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| QUESTIONARE OF MANUFACTURER  applying for conformity certificate  Part A  MANUFACTURER’S |

**GENERAL INFORMATION**

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| **1** | Manufacturer (name, address) |  |
| **2** | Product description [[1]](#footnote-1) |  |
| **3**  **a)** | Held certificates for:  applied product (other certificates granted by other notified bodies) [[2]](#footnote-2) |  |
| **b)** | Held Quality Management System (eg. ISO 9001 or other documented) 2 |  |
| **c)** | Held raw material test reports 2 |  |

**How to fill the questionnaire:**

If there is not enough space in questionnaire, you can write information in attachments and write in questionnaire fields “look attachment No. ...”.

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|  | I | DESCRIPTION OF THE PRODUCTION PROCESS |
| 4 | Describe the phases of the technological process. |  |
| 5 | List the normative documents / documentation defining requirements: technical, functional and quality of the product submitted for certification. |  |
| 6 | Describe who and with which document starts production. |  |
| 7 | List main raw materials, additives and other used in technological process. |  |
| 8 | Describe the criteria for evaluating the suppliers for: raw materials, intermediates, additives. How and where quality requirements for the products provided by suppliers are specified. |  |
| 9 | Describe the conditions of storage of materials and quality supervision during storage. |  |
|  | II | MONITORING AND TESTS |
| 10 | Describe the procedures of performing quality control of raw materials, interop control and the final control, including positions responsible for performing the control, and used measuring and control devices. |  |
| 11 | Describe the procedure of dealing with substandard products and how they are labeled. |  |
| 12 | Describe the rules for dealing with complaints of finished products, including the position responsible for the implementation, the type of prepared records. |  |
|  | III | PAACKING, MARKING, STORAGE |
| 13 | Describe the storage conditions and quality supervision during storage of finished products. |  |
| 14 | Specify the type of packaging, the information provided with the device submitted for certification (woven labels, instructions for use and maintenance). |  |

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| 15 | Reported by:  Name and surname  Position  Place and date |  |

1. Describe the same as in the conformity assessment application: name, type, model, symbol [↑](#footnote-ref-1)
2. If yes, attach copies of the documents [↑](#footnote-ref-2)