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Delegated modification authorisation procedure

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Delegated modification authorisation procedure

(DMA)

1. INTRODUCTION

It is recognised that with modern manufacturing techniques and the competitive nature of industry, it is sometimes necessary to make changes to products in a short space of time.

2. SCOPE

Products certified by a Certification Body within the CCA.

3. OBJECTIVE

To enable the manufacturer to modify certified products to a limited extent, without prior authorisation by the CB. Such modifications shall not entail extensive testing.

4. DEFINITIONS AND ABBREVIATIONS

DMA: Delegated Modification Authorisation procedure

CB: Certification Body
Note: For the purpose of this document, the term CB means any one of the CCA signatories.

SMT: Supervised Manufacturers Testing as operated under the CCA.

Body A: Body A is the body having made the first type test for the purpose of product certification and issuing the Notification of Test Report (NTR).

5. RESPONSIBILITIES/REQUIREMENTS

5.1 APPOINTMENT OF A DELEGATED MODIFICATION AUTHORISATION OFFICER

5.1.1 A Delegated Modification Authorisation Officer (hereinafter called the DMA officer) is authorised by Body A at the request of the holder of the certificate.

5.1.2 The DMA officer shall have an appropriate knowledge of and experience with the standard(s) against which the product has been certified.

5.1.3 The appropriate skills, experience and competence of the candidate DMA officer are verified by the relevant Certification Body. This is normally done by a formal interview.

5.1.4 The DMA officer must be given the authority within his company to veto any proposed modification to a certified product which in his judgment would cause non-compliance with the relevant standard(s).

5.2 RESPONSIBILITIES OF A DMA OFFICER

5.2.1 The DMA officer shall within 10 working days from his authorisation of a modification, report his action to the Certification Body.

5.2.2 The DMA officer shall report information about modifications to which evidence of compliance with the relevant standard has been recorded.

Note: Such information could consist of construction details, test results, details regarding certification of components, etc.

5.2.3 The DMA officer shall document test results, verifications and any other relevant information in an accurate, clear and non-ambiguous way.

5.2.4 The DMA officer shall ensure that the technical documentation is available for examination upon request by the Certification Body or his authorised representative.

5.3 MANUFACTURERS TESTING LABORATORIES

5.3.1 The testing laboratory shall be competent to perform the tests concerned. In the absence of a recognised test procedure, an agreement between the DMA officer and the laboratory regarding the test procedure to be followed shall be documented.

5.3.2 The DMA officer shall ensure that tests are conducted to the general level of integrity imposed by EN ISO/IEC 17025.

Note: Supervised Manufacturers Testing Laboratories and Testing Laboratories which have been accredited to EN ISO/IEC 17025 are considered to satisfy this requirement.

5.4 RESPONSIBILITIES OF THE CERTIFICATION BODY

5.4.1 In the case of acceptance or rejection of the action taken by the DMA officer, the CB shall notify the DMA officer of this decision within 10 working days.

5.4.2 If it is considered necessary by the CB that further action is required, final authorisation of the modification may exceed 10 working days. In such cases, the CB shall inform the DMA officer within 10 working days that further action is required.

Note 1: If the CB does not meet the time scale of 10 working days and subsequently rejects the action taken by the DMA officer or requests further action by the manufacturer and/or the CB, the CB must have reasonable grounds for suspecting that the product may be unsafe or that reported testing no longer demonstrates compliance with the relevant standard (s).

Note 2: The above does not invalidate the right of the DMA officer to start production of the modified product whilst awaiting a response from the CB.

Should the manufacturer start production of the modified product whilst awaiting a response from the CB, then he must accept full responsibility for any subsequent action that may be necessary.

6. INFRINGEMENTS

Infringements to the procedure by the DMA officer may result in suspension of his authority.

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