KEYMARK Annex G (Options are B or C):
“chosen option”

The OBL products will be distributed by the following company:

Name:

Address:

I undertake to inform **“CB name”** immediately of any modification made to the distribution of said products, in particular any discontinued supply to the aforementioned Company.

“OBL certificate holder name” commitment

I hereby undertake not to make any technical modification that could affect the certified data on the subtype and type listed above and to inform **“CB name”** immediately of any change that could affect the information mentioned in the certificate.

Date, name and signature of the legal representative of “OBL certificate holder name”	Date, name and signature of the legal representative of “Original certificate holder name”