

**INSTRUCTION FOR COMPLETING AN APPLICATION FOR EC-TYPE
EXAMINATION, WITH RESPECT TO PARTICULAR FIELDS
OF THE PO-01/F01 FORM**

Page 1 of the PO-01/F01 form

1. Define by crossing out the irrelevant word, depending on whether the applicant requests:
 - **issuance** – if the application for compliance examination regarding a given product is submitted for the first time,
 - **extension** – if the product submitted for examination is a variation of a product for which a certificate was issued before (e.g. in case of using a different material of the same properties, or in case of small construction-related changes that do not have any impact on protective qualities of the product).
2. State whether the applicant is a **manufacturer**, or an **authorized representative**, by crossing out the irrelevant word.
3. State the full name that is used by the applying body in commercial context, conforming with the entry to an appropriate register as relevant for the particular country.
4. State the exact postal address of the headquarters of the applicant (street, number of the building, city, postal code) and the telephone/fax.
5. State the data of the person that can be contacted by an officer from CIOP-PIB (Central Institute for Labour Protection – National Research Institute) in a working mode, in order to obtain necessary information during the process of EC- type examination.
6. State the NACE code (**N**omenclature **A**ctivity **C**lassification **E**conomy code), which defines the applicant's type of business operations. Activity codes as per NACE classification are listed at the following web site: http://ec.europa.eu/competition/mergers/cases/index/nace_all.html
7. State the ID number for VAT (Value Added Tax), if applicable.
8. State the full commercial name of the product, together with the letter- and/or digit-based marking.
9. Specify the scope of application for the product or list the threats against which it will protect the user.
10. Quote the manufacturer's name and the exact postal address of its headquarters (street, building number, city, postal code, country), in case when the applicant is an authorized representative of the manufacturer.
11. Quote the number of the EC-type examination certificate, when the application regards an extension. The applicant may only apply for extension to the same notified body which had issued a given certificate.
12. Provide the postal address of the manufacturing plant (street, building number, city, postal code, country), where the product is manufactured, if different from what is quoted in field **(10)**.
13. The application is signed by the person/people authorised to represent the applying body.

**INSTRUCTION FOR COMPLETING AN APPLICATION FOR AN EC-TYPE
EXAMINATION, WITH RESPECT TO PARTICULAR FIELDS
OF THE PO-01/F01 FORM**

Page 2 of the PO-01/F01 form

- 14.** A comprehensive drawing together with all the necessary sectional views, is attached to the documentation with the aim of presenting the general construction of the product. The applicant should quote the date of issue and symbols of the attached comprehensive drawing for identification purposes.
- 15.** Detailed drawings should be characterised with the level of detail to enable clear identification of the product and of all its components. The applicant should quote the date of issue and symbols of detailed drawings attached, in order to enable their identification.
- 16.** A photograph (in the form of a print-out) should facilitate good visibility of details, with a single-colour, contrastive background; the sample of the product should not be photographed on a mannequin or a human. Since the photograph is placed on an EC-type examination certificate, it should – as far as possible – be attached in an electronic version (on a CD or other media).
- 17.** A catalogue card may be optionally attached to the manufacturer's documentation. The applicant should quote the issue date and the symbol of the attached catalogue card.
- 18.** The general description of the product provides information regarding – among others – product construction, materials used, methods of control carried out. The applicant should provide the signature of a current document containing such a description, plus the date of issue.
- 19.** A list of materials used in the manufacturing of the product, together with the requirements that should be met in order to assure safety for the user. The applicant should quote the document status and its date of issue.
- 20.** Results of prototype testing, if necessary, should be attached, in order to state compliance with basic requirements. The applicant should quote the document status and its date of issue.
- 21.** The list of essential requirements should be presented in reference to the essential requirements as specified in Attachment 1 to the PPE directive 89/686/EEC, taken into account at the stage of designing a given product.
- 22.** Prepare and attach a list of harmonized European standards, whose requirements were considered at all the stages of designing and manufacturing of the product.
- 23.** Prepare and attach a list on non-harmonized European standards, whose requirements were considered at all the stages of designing and manufacturing of the product.
- 24.** Attach the description of the general technological processes applied at various stages of product manufacturing, presenting subsequent technological operations, including inter-operational examinations and the end-line examination of the finished product.
- 25.** Attach the description of the control and measurement equipment used for purposes of inter-operational and final examinations.
- 26.** The user manual should contain instructions, regarding – among others – product storage conditions, cleaning, maintenance, service and disinfection,

as well as information regarding effectiveness of protection, based on laboratory tests. The instruction should be written in the official language of the country where the product is being placed on the market.

- 27.** The numbers of test reports are assigned by the laboratory. Test reports should be attached, exclusively from accredited laboratories, functioning in compliance with requirements of international standards.
- 28.** Quote the date of the report being issued by the laboratory.
- 29.** State the name of the laboratory that conducted the testing.
- 30.** The number of product samples attached to the application and / or the amount of material submitted to CIOP-PIB. The product sample should bear marking compliant with requirements of the appropriate EN standard.
- 31.** Complete when the applicant is an authorized representative of the manufacturer and when they attach a document confirming the manufacturer's agreement for the representative to act on his behalf.