

**300-003**

## **DGUV Grundsatz 300-003**



### **DGUV Test Rules of Procedure for Testing and Certification**

Part 1: Certification of Products, Processes  
and Quality Management Systems

## Imprint

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# **DGUV Test Rules of Procedure for Testing and Certification**

Part 1: Certification of Products, Processes and Quality  
Management Systems

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# 1 General Rules

## 1.1 Area of Application

These Rules of Procedure for Testing and Certification apply to the conformity assessment procedures of the Testing and Certification Bodies within DGUV Test in the areas of products, processes, quality management systems (QM systems) and quality assurance systems (QA systems)<sup>1)</sup>. Conformity assessment procedures in this respect relate especially to the requirements of health and safety protection.

These Rules of Procedure do not apply to the certification of persons.

## 1.2 Terms and Definitions

### Application

Declaration in text form containing all information required in order to conduct the conformity assessment procedure in full.

### Auditing

Audit procedure/process for QM and QA systems with regard to the satisfaction of set requirements.

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<sup>1)</sup> The relevant testing areas of DGUV Test can be found on the internet at [www.dguv.de/dguv-test/pruefgebiete](http://www.dguv.de/dguv-test/pruefgebiete).

## Type Testing

Testing of a representative sample with regard to consistency with technical documents and defined requirements based on principles of testing, standards and/or legal provisions.

## Re-Testing

Testing of the type

- in case of modifications to health and safety protection requirements
- in case of modifications to the product manufactured  
or
- upon expiry of the validity of the certificate for the purpose of issuing a new certificate (conclusion of a new contract is necessary).

## Principles of Testing

Document containing specific requirements for products, processes and systems and/or a procedure for the verification of those requirements.

## Testing

Establishment of defined characteristic values for products and processes.

## Certificate Holder

Holder of a certificate issued by DGUV Test in accordance with Chapter 3.2.

## Certification

Preparation of a statement on conformity by the Testing and Certification Body with regard to products, processes, QM and QA systems.

## Certification Programme

Compilation of certification requirements. Based on this principle it can also exist in combination with Principles of Testing.

### 1.3 Testing and Certification Bodies

With the exception of the Testing and Certification Body for the Ship Safety Division, the Testing and Certification Bodies are facilities of the German Social Accident Insurance Association (Deutsche Gesetzliche Unfallversicherung e.V. [DGUV]). The DGUV Test Testing and Certification Body for the Ship Safety Division is part of the BG for Transport, Traffic, Post Logistics and Telecommunications (BG für Verkehrswirtschaft Post-Logistik Telekommunikation [BG Verkehr]) and cooperates with DGUV within the context of DGUV Test.

DGUV Test is a trademark of DGUV. The Testing and Certification Bodies are organized in a decentralized manner and act independently within the scope of the responsibilities assigned to them. The Testing and Certification Bodies of DGUV Test are conformity assessment bodies for the testing and certification of products, specific aspects and processes and for the auditing and certification of management systems. As a matter of principle, the Testing and Certification Bodies are accredited, appointed and/or notified for their conformity assessment responsibilities.<sup>2)</sup>

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<sup>2)</sup> Accreditations can be searched in the DAkKS database on the internet at <http://www.dakks.de/content/akkreditierte-stellen-dakks>. An overview of the GS Bodies and/or notified bodies within DGUV Test can be found on the internet at [www.dguv.de/dguv-test/notifizierungen](http://www.dguv.de/dguv-test/notifizierungen).

## 1.4 Impartiality and Non-Discriminatory Terms

The Testing and Certification Bodies work impartially. The conformity assessment procedures of the Testing and Certification Bodies are available to all interested persons. The Testing and Certification Bodies afford equal treatment to all persons submitting applications.

## 1.5 Confidentiality und Data Protection

The Testing and Certification Body agrees to keep in confidence the business and trade secrets as well as all personal data it obtains within the context of the application for and the provision of performance. For testing and certification purposes DGUV solely deploys staff members upon whom a confidentiality obligation relating to business and trade secrets has been imposed.

The Testing and Certification Body is entitled to store in data files on data media and/or on paper, and to use and process within the scope of its responsibilities, all data and results obtained in connection with the testing and certification, e.g. model specification and measuring results.

The Testing and Certification Body may publish data and results in anonymous form. Insofar as the Testing and Certification Body is under a corresponding statutory obligation or insofar as permitted by these Rules or a contractual provision, the Testing and Certification Body may inform other offices and authorities about results and certificates, in particular about the refusal, limitation, suspension or revocation of a certificate. In the above-mentioned cases, the public shall only be informed in case of a statutory obligation. The Certificate Holder or Applicant shall be informed about this information provided, unless otherwise regulated by law.



Insofar as the Testing and Certification Body is under a corresponding statutory obligation, it shall inform other notified and/or appointed bodies about the negative and positive results of conformity assessments. Insofar as a legal provision imposes an obligation, the Testing and Certification Body shall provide information to the competent authorities about the tests and certification in an individual case. The Certificate Holder and/or the Applicant shall be informed accordingly, unless otherwise regulated by law.

The Testing and Certification Body is entitled to enable experts of the accreditator and experts of the authority granting permission to inspect the documents and to participate in tests.

## 2 Procedure

### 2.1 Submission of an Application

Tests, audits and certifications shall be requested in writing from the relevant Testing and Certification Body. Information about the documents to be attached is available at the Testing and Certification Body. The documents have to be written in the German language. Foreign documents have to be translated. The Testing and Certification Body may require that the translation be prepared by a publicly appointed and sworn, qualified translator.

As a matter of principle applications are processed within the framework of available capacities, in the sequence in which they are received.

The Applicant shall inform the Testing and Certification Body before conclusion of the contract if the product/system intended for testing/auditing was already the subject-matter of a comparable contract at a different GS Body or an appointed and/or notified office.

A contract shall be brought about by a contractual document signed by both sides.

### 2.2 Scope of Conformity Assessments

The scope of the conformity assessment is set out in the relevant contract. The scope includes, in particular:

- a. Testing of products or of specific aspects for compliance with Principles of Testing, standards and/or legal provisions.
- b. EC and/or EU type examination in accordance with EU legislation.
- c. Type examination in accordance with the German Product Safety Act (ProdSG) and GS certification with issuance of a GS mark.
- d. Type examination for compliance with Principles of Testing, legal provisions, standards and other health and safety requirements
- e. Certification of products or specific aspects

- f. Certification of processes
- g. Conferring of a DGUV Test Mark or a Eurotest Mark (ET Mark)
- h. Examination of technical documents
- i. Auditing and certification of QA systems
- j. Auditing and certification of a QM system according to DIN EN ISO 9001 as amended at any time, according to EU legislation or other normative documents/legal provisions.

## **2.3 Subcontracting**

The Testing and Certification Body is entitled to cause performance to be provided by third parties. A confidentiality obligation relating to business and trade secrets and personal data of the Applicant will be imposed on such third parties. The Applicant shall be consulted about subcontracting and the involvement of third parties.

# 3 Conformity Assessment Procedures

## 3.1 Product Testing

As a rule testing consists of examination of the documents including operating instructions/instructions for use and Type Testing.

Type Testing takes place at the Testing and Certification Body or, in special cases, at a location to be agreed with that Body. Where testing does not take place at the Testing and Certification Body, the testing premises have to be suitable.

Types ready for operation and/or use shall be made available and delivered free of charge for testing purposes in the quantity indicated by the Testing and Certification Body, together with auxiliary resources and spare parts required. Divergences shall be agreed with the Testing and Certification Body.

Large items for testing may only be delivered after prior agreement has been reached with the Testing and Certification Body. For items dispatched from abroad, the INCOTERM reference “delivery duty paid [to the site of the Testing and Certification Body]” has to be provided.

At the request of the Testing and Certification Body, the Applicant shall ensure that suitable personnel is available in order to handle the items for testing and provide the necessary information.

If the type to be tested has already been delivered to a third party, the Applicant shall obtain a declaration of consent for conducting of the tests from such third party.

The Testing and Certification Body is permitted to access and inspect the place of manufacturing of the product to be tested.

The Testing and Certification Body shall prepare a test report on testing of the type and on the results of the testing, of which the Applicant shall receive a copy.

The Testing and Certification Body reserves the right to keep the type for comparison purposes or to cause it to be kept by the Applicant. If storage of the item for testing is not necessary after completion of the testing at the Testing and Certification Body, it shall be kept for six (6) weeks for collection after having been released. If the item for testing is not collected during this period, the Testing and Certification Body may return it at the Applicant's expense, may store it for a fee or arrange for it to be disposed of.

## **3.2 Product Certification**

Certification shall take place on the basis of certification criteria. Insofar as the certification criteria for the relevant product are compiled within a certification programme, as a matter of principle such criteria shall be used for certification purposes.

Following assessment of the products according to the certification criteria and following a positive decision, the Testing and Certification Body shall issue a certificate (e.g. GS Certificate, EC or EU Type Testing Certificate, DGUV Test Certificate, ET Certificate, Type Testing Certificate), in which compliance of the type with the relevant requirements is confirmed in accordance with the application submitted. The Applicant shall receive a copy of the certificate.

A negative decision on certification shall be notified to the Applicant with specification of the relevant reasons.

Before conferring a GS Mark on the Applicant for the first time the Testing and Certification Body shall conduct an initial inspection of the plant unless the most recent monitoring of the manufacturing premises of the same production site and line took place less than 12 months ago. An initial inspection of the plant may be conducted when a DGUV Test Mark is conferred.

If a certificate is issued, the Certificate Holder shall

- always satisfy all certification requirements including the implementation of corresponding modifications that are notified by the Certification Body,
- if the certification relates to an ongoing production, shall ensure that the product continues to meet the product requirements,
- take all necessary precautions that enable testing and monitoring to be conducted including examination of the documents and records, access to the sites and areas, to personnel and subcontractors
- take necessary precautions for the investigation of complaints and for the participation of observers.

The Testing and Certification Body shall be informed promptly at least in text form about planned modifications to be made to the manufacturing of the products in relation to the type examined. This also applies where components from an origin different from the previous origin are to be installed. The Testing and Certification Body shall decide – if necessary based on subsequent testing for which a fee is payable – whether the certificate will remain valid. The costs for the subsequent testing shall be borne by the Applicant. The costs shall be determined by the Fee Schedule in force at the time of testing.

In addition, the Certificate Holder shall inform the Testing and Certification Body about relocation of the manufacturing premises or transfer of the manufacturing premises to a different company/proprietor of the company. Insofar as inspection of the new manufacturing premises by the Testing and Certification Body becomes necessary where there is a change in the manufacturing premises, such an inspection shall be made possible by the Applicant. The relevant costs shall be borne by the Applicant.

The Certificate Holder shall record all complaints raised by third parties that concern the health and safety requirements for manufactured products, shall take and document suitable measures promptly and shall keep the documents at least until the date on which the certificate expires. The above-mentioned records shall be sent promptly to the Testing and Certification Body.

The Certificate Holder shall inform the Testing and Certification Body at least in text form about changes that could impair its ability to satisfy the certification requirements. Such changes are, in particular:

- change in the name
- change in the address or contact address
- change in the legal form
- change of proprietor
- closing down of business
- insolvency

Likewise, should the Certificate Holder establish that it no longer satisfies the certification requirements, it shall inform the Testing and Certification Body without undue delay.

### 3.3 Control Measures

The Testing and Certification Body shall conduct control measures in order to establish whether

- a. the products manufactured still comply with the examined type
- b. the manufacturing quality is ensured
- c. there is continued validity of proof of satisfaction of the product and certification requirements and/or
- d. whether there is lawful use of an awarded and/or approved mark.

Control measures shall be implemented, in particular, where

- a. control measures are provided for in legal provisions applicable to the relevant product and where such measures are not provenly taken by other offices in certain cases,
- b. the DGUV Test Mark or the ET Mark was conferred.

Unless otherwise regulated by legal provisions, the following control measures shall apply:

- a. product testing
- b. production monitoring and/or auditing of a product-related quality assurance system (QAS)
- c. auditing and certification of management systems and/or of a product-related quality assurance system (QAS).

The Applicant shall enable control measures to be conducted at any time. In particular, the Applicant shall ensure that employees of the Testing and Certification Body have access to the relevant areas of the enterprise at any time during normal business hours without advance notice being required. The employees of the Testing and Certification Body are entitled to remove products from ongoing production free of charge at any time, to test such products and to examine the production facilities. As a rule, such tests shall be conducted once a year at the manufacturer or the importer. Further tests shall be conducted insofar as required by law, otherwise further tests



may be conducted. This also applies to repeat and additional tests. Products for product testing may also be taken from the free market.

An existing QM system at the Applicant may be taken into account during control measures unless otherwise regulated by a legal provision. In this respect the Testing and Certification Body shall examine the extent to which the existing QM system meets the requirements regarding the monitoring of certification, and which additional measures could be necessary.

The Testing and Certification Body shall evaluate the divergences from the foundations and requirements of the relevant conformity assessment procedure that are established during control measures and shall notify the Applicant accordingly. Depending on the nature and extent of the divergence, the Testing and Certification Body may take the following measures:

- requirement to rectify the divergence
- suspension and/or limitation of the certificate
- revocation of the certificate

The Testing and Certification Body may also take other control measures, e.g. verification of documents, internet search and trade fair inspections.

The Certificate Holder shall bear the costs of control measures. The amount of the costs shall be determined according to the Fee Schedule in force at the time the control measures are taken.

### 3.4 Auditing, Certification and Monitoring of a Quality Management System

The Testing and Certification Body audits and certifies a QM system based on

- a. EU legislation (e. g. comprehensive quality assurance under the Machinery Directive, Directive for Personal Protective Equipment or Marine Equipment Directive),
- b. DIN EN ISO 9001 as amended at any time, or
- c. other normative documents/legal provisions

The following provisions apply to a QM system based on EU legislation only insofar as they do not conflict with the requirements of the relevant EU legislation:

- The Applicant shall make the necessary documents available to the Testing and Certification Body, in particular the QM manual, and upon request procedural and operating instructions as well as other relevant documents.
- The Testing and Certification Body shall conduct audits of the QM system in the relevant enterprise.
- The Testing and Certification Body shall evaluate the QM system in accordance with the certification criteria and in case of a positive result shall issue a certificate confirming the conformity of the QM system with the relevant EU legislation, DIN EN ISO 9001 as in force at any time and other normative documents / legal provisions.
- A negative decision stating the relevant reasons shall be communicated to the Applicant.
- The Certificate Holder shall promptly record all complaints that might be causally connected to the certified QM system, as well as the actions hereupon taken, and shall promptly make these records available to the Testing and Certification Body for inspection.

To check the conformity of the QM System in use with the certified QM System, the Testing and Certification Body shall conduct annual audits of the QM System. The Certificate Holder shall ensure that the auditors have access to the relevant areas of operation during normal business hours and that the necessary documents are made available to the auditors. In areas governed by law, the Testing and Certification Body is entitled to conduct additional and unannounced audits in justified cases.

The costs of monitoring shall be borne by the Applicant. The amount shall be determined by the Fee Schedule in force at the time the monitoring takes place.

The Certificate Holder shall inform the Testing and Certification Body at least in text form about changes that could impair its ability to satisfy the certification requirements. These are, in particular:

- change in the name
- change in the address or contact address
- change in the legal form
- change of proprietor
- closing down of business
- insolvency

Likewise, should the Certificate Holder establish that it no longer satisfies the certification requirements, it shall inform the Testing and Certification Body without undue delay.

The Testing and Certification Body shall be responsible for the selection, number and appointment of auditors to be deployed. On request it shall provide background information on the selected persons to the Applicant. The Applicant is entitled to reject the persons proposed by the Testing and Certification Body. In that case the Testing and Certification Body shall submit a new proposal. The Applicant's right of rejection may be exercised once at the start of the preparation and the monitoring phase respectively. If an auditor drops out immediately before or during an audit, the Testing and Certification Body shall agree with the Applicant on how to proceed.

### **3.5 Use and Publication of Test Reports, Certificates and Marks**

Certificates remain the property of the certification body.

Test and audit reports and certificates may only be used in full with indication of the date of issue and, if appropriate, the date of expiry. The use of a test report or the name of DGUV Test/the Testing and Certification Body for advertising purposes is subject to prior written consent. If test and audit reports and certificates are made available to third parties, the documents must be reproduced in their entirety. Separate use of the DAkKS Symbol and of DGUV Test logos is not permitted.

No misleading information shall be provided regarding the certification and its coverage. In particular, the certification may not be used in any way that could bring the certification body into disrepute. The Certificate Holder may not make any statements about the certification that the certification body could consider misleading or unjustified.

The following may be advertised using certificates or marks:

- a product certificate or test mark may be used solely for the named product;
- a certificate or mark for a QM System may be used solely for that certified system;
- a certificate or mark for a process may only be used for that certified process.

The Applicant agrees to undertake any form of advertising or other statements in commercial transactions solely with valid certificates and to refrain from any form of advertising or statement based on invalid, expired or suspended certificates. The right to use the certificates and marks expires when the certificate becomes invalid. If the certificate has been revoked or suspended, the Certificate Holder may no longer use a mark or advertise with it. If the scope of the certificate has been reduced, all promotional materials shall be adjusted accordingly.

Certificates are issued to specific holders. Use by other persons or enterprises is not permitted. Certificates for products are also product-related, i.e. they may be used solely for the product tested and only by the Certificate Holder.

## Additional Provisions for Test Marks for Products (GS Mark, DGUV Test Mark, Eurotest Mark)

A GS Certificate conferred upon an application submitted by the manufacturer or the manufacturer's authorized representative entitles its holder to affix the GS Mark to those products that conform to the type tested (see Annex 1 for a reproduction of the GS Mark).

Upon receipt of a DGUV Test Certificate or approval to use the mark, the Certificate Holder becomes entitled to use the DGUV Test Mark (see Annex 1 for a reproduction of the DGUV Test Mark). The DGUV Test Mark may if necessary be provided with a supplement according to the information indicated on the certificate.

GS Marks and DGUV Test Marks shall be designed and affixed such that they cannot be removed without being destroyed.

Seals or print templates for GS Marks and DGUV Test Marks are available from the print services companies authorized by the secretariat of DGUV Test.<sup>3)</sup> Any deviation from the seals/print templates according to sentence 1 is subject to the prior written consent of the Testing and Certification Body.

Upon the Certificate Holder's request, inclusion of the certificate number in the GS Mark and the DGUV Test Mark may be waived by the Testing and Certification Body where justified.

The GS Marks and/or DGUV Test Marks shall be affixed, as far as possible, next to the company logo or nameplate.

The Certificate Holder may not use the GS Mark or the DGUV Test Mark or advertise with it if the Testing and Certification Body has revoked or

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<sup>3)</sup> An order form is available at [www.dguv.de/dguv-test/plaketten](http://www.dguv.de/dguv-test/plaketten)

suspended the certificate or if the certificate is invalid for other reasons. DGUV Test monitors the legality of use of the marks and may inform other offices/bodies and the public accordingly.

## **Additional Provisions on Labelling under the Responsibility of a Notified Body**

If EU legislation allows labeling under the responsibility of a notified body (e. g. EC Marine Equipment Directive), the Applicant acquires the right, upon issuance of an EC Type-Examination Certificate, to affix the relevant conformity labelling of the Directive to those products conforming to the type tested.

Seals or print templates for the labelling are available from the print services companies authorized by the secretariat of DGUV Test.<sup>4)</sup> Any deviation from the seals/print templates according to sentence 1 is subject to the prior written consent of the Testing and Certification Body.

## **Supplementary Provisions for QM Marks**

Upon issuance of the certificate for a QM System, the Certificate Holder is authorized to use the QM Mark conferred by DGUV Test (see Annex 1 for a reproduction of the QM Mark).

The QM Mark enables the Certificate Holder to indicate in its correspondence and advertising that the Certificate Holder's products/services are manufactured/provided in a company whose QM System has been certified by DGUV Test.

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<sup>4)</sup> An order form is available at [www.dguv.de/dguv-test/plaketten](http://www.dguv.de/dguv-test/plaketten)

The QM Mark may not be used to label individual products. Nor may it be used in conjunction with the manufactured products in a manner that permits the conclusion that the products (or services) are also certified. In cases in which a certificate for the products has also been issued, the product certification may only be identified in other ways (see GS Marks, DGUV Test Marks). Likewise, the QM Mark may not be used for laboratory test reports, calibration certificates or inspection reports.

If the QM System of the company as a whole has not been certified, but, rather, only a division, production area or specific area of the manufacturing site, the QM Mark may be used solely for the certified area. In cases of doubt the certified area shall be indicated together with the QM Mark.

The QM Mark may only be used together with the name of the Certificate Holder.

### **3.6 Validity of Certificates**

#### **Duration of the Certificate**

Unless otherwise prescribed by law, the validity of certificates is limited to a maximum of five years; for QM certificates to a maximum of three years. Instead of a limitation in time, the certificate may be limited to a particular production quota or production lot.



The certificate shall become invalid

- a. after expiration of the certificate's validity,
- b. after termination of the testing and certification contract,
- c. after termination of the contract for control measures unless the contract is aimed at the control of personal protective equipment and the Certificate Holder proves within the notice period that a contract for control measures was concluded with a different body appointed, after the contract ended, or
- d. after revocation of the certificate by the Testing and Certification Body.

## **Revocation of the Certificate**

The certificate may be revoked, especially if

- a. the Certificate Holder fails to comply or no longer complies with the obligations under the present Rules of Procedure and/or under the contract concluded with the Testing and Certification Body,
- b. the Certificate Holder or its representatives have misled or attempted to deceive the Testing and Certification Body,
- c. misleading or otherwise unlawful advertising is made, especially using the test mark or the certificate, or if the mark or the certificate is misused, or if legal requirements are not met in the marketing of a product,
- d. the health and safety requirements have changed, taking into account the transitional periods, unless Re-Testing (entailing costs) has determined that the product meets the changed requirements,
- e. the product does not conform to the type tested,
- f. defects are subsequently detected in the products that were not found during testing and that have not been remedied by the specified deadline despite a written demand issued by the certification body, or if other facts become known that would have precluded the issuance of a certificate,
- g. the legal basis for certification of a product no longer exists,
- h. the certified product proves to be plagiarism,

- i. the requirements for QM Systems based on the auditing have changed, taking into account the transitional periods, unless a post-audit (entailing costs) has determined that the system meets the changed requirements,
- j. the certificate for a QM System is used for operating areas for which it was not issued,
- k. deviations in the QM System are subsequently detected that were not found during the audit, or other facts become known that preclude the issuance of a certificate,
- l. a harmonized standard is withdrawn and the resolutions of the national and European coordination groups of the notified and/or appointed bodies that closed the gap in standards are not fulfilled by the product.

The original certificate must be returned to the Testing and Certification Body.

## Suspension or Limitation of the Certificate

Instead of revocation, the Testing and Certification Body may suspend a certificate. The Testing and Certification Body may also suspend the certificate in order to verify whether revocation thereof is justified on the basis of existing evidence. The Certificate Holder may not use the certificate for the duration of the suspension and, insofar as prescribed by a legal provision, may not put the product on the market.

If a test mark was conferred with the certificate, the product may not be labeled with the test mark during the suspension. Products of the relevant type that are in storage may no longer be put on the market either.

After a final decision has been made, the Testing and Certification Body shall notify the Certificate Holder in writing as to whether the suspension will be lifted – possibly subject to certain conditions – or whether the certificate will be definitively revoked.

Instead of revoking a certificate, the Testing and Certification Body may limit its scope.

The Testing and Certification Body is authorized to publish the suspension, the restriction/limitation or revocation of a certificate.

### **3.7 Fees**

Fees are charged for the work of the Testing and Certification Body according to these Rules of Procedure for Testing and Certification. The fees are set out in the Fee Schedule of the Testing and Certification Body.

## **4 Miscellaneous**

### **4.1 Violations of the Rules of Procedure for Testing and Certification, Contractual Penalty**

The Certification Body is entitled to charge a contractual penalty of up to EUR 10,000 for culpable violations of the Rules of Procedure for Testing and Certification, in particular for unlawful use of a test mark, a test report or certificate, depending on the severity of the violation.

### **4.2 Complaints and Appeals, Conciliation Procedure**

The Testing and Certification Body accepts complaints concerning the way in which it works and appeals against decisions, examines and assesses such complaints, and takes appropriate measures if necessary.

In case of disputes arising from the work of the Testing and Certification Body, either contracting party may have recourse to the conciliation board through the secretariat of DGUV Test, Alte Heerstraße 111, 53757 Sankt Augustin, Germany.

The conciliation board is composed of the head of the DGUV Test secretariat as well as two additional members and two alternate members elected by the DGUV Test Steering Committee. The conciliation board is chaired by the head of the DGUV Test secretariat. The members are subject to a confidentiality obligation in the cases processed. If the impartiality of a member is called into question, he/she shall be replaced by a substitute.

The conciliation board shall examine the case. To this end it may request documents from the Testing and Certification Body and, if necessary, hold a hearing.

After completion of the conciliation deliberations, the conciliation board shall submit a conciliation proposal to the Parties.

The conciliation proposal may be accepted or rejected by either contracting party.

### **4.3 Validity of Rules of Procedure for Testing and Certification**

These Rules of Procedure for Testing and Certification apply from July 2018 onwards. They replace the Rules of Procedure for Testing and Certification of January 2015.

# Annex 1

## Design of Test Marks

The proportions of the sample images must be maintained when reducing or enlarging the test marks.

To represent the test mark, both dark lettering on a light background and light lettering on a dark background may be used.

Other graphic presentations and lettering may not be linked to the test mark if this affects the character or the statement of the mark.

The sign DGUV Test and the abbreviation of the Testing and Certification Body and, as a rule, the certificate number, are to be combined with the GS Mark. The DGUV Test Mark shall be marked with the abbreviation of the Testing and Certification Body.

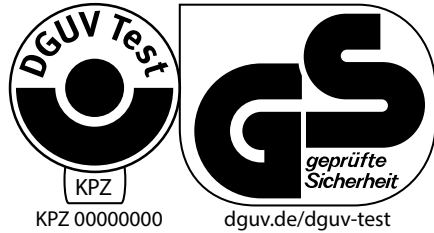
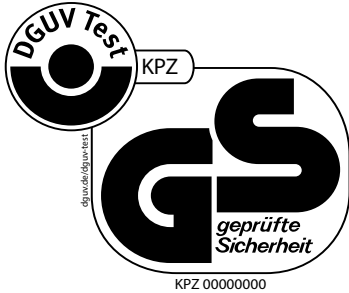
The DGUV Test Mark may if necessary be provided with a supplement according to the information indicated on the certificate. For certificates with supplements, the appearance will differ from the sample.

# Sample Test Marks

KPZ = Abbreviation of the issuing Testing and Certification Body

00000000 = Certificate number

## GS Mark

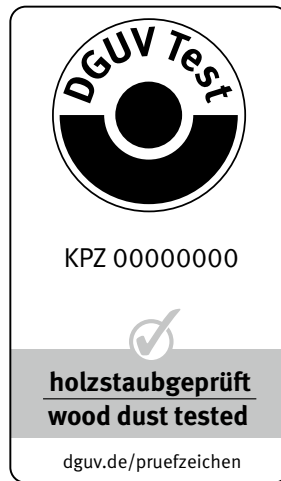


Following version may also be used if height is 20 mm or less

## DGVU Test-Mark



Standard version



Version with additional wording

## QM-Mark



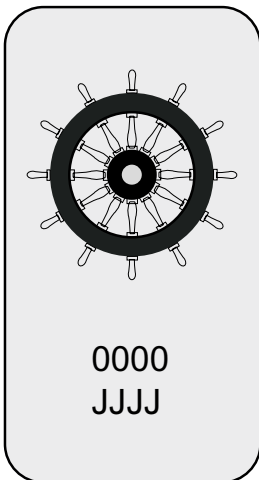
Size: Any size but text must be clearly legible if the logo is scaled down.

## Process Test Mark



Size: Any size but text must be clearly legible if the logo is scaled down.

## Steering Wheel



0000 = ID No. of notified body  
JJJJ = Year in which the mark was affixed



# Annex 2

## Name and abbreviation of Testing and Certification Body

Name of Testing and Certification Body	Abbreviation <sup>5)</sup>
DGUV Test Testing and Certification Body Expert Committee for the Construction Industry	BAU
DGUV Test Testing and Certification Body Expert Committee for Trade and Logistics	HL
DGUV Test Testing and Certification Body Expert Committee for Raw Materials and the Chemical Industry	RCI
DGUV Test Testing and Certification Body Printing and Paper Processing Expert Committee for Energy, Textile, Electrical and Media Product Sectors	DP
DGUV Test Testing and Certification Body Electrical Engineering Expert Committee for Energy, Textile, Electrical and Media Product Sectors	ET
DGUV Test Testing and Certification Body Wood Expert Committee for Wood and Metal	HO
DGUV Test Testing and Certification Body Surface Technology and Sling Gear Expert Committee for Wood and Metal	OA
DGUV Test Testing and Certification Body Machinery and Manufacturing Systems Automation Expert Committee for Wood and Metal	MF

<sup>5)</sup> For use in test marks and certificate numbers only.

Name of Testing and Certification Body	Abbreviation <sup>5)</sup>
DGUV Test Testing and Certification Body Lifting Equipment, Safety Components and Machinery Expert Committee for Wood and Metal	HSM
DGUV Test Testing and Certification Body Foodstuffs and Packaging Expert Committee for the Foodstuffs Industry	NV
DGUV Test Testing and Certification Body Expert Committee for Personal Protective Equipment	PS
DGUV Test Testing and Certification Body Expert Committee for Traffic and the Environment	VL
DGUV Institute for Occupational Health and Safety Testing and Certification Body in DGUV Test	IFA
DGUV Test Testing and Certification Body DGUV Institute for Work and Health	IAG
DGUV Test Testing and Certification Body Ship Safety Division of BG Verkehr	SEE
DGUV Test SCC – Certification Body for Persons	SCC

<sup>5)</sup> For use in test marks and certificate numbers only.



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