

CERTIFICATION Guidelines
EHP/003/April 2016

Approved by the Euroheat & Power Certification Board

**EUROHEAT & POWER CERTIFICATION
GUIDELINES FOR THE QUALITY
ASSESSMENT OF DISTRICT HEATING
STEEL VALVES**

EHP/003/April 2016

CONTENTS

1	Introduction
2	Object
3	Scope and requirements
4	General rules
5	Administration, organisation
6	Certification procedure
6.1	General
6.2	Application
6.3	Initial assessment of application documents
6.3.1	Technical data
6.3.1.1	Product description
6.3.1.2	Type test report
6.3.1.3	Quality control plan
6.3.2	Marking
6.4	Initial inspection at production plant
6.5	Manufacturer's quality control
6.6	Periodical external inspections
6.7	Modifications of a certified product
6.8	Modifications of standards and certification rules
7	Conditions for certification and quality marking
7.1	Period of validity for the certificate
7.2	Responsibility of the certificate holder
7.3	The certificate holder's right to use the quality mark
7.4	Certificate
7.5	Actions in case of non-compliance, non-conformity or misuse of certificate or quality mark
7.6	Withdrawal of the certificate
7.7	The certificate holder's obligation with the withdrawal of the certificate
7.8	Validation of a withdrawn certificate
7.9	Responsibility of the certification body
7.10	Confidentiality
7.11	Fees
7.12	Appeals
Annex 1	District Heating steel valves for preinsulated valve assemblies. Testing, quality control and inspection programme.
Annex 2	Tests and/or inspections in consequence of modifications
Annex 3	Application for certificate
Annex 4	Certificate
Annex 5	Design of the quality mark
Annex 6	Fees related to certificate

EUROHEAT & POWER CERTIFICATION GUIDELINES FOR QUALITY ASSESSMENT OF DISTRICT HEATING STEEL VALVES

1

INTRODUCTION

Certification involves confirmation from an independent third party that a product conforms to the requirements stipulated in standards or other specifications.

Requirements on environmental or quality system certification or that the company operates structured environmental/quality management work are not part of this document, but these may be a purchaser's procurement criteria or requirement.

Euroheat & Power offers through these guidelines, the manufacturers of district heating pipes fittings and steel valves called also "supplier" the possibility of product certification and quality marking.

These certification regulations define the

- conditions for certification
- implementation stipulations of certification procedure
- product technical requirements
- type test requirements
- requirements on manufacturer's quality control during production
- requirements on periodical external inspections.

Certification according to these guidelines represents a common tool for the procurement of standardised EN 488 products.

It should be noted, however, that the guidelines cannot cover all possible special cases in which further or restrictive measures may be required. In the same line of thinking, they are not intended to hinder the development of new and better products. Certification does not absolve anyone of responsibility for their own actions. Accordingly, Euroheat & Power disclaims any responsibility for any consequence caused by the certification and/or the application of the certification guidelines by its members or third parties. Nor can Euroheat & Power be held responsible for malfunctioning (financially or otherwise) of the Certification Board.

These certification guidelines have been prepared by Euroheat & Power "Certification Board."

All producers are encouraged to apply the certification procedure according to these guidelines.

Euroheat & Power recommends its member associations to refer to these guidelines for the procurement of standardised EN 488 products. Concerning the products which fall under the scope of these guidelines (see clause 3 of the guidelines), Euroheat & Power strongly encourages its member associations to recommend their member companies to buy and use only certified products, i.e. require certified valves in preinsulated valve assemblies. EHP certificate should be part of requirements in invitation to tender documents. In procurements falling under Public Procurement Directive 2004/17/EC EHP certificate or equivalent third party certificate/declaration should be required. Should products which are not included on the Euroheat & Power Certificate list be offered by the bidder, this shall clearly be stated in the bid to avoid confusion.

Manufacturers with the right to carry out EHP quality marking are introduced on an open list, which is kept up-to-date by Euroheat & Power.

2 OBJECT

The purpose is to

- provide a voluntary certification system which is economical and beneficial for both suppliers and users
- provide users an easy way to obtain required assurance of the sufficient quality of the products by introducing a certificate and a quality mark
- ensure the required quality of products mentioned in chapter 3
- provide more uniform, equal and fair competition conditions in Europe and avoid unsound price competition at the expense of quality.

3 SCOPE AND REQUIREMENTS

The scope of these certification guidelines embrace district heating steel valves manufactured according to EN 488 "District heating pipes - Preinsulated bonded pipe systems for directly buried hot water networks – Steel valve assembly for steel service pipes, polyurethane thermal insulation and outer casing of polyethylene".

Note 1: Insulation of valves (manufacturing of valve assemblies) in accordance with EN 488 is covered by EHP001 certificate.

Note 2: The venting pipes of the district heating valves are covered by EHP001 certificate.

Note 3: The venting valves are not covered by EN 488 and are not covered by EHP003.

Product technical requirements and type test requirements for the steel valve are directly adopted from EN 488. Requirements on manufacturer's quality control and external inspections are adopted from annex A table A.1 of EN 488 giving guidelines for inspection and testing of the steel valve.

The Certification guidelines can be updated when a new reference standard or revision or amendment of an existing standard has been approved in CEN Formal Vote.

4

GENERAL RULES

All suppliers of steel valves ("supplier") in accordance with the scope shall have even access to certification on equal financial and other conditions.

5

ADMINISTRATION, ORGANISATION

The organisation and the roles and tasks of different bodies are as follows:

Certification Board

The Certification Board authorizes certification bodies and controls that the bodies operate according to these guidelines, has full insight in the certification procedures, investigates complaints and makes the final decision, updates the open list of certified products, takes care of matters that can affect this certification programme and updates these guidelines.

Every EHP member association has a right to nominate one member to the Board. The members shall be employees of district heating companies, district heating associations or testing institutes. Additionally the Board can invite experts. When matters concerning certain certification body are on the agenda, its representative shall take part in that Board meeting.

The Board meetings take place as often as deemed necessary, but at least once a year. The Board shall meet representatives of certification bodies at times to discuss experiences and routines.

The decisions of the Board are made on a simple majority basis. In case of even vote the decision will be allotted.

Certification Bodies

The certification bodies accredited according to EN ISO/IEC 17065 "Conformity assessment. Requirements for bodies certifying products, processes and services" and approved by the Board take care of certification operations and are responsible for reporting to the Board.

Initial and periodical external inspections are part of the certification process. If the certification body performs the initial and periodic inspections itself, it shall also be accredited according to EN ISO/IEC 17020 "Conformity assessment - Requirements for the operation of various types of bodies performing inspection". If the certification body uses sub-suppliers for inspections, the sub-supplier must be accredited respectively (ISO/IEC 17020) and approved by the responsible certification body.

Test Institutes

Type tests and spot tests for samples taken as part of external inspections are carried out and test reports made by test institutes, having a valid accreditation to do

specified testing in accordance with the conditions specified by EN 488 and accredited according to EN ISO/IEC 17025, "General requirements for the competence of testing and calibration laboratories". If sub-suppliers for tests are used, they must be accredited respectively and approved by the responsible test institute.

Note: It is up to accredited EHP Certification Bodies to approve Testing Institutes

6 CERTIFICATION PROCEDURE

6.1 General

Procedures in order to obtain and uphold a certificate include:

- application
- initial assessment of application documents
- initial inspection at production plant
- manufacturer's quality control
- periodical external inspections

Type testing, initial assessment of documents and initial inspection is performed to obtain initial validation of materials, products, production processes and manufacturer's quality control. After successfully passing these procedures, a certificate will be issued by the certification body.

If all the results of type tests and inspections are not satisfactory for issuing a certificate, the applicant shall apply corrective actions. After that those parts of tests and/or inspections considered necessary by the certification body shall be repeated.

6.2 Application

A manufacturer shall submit an application to the certification body.

The application for certification shall be made in writing on a special form (annex 3) and be accompanied by:

- technical data (type test reports, drawings, etc.) according to chapter 6.3.1
- description of the supplier's quality control (procedures, test items and frequencies, documentation) according to chapter 6.5

The same form shall also be used to apply for an extension of scope of existing certificate and in case of changing the place of manufacture of the certified product.

6.3 Initial assessment of application documents

In the initial assessment the certification body examines the submitted documents against the requirements set out in these rules.

6.3.1 Technical data

The applicant should present technical data for the product, which includes, as applicable:

- product description
- product norm or reference to a standard
- type test report
- quality control plan
- information about the intended marking

6.3.1.1 Product description

The product description should carry the designation or number as well as the date and the last revision date.

6.3.1.2 Type test report

Type test report shall show that all the technical requirements set out in annex 1 are fulfilled. The report shall not be older than two years at the time of application.

Type testing is to be carried out in an accredited test institute to the extent stated in annex 1.

Type test results only apply to products made of same materials as the type tested products were manufactured of.

The supplier is responsible for sending the samples to the test institute and for the related costs.

6.3.1.3 Quality control plan

The quality control plan shall describe the methods and minimum test frequencies applied in manufacturer's internal quality control for items according to annex 1.

6.3.2 Marking

Manufacturers have the right to mark the certified products with a certification label (quality mark) consisting of an EHP logo and a certificate number as set out in annex 5. The certificate number is made up of a unique certification body number denoted with two digits and a serial number from 01 to 99.

6.4 Initial inspection at production plant

The initial inspection shall provide evidence that the manufacturer meets all the requirements of these certification guidelines. The initial inspection includes inspections and checks included in "manufacturer's type test" and a check of procedures to perform "manufacturer's quality control" in accordance with annex 1 (inspections and tests according to "external inspection" are not carried out during initial inspection but only during periodical inspections)

6.5 Manufacturer's quality control

Manufacturer's quality control is performed in order to ensure that certified products continuously satisfy requirements in EN 488. The quality control shall consist of tests, measurements and inspections according to annex 1.

The minimum requirements of quality control (items to be tested and test frequencies) are given in annex 1. The quality control shall be described in a quality manual or the like.

The quality control tests and measurements can be performed by the manufacturer itself or they can be outsourced to a subcontractor or test laboratory.

Test equipment used for internal inspection shall be well-maintained, adjusted and calibrated.

All quality control tests and measurements shall be documented, giving the information of the samples, results, dates, name of controller and measures implemented due to results. These documents together with documents on manufactured products and received materials and components shall be maintained for at least 6 years and the certification body shall have access to them.

6.6 Periodical external inspections

External inspections are performed in order to evaluate the certificate holder's continued compliance with all the specified requirements for certification, especially the minimum extent and proper functioning of the manufacturer's quality control.

The inspection is made by the certification body once a year through a visit to the manufacturer at times determined by the body.

Checks will be made during the visit that the manufacturer's quality control works and is documented by the manufacturer as required. Furthermore, testing and inspections and sampling by the certification body of certified products will be carried out according to annex 1.

In order to facilitate the follow up of the quality of the delivered products the certificate holder shall keep record of the quality reclamations they receive from the field and the actions they have consequently taken. These records can be checked during external inspections.

If the manufacturer employs a quality system according to ISO 9001 certified by an accredited certification body the audit of quality control can be limited to the inspection of conformity of the quality control plan to these guidelines (annex 1) and the ISO 9001 audit and revision reports.

The results of the inspection shall be reported in writing to the manufacturer and - if the certificate holder is not the same as the manufacturer - also to the certificate holder.

If inspections, testing and/or the audit of the manufacturer's quality control result in non-conformity, the certification body initiates an investigation into the causes. The

investigation can result in a note, request for corrective acts, new inspection visit, retesting or requirements for changes to the quality control.

6.7 Modification of a certified product

The holder of a certificate is obliged to notify the certification body before modifications to the design, material or implementation are made. The certification body then determines whether the modifications are of a type that can be accepted without renewed testing, inspection or revision of the certificate based on the principle described in annex 2.

6.8 Modification of standards and certification guidelines

In case of amendment or revision to the relevant EN standards or these certification guidelines a supplementary inspection and/or type testing of the changed element(s) will be required by the certification body in order to prove compliance with the changed requirements in order to re-issue the certificate. The certificate holder should be given reasonable time to adapt to the revised regulations, unless there are special motives for other action.

7

CONDITIONS FOR CERTIFICATION AND QUALITY MARKING

7.1 Period of validity for the certificate

The certificate is issued for 6 full calendar years at a time. It remains valid under the condition that:

- continuous compliance is met according to chapter 6.6 Periodical external inspections,
- manufacturer's quality control continuously works as required and documented.
- as part of annual external inspections the certificate holder proves to the certification body that there are no changes in the construction and the materials of the steel valve as tested in the type test.

Other conditions are evident from chapters 7.2 to 7.12.

7.2 Responsibility of the certificate holder

The certificate holder bears responsibility that the manufactured products embraced by the certificate and to which the certificate marks are attached, conform in all respects to the certified product in accordance with the certificate, and that the product is suited for its purpose and cannot generally cause injury or damage. This also applies even if the certificate holder is not the manufacturer of the product and the manufacturer's quality control agreement has been signed between the manufacturer and the certification body.

7.3 The certificate holder's right to use the quality mark

The certificate holder has the right to mark the products embraced by the certificate and to use the mark in procurement documents, marketing and advertising the

certified products. However, this must not take place so that confusion between certified and non-certified products can occur.

7.4 Certificate

The certificate covers the production unit mentioned in the certificate. The certificate structure is given in annex 4.

The certificate must not be transferred to another production unit or another company.

The design and the colour of the quality mark is evident from annex 5. The size of the mark may be freely chosen, but the mark shall be clearly visible.

7.5 Actions in case of non-compliance, non-conformity or misuse of certificate or quality mark

Any non-compliance on the part of the manufacturer in the application of these certification guidelines or any non-conformity of the products with the specified requirements, e.g. required minimum test frequencies in quality control are not met or spot tests on samples taken during external inspections reveal substandard quality, may result in one of the following actions:

- corrective action by the manufacturer, specified by the certification body, e.g. remark and correction claim, additional/intensified quality control for a specified period, repeated external inspections and/or additional sampling for spot tests at the cost of the manufacturer
- reduction of the scope of products on the certificate
- public warning (notified to the members of Euroheat & Power)
- suspension of the certificate
- withdrawal of the certificate

7.6 Withdrawal of the certificate

The certification body can, with immediate effect, finally or temporarily, withdraw the certificate if:

- the certificate holder has used the certificate mark on or in connection with products that do not conform to the requirements
- the certificate holder has used the certificate mark on products that are not embraced by the certificate
- manufacturer's quality control ceases or shows serious defects on products or in performing of quality control
- required corrective actions have not been taken as referred or do not have desired effect
- the certificate holder has in any other way violated the conditions for the certificate
- the certificate holder has not paid fees within the prescribed time; or
- the certificate holder has been declared bankrupt, gone into liquidation or transferred activities
- inaccuracies in the certificate are discovered. However, the certificate holder should be given reasonable time to convert to changed conditions, unless there are special motives for other action
- the product is shown to be unsuitable for its purpose and in general can cause injury or damage.

The certification body notifies the certificate holder of the withdrawal with justification in writing. Misuse of the certificate mark can result in withdrawal of the certificate.

7.7 The certificate holder's obligation with the withdrawal of the certificate

Certificate holders receiving notification that his certificate has been withdrawn, finally or temporarily, shall:

- immediately stop all reference to the certificate in procurement documents, marketing and advertisements of the product in question
- arrange for the quality mark to be removed from all products in stock, if so required by the certification body.

7.8 Validation of a withdrawn certificate

After a temporary withdrawal of the certificate, the same regulations apply as when the certificate was issued for the first time. Renewed type testing is not necessary if less than one year has passed since the certificate was withdrawn, as long as the certification conditions or production conditions have not changed.

7.9 Responsibility of the certification body

The certification body bears responsibility that the audit of certified products against the requirements in these guidelines has been carried out with appropriate care and according to procedures in the certification body's quality system.

The certification body bears no responsibility for the marked products (see 7.2).

The certification body shall keep records of its decisions.

7.10 Confidentiality

The information obtained by the certification body and the Board during certification activities is confidential. However, the Board and the certification body have the right to

- publish lists of applicable certificates, including information about: certificate holder, certificate number, certified products, any classification as well as the period of validity.
- make public the decisions about the withdrawal of certificates and the misuse of certificates or markings.

7.11 Fees

The applicant/certificate holder is responsible for the costs associated with application, initial assessment, type tests, initial and external inspections and administration of the certification scheme.

Fees for the certification and certificate management, extension of the certificate's scope and for revision of the certificate are documented by the certification body in a separate price list and are borne by the applicant/certificate holder.

Inspection costs are regulated between the supplier and the certification body and testing costs between supplier and test institute.

On proposal of the Certification Board Euroheat & Power's Board of Directors determines the administrative fee set out in annex 6 and to be invoiced by the Euroheat & Power. The fee covers the cost for the administration of the certification scheme. The invoices are established in accordance with the provisions in Annex 6.

7.12 Appeals

Appeals against decisions concerning certification and quality marking shall be made in writing to both the certification body and Euroheat & Power Certification Board within one month from the notification of the decision. Appeals shall be investigated and measures as a result of the appeal processed by the Board as soon as possible.

ANNEX 1

DISTRICT HEATING STEEL VALVES FOR PREINSULATED VALVE ASSEMBLIES

Steel valves

Testing, quality control and inspection programme

In accordance with annexes of relevant EN standards giving guidelines for inspection and testing

the supplier	through type testing verifies that the products comply with the specified requirements
the manufacturer	through continuous quality control ensures that only products which comply with the specified requirements are labelled with the certification mark
the certification body	through annual external inspection verifies the results from the manufacturer's quality control

For required items and minimum test frequencies, see annex A table A.1 of EN 488.

ANNEX 2

TESTS AND/OR INSPECTIONS IN CONSEQUENCE OF MODIFICATIONS

The certification body decides on the actions required because of changes or modifications to certified products based on following principles.

Steel valves

When the design and construction principle of the valve is changed, a new type test shall be made in an accredited test institute and results sent to the certification body.

ANNEX 3

APPLICATION FOR CERTIFICATE

Please forward your application to Certification Body
A copy should be forwarded to EHP/Certification Board
for information

Applicant

Company	
Post address	
Phone	Fax
Contact person	e-mail
Place of manufacture	

Manufacturer (to be filled, if not the same as applicant)

Company	
Post address	
Phone	Fax
Place of manufacture	

Product information

Product group	Preinsulated steel valves
Specifications	1. EN 488 2. Euroheat & Power certification guidelines for quality assessment of district heating pipes EHP 003
Product (trade name, type, description)	
Manufacturer's quality control plan/manual shall be enclosed	

Engagement We have studied the Euroheat & Power certification guidelines for quality assessment of the products mentioned in this application. Should the certificate be granted to us, we comply with the guidelines mentioned as well as other instructions concerning quality assessment given by the Certification Board.

_____, ____/____/____, _____
Place Date Signature / Name clarification

ANNEX 4

CERTIFICATE MODEL

<h1>EUROHEAT & POWER</h1>		c e r t i f i c a t e		
CERTIFICATE NUMBER XX/YY				
PRODUCT	"...trade name..."			
LICENSEE	"...company name..."			
PRODUCTION PLANT	"...name..." "...address..."			
				
GUIDELINES: EHP/003 CERTIFICATE: XX/YY				
VALID UNTIL DD/MM/YYYY				
This certificate is granted in accordance with the Euroheat & Power Certification Guidelines for Quality Assessment of District Heating Steel Valves [003]				
Name, Signature	Date, Place			
				
The production complies with EN 489 and EHP Certification Guidelines [003].	The licensee may use the Euroheat & Power Certification Board quality mark.	The certificate is valid only for the production plant mentioned in the certificate.	The valve types covered are contained in the Annex to this certificate.	The certificate is valid for 6 years subject to periodic surveillance.
Refer to the Euroheat & Power Certification Guidelines [003] for full requirements and conditions				

ANNEX 4 cont.

CERTIFICATE MODEL

EUROHEAT & POWER	
ANNEX - CONFIDENTIAL -	
CERTIFICATE NUMBER <i>xx.yy</i>	
The certificate covers only those valve types provided in the table below.	
PRODUCT	
LICENSEE	
PRODUCTION PLANT	
VALVE TYPES AND MATERIALS	
Name, Signature	Date, Place
<i>Logo and contacts certification body</i>	

**c
e
r
t
i
f
i
c
a
t
e**

DESIGN OF THE QUALITY MARK



**EUROHEAT
& POWER**

GUIDELINES: EHP/003

CERTIFICATE: XX/YY

ANNEX 6

FEES

Approved by the Euroheat & Power Board
Valid from 1 April 2016

FEES RELATED TO CERTIFICATE

Annual administration fee

Annual administration fee is invoiced by Euroheat & Power per certificate in the beginning of the year. This fee covers the cost for the administration of the certification system. It can first time be invoiced in connection with issuing the certificate.

This fee is determined by the EHP Board of Directors and can be max.400 ... €.

Application, certification, inspection and testing fees

The certificate holder is responsible for meeting the possible annual certification fee, application fee and all the costs associated with the initial and external inspections, type and spot testing and any special inspection or testing where necessary (e.g. when dealing with non-compliance to the certification rules or complaints), invoiced by the certification body or test institute, as applicable.