
	REGOLAMENTO ACAE PER LA CERTIFICAZIONE DI CONFORMITA' DELLE APPARECCHIATURE ELETTRICHE	Numero
	ACAE SCHEME FOR THE CERTIFICATION OF CONFORMITY FOR ELECTRICAL AND ELECTRONIC APPARATUS	MOD 035
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		Revisione 08
		Data 2015.03.23

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1. INTRODUCTION

ACA E (Association for Certification of Electrical Apparatus) is a certification body conforming to ISO / IEC 17065 (accredited by ACCREDIA, Italian Body Accreditation, a signatory of the mutual recognition agreements of EA and IAF) and is a founding member of the LOVAG (Low Voltage Group). LOVAG is a mutual agreement between Certification Bodies in Europe founded in 1991, which has a high level of competence in the process of certification of low voltage equipment.

Certification activities are carried out by ACA E without any conditions, commercial, economic, financial or other nature which may affect impartiality.

Product certification issued by ACA E-LOVAG, provides an assessment and certification impartially that, for that product, has been verified the fulfillment of specified requirements, including for example the performance, security, and sustainability.

ACA E is a certification body for the product, and the requirements specified for the products are contained in standards or other normative documents (product specification).

Product certification supports the confidence for consumers, regulators, industry and other stakeholders that the products conform to specified requirements, and facilitates trade, market access, fair competition and the acceptance by consumers of products nationally and internationally.

ACA E issues ACA E certificates for products / equipment, electromechanical and electronic low and high voltage and LOVAG certificates for low voltage products/equipment, according to the document "LOVAG Agreement", the list of which is visible to the site www.lovag.net

This document is available on the website www.acaecert.it.

2. GENERAL

The certification scheme is the set of rules under which the certificate of conformity of a product, the reference standards, is released, maintained, suspended or revoked.

The ACA E certification system, for electrical and electronic equipment, is consistent with the with ISO IEC 17067 1a type of scheme (type tests).

The certificate of conformity issued by ACA E certifies that the sample tested to comply with the relevant standard Italian, European or International or a specific product.

The responsibility for compliance of other devices with the same designation of what tested is of the manufacturer.

3. PRODUCTS COVERED BY THE CERTIFICATION


ACA E certifies low and high voltage equipment defined in the lists visible in the website and www.acaecert.it or www.lovag.net for low voltage equipment for LOVAG certified.

The certification can be issued for:

- a single product
- a homogeneous series of products which have in common the basic parts and differ only for some component (eg a series of identical switches with different trips)

The certification can be issued for:

- Full compliance with standard
- compliance with one or more sequences, if any, as defined by the standard; it is not certified compliance with the requirements of a partial sequence
- compliance with requirements individually defined by the standard

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The certification may be required for products that, according to the manufacturer's declaration, differ only by the trade name by performing the tests only on one of them and releasing for each of them its own certificate.

4. TEST LABORATORIES

ACAE issues certificates only on tests performed in laboratories qualified by ACAE and recognized in accordance with ISO / IEC 17025.

The laboratories and the services offered by them are defined on the site www.acaecert.it.

The performance of individual laboratories are based on documents to be required to ACAE.

5. REQUIREMENTS FOR WHO REQUIRES THE CERTIFICATION

The applicant can be anyone, without limitation, the activity of which is covered by the ACAE operating

If the applicant is not the manufacturer of the product to be certified, it is required that the manufacturer releases a written authorization to proceed with the certification.

The applicant must have the documentation for the recognition of the product to be certified.

The applicant is the direct interlocutor of ACAE during the certification process.

The applicant shall allow access to their offices to the ACAE and ACCREDIA inspectors.

6. CERTIFICATION PROCEDURE

6.1 Application for certification

The application shall be made by the applicant using the forms provided by ACAE.

The manufacturer must always be specified. The seller responsible must be specified only in the case where either party other than the manufacturer.

6.2 Acceptance of the application and laboratory assignment

ACAE verified the consistency of the application to the present scheme, verified the suitability and availability of laboratory proposed by the applicant, shall instruct the same for the execution of the tests, informing the applicant and the staff responsible to attend the tests (laboratory's Observer and ACAE inspectors).

6.3 Performance of the tests and the test report


The tests and the necessary verifications for certification are conducted in accordance with the ACAE/LOVAG or ACAE instructions and in accordance with the rules mentioned in the instructions themselves.

The laboratory informs about the test plan ACAE and the applicant, at least two days prior to their commencement.

ACAE Observer, which is required to be present with continuity to the tests or in the case of conflict of interest the ACAE inspector, work at the beginning for the choice of samples whose number must comply with the requirements of the reference standard. ACAE Inspector intervenes with supervision function.

The laboratory must allow access to the ACAE inspector and, if required in ACAE accompanying inspectors, inspectors of certification bodies.

The names of the ACAE inspector will be communicated by ACAE prior to the date of verification and certification is granted to the applicant and to the Laboratory. It's possible to recuse them giving reasons in writing the reasons because unethical behavior or conflict of interest.

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ACAIE Inspector, verifies the conformity of the samples to the identification documents; then signing such documents and returns them to the applicant that must preserve them for the duration of the certificate activity and allow, upon request, the vision to ACAIE.

The devices submitted for testing shall be kept by the testing laboratory until the ACAIE certificate is issued, or communication of not issuing the certificate, and then made available to the applicant. The samples not collected within 30 (thirty) days from the reporting will be destroyed and eliminated by the testing laboratory at the expense of the applicant.

ACAIE reserves the right in case of doubt and / or disputes to require all or part of the repetition of tests and not to issue the certificate if the result is not satisfactory, communicating it to the applicant within 10 (ten) days from the date of the unfavorable event.

The economic costs arising therefrom shall be borne by the applicant for the certificate. They will be borne by the laboratory only when the cause of the tests repetition is attributable to the laboratory itself.

The test report, filled by the laboratory and verified by the ACAIE Observer, is sent to ACAIE

6.4 Issue of certificate

ACAIE review the correctness of the test report regarding the compliance with the application, the results of the tests and the formal aspects, records inspection and prepares the certification proposal.

Certificates of compliance are signed by the General Secretary of ACAIE on the basis of all the information related to the evaluation, its review and any other relevant information including the opinion of the Committee for Impartiality about the independence of the process followed. The certificate of conformity shall contain the following information:

- The LOVAG and / or ACAIE logo
- The ACAIE name and address
- The certificate number
- The identification of the certified product
- The identification product data
- The manufacturer name
- The applicant name
- The laboratory that performed the tests
- The references of standard or other technical documents for which certifies compliance
- The list of attachments (usually it is the Test report where you have all the information relating to the identification of the product tested and hard data on evaluations of product conformity to the standard or other technical document and the Report of Inspection and evaluation (RIV) in the case of certificates against a specification)
- The signature of the ACAIE head
- The issue date
- The ACCREDIA logo


If the decision to release the certification is not possible, ACAIE shall inform the customer, stating the reasons. If the customer expresses interest to continue the certification process, ACAIE resumes the evaluation process.

After approval by the ACAIE, the General Secretary signs the Certificate of Compliance for sending to the applicant.

The original certificate is sent to the applicant and a copy is filed by ACAIE.

At the request of the applicant for certification it can be supplied on CD (Compact Disk) with files in PDF format of the certificate and with adequate protection intended to allow only the reading and printing of the certificate. Copy of the file is stored in the ACAIE server.

The official version of the certificate is printed; this is indicated in writing to the delivery of the CD.

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6.5 Duration of the certificate

The certificate does not expire being relevant only to the tested product.

Following changes to the product, or to update the product standard, applicant can request the updating of the certificate.

The update of the certificate may require the repetition or part of the tests in relation to the new configuration and the applicable regulatory documents of the product when the update request and will end with the issuance of a new certificate following the procedure required for certification activities.

7. USE OF THE CERTIFICATE

The applicant must ensure proper use of the certificate and in particular:

- to spread it only in full
- do not use it to show conformity to product standards other than those for which they were carried out the tests
- do not use it as a product mark
- do not use it after the cancellation is received in writing by the ACAE

The applicant for the certificate authorizes ACAE to make it public only for the following data:

- name of the manufacturer
- commercial designation
- nominal data certified
- the date of issue

Such information, if required, are then transmitted to the accreditation bodies, which provide for the inclusion of the data in the database. ACAE makes the list of certificates known on demand.

8. MONITORING THE USE OF CERTIFICATE

ACA E may request information on the use of certificates and to carry out any inspection visit to the applicant, the manufacturer for verifying compliance with the requirement of paragraph 7.

9. REPORTS OF COMPLAINTS RECEIVED BY THE APPLICANT

The applicant undertakes to keep a record of complaints received on the product certificate and where required, provide evidence to ACAE about their management.

10. SUSPENSION AND CANCELLATION OF THE CERTIFICATE


ACA E reserves the right to suspend the certificate, that is prohibited temporarily use when verifying that the applicant has not complied with the conditions set out in paragraphs 7 and 9.

ACA E reserves the cancellation of the certificate if any further investigations and relations with the applicant following the suspension have not led to corrective action.

ACA E also reserves the cancellation of the Certificate in case of non-payment of the fee.

The applicant for certification, following the suspension of the certification, must cease use of all its publicity material.

ACA E in these cases shall communicate to the holder of the certificate has been canceled from the list of certificates issued.

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11. AMENDMENTS TO CERTIFICATION SCHEME

In case of changes, in particular as regards the conditions relating to the maintenance of certification, ACAE will communicate to the parties concerned.

12. COMPLAINTS AND APPEALS

The applicant and / or interested parties may submit complaints and appeals related to the activity of ACAE, (eg: claims for errors or omissions contained in the certificate, economic disputes, or appeals against ACAE decisions on the non-issue, suspension or cancellation of certification).

Complaints may be submitted at any time, while the applications must be submitted within thirty (30) days of notification of the order issued by ACAE.

ACAE confirm the appellant of the receipt of the complaint or appeal and will express on these final opinion within 45 (forty five) days of receipt. In the case of non-acceptance by the applicant about the ACAE decision, the complaint, the action, or any other litigation, will be submitted to a single arbitrator appointed by agreement or, failing such agreement, by an arbitration panel established by an arbitrator appointed by each party and a third appointed by the president of the court of Bergamo.

Complaints and appeals are handled by ACAE same way whether presented by the applicant for certification, whether presented by other interested parties.

The documentation is recorded, evaluated and filed in accordance with the criteria defined in the Quality Manual.

13. CONFIDENTIALITY

ACAE guarantees to the applicant strict confidentiality on the certified products and related documentation, apart from the data authorized for issue mentioned in section 7 of this document.

14. FEES

The applicant agrees to pay the fees set by the tariff or the terms of the offer if any.

The applicant declares to have read and accept this document.

Date_____

Signature_____

Pursuant to and for the purposes of Articles 1341 and 1342 of Italian civil code are specifically approved in writing the following items:

3. Products covered by the certification; 5. Requirements to apply for certification; 6. Certification Procedure; 7. Use of the Certificate; 8. Surveillance on the use of the Certificate; 9. Reports of complaints received by the supplier; 10. Suspension and cancellation of the Certificate; 12 Complaints and appeals; 14.Fees

Data_____

Signature_____



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