



CONFORMITY ASSESSMENT OF TOYS



MANUAL FOR CLIENTS



INSTITUTE FOR TESTING AND CERTIFICATION, Inc.

WWW.ITCZLIN.CZ



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Division of certification

1. INTRODUCTION

The Institute for Testing and Certification (hereinafter referred to as the ITC) is able to offer a wide range of professional services, the implementation of which is to a large extent regulated by the accreditation, authorisation, as well as legislative rules that it is necessary to respect in order to meet the demanding requirements of both domestic and foreign customers.

Client manuals are intended for the facilitation of the communication among accredited laboratories, certification bodies and notified or possibly authorised bodies.

We believe that the “Manual” together with the information at www.itczlin.cz will provide a practical guide to the successful co-operation between you and our company.

2. APPLICATION

- The application form can be downloaded at www.itczlin.cz/en

- ⇒ Application for the EC type-examination

- ⇒ Application for “Safe toys” mark

The client will deliver the completed form personally, by post or e-mail to the contact person shown below:

Institute for Testing and Certification – Certification Division Head of certification of toys, PPE and special products

Dipl. Ing. Elena Tomanova
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Specialists:

Dipl. Ing. Ludmila Antosova – deputy of head of certification of toys
phone: +420 572 779 926, e-mail: lantosova@itczlin.cz

- It is advisable to deliver test samples and technical documentation along with the application
- The application and the documentation shall be in English or Czech language. Other official languages of the European Union may be used only upon agreement with ITC.
- In case of any issues, the application completion can be consulted with our experts.
- The EU legislation does not allow the manufacturer or authorized representative to file an application for service of an authorized or notified body for the same product with other entities.

3. APPLICATION REVIEW

- The application is reviewed in terms of accuracy and completeness of data and it's registered.
- If the application or the submitted documentation is incomplete, ITC specifies the missing items in writing (by letter or email) and requires completion of the details.

4. DETERMINATION OF PRICE AND DELIVERY DATE

- The service price and delivery date are usually calculated after providing all the details necessary for specification of the range of expert works – such as test samples and technical documentation.

5. TECHNICAL DOCUMENTATION

The technical documentation shall include at least the following elements:

- a detailed description of the toy, its design and production,
- the list of components and materials used in the toy,
- the descriptions and explanations necessary for understanding the design, production and functioning of the toy,
- the safety sheets of used chemical substances acquired from the suppliers of the chemical substances,
- the safety assessment in accordance with Section 15 of GO 86/2011 – analysis of chemical, physical, mechanical and electrical danger and danger connected with flammability, hygiene and radioactivity,
- a description of the used procedure for conformity assessment,
- addresses of the production and storage premises,
- reports of accredited test centres (laboratories),
- other possible documents, certificates and information subject to the requirements of the person implementing the conformity assessment,
- instructions must be clear and understandable and must be prepared at least in the official language or languages of the member states, for which they are intended.

6. TEST SAMPLES

- It is optimal to submit samples together with the application, but after an agreement with the contact persons it is also possible to submit samples later.
- The samples of the toy must represent the type intended for the EC examination. The same “type” may include several variants (models) of the product provided that the differences between the variants will not affect the safety level, quality characteristics or the intended use of the product.

- Toys of the same type must be particularly manufactured from the same materials using identical technology and must be based on identical design characteristics. The assessment of the effect of deviations of differing variants on safety and quality levels and on the intended use of a given product lies within the exclusive competence of the NB 1023, which will take a final decision on the possibility of considering more product variants for a single type in the process of the application acceptance and the review of the technical documentation.
- Particularly in the case of a type including several variants it is necessary to assure that the collected samples include to a sufficient extent all colour shades occurring in the type series and that the representation samples of the type were the variants with the highest level of risks involved regarding the foreseeable use of the toy.
- The sample is collected including its intact packaging, where warnings and all other information required by the Directive 2009/48/EC and GO 86/2011 Coll., as amended, are depicted. Usually 2 samples are sufficient for an EC type-examination, however in the case of small samples or toys containing small parts made of different materials this number must be increased.
- If needed, the NB 1023 will request additional samples.

7. AGREEMENT

- The commercial relationship between the client and ITC is negotiated according to the nature, demandingness and price level of the service – order.
- In case of the orders of the notified body, contracts containing the following details are
 - concluded with the clients;
 - specification of the contractual parties;
 - range of contracted works;
 - price information and terms of payments;
 - delivery date of the service;
 - breach of contractual obligations and consequences thereof;
 - rules for withdrawal from the contract.
- Commencement of works is subject to bilateral written approval of conditions of co-operation and payment of a pro-forma invoice. Advance payments are requested from all clients, with some exceptions, which are agreed in special framework agreements on cooperation.

8. PROCEDURES OF CONFORMITY ASSESSMENT

- The NB will examine all of the documents supplied by the applicant and particularly will check whether the toy design could lead to endangering the safety and/or health of the child and other persons
- The NB will procure the appropriate assessments and necessary tests of the toy samples in its own laboratories or, exceptionally, in contracted accredited laboratories approved by COSMT.
- The results of the tests and the assessment of the documentation will be compiled by the certification worker in a Final Report containing a description of the toy, description of the type of examination method, a list of used documents issued by the NB and/or other entities and unambiguous conclusions on the conformity of the type with the essential requirements of the Directive 2009/48/EC and GO 86/2011 Coll., in its current wording.
- If the conclusions are positive, the NB 1023 will issue an EC Type Certificate, an integral part of which is the appropriate Final Report, and will present it to the applicant under the conditions laid down in the Conformity Assessment Agreement.
- The NB 1023 will publish the issue of the EC Type Certificate in the internet database, which it administers on its publicly accessible website www.itczlin.cz/en
- If the EC type-examination proves that the product has failed to meet the essential requirements, the NB 1023 will refuse to issue the EC Type Certificate and will inform the applicant in writing about the reasons which led it to this decision.
- In the case of negative results the client may ask repeatedly for an EC type-examination of the product in question, however not before modifying the product in a manner assuring its conformity with essential requirements.
- Such a request is considered from both technical and economic viewpoints to be a new application, on the basis of which the entire procedure is to be repeated.
- The NB 1023 will keep on record the documentation related to the EC type-examination for a period of 15 years.

9. RULES FOR RECOGNITION OF RESULTS FROM THE DOCUMENTATION SUBMITTED BY THE APPLICANT

- Recognition of the results obtained by other laboratories and presented in the documentation depends solely on the decision of the ITC.
- Usually, results contained in test reports by accredited laboratories are recognized provided that no more than 3 years have elapsed from the date of issue of the report.
- In principle, results of tests carried out by manufacturer's laboratories or non-accredited laboratories are not recognized. An exception may be tests performed on unique testing equipment not commonly accessible. In such cases the ITC prefers the tests to be performed under the supervision of its own experts.

10. ASSOCIATED ITC SERVICES

- Toy testing in Accredited laboratories No. 1004 and 1004.3
- Granting licences for the voluntary "Safe Toys" certification mark, which is granted to products that have been proven to possess a high level of safety and quality parameters by means of the certification and moreover in a way of inspection visits it has been established that the manufacturer meets the prerequisites for permanent quality assurance
- Standardisation services and technical information,
- Management system certification
- Technical inspection
- Laboratory and certification documents as source documentation for selection procedures, tenders