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## **1 Introduction**

This publication is intended for applicants seeking certificates of conformity for products in accordance with normative documents within the certification schemes established by SIQ Ljubljana (hereinafter referred to as SIQ) and implemented as part of the certification system for products, processes and services and the certification system of a notified body.

It outlines the conditions for certification and describes the entire process, from application submission to certificate issuance and surveillance of issued certificates.

A certificate is a document by which SIQ certifies that the object of certification (product) meets specific requirements of normative documents. This assurance is based on the conformity assessment procedures outlined by the certification scheme. Depending on the certification scheme, the document may also have a different designation, such as a license for the use of a certification mark instead of a certificate.

This publication provides information on the validity and maintenance of certification, as well as on the withdrawal and cancellation of certificates, and on the procedures for handling complaints and appeals against decisions of the SIQ certification body for products, processes and services or notified body.

The publication also includes provisions regarding data confidentiality.

SIQ conducts product certification as an independent "third-party" separate from manufacturers, suppliers, buyers, and users. Its independence is guaranteed by its legal status as an institute and by the appropriate management and certification structure. The certification activities are supervised by the Board of Certification Body, which represents the interests of public, economic, and industrial associations, as well as the interests of the users of the institute's services.

## **2 Basic principles of operation**

### **2.1 Certification policy**

SIQ offers certification and notified body services to all interested applicants.

SIQ, including its governing bodies and personnel, treats all applicants equally, regardless of their geographical location, size, revenue, type of business or other circumstances, without discrimination.

SIQ ensures internationally recognized and valid certification and strives to continuously strengthen the reputation of its certificates both domestically and abroad.

SIQ guarantees independence, impartiality, and an organizational structure that prevents personnel from being influenced by anyone with a direct commercial interest in certification, ensuring that no conflicts of interest arise in its operations.

SIQ conducts product certification as a third-party according to the general competence requirements outlined in the relevant SIST EN ISO/IEC 17000 series of standards, the additional competence requirements, the additional requirements of EU directives/regulations, and the additional requirements of certification schemes.

SIQ conducts operational activities according to the documented procedures outlined in the quality management system documents for each certification area, and according to the other relevant quality management system documentation.

SIQ charges for its services according to the pricing policy set by the SIQ Council. The generated revenue covers operating costs and investments in technical and professional development.

SIQ holds exclusive rights over the certificates granted to its applicants.

## **2.2 Independence, impartiality, integrity**

SIQ firmly adheres to the fundamental principles of independence, impartiality, and integrity in all its activities, including its activities as the certification body.

Oversight of impartiality is provided by the SIQ Board of the Certification Body, which is composed of representatives of relevant interested parties. The Board safeguards impartiality and regularly reviews the adequacy and effectiveness of SIQ's certification related policies, principles, and practices.

## **2.3 Confidentiality**

Information related to certification, including the withdrawal and cancellation of certificates, is considered public information. SIQ ensures that all other information and data obtained during the certification process remain confidential.

SIQ undertakes to respect the principles of business confidentiality regarding any data obtained during the service provision procedures.

All data obtained or generated in the course of the service, except for data made available to the public by the applicant itself or where otherwise agreed with the applicant (where disclosure is essential for achieving compliance), shall be considered confidential unless otherwise required by law.

If the disclosure of confidential data is required by law, SIQ Ljubljana shall be obliged to disclose the data to authorised supervisory institutions within the scope of the powers granted to these institutions by law.

SIQ may also use this data, without the prior written consent of the applicant, during audits or verifications of the authorisations and accreditations acquired, carried out by competent bodies.

## **2.4 Competence**

SIQ ensures a sufficient number of professionally qualified personnel to carry out certification activities. Its competence is demonstrated through obtained accreditations and authorised designations.

## **2.5 Accreditations and notifications**

SIQ is accredited by Slovenian Accreditation under accreditation number CP-001 in the field of certification of products, processes, and services (SIST EN ISO/IEC 17065). For the accreditation scope see [Annex to the CP-001 Accreditation Certificate](#).

SIQ operates as a notified body for conformity assessment according to EU harmonization legislation under designation number 1304. For the scope related to the notified body 1304 certification within a regulated area see [List of notifications](#).

## **2.6 Collaboration**

SIQ actively collaborates with other certification bodies within international schemes, the coordination of notified bodies, and other technical and professional organizations.

## **3 Legal status, funding, and organization of a certification body**

### **3.1 Legal status**

SIQ is registered with the District Court in Ljubljana as the institute "Slovenski institut za kakovost in meroslovje, Ljubljana", translated as "Slovenian Institute of Quality and Metrology, Ljubljana", with its headquarters at Mašera-Spasičeva ulica 10, Ljubljana, and with the abbreviated name SIQ Ljubljana.

### 3.2 Funding

SIQ is financed by charging applicants for its services based on the applicable price list. The pricing bases are approved by the SIQ Council and other governing bodies responsible for overseeing its operations.

SIQ operates as a not-for-profit institution, allocating its revenue to cover ongoing expenses and continuously investing in the development of its activities.

### 3.3 Rules for applicants

By confirming the application, the applicant for certification undertakes to:

- comply with all certification requirements, including the requirements of the applicable certification scheme and normative documents under which the certification process is performed, including any new or revised requirements communicated by SIQ;
- make all necessary arrangements for the execution of certification activities, including the provision of required samples and all necessary technical documentation for testing, in accordance with the scope of certification;
- enable the handling and investigation of complaints related to certified products and, where necessary, cooperate by providing records, samples, and other relevant information;
- inform SIQ of any identified non-conformity with normative documents related to certification, where such non-conformity or event requires the involvement of competent authorities, as well as of any identified hazards, incidents, or accidents related to certified products, and take without delay appropriate measures to mitigate such non-conformities, including suspension of supply or withdrawal of the product from the market where necessary;
- make claims, statements, and references to certification strictly within the scope of certification granted;
- avoid any confusion between certified and non-certified products in all catalogues, price lists, marketing materials, and promotional content, and not make any statement or public reference to certification that is misleading, unauthorised, or inconsistent with the scope of certification;
- not use certification in a misleading or improper manner that could damage the reputation of SIQ or the certification system;
- immediately discontinue the use of all advertising and promotional materials referring to certification in the event of suspension, withdrawal, cancellation, or expiry of the certificate and take appropriate actions as required by SIQ;
- reproduce certification documents in their entirety when providing copies to third parties;
- not advertise a pending application for certification until the requested certificate has been granted;
- not use or refer to SIQ certification marks or the SIQ Notified Body identification number 1304 without valid authorisation;
- maintain records of complaints related to certified products, make them available to SIQ upon request, and implement and document appropriate actions in response to complaints and identified non-conformities;
- promptly inform SIQ, during the validity of the certificate, of any changes that may affect certification or the certified product (e.g. changes in legal status, organisation, ownership, product design, or manufacturing location);
- settle all financial obligations prior to the issuance of the certificate;

- accept the provisions of document GN007 General Terms and Conditions for the Provision of Services and the certification rules and procedures CP206 Product Certification and undertake to comply with them.

For certifications that include surveillance of issued certificates (certification with regular surveillance of a product and a production process and certification within the regulated area for Module D, Module E and Module H, as well as System 1 under the CPR), the Applicant additionally undertakes to:

- where certification applies to ongoing production, ensure the continued conformity of certified products with certification requirements and product requirements;
- maintain the conditions verified during the initial evaluation, pre-licensing inspection, or initial assessment of production;
- eliminate any identified non-conformities within the timeframe specified by SIQ and enable verification of the effectiveness of implemented corrective actions;
- allow the performance of initial inspection of factory production control, regular surveillance, and unannounced audits where required by the certification scheme, including access to relevant documentation and records, production sites, equipment, personnel, subcontractors, and other relevant information in accordance with applicable certification procedures;
- ensure the performance of routine, periodic, and other control tests where required by the certification scheme, maintain records thereof, and make them available to SIQ;
- allow the participation of observers, where required (e.g. accreditation or notifying authorities);
- comply with the rules governing the use of certification marks and product-related information;
- in the event of non-compliance with certification requirements or withdrawal of the certificate, cease using the certificate, referring to it, and using certification marks, and implement all other measures required by SIQ;
- promptly inform SIQ, during the validity of certification, of any changes that may affect the production of the certified product (e.g. changes in key management or technical personnel, manufacturing processes, or significant changes in the quality management system).

#### **4 General information on certification procedures**

##### **4.1 Basic conditions for issuing certificates of conformity**

- The applicant for certification shall be registered according to applicable regulations.
- Trademarks shall comply with all applicable legal requirements as a prerequisite for granting product certification. In particular, the applicant shall hold the legal rights to the products and the associated trademarks.
- The product for which the applicant wishes to obtain a certificate shall be clearly and unambiguously identified.
- Normative documents (standards, directives, regulations, rules) according to which the certification process is conducted can be national (SIST standards), regional (CEN, CENELEC, ETSI standards, EU directives/regulations), or international (ISO, IEC standards, UN regulations).
- The applicant shall specify the locations of all manufacturing sites for the respective product. In the event of using the certification mark or making any reference to the certificate, the applicant shall ensure uniform production in accordance with the certified product version.

- The subject matter of certification shall be in accordance with the scope of the normative document under which the certification procedure is carried out. Agreement shall be reached with the applicant regarding the choice of the normative document.

#### **4.2 Activities in the certification process**

- Application for a service;
- Review and confirmation of the order;
- Evaluation (testing, inspection, management system audit);
- Certification review;
- Certification decision;
- Surveillance of issued certificates.

#### **4.3 Application for a service**

During an introductory meeting, SIQ informs the applicant about certification procedures, authorisations and designations ([SP005 Introduction to SIQ](#)), the documents and rules of the applicable certification scheme (see the respective scheme description for further details), certification rules, expected costs, and other rights and obligations of the applicant.

The applicant initiates the certification procedure by submitting an application, which can be completed using the designated form or by confirming the provided offer or contract. By doing so, the applicant undertakes that they are aware of the certification rules and procedures and agree to comply with them. The applicant assumes full responsibility for payment of all costs associated with the certification procedure.

The applicant may authorise a natural or legal person to act as a representative on its behalf and to provide support at all stages of the certification process. Notwithstanding this, the applicant shall itself prepare the application, the authorisation of the representative, and all other technical documentation.

#### **4.4 Review and confirmation of the order**

SIQ reviews the order and the information received to ensure that the information about the applicant and the product is sufficient for the execution of the certification process, that the scope of certification, including the product type, the applicable normative documents, and the certification scheme, is clearly defined, and that SIQ has the necessary resources and capabilities to carry out the certification process.

SIQ reserves the right to request additional documentation, where necessary, for the purpose of processing the application. SIQ shall inform the applicant of the samples selected for testing, which shall be provided free of charge to the laboratory. Sampling is carried out by the applicant from regular production, and the samples shall be submitted to SIQ, which shall confirm their receipt.

#### **4.5 Evaluation (testing, inspection, management system audit)**

Evaluation is carried out according to the certification scheme, based on a certification plan for testing, production inspection, and management system audit. During evaluation, the applicant is allowed to rectify any identified non-conformities.

If evaluation is performed by authorised subcontractor, SIQ shall obtain the applicant's agreement.

More detailed information on individual evaluation activities is defined in the descriptions of the respective certification scheme.

#### **4.6 Certification review**

SIQ conducts an independent review of the evaluation activities, including all information and reports on testing, inspection, and management system assessment. Based on a positive assessment of the conformity of all information and results related to the evaluation of the product, it is proposed that a certificate be issued for the product. If nonconformities were identified during the certification procedure, SIQ informs the applicant of the reasons for the refusal to issue a certificate.

#### **4.7 Certification decision**

The final independent decision to issue the certificate is made by the certification committee for products, processes, and services, or in the case of issuing documents within the framework of a notified body, by the commission of the notified body for the relevant EU directive/regulation.

#### **4.8 Surveillance of issued certificates**

This activity is carried out in the case of certification involving regular surveillance of the product and production process, as well as in certification within regulated areas for Module D, Module E, and Module H, and System 1 under the CPR. SIQ verifies the compliance of certified products, their production, and the quality management system through regular surveillance. The surveillance includes regular factory inspection of production locations and, if required by the certification rules, surveillance testing of sampled products.

More detailed information on the individual surveillance activities related to certified products is defined in the description of the respective certification scheme.

### **5 Certification within a regulated area**

As a Notified Body, SIQ carries out certification (conformity assessment) within the regulated scope of EU Directives and Regulations, according to the modules for which SIQ is designated and notified.

Certification is carried out according to the requirements of the relevant EU directive/regulation and corresponding national legislation for products.

Certification (conformity assessment) within the EU regulated area can only be performed for the manufacturer or his authorised representative.

Certification procedure activities for each EU directive/regulation include the design and production phase. They consist of one or two modules. SIQ, as a notified body, conducts conformity assessment procedures for the relevant module for which it is designated.

The detailed scope of SIQ's designation as a notified body with number 1304, including the products and procedures for which SIQ is designated, can be found in the [NANDO](#) database of notified bodies for specific EU directive/regulation.

The validity of certificates issued by SIQ as a notified body can be verified with the notified body on request. If a public database of certified products exists, the validity of the certificate can also be checked in the database. Information about the database, if available, is provided below for each specific EU directive/regulation.

The applicant for certification shall comply with all requirements of the applicable EU directives/regulations.

The applicant is responsible for ensuring that the product complies with all essential requirements of the applicable EU directive/regulation.

The applicant shall ensure that the product subject to certification is manufactured in conformity with the approved type and the technical documentation.

The applicant shall enable the performance of all surveillance activities required by the applicable modules.

The applicant shall prepare and retain the technical documentation in accordance with the requirements of the applicable EU directive/regulation.

### **5.1 Electromagnetic compatibility**

Products subject to certification are defined by the Regulation on electromagnetic compatibility (Official Gazette of the Republic of Slovenia No. 39/16, 9/20) and the Directive relating to Electromagnetic Compatibility (EMC) [2014/30/EU](#) (Official Journal of the European Union L 96/2014).

SIQ is a notified body for conformity assessment, for carrying out the procedures defined in the Annex to the EMC Directive:

- Annex III – Module B: EU-type examination.

### **5.2 Radio equipment**

Products subject to certification are defined by the Regulation on radio equipment (Official Gazette of the Republic of Slovenia No. 03/16, 9/20, 124/23) and the Directive regarding the availability of radio equipment on the market (RED) [2014/53/EU](#) (Official Journal of the European Union L 153/2014).

SIQ is a notified body for conformity assessment of the essential requirements under Article 3 of the Radio Equipment Directive (RED), for carrying out the procedures defined in the Annex to the directive:

- Annex III – Module B: EU-type examination.

Information on the certification scheme, including the rules and procedures for granting the EU-type examination certificate, are defined in the SIQ internal document RED DD001 "Service Process of the Notified Body under the Radio Equipment Directive", as specified in Article 17 (points 2(b), 3(b) and 4(a)) and Annex III, which is available to applicants for review upon request.

### **5.3 Medical devices**

The certification procedures for medical devices are defined by the Medical devices act (Official Gazette of the Republic of Slovenia No. 98/09) and the related implementing regulations, and the Directive on medical devices (MDD) 93/42/EEC (Official Journal of the European Union L 169/1993), now replaced by the Regulation on medical devices (MDR) No. [2017/745](#) (Official Journal of the European Union L 117/2017), relevant legal guidelines, taking into account the Code of conduct for notified bodies, and the applicable Slovenian legislation.

The specifics of the certification procedures for medical devices are described in detail in the information for applicants (MDD DP006) for medical devices according to 93/42/EEC Directive (MDD) and (MDR DP006) according to Regulation (EU) 2017/745 (MDR).

A list of issued certificates is available in the European medical device database [EUDAMED](#).

### **5.4 Equipment for use in potentially explosive atmospheres**

Products subject to certification intended for use in explosion hazardous areas (Ex-equipment), are defined by the Regulation on explosion protection (Official Gazette of the Republic of Slovenia No. 41/16) and the Directive regarding equipment and protective systems intended for use in potentially explosive atmospheres (ATEX) ) [2014/34/EU](#) (Official Journal of the European Union L 96/2014).

SIQ is a notified body for conformity assessment of equipment in Group I (mining electrical and non-electrical equipment) and Group II (industrial electrical equipment – for gases and dust, and

non-electrical equipment – for gases and dust), for carrying out the procedures defined in the Annexes to the directive:

- Annex III – Module B: EU-type examination;
- Annex IV – Module D: Conformity to type based on quality assurance of the production process;
- Annex V – Module F: Conformity to type based on product verification;
- Annex VI – Module C1: Conformity to type based on internal production control plus supervised product testing;
- Annex VII – Module E: Conformity to type based on product quality assurance;
- Annex IX – Module G: Conformity based on unit verification;
- Article 13(1)(b)(ii) Module A: Acknowledgement of receipt of the technical documentation submitted by the manufacturer within the framework of internal production control.

Information on the certification scheme, including the rules and procedures for the certification of Ex equipment, is described in detail in the applicant's publications EU Type Examination Certificate, Conformity to Type and Unit Verification and IECEx Certification (TPEX07), Document Retention (TPEX08), and Production Quality System Assessment (TPEX09).

## **5.5 Machinery**

Products subject to certification are defined by the Regulation on machinery safety (Official Gazette of the Republic of Slovenia No. 75/08, 66/10) and the Machinery directive (MD) [2006/42/EC](#) (Official Journal of the European Union L 157/2006).

SIQ is a notified body for conformity assessment of products listed in Annex IV to the Machinery Directive, for carrying out the procedures defined in the Annexes to the directive:

- Annex IX – Module B: EC type-examination;
- Annex X – Module H: Full quality assurance.

The manufacturer of a machine or a safety component listed in Annex IV may apply for the initiation of a regulatory procedure after an informative interview showing the nature of the product:

- procedure for EC-Type Examination from Annex IX and internal factory inspection for machines, as outlined in point 3 of Annex VIII (EC-Type Examination certificate);
- procedure for Full Quality Assurance from Annex X.

## **5.6 Noise emission from machines used outdoors**

Products subject to certification are defined by the Regulation on noise emission from machines used outdoors (Official Gazette of the Republic of Slovenia No. 106/02, 50/05, 49/06) and the Directive concerning the emission of noise to the environment caused by equipment used outdoors (NOISE) [2000/14/EC](#) (Official Journal of the European Union L 162/2000).

SIQ is a notified body for conformity assessment, for carrying out the procedures defined in the Annexes to the directive:

- Annex V – Module A1: Internal control of production with assessment of technical documentation and periodic checking;
- Annex VII – Module G: Verification and attestation of a product;
- Annex VIII – Module H: Full quality assurance.

## 5.7 Measuring instruments

Products subject to the design review of electricity meters are defined by the Regulation on measuring instruments (Official Gazette of the Republic of Slovenia No. 19/16, 98/23) and the Directive regarding the availability of measuring instruments on the market (MID) [2014/32/EU](#) (Official Journal of the European Union L 57/2014).

SIQ is a notified body for conformity assessment of active electrical energy meters (MI-003) as defined in Annex V, for carrying out the procedures defined in the Annexes to the Measuring Instruments Directive (MID):

- Annex II – Module B: EU-type examination;
- Annex II – Module D: Conformity to type based on production quality assurance;
- Annex II – Module H: Conformity based on full quality assurance.

A list of issued certificates is available in the [database of approved types of measuring instruments](#) of the Office for Metrology of the Republic of Slovenia.

Information on the certification scheme, including the rules and procedures for granting the EU Type Examination Certificate, the EU Declaration of Conformity to Type based on production quality assurance, and the EU Design Examination Certificate, is defined in the applicant's publication MID DP016 Certification Scheme: Directive 2014/32/EU on Measuring Instruments (MID).

## 5.8 Construction products

The certification procedures for construction products are defined by the Construction products act (Official Gazette of the Republic of Slovenia No. 82/13) and the Regulation on the determination of harmonized conditions for marketing of construction products (CPR) No. [305/2011](#) (Official Journal of the European Union L 88/2011).

SIQ is a notified body for carrying out the assessment and verification of constancy of performance of traffic signs with variable messages according to EN 12966 and equipment for traffic control equipment – signal heads according to EN 12368, for carrying out procedures defined for System 1 in Annex I to the regulation.

Annex V to the CPR Regulation defines the activities for issuing a certificate of conformity by the Notified Body for the durability of the product characteristics under System 1, based on:

- determination of the product type based on the assessment of the construction product's characteristics (ITT), carried out through testing (including sampling), calculations, tabulated values, or descriptive documentation of the product;
- initial inspection of the manufacturing plant and factory production control (FPC);
- ongoing surveillance, assessment, and evaluation of factory production control (FPC).

The manufacturer performs:

- factory production control;
- further testing of samples taken by the manufacturer in the manufacturing plant according to the prescribed testing program.

Information on the certification scheme, including the rules and procedures for granting the Certificate of Constancy of Performance for construction products, is defined in the applicant's publication CPR DP006 Certification Scheme: Regulation (EU) No. 305/2011 on construction products (CPR).

## 5.9 Railway interoperability

The certification procedures for components and subsystems in railway transport are defined by the Railway safety act (Official Gazette of the Republic of Slovenia No. 30/18, 54/21) and related implementing regulations, and the Directive on railway interoperability in the European Union [2016/797](#).

SIQ is a notified body for conformity assessment of subsystems and components ENE, ROLLING STOCK, WAG, LOC&PAS and CCS (CCO, CCT), and for carrying out the conformity assessment procedures defined in Modules CA1, CA2, CB, CD, CF, CH, CH1, CV, SB, SD, SF, SG, SH1, SH2.

A list of issued certificates is available in the European Railway Agency's interoperability and safety database [ERADIS](#).

Information on the certification scheme, including the rules and procedures for granting certificates, is defined in the SIQ internal document ITR DD001 Organisation and operation of the Notified Body under Directive 2016/797/EC on the interoperability of the rail system, which is available to applicants for review upon request.

## 6 Certification based on type testing

SIQ carries out product certification based on type testing, evaluating all available information and test results against the requirements of the relevant standards without further inspection and surveillance.

Information on the specific certification scheme, including the rules and procedures for granting certificates based on type testing, is defined in the SIQ internal document CN218 Product certification, which is available to applicants for review upon request.

### 6.1 Issuance of CB certificate of conformity

SIQ is a national certification body and testing laboratory in the [IECEE CB scheme](#), which is established within the testing and certification system for safety, electromagnetic compatibility, and energy efficiency of products under the International Electrotechnical Commission (IEC).

With a CB certificate and the associated test report, the supplier or manufacturer can easily, quickly, and cost-effectively obtain foreign certifications from the members of the IECEE CB scheme.

The scope of standards covered by SIQ in the IECEE CB scheme by categories is available on the [IECEE CB scheme](#) website.

Product testing is carried out according to international IEC standards within the scope of the scheme.

A list of certificates issued by IECEE members is available online in the [IECEE CB Test Certificates](#) database.

### 6.2 Issuance of SIQ certificate of conformity

The certification process can be carried out based on national SIST standards, European EN standards, international IEC or ISO standards or other normative documents (e.g., UN regulations) for technical areas which SIQ is proven to be qualified (safety, technical characteristics, electromagnetic compatibility, radio spectrum, equipment intended for use in potentially explosive atmospheres).

The basis for certification review may also be test reports obtained by the applicant from:

- Testing laboratories and certification bodies operating within the IECEE CB scheme, the IECEx scheme, or the ETICS agreement for CCA, CCA-EMC, ENEC, and ENEC+ schemes;

- Testing laboratories and certification bodies with which SIQ has a cooperation agreement;
- Testing laboratories that meet specific conditions and is under the supervision of SIQ.

Certificates are issued with a validity period of 3 years.

SIQ certificates of conformity are valid for products subject to certification, typically for three years or until the expiration date of the specified standards, whichever occurs first.

The validity of SIQ certificates of conformity can be verified upon request by the SIQ certification body for products, processes, and services.

### **6.3 Issuance of SIQ Ex type examination certificate**

Products intended for use in potentially explosive atmospheres (Ex equipment) and subject to voluntary SIQ certification include electrical Ex equipment of Category 3 (EPL Gc or Dc) and non-electrical Ex equipment of Categories 2 and 3, in accordance with TPEX10.

The validity of SIQ certificates of conformity may be verified upon request with the SIQ certification body for products, processes, and services.

Information on the certification scheme, including the rules and procedures for granting the SIQ Ex Type Examination Certificate, is defined in the applicant's publication Type Conformity Certification; Electrical Ex Equipment of Category 3 (EPL Gc or Dc) and Non-electrical Ex Equipment of Categories 2 and 3 (TPEX10).

## **7 Certification with regular surveillance of a product and a production process**

The certification of products with regular surveillance of a product and a production process is carried out to obtain the following:

- licenses for use of the SIQ certification marks »SIQ«, »SIQ Type Approved«, and »SIQ Medical Approved«;
- licenses for use of the common European certification marks »[ENEC](#)«, »[ENEC+](#)«, and »[CCA EMC](#)« within the ETICS association;
- CCA NTR certificate within the ECS agreement, including the license for use of the »SIQ« certification mark;
- certificate within the IECEx scheme.

More detailed instructions for control testing are provided in the ENEC scheme document of the ETICS association, OD ENEC 324.

Information on the specific certification scheme, including the rules and procedures for granting certificates involving regular surveillance of the product and the production process, is defined in the SIQ internal document CN218 "Product Certification", which is available to applicants for review upon request.

### **7.1 Issuance of licenses for use of the SIQ certification marks »SIQ«, »SIQ Type Approved«, and »SIQ Medical Approved«**

The purpose of this certification is to provide a comprehensive system for determining conformity with applicable valid European safety and other European standards and to enable continuous monitoring of the stability of the production process while ensuring consistent compliance with requirements.

The SIQ certification marks on the product confirm the products' conformity while emphasizing the manufacturer's responsibility for user safety, protection of human health, and environmental preservation. Manufacturers and suppliers can use this as a competitive advantage.

The »SIQ« mark can be obtained by manufacturers or suppliers for products based on valid European EN safety standards for which SIQ is duly qualified.

The »SIQ Type Approved« mark can be obtained by manufacturers or suppliers for components that cannot be used independently but are intended for installation based on valid European EN safety standards for which SIQ is duly qualified.

The »SIQ Medical Approved« conformity mark can be obtained by manufacturers for products that cannot be used independently but are intended for installation in medical electrical equipment or are part of electrical medical systems, based on valid European EN standards for basic safety and essential characteristics of electrical medical products, for which SIQ is duly qualified.

The license holder can be a legal entity, either the manufacturer or supplier, who assumes full responsibility for the products marketed under their name.

By signing the license agreement, the license holder agrees to comply with all conditions for obtaining and maintaining the license.

Certification procedures, which include regular factory inspection, are designed according to international guidelines applicable under international agreements on mutual recognition among certification bodies. To obtain the license, a pre-license factory inspection must be performed at all factory locations, according to the requirements specified in the CIG scheme document (e.g., CIG 021). To maintain the certificate, regular factory inspections must be carried out, and if required by the certification rules, surveillance testing of sampled products as part of the annual surveillance.

The basis for certification review may also be test reports obtained by the applicants from:

- Testing laboratories and certification bodies operating within the IECEx CB scheme, the IECEx scheme, or the ETICS agreement for CCA, CCA-EMC, ENEC, and ENEC+ schemes;
- Testing laboratories and certification bodies with which SIQ has a cooperation agreement;
- Testing laboratories that meet specific scheme requirements and operates under the supervision of SIQ.

Additionally, factory inspection reports from a certification bodies operating within the ETICS agreement for the CIG scheme may also be used for a certification review.

For the maintenance of licenses for use of »SIQ« certification mark, SIQ charges an annual license fee, which also covers the costs of control testing. SIQ annually verifies the validity of issued licenses and informs license holders of any changes to the validity of the standards upon which the licenses were issued, as well as changes to the rules governing certification procedures.

In case of changes in the validity of standards or certification procedure requirements, the SIQ certification body for products, processes, and services sets a deadline by which the certificate or license holder must align the product with the requirements of the new applicable standard.

The basic rules for the operation of the SIQ schemes are the same as for the issuance of the NTR certificate under the CCA agreement.

The validity of licenses for the use of SIQ certification marks »SIQ«, »SIQ Type Approved« and »SIQ Medical Approved« can be verified upon request by the SIQ certification body for products, processes, and services.

## **7.2 Issuance of licence for use of »ENEC« certification mark**

SIQ is a signatory to mutual recognition agreements for common European marks of conformity to standards (ENEC, ENEC+, CCA EMC) of the ETICS association.

SIQ's participation in the ENEC agreement covers the following product categories:

- batteries (BATT),
- switches and automatic electrical controls (CONT),
- household and similar equipment (HOUS),
- installation accessories and connection devices (INST),
- information technology audio-video (ITAV),
- lighting (LITE),
- measurement, control, and laboratory equipment (MEAS),
- safety transformers (SAFE),
- portable tools (TOOL).

The certification process is carried out according to applicable European EN standards for product safety. The basic operating rules of the scheme are described in documents PD ENEC 301, PD ENEC 303, PD ENEC 304, PD ENEC 308, OD ENEC 324, OD ENEC 312, AD ENEC 327, AD ENEC 331, OD-CIG 023, OD ECS 080.

A list of issued ENEC licenses by ETICS members is available in the online database of issued [ENEC](#) licenses.

### **7.3 Issuance of licence for use of »ENEC+« certification mark**

SIQ's participation in the ENEC+ agreement includes the verification of performance characteristics of luminaires according to the following ENEC+ specifications:

- EPRS 001: LED modules for general lighting – Performance requirements;
- EPRS 002: Luminaires performance – Part 1: General requirements;
- EPRS 003: Luminaire performance – Part 2: Specific requirements for LED luminaires.

A valid ENEC certificate is a prerequisite for the issuance of the ENEC+ license.

A list of issued ENEC+ licenses, granted by ETICS association members, is available in the online database of [ENEC+](#) licenses.

### **7.4 Issuance of the license for use of "CCA EMC" certification mark**

SIQ's participation in the CCA-EMC agreement includes verifying the conformity of electromagnetic compatibility of products according to applicable European EN standards.

The basic operational rules of the scheme are described in documents OD CCA-EMC 501, OD CCA-EMC 505, and OD CCA-EMC 506.

The validity of licenses to use the certification mark "SIQ CCA EMC" can be verified upon request at SIQ certification body for products, processes, and services.

### **7.5 Issuance of an NTR document under the CCA Agreement**

When issuing the CCA NTR certificate, SIQ follows the rules defined in the documents of the agreement (e.g., PD CCA 210, OD CCA 207, PD CCA 223-7, PD CCA 228-1, PD CCA 223-2, OD CCA 226, OD CCA 237, and OD ECS 080).

The certification process is conducted according to the applicable European EN standards for product safety.

In addition to the NTR certificate, a license for use of the “SIQ” certification mark is also issued. The conditions for granting the certificate are in line with the requirements for obtaining and maintaining the certification mark license.

The validity of NTR certificates can be verified upon request by the SIQ certification body for products, processes, and services.

## 7.6 Scope of application and fees for individual certification marks

### »SIQ« mark



The »SIQ« mark can be obtained by manufacturers or suppliers for products based on valid European EN safety standards for which SIQ is duly qualified.

Frequency of visits at the manufacturer: once a year.

### »SIQ Type Approved« mark



The »SIQ Type Approved« mark can be obtained by manufacturers or suppliers for components that cannot be used independently but are intended for installation based on valid European EN safety standards for which SIQ is duly qualified.

Frequency of visits at the manufacturer: once a year.

### »SIQ Medical Approved« mark



The »SIQ Medical Approved« conformity mark can be obtained by manufacturers or suppliers for products that cannot be used independently but are intended for installation in medical electrical equipment or are part of electrical medical systems, based on valid European EN standards for basic safety and essential characteristics of electrical medical products, for which SIQ is duly qualified.

Frequency of visits to the manufacturer: once a year.

Remark: Citing standards on the certification mark is not mandatory.

### »ENEC« mark



The »ENEC« mark with number 22, issued by SIQ, is a high-quality European mark for electrical products, demonstrating compliance with European EN safety standards.

Frequency of visits at the manufacturer: once a year for manufacturers who have production organized in accordance with ISO 9001 standards (this requirement is mandatory for manufacturers of luminaires and luminaire components), and twice a year for all other manufacturers. Details regarding frequency are specified in the documents PD ENEC 301 Annex B and PD ENEC 308.

### »ENEC+« mark



The »ENEC+« mark with number 22, issued by SIQ, is a conformity mark for the performance characteristics of luminaires, demonstrating compliance with ENEC+ specifications.

Frequency of visits to the manufacturer: once a year for manufacturers who have production organized in accordance with ISO 9001 standards (this requirement is mandatory for manufacturers of luminaires and luminaire components), and twice a year for all other manufacturers. Details regarding frequency are specified in the documents PD ENEC 301 Annex B and PD ENEC 308.

**»CCA EMC« mark**

The "CCA EMC" conformity mark with the SIQ designation is a high-quality European mark for electrical products, demonstrating compliance with European EN standards for electromagnetic compatibility.

Frequency of visits at the manufacturer: once a year.

**7.7 Issuance of certificates within the IECEx scheme**

SIQ is the national certification body and testing laboratory within the international [IECEx scheme](#) for testing and certifying equipment intended for use in potentially explosive atmospheres, as well as for assessing the competence of workshops for the repair of equipment used in such environments.

Certificates of conformity ExCoC, Test Reports ExTR, and Quality Assessment Reports QAR are issued in compliance with the rules defined in IECEx operational documents. Product testing and certification and assessments at manufacturers are conducted according to international standards (IEC and ISO). A test report ExTR is issued after completed product testing. A certificate of conformity ExCoC is issued in consideration of an ExTR and a quality assessment report QAR with an adequate scope, type of protection, and manufacturing location. Assessments at manufacturers for issuing QARs are conducted periodically every 12 months or 18 months in the case of the certified quality system according to ISO 9001, which is required for maintaining the validity of ExCoC and ExTR.

Within IECEx, SIQ also conducts assessments of service facilities for repairing Ex-equipment. The purpose of the assessment is to see if a service facility performs repair of Ex-equipment with an IECEx certificate in compliance with international standards (IEC and ISO). This assures the validity of IECEx certificates for Ex-equipment also after repair. Assessments of service facilities are conducted annually.

A list of issued certificates provided by IECEx members is available in the [IECEx Certificates](#) online database.

**8 Transfer of certification**

Any change in the legal entity, ownership, company name, or production locations shall be promptly notified to SIQ by the applicant, who shall request a transfer of certification. SIQ reserves the right to require additional evaluations, and the transfer shall be conditional upon positive results and full settlement of applicable fees.

**9 Rules for use of certification marks and notified body designation number**

Certification marks or notified body designation number shall be used strictly in accordance with the provided instructions and shall not be used in a misleading manner or for products or scopes not covered by certification. Where applicable, certification marks or notified body designation number shall be placed in proximity to origin marks and type designations and shall never be used in a way that implies approvals that have not been granted.

**10 Misuse of a certificate or a conformity mark**

When publishing information related to certificates and when using certification marks, clarity must be ensured to prevent any potential misleading. The applicant must not use the certificate in a way that could be misleading or harmful to the reputation of SIQ.

SIQ monitors the use of certificates and certification marks. If SIQ finds that the applicant is incorrectly using the mark on a product or in advertising, or if the certificate or mark is used for uncertified products, it shall notify the applicant. If necessary, SIQ may initiate legal actions

against the applicant. Abuse of a certificate or certification mark may also lead to the withdrawal and cancellation of the certificate.

The certificate may be withdrawn and cancelled if misuse of the certificate, certification mark, or other violation of the certification procedures is detected. In such cases, SIQ shall notify the applicant of the intended revocation, usually within 30 days, unless the reasons for the revocation are addressed. During this period, the certificate holder may correct the irregularities and provide evidence of the correction.

The following are considered abuses of a certification mark on a product or in advertising:

- if the mark deviates from the standard logo in shape or dimensions;
- if the mark is used for products for which no certification has been issued, or if changes have been made to the certified product without the knowledge and approval of SIQ;
- if the mark is used for purposes not covered by the certification (e.g., advertising or promoting product features that were not subject to certification);
- if the mark is used before signing or after the expiration of the licence agreement.

## **11 Withdrawal and cancellation of a certificate**

A certificate may be withdrawn and cancelled if misuse of the certificate, certification mark, or other violations of certification procedures are identified.

SIQ may also cancel the certificate in the following cases:

- if the products no longer meet the requirements of applicable regulatory documents and the certificate holder fails to ensure compliance with new requirements;
- if the certification mark is incorrectly used to demonstrate compliance with other regulatory documents that were not the basis for certification or for products not included in the certification process;
- if the certificate holder does not wish to maintain the certificate or terminates the licence agreement;
- if the product is no longer being manufactured;
- if incomplete, false, or concealed information about the product or management system has been provided;
- if the certificate holder does not meet the requirements related to surveillance and production site inspection or control testing;
- in the case of bankruptcy or cessation of business operations of the certificate holder;
- if the certificate holder does not settle the agreed financial obligations.

The request for certificate cancellation must be submitted using form CN231 Request for cancellation of license certificate.

## **12 Handling of complaints and appeals**

The applicant may file a complaint against the work of SIQ or submit an appeal against a decision made by the SIQ certification body for products, processes, and services or notified body.

Complaints concerning the work of the certification body or the notified body shall be received by the Director of Certification. The complainant shall be informed in writing of the receipt of the complaint and of the decision. Complaints and irregularities shall be handled in accordance with the documented procedure SN029.

## Product Certification

An appeal against a decision made by the SIQ certification body for products, processes and services shall be submitted in writing within 15 days from the decision, as specified in the [Appeals Regulation CR105S E](#).

In the event of an appeal against a decision related to services within the IECEx scheme, the applicant may appeal to the IECEx scheme, as described in Annex A to the [IECEx01](#) document.

### 13 Liability, force majeure, and governing law

SIQ's services provide third-party certification but do not substitute the applicant's responsibilities for product compliance and safety.

SIQ may withdraw from or defer services if performance is prevented by circumstances beyond its control (e.g., natural disasters, strikes, public authority actions).

The applicable legislation of the Republic of Slovenia shall govern all relationships. All other disputes fall within the competence of the Court of proper jurisdiction over the subject matter in Ljubljana.

### 14 Contact persons

	Contact person	Telephone No.
Secretary		+386 1 4778 100
Managing Director	Gregor Schoss	102
Certification Manager	Matej Žontar	251
Factory inspection	Simon Malovrh	352
Safety and Electromagnetics, testing	Andrej Škof	854
Notified body		
▪ EMC	Marjan Mak	878
▪ RED	Marjan Mak	878
▪ MDD in MDR	Ana Pribaković Borštnik	153
▪ ATEX	Matej Debenc	227
▪ MD	dr. Miha Otrin	256
▪ NOISE	dr. Miha Otrin	256
▪ MID	Matjaž Lindič	310
▪ CPR	Matej Žontar	251
▪ Railway interoperability	dr. Miha Otrin	256

#### Address

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