Foundation Registration European Quality Mark (REQ)
Information on security products
www.req.nu

Instruction and tariffs
for registration and publication

date 01-02-2007

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Contents

1 Introduction

The Foundation Registration European Quality mark (REQ) presents for manufacturers and suppliers on a voluntary base information about their certified security products.

REQ has two forms:
● REQ registration with a REQ number;
● REQ publication with a Publication number.

History
Certified security products are applied in the Netherlands since the late 80s of the last century for the construction of installations. The certification of these products was / is based on national standards, carried out by accredited certification bodies.

Manufacturers in Europe have to make high costs to put products on the market, since in each country a nationally recognized certificate is required.
Many products must also be adapted for each country to qualify for certification. This is not only in contradiction with the European one market idea, it is also very expensive.

The introduction of European standards for security products should end this.
With a few exceptions, the series of standards are now available and products are now designed and manufactured on the basis of these European standards (EN).
The transition from non-EN to EN-products has started in the beginning of this century
Hence the split: REQ number and Publication number. See below.

REQ registration: REQ number
If a security product complies with a European standard and is continually identified by an independent accredited certification body, a REQ number will be assigned to such a product
Chapter 3 explains how to set registration into effect.

REQ publication: Publication number
To products certified on basis of (European) national standards, a Publication number will be assigned
Chapter 4 explains how to set publication into effect.

Transition
The list with Publication numbers will shrink, because manufacturers are busy to have all their products certified on basis of European standards.
Because of this the list with REQ registrations will increase strongly.

<u>Website</u>
All products with a REQ number or a Publication number will be published on the
REQ website under supervision of REQ: www.req.nu.

2 Applicant

REQ only concludes arrangements with manufacturers / suppliers or an authorized third party. The information required for registration and publication has to be delivered in English or Dutch by applicant.
Registration has to be done through the website of the Foundation REQ, www.req.nu. If the registration is validated, applicant will receive a pass word and will be able to register as many products as he wishes. REQ will judge every registration before assigning a REQ number or a Publication number.

3 REQ Registration

Based on the information submitted by the applicant the application for registration will be dealt with. The table below gives a quick insight to what required is and in what section a detailed explanation is given.

Required information for a REQ number		
1. Security component	X	Paragraph 3.1
2. Product certificate	X	Paragraph 3.5
3. EN, TS	X	Paragraph 3.5
4. Accreditation 45011	X	Paragraph 3.5
5. Quality in production	X	Paragraph 3.5

For assigning a REQ number information on all points has to be available.

3.1 Safety products

3.1.1 Classification products

Security products are classified by REQ in the following product groups:
• Electronic burglary and robbery alarm components;
• Electronic access control;
• CCTV;
• Fire protection;
• Social alarm sytems
By product group, products will be divided into subcategories. The product groups and their subcategories are available on the website of REQ (www.req.nu).

3.1.2 Product variants

Product variants are possible in two ways. It may be an optical variant, the functional part of the product is exactly the same but the product has e.g. a different color or a different housing. Another form is a functional variant which has the same basis as the main product, but has different specifications when it comes to certain functional properties.
Both types of variations can be registered together with the main product, for a specially adapted tariff.
Product variants can also be registered as a main product for full registration.
Groups of product variants should be clearly specified. These groups are often referred to as "x". Upon notification, this range "x" has to be further defined by the beginning and end of the range.
Annex I is an example of product variants and series.

3.1.3 Grade and Class

<u>EN-related grade and class</u>
Products that are modeled on the basis of an EN, can have an environmental and a security grade class, as defined in EN 50131-1. This is further described in the EN. This method of classification is also used when issuing a REQ number

<u>No information available on grade or class</u>
If the applicant has no information on the grade or class, these will not be mentioned. If desired, this information can always be notified and added at a later date.

REQ shall ensure that the correct grade or class is linked to the product, the assigning is the responsibility of the applicant who must use the product certificate on which this is stated.

3.2 Product certificate

The to be registered product must be certified by a certification body. The application must be accompanied by the product certificate. The certificate must be valid and state the name of the product. The certificate should also show on which requirements (see paragraph 3.3) the certificate was issued.
The product certificate should contain a text which clearly shows that the product "conforms" to the requirements. Foreign terms as 'complies with' and 'entspricht' will also be accepted by REQ.

3.3 Standards (EN) and Technical Specifications (TS)

For registration by REQ products have to comply with a European Standard (EN) or Technical Specification (TS). With this link REQ want to make clear that we strive for consistency and clarity. A manufacturer/supplier with a clear certificate that is linked to an EN or TS, should have sufficient evidence in hands, indicating that products comply with the state of the art in the EU. It should also not be relevant in which country the certificate was issued. Good accreditation (see accreditation 3.4) must ensure that the certificates issued are also of sufficient quality.
The certificate (see 3.2) must show that the product complies with an established European Standard (EN) or Technical Specification (TS), released by a national standards body that is affiliated to CEN and CENELEC.

PrEN
Sometimes an EN or a TS is still in a preliminary stage, for example a prEN. Even then a REQ number can be obtained. However, it must be a standard or specification published and publicly available (eg through the NEN).
If the standard or specification changes into a final version, certificates should be adjusted upon renewed registration.

3.4 Accreditation

Accreditation provides for monitoring of the certification body and controls key aspects like integrity, expertise and confidentiality by the certification body.
For obtaining a REQ number, the certification body that issued a certificate should have a valid accreditation for product certification based on EN 45011 and / or ISO Guide 65. This accreditation must be issued on a certification scheme that includes fully the relevant product standards (S / TS) with no exclusions. The accreditation of a certification body must be carried out by a member of the EA (European co-operation for Accreditation). On www.req.nu a list is published of accredited institutions. This list is maintained by REQ.

3.4.1 Certificate of accreditation

Many certificates of accreditation often contain general terms. For example: accredited for certification of electronic burglary components. It is also common that a certificate of accreditation contains a reference to a specific certification scheme (test method) of a certification body. To obtain a REQ number a direct link between the certificate and an EN / TS is required which is under accreditation.
In the above cases, the Annex to the accreditation certificate and / or certification scheme has to be included. The applicant must state specifically where the product standard (EN or TS) in question is indicated.

3.5 Quality in production

There are many types of product cerficates. These product certificates could all be eligible for a REQ registration.
Because there are so many options that also fit within accreditation REQ is focusing on one of these possibilities.

One possibility of certification is that the CI continuously monitors the product, production and its quality system. In this way the certainty that the products meet the requirements is greater. Especially in the security market it is important to exclude as many risks as possible beforehand.

For a registration with a REQ number we ask to prove that on issuing the certificate it is ensured that a certification body monitors the production of the product and its quality system.
The latter can be proved in different ways:
• It is clearly indicated on the certificate itself;
• It is governed by a signed "quality in production" contract between the manufacturer and the CI;
• The certificate refers to a certification scheme in which it is included;
• The certificate refers to a certification regulation in which it has been included;
• It is regulated in a different way.

The documentation should also show that monitoring by the certification body will be carried out at least once every three years
The applicant has to send in the relevant documents with the application.

4 REQ Publication

If registration (chapter 3) is not possible on basis of a EN standard or TS, but the safety product has a European national certificate, a REQ Publication number can be assigned. The table below gives a quick insight to what required is and in what section a detailed explanation is given.

Required information for a Publication number[1]		
Basic information		
1. Safety component	X	Paragraph 4.1
2. Product certificate	X	Paragraph 4.2
Additional information		
3. EN, TS	Not required	Paragraph 4.3
4. Accreditation 45011	Not required	Paragraph 4.3
5. Quality in production	Not required	Paragraph 4.3

4.1 Safety products

4.1.1 Classification products

Security products will be classified by REQ in the following product groups:
• Electronic burglary and robbery alarm components;
• Electronic access control;
• CCTV;
• Fire protection;
• Social alarm systems
By product group, products will be divided into subcategories. The product groups and their subcategories are available on the website of REQ (www.req.nu).

4.1.2 Product variants

Product variants are possible in two ways. It may be an optical variant, the functional part of the product is exactly the same but the product has a different color or a different housing. Another form is a functional variant which has the same basis as the main product, but has different specifications when it comes to certain functional properties.
Both types of variations can be registrated together with the main product, for a specially adapted tariff.
Product variants can also be registered as a main product for full registration.
Groups of product variants should be clearly specified. These groups are often referred to as "x". Upon notification, this range "x" has to be further defined by the beginning and end of the range.
Annex I is an example of product variants and series.

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[1] Products with just basic information will be registered until 31-12-2014 at the latest. Before the end of this period REQ will judge if this will be extended.

4.1.3 Class

For a REQ publication of a product that is not based on an EN, the safety class can be stated, even under a system of its own (for example, a national system or a system of a certain CI).
If the applicant has no information on the grade or class, these will not be mentioned. If desired, this information can always be stated and added at a later date.

REQ will not supervise if the correct classification is linked to the product. The assigning of the classification is the responsibility of the applicant. A product certificate on which this is stated would be sufficient.

4.2 Product certificate

The to be registered product must be certified by a certification body. The application must be accompanied by the product certificate. The certificate must be valid and state the name of the product. The certificate should also show on which requirements the certificate was issued.

Alternatively, and as a transitional measure for a product certificate it is also possible to submit a document that demonstrates (public) acceptance of the products. One such document is accepted by REQ for inclusion in the list of products with a publication number.

4.3 Additional information

The information on linking to an EN or TS, Accreditation and Quality in production is not required for REQ publication. If this information is partially available (for details see paragraphs 3.3 to 3.5) then the applicant can submit the information available.

5 Duration and communication

5.1 Website

All products (with a REQ number or a publication number) will be published at the REQ website, under the control of REQ: www.req.nu.
The period of listing on the website is never longer than the validity of the product certificate with a maximum of 5 years. Within 6 months after the expiration of this period, the registration of the product will expire and should again be notified. If a new and valid product certificate can be submitted within 6 months after the old certificate has expired, the registration wil be maintained.

A product of which registration or publication has expired, will be indicated as such on the website and will be put on the list of expired registrations and publications.

5.2 Application of REQ number, Publication number and REQ mark

When a product is registered or published then the applicant is entitled to use the REQ mark during the validity of the registered product. This REQ mark may be used for publication purposes, taking into consideration the corresponding conditions.

If the product has a REQ number (eg REQ 00005) or a publication number the applicant is allowed to use this number in relation to the product and mention it in his publications.

5.3 Text for the website and publications

All applicants who have registered or published one or more products with REQ will receive a text for their own website, including a link to the REQ website. By clicking on this link, the visitor directly sees the overview of products of the supplier/manufacturer.

6 Rapid processing of applications

A rapid processing of applications by REQ is strongly furthered by the "ideal certificate" that offers good information at a glance. To illustrate this REQ has developed a basic design that indicates what information REQ needs. This setup can be found in Annex II.

7 Tariffs

The tariffs for registration on the REQ website are included in Annex III.

8 List of abbreviations

CI   : Certification body
CCTV : Closed Circuit Television
EN   : European Standard
REQ   : Stichting Registration European Quality mark
TS   : Technical Specification

Annex I   Variants (Example)

Requested:
Product name   : BTG133X

Registered:
Product name   : BTG1330
Variant name 1   : BTG1331
Variant name 2   : BTG1332
Variant name 3   : BTG1334

In this case it is one product with three registered variants. The applicant registered the product as BTG133X in this case. The value X as mentioned in paragraph 3.1.2 shows on specification to be linked to 1 main product and 3 variants.
It is possible that in this case, the manufacturer has more variations available, such as BTG1335, BTG1336 etc, but is not offering them for registration.

Issued   : 01-01-2007
Valid till   : 01-01-2012

Product certificate

The certification body declares that the alarm component
 "DETECTOR" complies with:
- the <u>complete</u> NEN-EN 50130-4;
- all modification sheets on the NEN-EN 50130-4;
- the other standards that are mentioned in the NEN-EN
  50130-4.

The certification body performs at least once every three years
checks on:
- The product and its production;
- The functioning of its quality system
The manufacturer is authorized by the certification body to put
the certification label on the products.
The products are marketed by the supplier.
The certification body is accredited by the accreditation body.

Certification mark	.... Authorization by director certification of CI	Accreditation mark

Data concerned parties

Manufacturer	Supplier	Certification body	Accreditation body
Name	Name	Name	Name
Address	Address	Address	Address
Place of business	Place of business	Place of business	Place of business
Country	Country	Country	Country
Telephone	Telephone	Telephone	Telephone
Email	Email	Email	Email
Website	Website	Website	Website

Annex III   Tariffs REQ

1. Tariffs
All tariffs mentioned in this document are ex VAT.

1.1 Tariff for subscribing
Producers or authorized representatives who want to subscribe their products, start by subscribing the company via the website of REQ (www.req.nu).
The administration fee for applying the company is € 300,- This amount is charged once per producer/representative.

1.2 Tariff for productregistration

Tariff of registration per calendar year[2]		
Productgroup	Main product	Variant
Alarm system central/systems	€ 300,-	€ 120,-
Simple component	€ 100,-	€ 40,-

2. Invoicing
REQ bills per trimester and preferably by a complete overview. For amounts equal to or smaller than €1000,- the manufacturer/representative can agree on direct debit. If one doesn't chose for direct debit, REQ charges an administration fee of €25, -per invoice. For amounts above €1000, - REQ, always sends an invoice. Term of payment is 30 days. In case of not complying with the obligation to pay, REQ can decide to de-publish the product.

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1. When a product is subscribed during the calendar year, the billing is based upon the number of months subscribed. The month of subscribing is not charged.