DNV·GL

CLASS GUIDELINE

DNVGL-CG-0214 Edition April 2016

Marine equipment directive

DNV GL AS

FOREWORD

DNV GL class guidelines contain methods, technical requirements, principles and acceptance criteria related to classed objects as referred to from the rules.

Any comments may be sent by e-mail to *rules@dnvgl.com*

CHANGES – CURRENT

This is a new document.

CONTENTS

SECTION 1 GENERAL

1 Service description

This document describes the DNV GL conditions and certification processes for certification to the Marine Equipment Directive 96/98/EC (MED). The document defines Customer and DNV GL obligations additional to the MED, the Terms and Conditions, the Certification Agreement between the parties and in the Annex to the certificate.

2 General conditions

DNV GL will, according to its Notifications, carry out the following conformity assessment procedure described in the MED:

— Module B, EC-type examination
— Module D, production quality assurance
— Module E, product quality assurance
— Module F, product verification
— Module G, unit verification

If the requirements in MED do not provide sufficient guidance for the assessment of conformity, DNV GL will use the recommendations from the MED Co-ordination Group for the Notified Bodies (*MarED*) which are commonly accepted by the Notified Bodies.

DNV GL will not provide any consultancy services aiming to facilitate the certification.

All product information needed for the DNV GL evaluation of the product is treated as confidential.

3 Public administrative law

DNV GL's exercise of the role as Notified Body may be subject to public administrative law requirements insofar following from background law and/or set out in the authorization letter from the relevant Public Authority.

4 DNV GL certification procedures

A manufacturer wishing a Notified Body service should submit an application to DNV GL. The DNV GL application form, available on DNV GL MED website, should be used in this connection. If requested by the customer, the notified body provides general information on the fees charged and will prepare a quotation.

The manufacturer agrees to promptly supply to DNV GL, where duly justified, any relevant information data, which is necessary for establishing and maintaining the attestation of conformity in view of the chosen procedure.

The manufacturer will further ensure that DNV GL, other acting on behalf of DNV GL and observers (e.g. accreditation/notification auditors) will get all necessary work and access permits.

When all assessment activities according to the MED are completed and found satisfactory, the project is ready for Certificate issuance. DNV GL will issue all formal documents and certificates according to the MED.

5 Refusal of certification

Certification shall be refused if the product or the quality system is found not to comply with MED.

DNV GL shall communicate refusal of certification to the applicant in writing. Information regarding the appeal procedures shall be given.

6 Maintaining the certificate

The manufacturer is responsible, at all times, to ensure that the products and systems at all times meet the relevant requirements set out in the Directive and to undergo all DNV GL assessment activities and visits. The assessment of conformity carried out by DNV GL does not release or otherwise discharge customer from the sole responsibility for the compliance of the product and systems with these requirements. Corrective actions to identified findings must be implemented within the set time limit.

The manufacturer shall authorize DNV GL to pay unannounced visits to the manufacturer's premises when foreseen by the directive or when DNV GL in its sole discretion finds that there is doubt regarding the compliance of the product or the appropriate function of the approved quality system.

The fees as stipulated in the agreement between customer and DNV GL) must be paid following the conditions for payment stated therein.

The manufacturer is also obliged to keep a record of all complaints concerning the products under the certification scope. DNV GL will verify that the manufacturer has taken relevant corrective actions for these complaints in conjunction with the surveillance visits for modules D and E.

DNV GL must be informed of any sub-suppliers for main parts of the product to be certified.

DNV GL reserves the right to report the following items of information to the designating / notifying authority:

— any refusal, restriction, suspension or withdrawal of certificates
— any circumstances affecting the scope of and conditions for notification
— any request for information on conformity assessment activities performed which DNV GL has received from market surveillance authorities
— on request, conformity assessment activities performed within the scope of their notification and, any other activity performed, including, cross-border activities and subcontracting.
— Any third party complaints regarding the products or the certification

DNV GL reserves the right to disclose information about products or certification status to the relevant market surveillance authorities.

7 Changes in standards

DNV GL will assess the products subject to certification to the valid versions of the standards under the certification scope. The manufacturer is therefore always obliged to keep itself informed about the up-to-dated standards/MED amendment and inform DNV GL, if modifications to the equipment/production are necessary. DNV GL does not undertake an obligation to inform the manufacturer of any changes to the applicable requirements.

8 Changes by the manufacturer

Manufacturer must report all changes with regard to design and/or production (hereunder changes in the organization, ownership, new products, modifications to the production method and quality system, site locations, etc.), which may reasonably be considered to have an effect of the certified product(s), to DNV GL within a reasonable time and preferably before execution of such change. Failure to do so may result in a non-compliance being raised by DNV GL.

It will be the decision of DNV GL whether or not a further inspection visit or audit is necessary at the time of the announcement of any such changes.

9 Suspension or withdrawal of the certificate

DNV GL may decide to suspend or withdraw the certificate and, in such cases, the manufacturer will be informed as soon as this is practicable.

Information regarding the applicable appeal procedure will be provided on request, including any applicable public administrative law procedures.

Reasons for suspension/withdrawal:

— Termination of the agreement between customer and DNV GL, if required by the applicable scheme.
— The certificate, mark of conformity, or certification mark is being misused
— The requirements as set out in the MED were not fulfilled
— The product is changed and the manufacturer has not informed DNV GL about it
— The requirements for the quality system or product are no longer fulfilled
— The product is no longer covered by the Directive
— The product is no longer in compliance with the Directive, and the shortcomings observed are not corrected by the manufacturer within an appropriate time period as defined by DNV GL under consideration of the severity and potential impacts of these shortcomings.
— substantial defects of the equipment have come to light during operation
— Violation of the terms of the signed SFA, including non-payment of fees or refusal of access to unexpected/periodic/planned assessments.
— Scheduled assessments not completed.
— Periodical surveillance audits not performed (Module D and E only)
— Customer voluntarily requesting temporary suspension.

Suspension of a certificate is normally initiated as the first step, followed by a withdrawal if the issue of concern is not resolved within due time. However, dependent on the seriousness of the situation, DNV GL may decide a direct withdrawal of the certificate.

DNV GL shall inform the customer about the decision on suspension/withdrawal and that no products are allowed to be put on the marked in the suspension period.

The manufacturer must delete any reference to a non-valid MED certificate in public documentation like marketing material, websites, advertising etc.

DNV GL shall make relevant information regarding the certification it has withdrawn available to the other Notified Bodies through MarED.

10 Cancelling of the certificate from the manufacturer

The manufacturer may cancel the certificate at any time provided that DNV GL receives a written communication at least 60 days before the wished cancellation date authorizing DNV GL to invoice all activities up to that date.

11 Complaints and appeals

All complaints are taken seriously, and DNV GL will do its utmost to perform according to what is expected. An acknowledgement of received complaint will be sent without delay.

The complaint shall always include as a minimum:

— Name of the person filing the complaint
— Company name (if relevant)
— Post address and/or e-mail address
— The reason for the complain

A written complaint can be sent to DNV GL either as e-mail or by letter. Complaints addressing the performance of one of our customers will be forwarded to the customer for their considerations and response. All complaints will be logged and a person responsible for the handling of the complaint will be appointed. The person responsible for handling the complaint shall organize an analysis and decide if an immediate or corrective action is needed. A written response to the complainant shall be prepared and forwarded. The complainant shall be informed about possibility to escalate a complaint in case the response is not satisfactory.

12 Use of the certificate and certification mark (the DNV GL logo)

The DNV GL certification mark may only be used, if the complete conformity assessment (Module B+D, B+E, B+F, G) is performed by DNV GL. The Manufacturer shall have the right to use the valid certificate and certification marks in standard size and design as provided by DNV GL for the purposes for which such certificates are generally intended and used, including on letters, documents and other promotional material.

The Certification Mark may be shown on Manufacturer's public relations material, provided it is directly related to the product which has been certified under this Agreement, and that the explanatory text is sufficiently precise.

The Certification Mark, together with the instructions on use, will be sent to the manufacturer, on request.

13 Use of the mark of conformity (wheelmark)

The DNV GL certification mark shall not to be mixed up with the mark of conformity (wheelmark) according to the MED! The mark of conformity shall be applied by the manufacturer according to the MED.

14 Publishing of certificates

Copies of the MED certificates, issued by DNV GL, are published on the DNV GL external website (*DNV GL Approval Finder*). They are also listed on the MarED website.

HISTORIC CHANGES

There are currently no historical changes for this document.

DNV GL

Driven by our purpose of safeguarding life, property and the environment, DNV GL enables organizations to advance the safety and sustainability of their business. We provide classification and technical assurance along with software and independent expert advisory services to the maritime, oil and gas, and energy industries. We also provide certification services to customers across a wide range of industries. Operating in more than 100 countries, our 16 000 professionals are dedicated to helping our customers make the world safer, smarter and greener.

SAFER, SMARTER, GREENER