

**ELOT
CERTIFICATION DIVISION**

**GENERAL RULES FOR THE
CERTIFICATION OF PRODUCTS
PC E.01**

Edition/ Revision :	02/00
Issued by/ Signature :	M. Pitsika/ K. Liana
Approved by/ Signature of President of Certification Council:	Certification Council ELOT
Date of issue/ amendment :	1999-01-28
Date of approval:	1999-03-15

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0. INTRODUCTION

0.1. LEGAL STRUCTURE

According to Law 372/76 “Establishment and Operation of ELOT”, as amended by Law 1682/1997 and Presidential Decree 155/1997 “ Incorporation and Statutes of the Societe Anonyme ‘ Hellenic Organization for Standardization S.A’”, ELOT has been entrusted with the development of Certification activities. According to Ministerial Decision 22792/509/26-6-1998 “Certification Procedures of the Hellenic Organization for Standardization S.A”, issued by the Ministry of Development (Government Gazette 708/B/13-7-98), ELOT applies Certification Procedures and Systems (e.g.: ISO certification systems). In the context of these Procedures ELOT grants Conformity Marks and Certificates of Conformity, which denote the conformity of products, processes, activities, organizations, systems and personnel to the requirements of normative documents, which are called ELOT Conformity Marks/ Certificates of Conformity.

Specifically, the Conformity Marks/ Certificates, which are granted by ELOT according to the requirements of Hellenic standards, European standards (EN), Experimental European standards (ENV), Harmonization documents (HD) of the European Committee for Standardization (CEN) and the European Committee for Electrotechnical Standardization (CENELEC), European Telecommunication Standards (ETSI), Experimental European Telecommunication Standards (I-ETS) are called ELOT Hellenic Conformity Marks/ Certificates and are awarded exclusively by ELOT.

0.2. DEFINITIONS/ ABBREVIATIONS

All definitions given in the present text and which are related to Product Certification, are in accordance with Standards ISO 8402/ ELOT EN ISO 8402 and ELOT EN 45020. “General Terms and their definitions for Standardization and relevant activities”, as well as with the definition sgiven in Ministerial Decree 22792/509/26-06-98.

The abbreviations used in the present Rules are as following:

PC: Product Certification
ELOT/CD: ELOT Certification Division
RCP: Register of Certified Products
EA: European Accreditation
ISO: International Standardization Organization
IEC: International Electrotechnical Committee
GRPC: General Rules for Product Certification
SRPC: Special Rules for Product Certification
M.D.: Ministerial Decree
ECM/ELOT: Hellenic Conformity Mark of ELOT
ELOT/CM: ELOT Conformity Mark
ELOT/CC: ELOT Conformity Certificate

All definitions, which apply with respect to the present Rules are referenced in Annex V.

03. IMPARTIALITY (Third Party)

The impartiality of ELOT is ensured by its Legal and Organizational structure and the function of its Certification Council.

In the context of its function as Certification Organization ELOT is not involved in any way in providing consulting services for the design, production, installation or disposal of the products to be certified. ELOT is not involved either in the organizing and implementation of the Quality Systems of the concerned enterprises.

In the context of the present Rules and according to the proper practice of Product Certification Procedures, ELOT collaborates with the concerned enterprises, with sole objective the proper interpretation of Standards/ specifications or other normative documents and the Special Rules for Product Certification (SRPC) and implementing the Certification Procedures.

All enterprises in contact with ELOT by virtue of the present Rules are treated equally. The Certification Rules are the same for all interested parties and for the holders of ELOT Conformity Marks/ Certificates.

1. OBJECT

1.1. GENERAL

The present General Rules for Product Certification (GRPC) concerns the ELOT Procedures for Product Certification, according to the requirements of the present Rules, the corresponding SRPC and the normative documents referenced in the corresponding SRPC. The overall management and the granting of the ELOT Conformity Mark/ Certificate is in conformity with the requirements of Standard ELOT EN 45012, ISO/IEC Guide 65 and the relevant EA Guidelines.

The ELOT Conformity Mark/ Certificate denotes that the enterprise manufactures products in conformance with the requirements of specified standards, specifications or other normative documents..

1.2. SECTORIAL AND SPECIAL CERTIFICATION COMMITTEES

According to the M.D. referenced in paragraph 01, the Certification Council of ELOT may constitute Sectorial and Special Certification Committees, to which part or all of its authorities may be transferred.

The operation and authorities of Sectorial and Special Certification Committees are defined in article 4 of the relevant M.D., while the relevant decisions of the Certification Council are referenced in the corresponding SRPC.

1.3. CONTENTS OF SPECIAL RULES FOR PRODUCT CERTIFICATION

For each special field of application- product- of the present GRPC, ELOT issues SRPC, which are approved by the Certification Council of ELOT or the authorized Sectorial or Special Certification Committee. The contents of the SRPC are described in Annex II of the present GRPC.

1.4. BODIES COOPERATING WITH ELOT, FOR THE GRANTING AND SURVEILLANCE OF ELOT CONFORMITY MARKS/ CERTIFICATES

In the context of the relevant provisions of the M.D. referenced in paragraph 01, ELOT may cooperate with appropriate Bodies (legal entities or persons) for conducting the Inspections described in paragraph 5 and 6 of the present Rules. These Bodies operate in the context of the Certification Systems after authorization by ELOT and their approval by the Managing Director of ELOT, according to the criteria specified in the EN 45000 series of Standards.

The Bodies cooperating with ELOT for these purposes are referenced in the corresponding SRPC.

2. PROCEDURE FOR GRANTING AND MAINTAINING ELOT CONFORMITY MARKS/ CERTIFICATES (ELOT/CM- ELOT/CC)

2.1. GENERAL

The Procedure for granting and maintaining ELOT/CMs- ELOT/CCs consists of the following stages:

- Initial Discussions/ Exchange of Information
- Initial Inspection
- Inspections carried out after the signing of the contract

The principles, described in Standards ELOT EN ISO 10011-1, ISO 10011-2 and ELOT EN ISO 10011-3 are applied during the above-mentioned stages.

During the Inspections, the enterprise must inform ELOT about all requirements specified by legislation (National or European) and/ or the National/ European/ International Standards/ specifications or other normative documents, which are valid for its products.

The ELOT Auditors will verify if the enterprises' products conform to these requirements, well as the granting of licenses and approvals by the Relevant Authorities and Bodies. The ELOT Auditors will also have access to the records of Inspections carried out either by the relevant Authorities or by other Inspection/ Certification Bodies or Organizations.

2.2. APPLICATION

The enterprises which wish to Certify their products, submit an Application to ELOT, by filling in the special application form, which is obtained by ELOT.

Each Application submitted concerns only one product category and one of the enterprise's manufacturing plants and is considered to refer to all the alternative product types of the enterprise, according to the Standards/ specifications/ other normative documents, which are referenced in the relevant Annex of the corresponding SRPC.

Along with the Application, the enterprise must submit all documents required by the corresponding SRPC. All documentation must be submitted in Greek.

The enterprise concerned receives from ELOT, along with the Application form, the present GRPC and the corresponding SRPC.

As soon as the Application and the necessary documents are submitted to the ELOT/CD by the enterprise, the Inspection Team is constituted. In the case of rejection of the application, ELOT informs the enterprise stating the reasons of the rejection, as well as the Certification Council.

The ELOT/CD, taking into account the specific technical requirements of the products of the enterprise, constitutes the Inspection Team, which consists of the Lead Auditor and at least one Auditor or Trainee Auditor,. The Inspection Team, if required, may also consist of Technical Experts in order to satisfy the above-mentioned requirement. The members of the Audit Team are selected from the ELOT Lists of approved Auditors/ Technical Experts.

The names and professions of the above-mentioned Auditors and Technical Experts are announced to the Company.

When the Inspection Team is constituted, as regards the use of external collaborators, the ELOT/CD, in order to achieve its impartiality and objectivity takes care that no-one, who has acted as an consultant, in the design, production, installation or maintenance of the specific products or who is working for a competitive company, is included in the Inspection Team.

When the composition of the Inspection Team is announced, the enterprise has the right to ask for the replacement of a member/s of the external Auditors of the appointed Inspection Team if serious reasons concur (e.g. the company's competitiveness is affected or the safety of its technical know how is endangered due to the relationship of the auditor(-s) with competitors). In such cases the ELOT/CD reappoints the Inspection Team.

2.3. INITIAL DISCUSSIONS/ EXCHANGE OF INFORMATION

The ELOT/CD informs all those interested about the Procedures, the time and the expense of every assessment. The ELOT/CD, if asked to do so, can also provide an estimated cost plan. The Initial Discussions have no cost for the auditee.

The ELOT/CD, during these Initial Discussions, is obliged to inform all those interested of every aspect of the Certification System: the technical, economic etc, before they submit the Application.

Furthermore, and in order to submit the Application, ELOT has to determine whether all conditions for the implementation of the Certification System are in force, that is if Standards/ specifications or other normative documents, appropriate laboratories and specialized Inspectors exist, for the specific products. In cases where the SRPC have not been yet elaborated, ELOT must also estimate the time period required for its elaboration and must inform the interested parties accordingly.

2.4. INITIAL INSPECTION

After the submission of the Application and all necessary documentation by the enterprise, ELOT conducts the Initial Inspection. This Inspection includes:

- a) the assessment of the Quality System/ activities of the enterprise, according to the requirements described in the corresponding SRPC
- b) sampling, as defined in the corresponding SRPC, for every product or type of product for which certification is sought. The samples are ensured by appropriate packaging, labeled appropriately and sent to laboratories, on expense and responsibility of the applicant, within one (1) month after the conduct of the Initial Inspection
- c) initial/ type testing, according to the requirements of the Standards/ specifications/ other normative documents, referenced in the corresponding SRPC. The tests are conducted either at the ELOT laboratories or at other laboratories, recognized by ELOT for this purpose, as foreseen in the M.D. referenced in paragraph 01.

ELOT does not grant the ELOT/CM- ELOT/CC in cases where deviations are detected either from the requirements of the Standards/ specifications/ other normative documents or those of the SRPC or of the GRPC.

The auditee is obliged to notify the ELOT/CD in writing of the corrective actions implemented. The ELOT/CD may, depending on the nature of the deviations, inspect these points and the corresponding corrective actions either by submittance of documentation by the enterprise, either on site by conducting an Inspection or by repeating the sampling and the type testing. In cases in which it is discovered that the auditee is not implementing the corrective actions, the ELOT/CD makes a negative proposal to the Certification Council.

In each case, the detailed Procedure is described in the corresponding SRPC.

In cases, in which the Inspection Team has problems cooperating with the Auditee's personnel (personnel not being present when required, not responding to questions posed by the Auditors, using of misleading methods, using methods to affect the Audit conclusion etc.), its members must immediately inform the Lead Auditor. The Lead Auditor, depending on the extent of the problem, informs the auditee's Management. If the matter is not solved, the Lead Auditor decides to stop the Inspection.

After the Initial Inspection is completed, the auditors elaborate the Audit Report, taking into account the assessment of the manufacturing plant, the results of the type testing as well as every element which is considered necessary, which is submitted to the enterprise, as well as to the ELOT/CD.

The ELOT/CD proposes to the Certification Council of ELOT for the granting or not of the ECM/ELOT-ELOT/CM- ELOT/CC, in the case in which all requirements described in the present GRPC and the corresponding SRPC are fulfilled and the Inspection Team has verified the corrective actions, which were necessary to be implemented on behalf of the enterprise.

2.6. INSPECTIONS CARRIED OUT AFTER THE SIGNING OF THE CONTRACT.

After the ECM/ELOT- ELOT/CM- ELOT/CC is granted, ELOT conducts Inspections. The frequency of these Inspections, on a yearly basis, is defined in the corresponding SRPC.

The purpose of these Inspections is to ensure the continuous and proper implementation of the prerequisites for the granting of the ECM/ELOT- ELOT/CM- ELOT/CC, as they are described in the present GRPC and the corresponding SRPC. The Inspections are conducted via audits and sampling at the manufacturing plants, warehouses and points of delivery of the products, laboratory tests, elaboration of the corresponding Inspection Reports and the assessment of the Quality System, according to the requirements described in the corresponding SRPC.

ELOT has the right to conduct more Inspections, than those defined in the SRPCs, in cases where it is deemed necessary, as well as Inspections without previous notification i.e. in cases of customer complaints, consumer complaints etc.

2.6. EXTENSION OF THE ECM/ELOT- ELOT/CM- ELOT/CC

The ECM/ELOT- ELOT/CM- ELOT/CC may be extended:

- a) to new product types, manufactured at the same plant of the licensee
- b) to the same product types, which are manufactured at other plants of the licensee.

The Certification Council grants the extension, after the enterprise submits a new Application along with all relevant documentation to the ELOT/CD, according to the requirements of the corresponding SRPC, the conduct of the necessary Inspections and the relevant decision.

The Inspections required are as following in each case:

- a) if the licensee wishes to extend the ECM/ELOT- ELOT/CM- ELOT/CC to additional product types manufactured at the same manufacturing plant, in general no additional assessment of the manufacturing plant is required according to the requirements of paragraph 2.4 of the present Rules) but type testing must be conducted, according to the requirements of the corresponding SRPC.

- b) if the licensee wishes to extend the ECM/ELOT- ELOT/CM- ELOT/CC to the same product types, but which are manufactured at different manufacturing plants, all Inspections described in paragraph 2.4 of the present Rules are carried out for every manufacturing plant.

In each case there may be deviations from the above- mentioned, if it is deemed necessary according to the real conditions and a justified decision of the Certification Council.

If the certification Council decides to grant the extension of the ECM/ELOT- ELOT/CM-ELOT/CC, the surveillance is then carried out as following, in each case:

- a) if the ECM/ELOT- ELOT/CM- ELOT/CC is extended to additional product types manufactured at the same manufacturing plant, the Inspections can be carried out at the same time for all types while the tests are carried out according to the requirements of the corresponding SRPC
- b) if the ECM/ELOT- ELOT/CM- ELOT/CC is extended to the same product types but which are manufactured at different manufacturing plants, the surveillance is carried out for each manufacturing plant, according to the requirements described in paragraph 2.5 of the present Rules.

3. CONDITIONS OF GRANTING AND RENEWAL OF THE ECM/ELOT- ELOT/CM –ELOT/CC

The contract for the use of the ECM/ELOT- ELOT/CM- ELOT/CC is valid for three (3) years.

The granting of the ECM/ELOT- ELOT/CM- ELOT/CC is decided by the Certification Council of ELOT, after recommendation by the ELOT/CD.

The Certification Council may also, with justification, decide:

- the re-examination of the Application of the enterprise, in the case where it is possible, after the implementation of corrective actions, for the enterprise to conform to the requirements for a positive decision. In this case, the enterprise can ask for a re-assessment of the Application in a time period no more than 12 months after the relevant decision is taken, otherwise the Application is considered as non-valid. During the re-assessment, all points which were considered unsatisfactory as well as every point deemed necessary will be re-examined. The cost of this re-assessment depends on the extent of the Inspection and will be borne by the enterprise.
- the temporary or permanent annulment of the ECM/ELOT- ELOT/CM- ELOT/CC

The decision of the Certification Council is made known in writing to the interested party.

After the granting of the ECM/ELOT- ELOT/CM- ELOT/CC has been approved by the Certification Council of ELOT, a contract is signed between ELOT and the enterprise, which determines the rights and obligations of ELOT and the certified enterprise.

The validity of the decision of the Certification Council, concerning the time for the signing of the contract between ELOT and the certified enterprise is three (3) months.

The contract is renewed after the three year validity, unless the enterprise has asked for its non renewal.

4. RIGHTS AND OBLIGATIONS OF ECM/ELOT- ELOT/CM- ELOT/CC HOLDERS

4.1. The holder of an ECM/ELOT- ELOT/CM- ELOT/CC can use it with no restriction for professional purposes, especially in cases where he makes offers, confirms orders, agreements and mainly in cases where he wants to achieve the simplicity, reduction or total avoidance of inspection by his clients. He can also use it for advertising purposes or to prove the conformity of his products to the Standards, specifications, other normative documents referred to in the relevant Annex of the SRPCs.

4.2. The holder of an ECM/ELOT- ELOT/CM- ELOT/CC is obliged to:

- continuously and effectively apply the requirements of the Standards, specifications or other normative documents, of the present Rules and of the corresponding SRPC
- state that he has and promote the ECM/ELOT- ELOT/CM- ELOT/CC only for the products or product types for which it has been granted, for the specific manufacturing plants, where the product types are manufactured and with a clear reference to the Standards, specifications or other normative documents, according to which it has been granted. The granting of the ECM/ELOT- ELOT/CM- ELOT/CC does not release the enterprise of its responsibility against the relevant legislation
- suspend in at least one week the use and/ or advertisement of the ECM/ELOT- ELOT/CM- ELOT/CC if it is withdrawn for any reason, and must not refer to it anymore. In such cases the corresponding ELOT Certificate must be returned to ELOT, as well as any Conformity Marks provided by ELOT and inform ELOT accordingly about the withdrawal of every reference to the ELOT/CM- ELOT/CC and ECM/ELOT
- notify ELOT immediately if his certified products knowingly stop to satisfy the requirements of the Standards, specifications or other normative documents
- *not bring forward changes which can affect the certified products and the Quality System, without informing in writing the ELOT/CD. When significant changes are implemented, the Initial Inspection or the initial type testing will be repeated. In case of every change, the information must be submitted in writing*

within twenty (20) days of the implementation of the change otherwise , ELOT may undertake all foreseen measures

- *to maintain and place at ELOT's disposal during the Inspections carried out, records of complaints with respect to his Quality System and of the corresponding implemented corrective actions. Failure to keep such records will be assessed as a Major Non Conformity by the ELOT Inspection Team and noted on the Inspection Report*
- acknowledge the ECM/ELOT- ELOT/CM- ELOT/CC granted by ELOT to other enterprises, as proof of the conformance of their products to the requirements of the Standards, specifications or other normative documents, the present Rules and the corresponding SRPC. But the holder always has the right to verify the above mentioned, on his own expense, if he strongly believes that this is necessary.
- to use the ELOT/CM- ELOT/CC and ECM/ELOT, according to the requirements described in paragraph 7 of the present Rules
- to inform the ELOT/CD of any dangerous situations, which may lead to the withdrawal of the enterprise's products from the market
- to not use or make any reference to the ELOT/CM- ELOT/CC and ECM/ELOT in cases of their withdrawal

4.3. The enterprise concerned undertakes the responsibility to provide clear information to the ELOT Auditors, with respect to its products. The enterprise must facilitate the Inspection procedure by taking the proper organizational measures and undertaking the responsibility for its representative to be present at the location of the enterprise together with all the responsible (authorized) staff. This personnel will be available during the Inspection for possible information, explanations or discussions with the ELOT Auditors. At the same time all documents and records of the company related to the Inspection must be ready and available.

4.4. The enterprise is obliged to accept the dates, specified by ELOT, for the conducting of Inspections, unless very serious reasons apply, which must be stated in writing to the ELOT/CD. The continuous non acceptance of the specific dates or continuous applications for changes and reappointing Audit dates may constitute reasons for withdrawal of the ECM/ELOT- ELOT/CM- ELOT/CC.

5. ELOT OBLIGATIONS

5.1. ELOT is obliged, within its power, to market and promote the ELOT/CMs and ELOT/CCs granted, in Greece and abroad. The collective activities of marketing and promoting the Certification Schemes of ELOT, are decided for by ELOT, in cooperation with the Certification Council.

5.2. ELOT is obliged to inform the ECM/ELOT- ELOT/CM- ELOT/CC holders about modifications of the Standards, specifications or other normative documents, of the present Rules or the corresponding SRPC according to which the ECM/ELOT- ELOT/CM- ELOT/CC was granted.

ELOT, in cooperation with the Certification Council, examines the necessity of implementing the amended Standards, specifications or other normative documents before the contract expires and decides upon the time period for the implementation of the new requirements for the holders of the ECM/ELOT- ELOT/CMs- ELOT/CCs.

The time period for the implementation of the new requirements depends upon:

- the necessity for harmonization to the amended requirements, when they concern health, safety, environmental matters
- the time and expenses involved, for the reorganization of the production processes of the products
- the amount of existing product stock and the possibility of their amendment
- the possible risk of introducing commercial advantage for certain licensees
- the possibility of creating problems to the operation of the Certification System in general.

The holder of the ECM/ELOT_ ELOT/CM- ELOT/CC has the right to reject the implementation of the amendments and renounce the contract signed with ELOT, without any further economic obligations.

In cases where the holders wish to continue the use of the ECM/ELOT- ELOT/CM- ELOT/CC, ELOT has the right to repeat the Initial Inspection, the cost of which is borne by the enterprise.

5.3. The ELOT/CD submits an Annual Report to the Certification Council, with respect to the operation of the Certification System, implemented under the provision of the present Rules. Similar Reports may be submitted earlier and at any moment- if deemed necessary and especially in cases where problems are detected.

6. TEMPORARY/ FINAL ANNULMENT OF ECM/ELOT- ELOT/CMs- ELOT/CCs

6.1. ELOT may proceed with the temporary or final annulment of the ECM/ELOT- ELOT/CM- ELOT/CC. If the enterprise wishes to be re-granted the ECM/ELOT- ELOT/CM- ELOT/CC, it must submit a new Application to the ELOT/CD.

6.2. Some reasons for annulment, amongst others, are as following:

- when, during the surveillance, deviations are detected from the requirements of the Standards, specifications or other normative documents and the obligations of the present Rules, the corresponding SRPC or the contract for the granting of the ELOT/CM- ELOT/CC- ECM/ELOT
- when the enterprise uses or advertises the ELOT/CM- ELOT/CC- ECM/ELOT in a misleading manner

- when the changes implemented by the enterprise to certified products may affect their conformance to the Standards, specifications or other normative documents, according to which the ECM/ELOT- ELOT/CM- ELOT/CC was granted and ELOT deems it necessary to conduct supplementary Inspections and until the results of these Inspections are assessed appropriately
- after an Application submitted by the enterprise
- when the enterprise does not fulfill it's economic obligations, with respect to the Certification Procedure
- if false or misleading information is given to the Inspection Team during the Inspections
- if the enterprise goes bankrupt
- if the enterprise does not fulfil the conditions, set by ELOT for the temporary annulment
- if there are changes to the Standards/ specifications/ other normative documents or to the SRPC or the present GRPC, to which the enterprise does not wish to conform to
- when the enterprisre does not fulfil it's ogligations, as described in paragraph 4 of the present Rules.

The temporary annulment is made known in writing, by the ELOT, to the holder of the ECM/ELOT- ELOT/CM- ELOT/CC and the conditions for the abrogation of the annulment are set. During the period of the temporary annulment, the licensee cannot sell or place on the market any products bearing the Certification Mark. When the conditions are fulfilled by the enterprise, the annulment is removed and the enterprise is informed in writing. If not, the annulment becomes permanent and the enterprise is notified accordingly.

In the case of a final annulment, ELOT decides upon the disposal of the products bearing the Certification Mark, that is if the ELOT/Cm should be removed off the products in storage and/or of those already placed on the market, or if the enterprise will be allowed to dispose of the products which bear the Certification Mark in a specific time period or any other measure deemed necessary.

In every case, the enterprise is obliged to return the original ELOT/CC and any Certification Marks given, while the annulment is made known by ELOT to the public.

In cases of fianl annulment, the corresponding products are withdrwan from the Register of Certified Products (RCP). In cases of temporary annulment, an appropriate note is made on the RCP by the ELOT/CD.

7. USE OF THE ELOT/CM- ELOT/CC- HELLENIC CONFORMITY MARK (ECM/ELOT)

7.1. After the granting of the ELOT/CM- ELOT/CC, the enterprise may use the Hellenic Conformity Mark (ECM/ELOT) on its advertising material and on the products.

7.2. The logotype of the ECM/ELOT in proportional dimensions is the following:



7.3. The ECM/ELOT is placed on the products, in proportional dimensions according to the approved logotype. The ECM/ELOT must be placed on each certified product. If the size, type of the product or other reasons do not permit the placing of the Mark on the product, the details of the relevant marking are described in the corresponding SRPC.

7.4. The ELOT/CM, the logotype of which is specified in each SRPC, is placed on the products, in proportional dimensions according to the approved logotype. The ELOT/CM must be placed on each certified product. If the size, type of the product or other reasons do not permit the placing of the Mark on the product, the details of the relevant marking are described in the corresponding SRPC.

7.5. The logotype of the ECM/ELOT or the ELOT/CM can be used on the certified products and will be accompanied by a reference to the Standard according to which it was certified or to the specification or other normative document. The ECM/ELOT and the ELOT/CM refers exclusively to the type or types of products to which it was granted and its connection with non-certified products of the enterprise or of another enterprise is not allowed.

In cases in which the ELOT/CM- ELOT/CC or ECM/ELOT is restricted to certain types, manufactured by the enterprise and to a specific manufacturing plant of the enterprise, reference or use of the ELOT/CM- ELOT/CC- ECM/ELOT is not allowed on product types or to manufacturing plants not covered by them.

7.6. The ECM/ELOT and the ELOT/CMs are the exclusive property of ELOT, the logos of which have been registered, and which can also be declared in other countries for its consolidation.

7.7. The enterprise may place on the certified products, additional marks, except for the ECM/ELOT-ELOT/CM, according to the requirements specified in the corresponding SRPCs.

7.8. In cases of Product Certification, in the context of European or International agreements, the corresponding Rules and Procedures of these agreements apply, while the Certification Council is informed accordingly.

7.9. The ECM/ELOT_ ELOT/CM- ELOT/CC refers only to the enterprise to which it was granted and cannot be transferred to other enterprises, except for cases in which the licensee is bought by the other enterprise or the enterprise changes its name and only after ELOT has been notified accordingly about the corresponding change.

7.10. The holder of the ECM/ELOT- ELOT/CM-ELOT/CC takes care that all publications and advertisements do not provide misleading information about the certified and non-certified products.

The licensee must not give misleading information to the users of his/ her products about the use, possibilities and characteristics of his/ her certified products.

7.11. The ELOT/CC must be published and used as a whole. If the licensee wishes to publish part of it, he/she must obtain ELOT's permission in writing.

7.12. In order to ensure the proper implementation of the above paragraph the holder of the ECM/ELOT- ELOT/CM-ELOT/CC is obliged to place in ELOT's disposal all documents/records and places where he intends to place it as well as all advertisement which will refer to and to ask for ELOT's approval, before their use. The nonfulfillment of this requirement and every misuse of the ECM/ELOT- ELOT/CM-ELOT/CC is a reason for ELOT to take measures which are described in paragraph 6 of the present Rules.

8. APPEALS

8.1. The interested enterprise may submit an appeal against the decisions of ELOT for certification matters, within a month of the notification of the relevant decision.

8.2. A three-membered Appeal Committee, whose members is the General Secretary of Industry from the Ministry of Development or a person appointed by him as President, the President of the ELOT Board of Directors and a representative of the appellant.

8.3. The decision is issued within two months of the date of submission of the appeal and is forced compulsory by both parties. Until the above/mentioned decision is taken, the decision taken by the ELOT Certification Council is in force.

9. CONFIDENTIALITY

ELOT and especially the Certification Division, the Certification Council and all external collaborators involved in the Certification Procedure undertakes the responsibility to handle all documents and information concerning the enterprises which are about to be assessed, as strictly confidential and to use them exclusively for the purpose of its contact with the enterprise and of carrying out the assessments of its Quality System.

10. ECONOMIC TERMS.

10.1.GENERAL.

10.1.1. For the granting of the ECM/ELOT- ELOT/CM- ELOT/CC, the extension and renewal of the right to use them, a fee equal to the required Total Cost ((**TC**)) is paid in to ELOT. The Total Cost consists of the Initial Cost (**IC**), the Yearly Cost (**YC**).

10.1.2. The Initial Cost (**IC**) is the cost for the assessment of the Application and for the decision for the granting of the ELOT/CM- ELOT/CC- ECM/ELOT. The Initial Cost (**IC**) consists of:

- a) The Audit Costs of the manufacturing plants a, defined by ELOT and which consists of:
 - the transportation, alimentation and residence cost for two Inspectors, for the conduct of the relevant Initial inspection
 - the Inspection, sampling and report elaboration cost
- b) the cost of testing **b**

It is the cost of the necessary tests to be carried out

- c) an increment of the sum (a+b) of 25% for the administrative costs of ELOT for the certification procedures
- d) according to the above mentioned the Initial Cost is determined as $IC = 1,25 (a + b)$

In cases where the type tests/ initial tests have to be repeated, in order to determine whether the necessary changes or corrections have been implemented, the **IC** is incremented accordingly.

10.1.3. The **YC** is the sum of the Constant Yearly Cost (**CYC**) and the Variable Yearly Cost (**VYC**) and covers the cost required per year for the surveillance of the use of the ECM/ELOT- ELOT/CM- ELOT/CC, as well as of the certified products.

The **CYC** consists of:

- a) the Audit Costs per year **a.x**, where :
 - a: the cost determined in paragraph 10.1.2, article a
 - x: the number of inspections conducted per year
- b) the costs of testing per year, **b.y**, where :
 - b: the cost determined in paragraph 10.1.2, article b
 - y: the number of tests conducted per year

c) an increment of 25% of the sum (a.x + b.y), for the coverage of the ELOT administrative and general costs, for the certification procedures

d) According to the above mentioned, the **CYC** is formulated according to the sum :

$$\text{CYC} = 1,25 (a.x + b.y).$$

The **VYC** is the cost of ELOT for the certification, per year, of the certified products and for their surveillance, and is proportional to the value of the certified products. The **VYC** is determined according to the form $\text{VYC} = g.w$, where

$g = 0,5 \text{ ‰} - 3 \text{ ‰}$ (the precise value is defined in the corresponding SRPC)

w = the sales value of the products certified per year

The cost of any ELOT/CMs provided to the enterprise, are also included in this cost.

In cases where deviations from the requirements are detected, after the granting of the ECM/ELOT- ELOT/CM- ELOT/CC, the cost for their restoration (i.e. cost of additional testing, inspections, ELOT/CD paperwork, Certification Council's meetings etc) is not included in the above-mentioned cost. The additional cost is estimated in each case according to the actions and has to be paid, in order for the licensee to continue to use the ELOT/CM-ELOT/CC-ECM/ELOT.

If additional sampling has to be carried out at the points of distribution/ disposal of the products, the cost is borne by the enterprise.

10.2. PAYMENT.

10.2.1. The **IC** is paid in two stages, as following:

a) the estimated **IC** is paid to ELOT after the assessment of the application and it's payment is a prerequisite for the conduct of the Initial Inspection and testing according to the requirements of the corresponding SRPC

b) when the actual **IC**, differs from the estimated one, the difference is compensated with the **YC**.

10.2.2. The **IC** is not refundable, independent of the results of the Inspections and the final decision of the Certification Council, as well as in the case of withdrawal of the relevant Application by the enterprise.

10.2.3. The Yearly Cost (**YC**) for the first year is paid when the relevant contract, between ELOT and the licensee, is signed and for the next three years of the contract validity at the end of the year and for all three years. The **VYC** is estimated at the beginning of the year according to a statement by the licensee for the total price of certified products, that he/she estimates to sell within the year. At the end of the year the licensee sends the actual data concerning the total price of certified products that were actually sold, and the **VYC** is compensated with the **YC** of the following year.

The licensee is obliged to place in ELOT's disposal all documents required for the verification of the total of certified products sold.

10.3. COST FOR THE EXTENSION OF THE ECM/ELOT-ELOT/CM-ELOT/CC.

10.3.1. In the case of paragraph 2.6, subparagraph a), the enterprise submits only the cost for the additional inspections required (inspection- testing- sampling)

10.3.2. In the case of paragraph 2.6, subparagraph b) each manufacturing plant's cost is estimated as a whole, according to the requirements of the present paragraph.

10.4. ECONOMIC RIGHTS OF ELOT.

10.4.1. The economic parameters according to which costs a) and b) of paragraph 10.1.2 are estimated are defined by decision of the Administrative Board of ELOT. The valid price list is described in Annex I of the present Rules.

10.4.2. After the signing of the contract, ELOT has the right to redefine the **YC** per year.

10.4.3. In cases of renewal of the contract after it expires the **IC** is not submitted. In this case, ELOT has the right to redefine the cost concerning the **YC**.

10.4.4. In cases where amended standards/ specifications/ other normative documents are applied, ELOT may change the agreed economic terms, if required, according to the requirements of paragraph 2.

11. REGISTER OF CERTIFIED PRODUCTS (RCP)

A Register of the Certified Products (RCP) is maintained in ELOT, with the objective of publishing the granting of the ELOT/CM- ELOT/CC and the monitoring of its maintenance.

The RCP includes the name of the enterprise, the type or types of products to which the ELOT/CM- ELOT/CC was granted, the Standard/ specification/ other normative document according to which the certification of products was granted, reference to the SRPC according to which the enterprise was assessed, as well as other information which may be required.

12. MUTUAL RECOGNITION AGREEMENTS

ELOT may sign agreements for collaboration or mutual recognition with Organizations or Bodies, which operate, in accordance with Standard EN 45011, ISO/IEC Guide 65 and the corresponding EA Guidelines, systems for Product Certification. In the case these Organizations/Bodies are not accredited, ELOT is responsible for their assessment according to Standard EN 45011 and ISO/IEC Guide 65. ELOT is obliged not to notify, to these Organizations/Bodies, documents relevant to enterprises which have submitted applications or have been granted the

ECM/ELOT- ELOT/CM- ELOT/CC without previous agreement of the enterprise concerned.