

ORDER FOR CONDUCTING ERGO GLOVES MARK CERTIFICATION

in the Central Institute for Labour Protection – National Research Institute
00-701 Warszawa, ul. Czerniakowska 16 (CONTRACTOR)

No. dated

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| 1. | in order to (mark with X when applies): <input type="checkbox"/> ISSUE <input type="checkbox"/> EXTEND THE CERTIFICATE <input type="checkbox"/> RENEW THE CERTIFICATE <input type="checkbox"/> in the Polish copy <input type="checkbox"/> both in Polish and in English copy | |
| 2. | THE ORDERING PARTY (mark with X when applies): <input type="checkbox"/> MANUFACTURER <input type="checkbox"/> MANUFACTURER'S REPRESENTATIVE <input type="checkbox"/> IMPORTER <input type="checkbox"/> DISTRIBUTOR | |
| 3. | Name of the Ordering Party according to the relevant register: | |
| 4. | Address of the Ordering Party: | |
| | Tel./fax: | |
| 5. | Contact person of the Ordering Party (name, surname, position, phone, fax, e-mail): | |
| 6. | Invoice information regarding the Ordering Party (name, address details, including: VAT number (NIP), REGON): | |
| DECLARATION OF CONSENT FOR THE INVOICE TO BE ISSUED AND SENT IN ELECTRONIC VERSION | | |
| | <input type="checkbox"/> We hereby agree for the invoice to be issued and sent in electronic version (mark with X, if applies): (under Art. 106n of the Act on Value Added Tax of 11 March 2004) | |
| | 1. The electronic invoice has to be sent to the following e-mail address: 2. The e-mail address provided may be changed only in writing. 3. The consent for sending e-invoices may be withdrawn at any time. Withdrawal of the consent should be made in writing. 4. Electronic invoice shall be sent by CIOP-PIB (Central Institute for Labour Protection – National Research Institute) from the following e-mail address: efakury@ciop.pl as a PDF attached file (Portable Document Format). 5. We hereby declare that we read the terms and conditions of sending and receiving e-invoices in CIOP-PIB, included in the General Terms and Conditions, and we accept the terms and conditions set out in this document. (These General Terms and Conditions are available at the following website: http://www.ciop.pl/efakury_regulamin). | |
| SCOPE OF CERTIFICATION: | | |
| 7. | Name of the product, type, model, symbol: | |
| 8. | No. of the previous certificate for ERGO GLOVES mark, issued by CIOP-PIB (if applies): | |
| 9. | Manufacturer: name and address (fill in when other than the Ordering Party): | 10. Address of the place of manufacturing (fill in when other than of the seat of the manufacturer): |

11. **OBLIGATIONS AND LIABILITIES OF THE ORDERING PARTY:**

In order to conduct the certification, the Ordering Party undertakes to:

1. Fulfil all the requirements resulting from his applying for certification for ERGO GLOVES MARK, included in the current CIOP-PIB certification procedures.
2. Attach the following documents to the Order: data sheet surveys for the gloves and other documents listed on p. 13 of this Order.
3. Take all the necessary steps to conduct the evaluation, along with introducing all the necessary changes basing on the information on nonconformities and necessary additions provided by CIOP-PIB.
4. Pay a non-refundable initial fee of 100 EURO, within 7 days after placing the order, to the following bank account: Bank PEKAO S.A., 95124062471111000049759963. The initial fee does not apply if the Order regards extending or renewal of a certificate issued by CIOP-PIB.
5. In case of placing the order for conducting tests in CIOP-PIB, to pay 100% of advance payment, in accordance with the information provided by CIOP-PIB, to the account of the Institute, as above, for conducting the tests. The title of the transfer performed by the Ordering Party is the name of the Order for conducting certification of the gloves for ERGO GLOVES mark with "payment for the laboratory tests" added.
6. Pay the final fee for conducting certification of the product, irrespective of the result.
7. Inform CIOP-PIB, in a documented manner, about all the changes regarding the product occurring during the certification process that have impact on the product, for which the application for certification has been submitted.
8. After the process of certifying is completed with a positive result – sign an agreement for issuing the certificate and for supervising the use of the certificate for ERGO GLOVES marking, sent by CIOP-PIB.

The Ordering Party acknowledges that:

- paying the initial fee is necessary for commencing the certification process,
- in case when the Ordering Party does not pay the initial fee within 7 days after this Order is placed, or does not inform about the due date of payment, the order is cancelled and deleted from the documentation,
- the initial fee is credited towards the final fee,
- completing the advance payment for the laboratory tests in full is the basis for commencing the tests, and therefore also for the continuation of the process of certification,
- the certificate shall be issued when the evaluation yields positive results, an agreement is signed for supervising the use of the certificate, and the fee for conducting the certification process is paid in full,
- the certification process applied for shall be conducted in accordance with PR-PEG-01 certification programme, corresponding to a "N" type programme acc. to PN-EN ISO/IEC 17067. The programme includes: specification of the requirements, laboratory tests of the product, evaluation and inspection with regard to the conformity of the product with the requirements set out in the document with the criteria, issuing the certificate, and supervising the use of the certificate issued (including control laboratory tests of the product and supervision over the use of the ERGO GLOVES mark).

The Ordering Party declares that:

- the documentation attached to this Order is true for the product and up-to-date,
- I consent to the processing by Central Institute for Labour Protection - National Research Institute (Czerniakowska 16, 00-701, Warsaw) of my personal data, submitted to Centre for Certification of Personal Protective and Working Equipment for the purpose of conducting ERGO GLOVES mark certification (pursuant to Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC - General Data Protection Regulation) – the clause applies to Applicants who are legal persons.
- I consent to the processing by Central Institute for Labour Protection - National Research Institute (Czerniakowska 16, 00-701, Warsaw) of my personal data, submitted to Centre for Certification of Personal Protective and Working Equipment for the purpose of concluding conducting ERGO GLOVES mark certification (pursuant to Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC - General Data Protection Regulation) – **the clause applies to Applicants who are natural persons**

12. OBLIGATIONS AND LIABILITIES OF CIOP-PIB (CONTACTOR):

CIOP-PIB undertakes to:

1. Send the registered Order to the Ordering Party.
2. Perform reliable and impartial evaluation of the product in order to grant EGRO GLOVES mark certificate.
3. Inform the Ordering Party about all the requirements resulting from applying for certification of the product included in CIOP-PIB certification procedures.
4. Inform the Ordering Party about all the necessary decisions made in order to conduct the evaluation, including nonconformities and necessary additions.
5. Maintain the confidentiality of the information obtained during the process of certification.
6. Issuing and sending to the Ordering Party an invoice proving the payment of the initial fee, fee for the laboratory tests, and the final fee, after the bank account of CIOP-PIB is credited with the amount due.
7. Send the Ordering Party one copy of the test report after the laboratory tests are completed (in case the order is placed to CIOP-PIB as a part of the certification process).
8. Prepare and send the Ordering Party an agreement on granting an ERGO GLOVES mark certificate and supervising the use of the certificate.

13. ATTACHMENTS TO THE ORDER FOR CONDUCTING CERTIFICATION OF THE GLOVES FOR ERGO GLOVES MARK

Gloves Data Sheet Survey (form PEG-01/F02A filled by the Ordering Party)

Copies of the laboratory tests reports for the gloves (*the details identifying the report have to be provided or: "not applied" entered, if the tests will be commenced as a part of certification process*)

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Product (1 pair of gloves)

Declaration of the consent of the manufacturer of the gloves for the certification (applies to the representative of the manufacturer, importer, and distributor)

14. The terms and conditions of the Order were agreed by and between:

For the Ordering Party:

For CIOP-PIB:

.....
Name, surname, position, signature

.....
Name, surname, position, signature

of the persons authorised for contracting obligations, in accordance with the principles of representation of the Ordering Party and of the contractor, stamp

.....
Place Date