SBSC

Product Certification Guide

Version: 2023-04-06

SWEDISH FIRE AND SECURITY CERTIFICATION

Generally

This guide will help you through the certification process and make it as simple and understandable as possible.

It is difficult to say in advance how long the certification process will take. Among other things, it will depend on when all supporting documentation has been assembled and when any production control is scheduled. If you have any questions, you are always welcome to contact us.

1 Application

The application for certification is made via the **client portal** on SBSC's website. After you have registered and logged in, you can apply for certification of a company, individuals, products, and systems. More information regarding the certifications offered by SBSC can be found on our website.

2 Supplementing your application

When your application is received, you will be contacted by SBSC to supplement the documents which are necessary for us to be able to get the certification process underway. The additional supporting documentation which you may need includes, for example, test reports and drawings.

The documents to be supplemented are shown in the checklist that we email you. Go through the checklist carefully and ensure that all supporting documentation has been included, that it is correct and, where necessary, it has signed. When all supporting documentation is complete, notify us as instructed in the contact information on the checklist.

3 Production control

There are two types of certification processes, System 1, and System 5.

Product certification in accordance with System 5

For product certification in accordance with System 5, production control at the manufacturing site is normally carried out on a repeated basis during the term of validity of the certificate.

When you have supplemented your application in accordance with an appendix and the administrator determines that the supporting documentation is satisfactory, you will be contacted to plan and schedule a production control.

Following this, you will be notified of the control plan with information regarding dates and times.

The control will subsequently be conducted by auditors in accordance with the control plan which has been sent out. The normal amount of time for a control is one day. The day is concluded with a joint review of the results of the control. The production control may identify nonconformities which, in such case, are to be addressed with corrective actions.

Product certification in accordance with System 1
For product certification in accordance with System 1, production control at the manufacturing site is not conducted during the term of validity of the certificate.

4 Review

When all supplemental supporting documentation has been sent to us, the supporting documentation is reviewed. We check to ensure that all supporting documentation is available. Where necessary, we will contact you if supplemental information is necessary.

If the manufacturing site have undergone a production control and been informed of nonconformities, we examine your corrective actions. If we are of the opinion that the actions are insufficient, we will notify you and you will have an opportunity to supplement the corrective actions.

5 Decision regarding the issuance of certificate

When SBSC determines that all requirements of the relevant norms or standards have been fulfilled, a decision is taken regarding the issuance of a certificate, and you will be notified of the decision.

The certificate will then be available for download via SBSC's client portal. If you have chosen to also receive a printed version of the certificate, it will be sent to you by mail. Information regarding your certificate is also published on **sbsc.se**.

6 During the term of validity of the certificate

If the product is certified according to system 5, repeated production controls at the manufacturing site are carried out. If the product is certified according to system 1, no production controls are carried out.

7 Re-certification and upgrading of certificate

When the period of validity is about to expire, a renewed certification process is carried out to extend the period of validity of the certificate for an additional period. Such renewal of certification is called re-certification. An application for re-certification is normally submitted automatically in the client portal. If you do not wish to extend the certificate, you have the possibility to terminate the process of re-certification in the client portal.

Upgrading certificates entails that a new issue of the regulations to which the certification pertains has been released. The issuer of the regulations is responsible for issuing new editions, not SBSC. To retain the certificate, you need to demonstrate that the product fulfils the requirements of the new edition of the regulations. Often, an upgrade is carried out in conjunction with re-certification to avoid repeating the work.

8 Miscellaneous

8.1 Contact SBSC

For your communications with us, please use the e-mail address, **produkt@sbsc.se**

Other contact details can be found on our website.

8.2 Client portal

You can log in to our client portal in order to do the following:

- Change settings in the form of contact information, invoicing address, etc.;
- Add, change and/or cancel the authority to access to information regarding the company's certificate or to be able to apply, terminate, upgrade and/or renew certificates;
- View the current status of pending applications;
- View new events connected to your certificate;
- View the status of upcoming or pending upgrades or re-certification;
- Upload a company presentation with text, product picture and logotype for presentation on sbsc.se; and
- Download relevant certification marks.

You can log in to our client portal on our website.

8.3   Certification marks

Certification marks are available in digital format in the client portal for downloading and use in your marketing on your website and in other marketing channels. More information about this will be sent to your company's contact person by email after the certificate has been issued.

8.4   Marketing and information material

In certain cases, there will be marketing and information material which you can use in your contacts with clients and end-customers. You will find the material on our website.