

BRL 3104
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ASSESSMENT GUIDELINE (SUMMARY)

FOR THE KOMO® APPROVAL-WITH-PRODUCT CERTIFICATE FOR BUILDING HARDWARE FOR ROOF- AND FAÇADE ELEMENTS

Established by CvD Safe and Burglary resistant products dd. 16 December 2015

Accepted by the KOMO Quality- and Examination committee (KKTC)
dd. 15-04-2016

These assessment guidelines are a translation of the original Dutch text. Should there be disputes with regard to interpretation, the Dutch text shall be binding.

GENERAL INFORMATION

These assessment guidelines have been established by the Board of experts Safe and Burglary Resistant Products (CvD V&I), in which the following interested parties from the field of safety- and burglar resistant products are represented:

- VHS (association of manufacturers of building hardware)
- ABHS (General industry association for building hardware)
- GBO (Industry organisation for glass)
- CCV (Centre for Crime Prevention and Security)
- SKH (Certification institute for wood products)
- National Police (NP)
- VvV (Association of insurance companies)
- NL-Ingenieurs (Dutch association of engineering consultants and civil engineers)
- NSSG (Dutch Guild of locksmiths)

The board of experts guides the certification process and, when necessary, revises the assessment guideline. When referred to Board of experts in this assessment guideline, the above mentioned board is meant.

This assessment guideline must be re-established at least once every 5 years by the Board of experts, no later than 15-04-2021.

This assessment guideline is used by SKG-IKOB in conjunction with the SKG-IKOB Regulations. The procedure for conducting the assessment to obtain the productcertificate, as well as the procedure of external inspection are documented in these regulations. The CvD-V&I was part of the advisory board for drawing up this document.

SKG-IKOB is approved by the Dutch Accreditation Council (RvA) in accordance with NEN-EN-ISO/IEC 17065 (C003) and NEN-EN-ISO/IEC 17021 (C063) for the certification systems:

- Attestation
- Product certification
- Process certification
- ISO 14001 certification
- ISO 9001 certification
- VCA certification

For its laboratory activities, SKG is approved by the Dutch Accreditation Council (RvA) in accordance with NEN-EN-ISO/IEC 17025 (L406) for various activities relating to facade elements, thermal insulation, building hardware, adhesives and glass.

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Binding declaration

This assessment guideline is declared binding on 15-04-2016 by the SKG-IKOB Board of directors.



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1. INTRODUCTION

1.1 SUBJECT

The demands included in this assessment guideline (BRL) are used by accredited institutions to award and maintain a KOMO approval-with-product certificate for building hardware, roof- and facade elements and associated products.

The quality declaration awarded to an individual company is known as a "KOMO approval-with-product certificate".

KOMO approval-with-product certificate goods, including their technical specifications and classification according to this BRL are included in an appendage of this certificate.

Besides the demands stated in this BRL the certifying bodies have additional demands, in the sense of general procedures, as recorded in the rules of the body concerned.

This assessment guideline replaces BRL 3104: 21-08-2012 including appendix BRL 3104: 31-12-2014. Quality declarations issued based on that assessment guideline must be replaced within 6 months of the acceptance date of this assessment guideline.

A KOMO approval-with-product certificate can only be awarded if the applicant has a certification-contract with the Certification Body and is also responsible for the design and the production-line control of the certified building hardware.

1.2 SCOPE

Products certified according to this BRL are designed to be used as building hardware in roof- and facade elements.

Usually the burglary-resistance properties of these roof- and facade-elements are mainly determined by the building-hardware used. If properly applied all building hardware that satisfies both this BRL and the relevant parts of NEN 5089 or SKG-IKOB AE 3104 can contribute to achieving a burglary resistance class rating of 2 or better according to NEN 5096 and/or EN 1627 for facade-elements.

When a building requires measures to be evacuated safely in case of emergency the doors have to be equipped with adequate emergency- or panic-opening devices.

By definition any door with an escape-function cannot be locked from the inside. This means it may be necessary to take this into account in the design-stage and take additional measures at this stage to achieve the required security.

Emergency- or panic-opening devices with burglary-resistant properties -other than being lockable- that do satisfy the demands of this BRL can also be certified according to this BRL. These products can also be equipped with burglary-resistance markings, including a logo to indicate the escape-function. (see chap.6)

In building specifications one may simply quote: **BRL 3104**.

1.3 RELATION WITH THE EUROPEAN CONSTRUCTION PRODUCTS REGULATION (CPR, EU 305/2011)

The following harmonised European standards might be applicable to some of the products within the scope of this assessment guideline:

1. EN 1935 – Single-axis hinges, intended for use on fire and/or smoke-resistant doors and emergency exits.
2. EN 12209 – Mechanically operated locks, latches and locking plates, for use in fire- and smoke-resistant doors.
3. EN 14846 – Electromechanically operated locks and striking plates

1.4 QUALITY DECLARATION

The following quality declaration is issued, based on this assessment guideline:

- KOMO approval-with-productcertificate
The statements in this quality declaration are based on chapters 4, 5, 6 and 7 of this assessment guideline. Statements regarding the performance of the product in its application in the structural element in relation to the Building Decree 2012, are based on chapter 5 of this assessment guideline.

The model quality declaration applicable to this assessment guideline is listed on the website of Stichting KOMO (www.komo.nl). Any to be issued quality declarations must correspond with this model.

1.5 DEMANDS ON RESEARCH INSTITUTES

Regarding the performance of the product in its application or the product characteristics as included in this assessment guideline, the applicant (manufacturer / supplier) may submit reports by conformity-assessment institutes, to prove that the demands in this assessment guideline are met.

It must be proven that these reports are drawn up by an institution accredited for the relevant accreditation standard(s):

- NEN-EN-ISO/IEC 17021 for certification bodies that certify systems
- NEN-EN-ISO/IEC 17025 for laboratories
- NEN-EN-ISO/IEC 17065 for certification bodies that certify products

An institute is considered to meet these demands when an accreditation certificate can be provided, issued by the Council for Accreditation (RvA) or an accreditation institute with whom the RvA has a mutual acceptance agreement. If no accreditation certificate can be provided, the Certification Body will assess whether the accreditation demands are met.

2. TERMINOLOGY AND DEFINITIONS

In principle all terms and definitions derive from those used in the relevant NEN specifications. For terms connected with the certification please refer to the rules used by the certifying bodies.

For an explanation of the terminology regarding attestation and certification as used in this assessment guideline, please consult Stichting KOMO's website (www.komo.nl)

3. PROCEDURE TO OBTAIN A QUALITY DECLARATION

3.1 REQUESTING A KOMO APPROVAL-WITH-PRODUCTCERTIFICATE

By means of a written request the applicant indicates a desire to enter into a certificate-agreement with the Certification Body for one or more products.

The applicant will specify for which (burglary resistant) products an attest is required to allow continuous verification of the claimed properties. In the certificate-agreement the applicant is granted the right –and obligation- to apply the markings mentioned in the certificate on his products.

3.1.1 Admission-inspection for the KOMO approval-with-productcertificate – Primary test

For the purpose of obtaining a KOMO approval-with-productcertificate, the Certification Body performs an admission-inspection. The admission-inspection includes:

- Verification of the documents (to be) provided by the applicant. Verified is if the demands in this assessment guideline are met.
- Assessment of the declaration(s) of performance (drawn up in the context of the European Construction Products Regulation). Determined is if the declared values of the essential characteristics are at minimum equal to the demands in this assessment guideline.
- Determination of the other product characteristics, as included in this assessment guideline, provided they are not essential characteristics as specified in Annex ZA of the, in paragraph 1.3 mentioned, applicable harmonised European standard. Verified is whether these product characteristics meet the demands in the assessment guideline.
- Determination of the performance in the application.

3.1.2 Assessment of the quality system for the KOMO approval-with-productcertificate

3.1.2.1 Regarding essential characteristics

In relation to the essential characteristics (as included in the declaration of performance, drawn up in the context of the European Construction Products Regulation), there is no assessment of the quality system and/or inspection of samples, for the purpose of the KOMO approval-with-productcertificate.

For the essential characteristics, quality ensurance is part of the Factory Production Control (FPC), as described in Annex ZA of the relevant harmonised European standard, as described in paragraph 1.3.

3.1.2.2 Regarding the other product characteristics

For the purpose of obtaining a KOMO approval-with-productcertificate, in relation with the other product characteristics, the Certification Body performs an investigation. This admission inspection includes:

- Assessment of the production process
- Assessment of the quality system and the Internal Quality Controle-scheme
- Verification of the presence and functioning of the remaining required procedures.

The Certification Body verifies the quality system and the corresponding Internal Quality Controle-scheme. The Certification Body establishes to which extent the quality system meets the demands as described in chapter 7 of this assessment guideline, or if the candidate-certificate holder is willing and capable of setting up and implementing such a system within a reasonable period of time after entering into the certification agreement. Issuance of the quality declaration can only commence after is verified that the applicants quality system operates sufficiently.

3.1.3 Issuance of the KOMO approval-with-productcertificate

In accordance with the Certification Body's regulations for product certification, the KOMO approval-with-productcertificate is issued only if the admission inspection is grounds for a positive assessment.

Before the KOMO approval-with-productcertificate is issued, the Certification Body enters into an agreement with the candidate-certificateholder, in accordance with the Certification Body's regulations for productcertification, in which (among other things) provisions are included regarding the use of the KOMO approval-with-productcertificate). **The concerning products will be included in a KOMO approval-with-productcertificate public register.**

3.2 HANDLING OF REQUESTS TO ADD PRODUCTS TO THE LIST OF CERTIFIED PRODUCTS

3.2.1 Application

The certificateholder makes a request to add a product to the KOMO approval-with-productcertificate.

3.2.2 Inspection to expand the KOMO approval-with-productcertificate – primary product test

For the purpose of expanding a KOMO approval-with-product certificate, the Certification Body performs an admission-inspection. The admission-inspection includes:

- Verification of the documents (to be) provided by the applicant. Verified is if the demands in this assessment guideline are met.
- Assessment of the declaration(s) of performance (drawn up in the context of the European Construction Products Regulation). Determined is if the declared values of the essential characteristics are at minimum equal to the demands in this assessment guideline.
- Determination of the other product characteristics, as included in this assessment guideline, provided they are not essential characteristics as specified in Annex ZA of the, in paragraph 1.3 mentioned, applicable harmonised European standard. Verified is whether these product characteristics meet the demands in the assessment guideline.
- Determination of the performance in the application.

4. BUILDING CODE RELATED DEMANDS INCLUDING CRITERIA

This chapter states the (Dutch) Building Decree related demands which roof- and façade elements assembled with building hardware products have to meet, as well as the way these demands as required for their application are tested. The demands are based on the demands for new buildings, and as such automatically meet the demands for converting buildings in the Building Decree.

BRL article	Building Decree demand	Department	Article; sub.
4.1	Burglary resistance, newly built	2.15	2.130

4.1 BURGLARY RESISTANCE; NEWLY BUILT BB-Afd. 2.15

Performance demand and numerical limit

A door, window or windowframe or construction part with a comparable function has to satisfy the performance demands indicated in article 2.130.

Doors, windows, window frames or construction parts with a similar function on the outer perimeter of a non-communal space, which are –according to NEN 5087- vulnerable for burglary, need to have a burglary resistance that satisfies class 2 of NEN 5096. This applies equally to a partition between a room of the house and a space that isn't part of the house.

Comment: In the commonplace facade elements the burglary resistance is usually determined by the building hardware.
To avoid having to test every possible permutation and combination of doors, windows and frames (windows, frames, hinges, locks, materials used, construction details etc.) according to NEN 5096 a method has been developed –explained in NEN 5089- to determine the burglary resistance of every individual component corresponding to NEN 5096.
In this method the component to be tested is attached to a frame that is considered representative for a whole class of façade elements.
Building hardware that satisfies this test can afterwards be used in any façade element application with material equal to or better than those tested.

Remark: NEN 5089 specifies the manual test according to NEN 5096. The dynamic test according to NEN 5096 is considered not applicable and therefore left out.
On the one hand this is because the dynamic test chiefly tests the resistance of doors or windows and their frames, on the other hand because experience has taught us that the strength-requirements for building hardware, that are also part of NEN 5089 or the European product standards it refers to, means the products are up to the task.

Testmethod

The method according to NEN 5096 determines whether roof- or façade elements including building hardware satisfy burglary resistance class 2 of NEN 5096. In accordance with the demands in NEN 5096, the building hardware must meet the demands of NEN 5089.

Attestation research

On the basis of the above mentioned testmethod, the Certification Body assesses if and under which conditions the building hardware can be used to assemble roof- and façade elements that meet the required numerical limit.

KOMO approval-with-productcertificate

The KOMO approval-with-productcertificate states the performances to be met by roof- and facade elements which are assembled using the building hardware product and it states under which conditions these performances are met. Consequently, it is declared that the relevant demands in the Building Decree are met.

5. PRODUCT DEMANDS AND TESTMETHODS

5.1 PERFORMANCE DEMANDS – NEN 5089

Building hardware products have to satisfy the demands of NEN 5089 class “one star”, “two stars” or “three stars”.

Note: NEN 5089 refers where possible to published European Standards for the individual products, supplemented with a manual test with the product mounted in a reference façade element.

Test method

The test method described in NEN 5089 will be used to establish whether building hardware satisfies the demands according to their class in NEN 5089.

5.2 PERFORMANCE DEMANDS - SKG-IKOB AE 3104

In cases not covered by NEN 5089, building hardware has to meet the criteria established by the Board of experts Safe and Burglary Resistant Products (CvD V&I), as published in: “*SKG-IKOB AE 3104 – Additional requirements for BRL 3104*”

Testmethod

With the test established by the CvD V&I it will be established whether security products for doors and windows satisfy the demands for their class.

5.3 PRODUCT DEMANDS –MARKINGS

- a. The burglary resistance marking, if necessary in combination with (additional) security mark, as described in chapter 6, has to be applied indelibly to the product, as well as the unequivocal brand name or logo.

Note: By indelible we mean: cannot be removed by other than mechanical means or the use of solvents that leave visible damage.

- b. The marking(s) have to be applied in such a place that is visible to inspection without having to disassemble the product.

Note: For products where this is technically impossible or undesirable for some reason this last demand may be waived by the Certification Body.

6 CLASSIFICATION AND MARKINGS

6.1 SAFE AND BURGLARY RESISTANT PRODUCTS

The class of burglary resistance is determined by the way in which a product, mounted on a reference element and combined with other products, can resist burglars a specified amount time.

The classification is determined by tests according to NEN 5089 and/or SKG-IKOB AE 3104. If necessary in combination with tests according to the (additional) safety guidelines SKG-IKOB KE 573 and/or SKG-IKOB KE 574.

Class “**1-star**”, indicated by the burglary resistance sign of the Certification Body¹⁾ plus inside it one star (★), if necessary, in combination with the mark(s) from the (additional) safety guideline.

Not independent²⁾ products which, when tested according to NEN 5089 and/or SKG-IKOB AE 3104, delay the entry of burglars from the hinged or lockable side by at least 3 or 5 minutes and satisfy the other demands in NEN 5089 or SKG-IKOB AE 3104.

Class “**2-stars**”, indicated by the burglary resistance sign of the Certification Body¹⁾ with inside it two stars (★★), if necessary, in combination with the mark(s) from the (additional) safety guidelines.

Independent²⁾ products which, when tested according to NEN 5089 and/or SKG-IKOB AE 3104, delay the entry of burglars by at least 3 minutes and satisfy all other demands associated with class “2-stars” of NEN 5089 or SKG-IKOB AE 3104.

Class “**3-stars**”, indicated by the burglary resistance sign of the Certification Body¹⁾ with inside it three stars (★★★), if necessary, in combination with the mark(s) from the (additional) safety guidelines.

Independent²⁾ products which, when tested according to NEN 5089 and/or SKG-IKOB AE 3104, delay the entry of burglars by at least 5 minutes and satisfy all other demands associated with class “3-stars” of NEN 5089 or SKG-IKOB AE 3104.

¹⁾ Example of markings of SKG-IKOB:



²⁾ Independent products do not require the support of other (similar or other) products to deny burglars access from the hinged or locking side. Not-independent products DO require the assistance of a (usually second) product.

Note:

a. Determining whether the entry of a burglar is sufficiently delayed shall be done from the side (hinged or locking side) for which the product is intended.

b. Hinges shall be considered as a set.

c. Some products (e.g. cylinders) which are classified in a different way (see NEN 5089).

6.2 BURGLARY RESISTANT LOCKS WITH AN ESCAPE-FUNCTION

Locks and three-point locks with an escape-function of which the burglary resistant properties DO satisfy the demands of this BRL –apart from the demand for lockability- can also be certified according to this BRL. In this case the burglary resistance symbol³⁾ is applied with next to it the escape-function symbol or some other unmistakable indication, for example the inclusion of “EN 179” or “EN 1125”.

³⁾ Example of marking of SKG-IKOB:

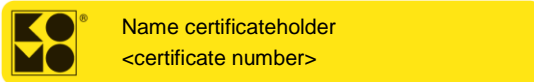


6.3 INDICATION OF CERTIFICATE AND BURGLARY RESISTANCE MARKING

Products that satisfy this KOMO approval-with-productcertificate can be identified by being indelibly marked with the logo of the certificate holder together with the burglary resistance mark of the Certification Body, equipped with the number of stars that indicate the class of burglary resistance.

For bulk supplies to the professional market:

Either on the package, the instruction manual or on the accompanying documentation there should be the KOMO[®]-mark with the number of the certificate.



7. DEMANDS ON THE QUALITYCONTROLS OF THE CERTIFICATE HOLDER

7.1 PRODUCT- AND PRODUCTION CONTROL / QUALITY SYSTEM DEMANDS

The KOMO approval-with-productcertificateholder has to maintain a good quality control system that can be shown to correspond with the agreed rules, for example in a production manual.

Recommendation

The quality control system of the certificate holder should preferably conform to NEN-EN-ISO 9001, with regard to the demands for products mentioned in this BRL, to ensure the products supplied by the certificate holder are of a constant high quality.

Demands on the quality controls / production manual

The quality system described should be unequivocal to ensure there are no differences of interpretation or opinion. It should be clear, complete and contain all the data required for a correct production and delivery of (burglary resistant) building hardware.

Minimum Requirements are (where relevant):

- a. The presence in the organization of an employee in charge of the quality system;
- b. The presence of up to date documentation about the product being manufactured as authorized by a Certification Body under a specific certificate, as well as any (if relevant) intermediate products being used which all have to satisfy this BRL;
- c. The presence and usage of a written system of internal quality control;
This includes instructions etc. to register data like:
 - Entry control of raw materials, intermediates and finished products;
 - production process control, also when sub-contracted;
 - Inspection of the finished product.
- d. A facility to measure and investigate, with calibrated equipment (see 7.3);
- e. The treatment of off-spec products;
- f. The effectiveness of corrective measures undertaken when errors occur;
- g. A complaints procedure, which includes registration and treatment (see 7.4);
- h. An established procedure about the identification of products (article numbers, markings, logos, etc.);
- i. An established procedure about which way the Certification Body is notified in case product-specification change.

7.2 DIRECTIVE FOR THE “ASSEMBLY INSTRUCTIONS”

To avoid differences of opinion or interpretation the assembly instructions should be clear, complete, and unequivocal and contain all information required for a correct installation. Assembly instructions should be in the native language of the country the product is applied in and should carry an identifying number for different versions.

The assembly instructions should include (where relevant for the product):

- a. A complete set of (standard-) mounting instructions;
- b. An accurate description of any recess required to install the building hardware into;
- c. A list of all fastenings required;
- d. Drilling-templates with clear instructions;
- e. Secondary requirements the user should take into account to achieve a burglarproof result, e.g. the combination with other products- or, in case of tilt and turn hardware, the application matrix;
- f. Instructions for maintenance with specs of the required oil/grease;
- g. Any limitations regarding the application of a product, like non-lockable products;
- h. Instructions about the correct usage, for example electrical locks;
- i. Anything else that may be required for correct installation and maintenance.

The assembly instructions should not conflict with the contents of the package.

Assembly instructions can be shipped with individual products, as well as ((for example with bulk shipments to industry) be presented in an assembly-manual. Products shipped in so-called “blister-packages” must have all relevant information visible without the need to open a package. The certificate holder has to identify the instruction sheet and keep a system of identifying versions.

7.3 MEASUREMENT FACILITIES

The certificate-holder has to have calibrated equipment of adequate precision and a quality-control system to ensure a constant level of quality.

7.4 COMPLAINT REGISTRATION

The holder of a product certificate has to keep an administration of all complaints related to the certified product. The administration has to include the way each complaint has been analyzed and how it has been treated.

8. TESTS AND CONTROL BY THE CERTIFICATION BODY

8.1 TEST TO ACQUIRE THE KOMO APPROVAL-WITH-PRODUCTCERTIFICATE

The primary product test consists of:

- Laboratory tests: to establish the product satisfies all relevant demands for its class in this BRL;
- Manual test: To establish that the products can withstand a manual test according to this BRL;
- Examination of the instruction manual.

8.1.1 Laboratory tests

All tests are done on a single sample, unless the Certification Body deems this insufficient, and the results are entered into a report.

The laboratory tests fall into 4 groups:

- a. (Usage-) durability tests;
- b. Corrosion resistance tests;
- c. Measurement of dimensions;
- d. Determination of strength.

8.1.2 Manual test

The manual test, detailed in NEN 5089, is derived from and equivalent²⁾ to the standard NEN 5096 prescribed by the Building Code, which in turn is derived from the European Standard EN 1630.

In general the rating is determined by the lowest score in the laboratory tests mentioned under a. and b. or the manual test, and this results in the right to bear the specified number of stars³⁾.

The results of the test are deemed positive and will result in awarding a product certificate when all products have passed the tests mentioned in chapters 4 and 5.

Notes: 1) The Certification Body determines in individual cases whether it is required to apply the full manual test. For a number of products past experience has taught us which values for mechanical strength and dimensions qualify for a specific class in NEN 5089. These criteria may then replace the full manual test. This decision is up to the board of experts. These decisions will be published in SKG-IKOB AE 3104.

As a rule products from a product group for which the certificate holder has not yet submitted a sample will receive the full manual test.

- 2) NEN 5096 and EN 1627 to 1630 are standards to test and classify façade elements, including their building hardware. NEN 5089 is a standard for testing and classifying building hardware, used in façade elements.
- 3) It is conceivable that a product survives the manual test, yet fails the mechanical strength test or the measurement of dimensions for a specific class, and that these demands, are, -due to the way it is constructed- not critical. It is equally conceivable that a product meets all the mechanical strength criteria, yet is not burglar proof. In this case the manual test takes precedence; products that aren't burglarproof cannot be certified. In such cases a report with the yield-value and a yield-curve (power applied vs. distortion) will be established. The direction of the force applied has to correspond as closely as possible to the force used in the manual test. The way the test is conducted will be documented.
During repeat-tests the product will be tested the same way and the yield-values measured will be the touchstone.

8.1.3 Judging the instruction manual

The content of the instruction manual has to be relevant for the application intended.
Compliance with the directive of chapter 7.2 will be verified.

8.2 EXTERNAL CONTROLS FOR THE KOMO APPROVAL-WITH-PRODUCTCERTIFICATE

8.2.1 Regarding essential characteristics

In relation to the essential characteristics (as included in the declaration of performance, drawn up in the context of the European Construction Products Regulation), there is no assessment of the quality system for the purpose of the KOMO approval-with-productcertificate. For the essential characteristics, quality assurance is part of the Factory Production Control (FPC), as described in Annex ZA of the relevant harmonised European standard, see also paragraph 1.3.

8.2.2 Regarding the other product characteristics

In relation to the other product characteristics, the Certification Body performs periodical and unannounced inspections of the quality system, the production process and the product characteristics, to verify if the demands in the assessment guideline are still met.

8.3 CONTROL INTERVAL

The frequency of control visits required to maintain the certificate is determined by the Board of experts.

Note: In general the control visits to maintain a certificate do not include the manual test according to NEN 5089.

As of the date this BRL is active the following control interval have been established:

A: Verification of the internal quality-control system

Every certificate-holder faces an annual check of his/her internal quality control system.

Notes:

If the results of a spot-check on product-control (see B) give reason the Certification Body may decide to hold an extra inspection on Internal Quality Control.

Notes:

- 1) *The Certification Body may decide to reduce this to every other year in cases where the internal quality control is well established.*
- 2) *The Certification Body may decide to omit these inspections for ISO-9001 certified companies in case it is deemed the tests required for products in the scope of this BRL are part of the ISO quality system.*
- 3) *If the results of a spot-check on product-control (see B) give reason the Certification Body may decide to hold an extra inspection on Internal Quality Control.*

B: Product control

For burglary resistant products:

Of every Certificate holder at least once a year a product will be tested.

Of every certified product at least every 2 years a representative specimen will be tested on all aspects related to mechanical strength and security.

Of every product main group at least once every 2 years a representative product will be tested on all aspects related to durability and corrosion resistance.

Note: Main groups are:

- Locks and multipoint locks;
- Single and multipoint bolts;
- Cylinders;
- Lock furniture (roses or shields);
- Hinges;
- Others (seam protectors, barriers etc.).

C: Control on markings and identifying numbers

The Certification Body will verify whether the markings have been applied correctly and whether the identification can be linked to a product certificate issued.

D: Control on the presence and content of the required instruction manual

The Certification Body verifies whether the product comes with an instruction manual and judges whether the contents of this manual are relevant for the intended application. They will also check if the version used corresponds with the one known to the Certification Body.

8.4 SANCTION POLICY

The sanction policy is determined yearly by the Board of experts.

9. DEMANDS ON THE CERTIFICATION BODY

9.1 GENERAL

The Certification Body must be accredited, based on NEN-EN-ISO/IEC 17065, by the Council for Accreditation (RvA) for the subject in this assessment guideline.

The Certification Body must have regulations, or equal documentation, in which the general rules for certification are documented. In particular these include:

- The general regulations for performing an admission-inspection, to be distinguished in:
- The manner in which suppliers are informed about the processing of their application;
- The performance of the inspection;
- The decision as a result of the performed inspection.
- The general regulations regarding the performance of periodic inspections and the thereby used control aspects.
- The measures to be taken by the Certification Body when non-conformities are determined.
- The rules for ending a certificate;
- The option to lodge an appeal against decisions or measures taken by the Certification Body.

9.2 CERTIFICATION STAFF

The staff involved with certification consists of:

- Sector coordinator: Responsible for performing the admission-inspection and assessment of reports submitted by inspectors.
- Inspectors: Responsible for performing external control of the supplier.
- Certification manager: Responsible for decision-making regarding performed admission-inspections, continuation of certification as a result of performed periodic inspections and the need to take corrective measures.

9.2.1 Qualification requirements

The qualifications of the Certification Body's executive certification staff must meet the requirements of NEN-EN-ISO 17065. The qualifications of the certification staff must be documented in the Certification Body's quality system.

The certification staff's qualifications are included in the following table:

NEN-EN-ISO 17065	Sector coordinator initial product assessment and assessment of the production location	Inspector assesment of product, product location andd projects after issuance of certificate	Certification manager Issuance of certificates and certificate expansions.
1. General education	HBO-level	MBO-level	HBO-level
2. Specific education	• basic training auditing • specific training related to technical area of expertise	• basic training auditing • specific training relating to technical area of expertise	N/a
3. General experience	1 year relevant work experience during which was partaken in at least 4 inital assessments, of which 1 assessment was conducted independently under supervision.	1 year relevant work experience during which was partaken in at least 4 periodic inspections, of which 1 inspection was conducted independently under supervision.	4 years work experience of which 1 year consisting of certification activities.
4. Specific experience	Detailed knowledge of the certification scheme and 4 initial assessments for which this assessment guideline was used.	Detailed knowledge of the certification scheme and 4 periodic inspections for which this assessment guideline was used.	Basic knowledge of the specific certification scheme

9.2.2 Qualification

The certification staff must be demonstrably qualified by assessing education and experience, using the requirements mentioned above. If qualification takes place by means of different criteria, this must be documented in writing.

The authority for the qualification of Sector coordinators, Inspectors and Certification managers lies with the management of the Certification Body.

9.3 REPORT ADMISSION-INSPECTION

The report, in which the finding of the admission-inspection are documented, must meet the following requirements:

Completeness	The report makes a statement regarding all the demands as stated in the assessment guideline.
Traceability:	The findings on which statements are based must be traceable.
Basis for a decision:	The decisionmaker regarding issuance of the certificate must be able to base his decision on findings as documented in the report.

9.4 CERTIFICATION DECISION

The decision regarding issuance of the certificate must be taken by a qualified decision-maker, who was not involved in the certification examination. The decision must be documented and traceable.

9.5 REPORT TO BOARD OF EXPERTS

The Certification Body reports at least yearly concerning the performed certification activities. In this report the following subjects must be addressed:

- Mutations in number of certificates incl. annexes (new/cancelled);
- Number of performed periodic inspections in relation to the established frequency;
- Results of the periodic inspections;
- Imposed measures after establishing non-conformities;
- Received complaints of third parties about certified products.
- The sanctioning policy of the certification scheme.

9.6 INTERPRETATION OF THE DEMANDS

The Board of experts may document the interpretation of the demands in this assessment guideline in one, separate interpretation document. The Certification Body is obliged to keep informed if an interpretation document has been published, and if this is the case, to use the documented interpretations accordingly. The interpretation document is published as SKG-IKOB AE 3104.

10. LIST OF SPECIFIED DOCUMENTS

10.1 STATUTORY REGULATIONS

Building Decree 2012	Building Decree 2012 as published in Staatsblad 416 including "veegbesluit 676" and including the changes since. Regulation Building Decree 2012, as published in Staatscourant 23914.
CPR	Construction Products Regulation EU 305/2011.

10.2 STANDARDS EN NORMATIVE DOCUMENTS

The following standards *) are referred to in this document.

*) *only the cited version applies*

NEN 5087:2013	Burglary security of dwellings – Accessibility of roof- and facade elements: doors, windows and frames, including addendum of changes A1:2016
NEN 5089:2009 NEN 5096:2012	Burglary resistant building hardware – Requirements and test methods. Burglary resistance - Façade elements with doors, windows, shutters and fixed infillings - Requirements, classification and test methods, including addendum of changes A1: 2015
NEN-EN-ISO 9001:2015	Quality management systems - Requirements
NEN-EN-ISO/IEC 17020:2012	Conformity-assessment – Requirements for various institutes who perform inspections.
NEN-EN-ISO/IEC 17021-1:2015	General criteria for certification bodies who certify quality-systems.
NEN-EN-ISO/IEC 17025:2005	General requirements for the competence of test- and calibration laboratories, including addendum of changes C1:2017.
NEN-EN-ISO/IEC 17065:2012	Conformity-assessment – Requirements for certification bodies who issue certificates for products, processes and services.
AE 3104	Additional requirements for issuing a productcertificate for safe- and secure products for windows and doors, on the basis of assessment guideline 3104.