
1. TMS CEE doo Beograd information

TMS CEE doo Beograd (hereinafter TMS CEE) performs certification of concrete reinforcing steel products, in accordance with the Regulation on Concrete Reinforcing Technical and Other Requirements (“The Official Gazette of RS”, No. 35/15, **44/16**), under the authorization granted by the Ministry of Construction, Transport and Infrastructure (<http://tehnis.privreda.gov.rs/infrastruktura-kvaliteta/Ocenjivanje-usaglasenosti/imenovanje-tela-za-ocenjivanje-usaglasenosti.html>).

The appointed body number is I049.

The foregoing Regulation contains, among other things, a description of the conformity assessment procedure, the contents of a conformity document, and the manner of marking a certified product with a conformity mark.

2. Certification process

Getting information on certification process

Information on the certification process is available at the TMS CEE website (www.tms.rs), or directly by contacting TMS CEE responsible persons.

The certification procedure involves the following stages:

- filing a certification application;
- application review;
- contracting;
- valuation (sampling, evaluation, testing);
- valuation result review;
- taking a certification decision.

Filing an application for certification

The Client shall file an application for certification on the Concrete Reinforcing Steel Product Certification Form (tms_sp_30) which may be provided upon request, and is otherwise available on www.tms.rs. When filling in the application, the Client provides all the necessary information on the product to be certified and the specified documented information, and acknowledges that it has been informed of these Rules. The Client shall ensure that the information provided in the Form is true, accurate and up to date.

Application Review

TMS CEE shall review the submitted application in order to determine whether the information/data/documented information provided is sufficient to initiate the certification process, whether the product to be certified is clearly defined, and whether TMS CEE **has all the resources** needed to perform the required certification. The review shall necessarily include a verification of any independence and objectivity risks.

Contracting

If, upon review, it is determined that TMS CEE may perform the relevant certification, TMS CEE shall, before making a final offer, send to a client, as required, a questionnaire containing certain information which the client is required to provide, and which may be need to make the offer. The offer shall be made only after TMS CEE has received all the necessary information. After having received a written confirmation of acceptance of the offer, TMS CEE shall enter into a certification agreement with the Client.

Valuation (sampling, testing, evaluation)

The conformity assessment procedure carried out by TMS includes:

- factory production control;
- initial type testing;
- continuous surveillance of the factory production control, and verification testing;
- special factory production control and
- special testing.

Product sampling shall be performed by a TMS CEE representative, as per certification schemes and in accordance with the relevant document.

Testing shall be carried out by accredited testing laboratories (Materials Testing Laboratory of the Institute for Materials and Constructions, Faculty of Civil Engineering, University of Belgrade; and the Bureau for Testing and Control of the Goša Institute, Smederevska Palanka) under the valid agreements entered into between these laboratories and TMS CEE, which also cover the confidentiality and conflict of interest issues. The foregoing laboratories are accredited by the national accreditation body. TMS CEE shall be solely liable for any and all testing performed by sub-contractors.

The Client shall remove any non-conformity determined in the course of sampling/testing/evaluation with the designated period of time. Depending on the nature of such non-conformity, the removal thereof may be verified either by evaluating the written evidence provided by the Client, or by further sampling/testing/evaluation.

Valuation result review

Upon completion of valuation, all valuation information and results shall be reviewed against the criteria set forth under the Regulation and/or the appropriate standards, in order to make a draft certification decision.

Taking a certification decision

A decision to issue a certificate shall be taken provided that all certification requirements have been satisfied and/or any determined non-conformities have been removed in a satisfactory manner; otherwise, TMS CEE shall take a decision not to issue a certificate.

3. Certificate and a conformity mark

In case of a decision to issue a certificate, the certificate shall be delivered to the Client, along with the Certificate and the Conformity mark SP QI 17 01 User Manual. In accordance with the requirements set forth under the Regulation, the certificate shall be issued for the period of one year from the date of the certification decision, with the testing report(s) attached thereto. In case of a decision not to issue a certificate, the Client shall be informed of the reasons for such decision.

Based on the issued certificate, the Client shall acquire the right to use the conformity mark. TMS CEE shall inform the Client of its obligation to place the conformity mark on the product (or to otherwise mark the certification status), and shall deliver to the Client the logo containing the certification mark.

The Certificate Register may be accessed at TMS CEE website (www.tms.rs).

4. Surveillance by certification body

Surveillance audits are performed as per certification schemes in order to verify performance of the certified product and/or the conformity of the factory production control with the relevant requirements.

A regular surveillance audit shall be performed once every six months, and its contents shall be determined by each individual certification scheme. The surveillance audit deadline shall be one month before or after the scheduled date (the reference date being the date of the certification decision).

Before performing a surveillance audit, TMS CEE shall ask the Client to provide the appropriate documented information to be used in the surveillance audit.

Based on the surveillance audit results and evaluation, TMS CEE shall take a decision to maintain, suspend or withdraw a certificate, as the case may be.

5. Certificate suspension/withdrawal

A certificate shall be suspended where, due to acceptable circumstances, the Client is prevented from meeting all requirements for maintaining the certificate. A certification suspension period may not be longer than three months.

A decision to suspend a certificate may be taken if:

- the Client's FPC system is no longer able to meet the certification requirements;
- suspension has been requested by the Client;
- the Client invokes the certification status in an improper manner, or uses the certification document or the certification mark in an ambiguous manner, or fails to comply with the requirements set forth in the Certificate and Conformity Mark SP QI 17 01 User Manual.

Based on the decision to suspend a certificate, the Client may take action to remove the cause for such suspension, and to inform TMS CEE thereof. If TMS CEE finds that the corrective action taken by the Client is adequate, it shall take a decision to terminate suspension.

A decision to withdraw a certificate may be taken if:

- the prescribed corrective action has not been taken within the provided period of time, or the determined non-conformities have reoccurred several times during the certificate validity period;
- withdrawal has been requested by the Client;
- there is a gross violation of the rules set forth in SP QI 17 01;
- it is determined that some of the necessary certification requirements are no longer satisfied;

The Client may lodge a complaint to any decision, which shall be resolved in accordance with TMS QP 08, Handling Objections and Complaints, available on TMS CEE website (www.tms.rs).

6. Expanding the scope of certification

Expanding the scope of certification involves an expansion within the same product type. Based on the information provided by the Client, TMS CEE shall take a decision on the need for on-site evaluation and the scope of testing to be performed.

7. Changes to a certification requirements

TMS CEE shall inform the Client in writing of any changes made to the certification scheme or requirements. Also, TMS CEE shall verify whether each Client has made the necessary changes within the agreed periods of time.

Depending on the changes and their impact, if any, on the certification status, TMS CEE shall decide to undertake certain activities, such as valuation, review, decision-making or issuance of a new/amended certificate, in order to verify such changes.

8. Changes influencing certification

The Client shall timely inform TMS CEE of any changes which may have a material impact on the issued certificate, such as:

- any change having a substantial impact on the product characteristics or composition;
- any change in standards, technical regulations or technical specifications in accordance with which the product has been certified;
- any change in the Client's ownership, structure or management, having a material impact on the status of the issued certificate; and
- any other change indicating a change in conditions under which the certificate has been issued.

In any of the foregoing cases, TMS CEE shall decide on specific action to be taken in order to verify the status of the issued certificate, which may also include further evaluation.

9. Client (Certificate Holder) obligations

A Certificate Holder shall continuously meet the certification requirements, including, without limitation:

- certification requirements in accordance with the scope of the issued certificate, including adjustment to any change in certification requirements, made in during the certificate validity period;
- enabling evaluation and surveillance audits in accordance with the certification scheme requirements, including access to any relevant work area (production locations, equipment, staff);
- making available any documented information relating to the work verified through the certification process, in order to perform valuation for the purpose of confirming/maintaining the certificate;
- enabling presence of observers (for ex. during witness audit), upon request of TMS CEE;
- acting in accordance with the Certificate and Conformity Mark User Manual;
- keeping records on, and making available to TMS CEE, upon its request, any objections relating to compliance with the certification requirements;
- informing TMS CEE on any material changes which may have an impact on the certification status, such as: change of the Client's ownership, structure or management; verification of approved suppliers and commodities; any change having a material impact of the product characteristics or composition; any change in the manner of production, plant location, etc.;
- paying certification costs.

10. TMS CEE obligations

TMS CEE shall ensure:

- certification process in accordance with the set rules;
- objectivity of the persons involved in the certification process;
- confidentiality of the information and data obtained in the certification process;
- public availability and regular update of information on certification status;
- due notification of any change in, and the manner of verifying compliance with certification requirements and deadlines by certificate holders;
- **to inform the client and interested parties about the provisions on notifying the competent minister about the refusal to issue, restriction, temporary or permanent withdrawal of a document of conformity.**