

Process for certificate acquisition

1. Application for certification

The applicant shall present his application for the product certification on the relevant application forms available in the SLM's Products Certification Body headquarter, or on its web page. The filled up application supplemented by the required documentation shall be submitted in person, or by registered mail to the Products Certification Body address. The application shall be completed by the product's technical documentation in the following scope:

- general description of product,
- construction design and production drawings, schemes of separate parts and circuits,
- descriptions and explanations necessary for understanding of the documentation, including the description of the weighing instrument performance,
- list of harmonised Slovak technical standards used (in full or partially) for product design, including description of solutions adopted in order to fulfil the technical requirements in cases, when the harmonised Slovak technical standards were not used,
- results of design calculations and tests,
- test reports,
- certificates on type approval and test results of other similar products that contain parts identical with those used in the design,
- electric wiring diagram,
- list of components used and their specifications,
- operation manual or instruction for installation in the Slovak language,
- maintenance manual,
- test reports and certificates granted to the applied product by other (foreign) testing laboratories.

The person carrying out the certification of the product shall supplement the test report by the appropriate documents for evidential purposes. The non-used documentation shall be returned back to the applicant after the completion of the certification process. The conservation period shall be 10 years.

2. Test samples

The applicant shall submit the necessary number of test samples together with the application, or separately, to the date agreed with Products Certification Body. The number of samples depends on the type of the tested product and it shall be specified in the Agreement on certification. The applicant shall deliver the samples to the testing laboratory on his own expenses. The applicant shall take over the test samples back no later than 30 days after the certification procedure completion.

3. Derived product variants

Products of the same kind:

- electrically identical, differing in construction, or
- identical in construction, but differing in some electric functions

may be specified in the common application as derived variants of the basic product type. The SLM's Products Certification Body shall consider, whether it is the case of a derived variant or not, taking into account the proposal of the applicant. For this purpose, the samples of derived variants and the corresponding technical documentation shall be submitted to the SLM's Products Certification body according to its requirements. Should any of the derived variants not satisfy the certification requirements, the negative result shall cover the complete group of the applied products.

4. Agreement on certification

Upon the application, the SLM's Products Certification Body shall prepare a draft of an Agreement on certification within 10 days. Besides other data, the agreement shall contain:

- technical standards and rules governing the certification procedure;
- deadline of the certification completion;
- price for certification.

5. Standards and rules

The SLM's Products Certification Body carries out the certification of products in accordance with the applicable Slovak technical standards. Upon requirement, the Products Certification Body may perform the tests also according to the other technical procedures (e.g. according to IEC, EN, DIN, or other standards). Such procedures must be discussed before starting the tests.

6. Deadline for certification accomplishment

Process of the products certification takes 3 months. When the applicant submits the relevant certificates and test reports, the certification time may be shorter.

7. Price for certification

The price for certification is calculated based on the actual costs related with the test procedures carried out by the testing laboratories, as well as the on the expenses born by the SLM's Products Certification Body. In accordance with the international rules for activities of the accredited testing laboratories and certification bodies, the SLM's Products Certification Body carries out its activities on the non-profit principle. Together with the Agreement on certification, the applicant obtains also the advance invoice for the certification.

Should the applicant decide for a midterm cancellation of the certification process – in any of its stages – the SLM's Products Certification Body shall invoice him the actual costs calculated to the date of the certification process termination. The updated price list for the certification performances is available in the SLM's Products Certification Body office upon request.

8. Test results

The applicant shall be noticed on the test and certification results in written. In case of the positive results, the applicant obtains by the same mail also the respective certificate on the product's characteristics conformity with requirements of the corresponding standards and rules. Should the certification result be negative, the applicant shall be informed about standards and rules, the requirements to which the assessed product was found not to conform.

9. Rights and obligations of the certificate owner

The granted product certification provides the applicant with an evidence of the product characteristics compliance with the requirements of the respective standards, and entitles the product to be put on the market. The certificate owner is obliged to inform the SLM's Products Certification Body about any changes in conditions, under which the certificate was granted, as well as about any construction, material or production modifications that could influence the certified product's conformity to the requirements of the respective standards.