A P R I L 2 0 1 7

European Certification Body GmbH
ECB•S C13

1) Documents to be annexed (for certification)

	Safes	ATM safes	Deposit systems	Strongroom walls	Strongroom doors	Data cabinets, light fire storage units	Data rooms	High security locks	Burglar resistant construction products
Application according ECB•S C11	X	X	X	X	X	X	X	X	X
Basis for evaluation (test report, assessment report, expert opinion, etc.)	X	X	X	X	X	X	X	X	X
ISO 9001 certificate (see minimum requirement QMS)	X	X	X	X	X	X	X	X	X
Document showing mass, outside and inside dimensions as well as manufacturing tolerances	X	X	X	X	X	X	X	X	X
Horizontal and vertical cross sections	X	X	X	X	X	X	X	X	X
Boltwork drawing	X	X	X		X		X		
Drawing of especially protected areas	X	X	X	X	X				X
Anchoring	X	X	X						
Joining of prefabricated panels				X			X		
Marking, position and dimensions of any holes	X	X	X	X	X	X	X	X	X
Drawing of base (if included)		X	X			X			
Specification of the filling material	X	X	X	X	X	X	X		X
Dimensions of rabbet edges						X	X		
Welds including the method of their execution	X	X	X	X	X	X	X		X
Seals and their realization						X	X		
Characteristics of blocking components								X	X
Specification of dimensions for links and connections to external components	(X)						X	X	X
Documentation of software and hardware			X					X	
Instructions for use	X	X	X	X	X	X	X	X	X
Anchoring / mounting instruction	X	X	X	X	X		X	X	X
List of locks to be installed	X	X	X		X	X	X		X

NOTE 1 These documents are usually the same as those required by the recognized body for testing.

NOTE 2 The documents should be handed in bearing the stamp of the recognized body.

2) Preconditions and minimum requirements of an <u>uncertified</u> Quality Management System (QMS) of manufacturers and their suppliers

Exclusively very small enterprises (so-called microenterprises) may depart from the ECB requirement of a certified QMS. According to the recommendations of the European Commission, they are companies with less than ten members of staff and sales not exceeding 2 million euros. In any case, proof of an implemented and documented QMS in accordance with the following minimum requirements must be provided. The following survey also gives the equivalents with the sections of ISO 9001:2015. These requirements must always be checked during the regularly conducted external quality surveillance (audits).

No	Requirement	Short description of the ECB minimum requirement **(reference basically ISO 9001)**	Section of ISO 9001
1.	Documentation		
1.1	Quality management system	Documented information of the implemented QMS with reference to the certified product must be available. • It shall contain especially all product-related phases from purchasing (receipt of all components and raw materials) to production (quality inspections) and final inspection as well as the service. • All relevant necessary documents and records.	4.3 / 4.4 / 7.5.1 (*)
1.2	Documented information (specification)	It is to ensure and prove: • Approval/issue of documents • Re-approval after changes • Availability of valid documents at points of use (especially in production) • Distribution of necessary documents of external origin • Prevention of use of obsolete documents	7.5.2 / 7.5.3
1.3	Documented information (records)	The identification, storage (including retention time), protection and retrieval of records shall be ensured and verified. The QMS relevant records must be listed and shown in the applicable version. As a minimum, the records listed under 3) (*Listing of required records*) are required. **The required language version must be adhered to.**	7.5.2 / 7.5.3
2.	Leadership		
2.1	Management review	The requirements contained in Certification Guideline ECB•S C10 and the minimum requirements on an uncertified QMS defined here shall be reviewed and documented at least once per year.	5.1 (*) / 9.3 (*)
3.	Resources	An organisation chart showing the allocation of responsibilities, especially for the certified products, shall be established.	
3.1	Competence	For personnel performing work affecting certified products the qualification level shall be determined (e.g., in the form of a skills matrix). • Maintenance of records of training	7.1 / 7.2 / 7.3 (*)
3.2	Infrastructure and environment for the operating of processes	Suitable production environment conditions and suitable process equipment shall be provided.	7.1.3 / 7.1.4
4.	Operation		
4.1	Design and development outputs	In order to ensure that the certified characteristics of the product are satisfied, the development outputs shall contain specifications about: • Test points • Frequency and type of tests • Tolerances and acceptance criteria • Necessary records	8.3.5

(*) Reduced requirements

No	Requirement	Short description of the minimum requirement (reference basically ISO 9001)	Section of ISO 9001
4.2	Design and development changes	• Identify and record development changes. • For certified products, approval by the certifier shall always be obtained in advance.	8.3.6
4.3	Control of external provided processes, products and services (purchasing)	• Specify the characteristics of the products to be purchased. • Implement the necessary measures to ensure that the purchased products satisfy the specified requirements (e.g., goods receipts checks). • Define rules for the selection and evaluation of suppliers. • Maintain and update a list of approved suppliers.	8.4
4.4	Production and service provision	In order to ensure the quality and control of the ECB•S certified products, the following conditions must be fulfilled in production: • Availability of information that describes the characteristics of the product • Use of suitable equipment, incl. monitoring and measuring equipment • Availability of work instructions, as necessary • Implementation of monitoring and measurement • Implementation of product/production releases • Identification and traceability of the product by suitable means throughout product realization	8.5.1 8.5.2
4.5	Monitoring and measuring equipment	• Provision of all monitoring and measuring equipment needed • Verification, calibration and adjustment, as necessary • Records of the results of calibration shall be maintained.	7.1.5 / 7.1.5.1 / 7.1.5.2
5.	Performance evaluation		
5.1	Internal audit	Conduct of internal audits at planned intervals (at least once per year) • Recording of results	9.2
5.2	Release of products and services	In order to ensure that the certified characteristics of the product according to the development input have been met, the following shall be carried out: • Monitoring of the characteristics of the product at appropriate stages of the product realization • Conformity with the acceptance criteria • Maintenance of the necessary records	8.6
5.3	Control of nonconforming outputs	It shall be ensured that any product which does not conform to the product requirements is identified and controlled and it's unintended use or delivery is prevented.	8.7
5.4	Improvement	For continual improvement, a procedure shall be established for corrective actions and preventive actions. • Customer complaints shall be recorded. • Analysis of fault data	10

(*) Reduced requirement

3) Listing of required records

Document	German or English (***)	Reference to ECB requirement	Storage period for ECB•S certified products (**)
Organisation chart of the company		3.	
Documents relating to the qualification and training of personnel		3.1	
Documents to be annexed (certification)	G/E	See section 1)	Product life cycle + 10 years
Documents relating to the management review	G/E	2.1	
Documents relating to monitoring und testing activities (quality tests, test, audits, etc.)	G/E	4.3, 4.4, 5.2	Length of product certification period
Recordings about the filling process, especially actions monitoring the performance parameters and the material tests that have been conducted	G/E	4.4	Length of product certification period
Recordings about internal audits	G/E	5.1	
Documents relating to the selection and assessment of suppliers		4.3	
Documents relating to the monitoring of measuring and testing equipment		4.5	
Documents relating to non-conformity of products	G/E	5.3	
Customer complaints		5.4	

(**) Storage period not specified: In accordance with the specification of the manufacturer

(***) The documents marked with “G/E” must be available in German or English.