

## **Network Certification Body**

# **Scheme Rules for Assessment of Railborne Plant to requirements of the Rail Industry Standard for Engineering Certification of Railborne Plant RIS-1710-PLT**

## Introduction and Purpose of Document

This document describes the general rules for the client and for NCB to follow to allow compliance by both parties with the processes mandated by industry in relation to railborne plant assessment, viz. in RIS-1710-PLT and in BS-EN-ISO-17065. These rules will be enforced through contract, as required under BS-EN-ISO-17065.

This document sets out a minimum framework: NCB adopts a flexible approach to client requirements, and is able to agree a scope of certification appropriate to client needs provided that the rules specified by this document are adhered to. Please speak to your NCB contact, or email us via our website, to enable us to tailor our services to your needs.

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## **1. Normative References**

### **1.1 EU and National legislation, accreditation and certification standards**

- RIS-1702-PLT Rail Industry Standard for the Design of On-Track Machines in Working and Travelling Modes
- RIS-1530-PLT Rail Industry Standard for Technical Requirements for On-Track Plant and Their Associated Equipment and Trolleys

Note: All normative references are the latest editions unless otherwise specified. In the event of changes to directives, regulations or standards these scheme rules will be reviewed and updated. Changes will be notified to scheme participants as outlined in Section 10.

## 2. Terms and Definitions

### **Assessor**

An NCB resource who has been identified as having appropriate OTP/OTM competence in order to evaluate the supplied evidence against the required assessment standard.

### **Asset Manager**

The entity that controls the use of the item of railborne plant.

### **Certifier**

An NCB resource who has been identified as having appropriate OTP/OTM competence in order to review the Assessor's work and authorise the appropriate certification.

### **Customer**

The applicant or manufacturer, as applicable.

### **Engineering Conformance Certificate**

A certificate issued by a Plant Assessment Body confirming conformance of the design and construction of railborne plant and associated equipment, and its maintenance plan, with all relevant mandatory requirements of the standards set out in RIS-1710-PLT.

### **Engineering change**

A change to a rail vehicle, including control software, in the area of design, construction or maintenance which affects, or potentially affects, conformity to applicable requirements.

### **Nonconformity**

A deficiency where the project does not conform to requirements or where there is doubt about the ability of the customer's management system to consistently produce product that conforms to requirements.

### **On-track Machine (OTM)**

Any rail mounted machine meeting the requirements of GM/RT2400 and permitted to be moved, either self-propelled or in train formation, outside of possession.

### **On-track Plant (OTP)**

Collective term for RRVs, demountable machines and their trailers.

### **Project**

Scheme for constructing, upgrading or modifying OTP/OTM.

### **Plant Assessment Body (PAB)**

A body with authority to issue Engineering Conformance Certificates for Railborne Plant and associated equipment.

### **Railborne Plant**

On-track machines, on-track plant and manually propelled trolleys.

### **Railway Undertaking**

Any public or private undertaking, the activity of which is to provide transport of goods and/or passengers by rail on the basis that the undertaking must ensure traction; this also includes undertakings which provide traction only (Article 3(c) of Directive 2004/49/EC)

### **Requirements**

Applicable requirements are contained within standards and other normative documents.

### **Road-Rail vehicle (RRV)**

A road-rail vehicle is one that can travel on the ground and also travel on rail by virtue of a rail wheel guidance system under its own power. Such vehicles are not allowed to run, work, travel or operate on rail outside of possession.

### **Rolling stock library**

The national central database of rail vehicle design and operational data, which is maintained by the Network Rail's authorised agent.

### **Site**

A construction or manufacturing facility that operates to a management system.

### **Trailers**

A non-self-propelled, rail-mounted railborne plant capable of being towed or propelled by a machine (this includes attachments with two or more rail wheels)

### **Trolleys**

A manually propelled, rail-mounted device supported simultaneously on both running rails, as shown in RIS-1530-PLT.

### **3. General Requirements**

#### **3.1 Certification Agreement**

NCB agrees a contract with each customer outlining project requirements and referencing these scheme rules. The contract defines project scope and is the certification agreement between NCB and the customer. The contract and these scheme rules outline expectations on both parties to enable product certification on an individual or series production basis. Project liability is as agreed in the contract and may not be varied subsequently without further negotiation.

#### **3.2 Management of Impartiality**

As an independent, impartial provider of conformity assessment services, NCB undertakes to advise prospective customers of any potential impartiality issues affecting the project. If a customer perceives any threats to impartiality they should notify NCB as they occur. Failure to manage risks to impartiality has the potential to invalidate any product certification or at least require additional assessment and mitigation activities with potential cost implications for one or both parties.

#### **3.3 Liability and Financing**

NCB operates as a financially viable business on a cost recovery basis with the aim to operate at a small operating profit and meet strategic shareholder objectives, NCB business plans and legal and accreditation requirements.

#### **3.4 Fees Charged to Applicants and Clients**

Applicants requesting certification services from NCB will be offered a proposal and associated cost estimate. The fees will be based on an assessment of the man-days required and the charge out rates applicable to the expertise and competence of staff involved. Charge-out rates are set as consistent with Section 3.3.

#### **3.5 Non-discriminatory Conditions**

NCB operates its policies and procedures in order to not discriminate, impede or inhibit access by customers / suppliers for assessment verification and certification services. NCB accepts contract work from all appropriate parties, without prejudice.

#### **3.6 Confidentiality**

Except as required by law or these certification scheme rules, information gained in the course of certification activities about a particular product or customer is not disclosed to any other party without the customer's written consent. Where the law requires information to be disclosed to another party, the customer is informed of information provided as permitted by law. Customer confidentiality is achieved through:

- NCB employees and sub-contractors being required to sign a confidentiality agreement prior to undertaking any assessment, verification or certification activity
- Inclusion of a confidentiality clause within the contract between the NCB and the customer
- Inclusion of a confidentiality clause within the contract between the NCB and any sub-contractor that it employs.

## **4. Initial Application**

### **4.1 General Information**

The customer shall supply the information required by the applicable standards (Section 1) specified for the assessment. The information is that necessary to demonstrate conformance of the design, construction and maintenance instructions of the item of plant or engineering change with the requirements. Customers should consult the relevant standards for a definitive list of the required information.

It should be clear from the information supplied whether the certification being requested is for an individual item of plant or a group of identical items, and whether the reason for the request is in relation to a new item, a change of the Asset Manager, a change of engineering state or maintenance plans, or due to expiry of a previous certificate.

Where the customer does not have all of the required information at the time of application NCB will identify any information required to progress the application and work with the customer to ensure these gaps are filled. It remains the customer's responsibility to identify requirements for the scope of certification.

### **4.2 Evidence of Compliance**

This may be presented to NCB in a format of the customer's choosing but shall be legible and able to be understood by NCB assessors. Records shall be produced under the customer's quality management system.

Activities outsourced by the customer may include measuring, inspection and test reports issued by an accredited body. Any such evidence shall be presented to NCB for evaluation. The customer shall maintain evidence to demonstrate that test samples are representative of production and traceable to manufacture.

### **4.3 Quality Management System**

For each project where the customer requires NCB to assess a quality management system in support of certification, they shall provide evidence of having implemented such a system, including the following:

- Details of any accredited third party quality certification including a copy of certificate and scope statement
- Uncontrolled copy of relevant quality manual(s), or equivalent document
- A copy of the most recent third party audit for each site relevant to the intended certification

Where the customer is intending to rely on outsourced activity including design, manufacture / construction or commissioning they shall provide a copy of any relevant evidence of having implemented a quality management system as above.

Where the customer intends to produce multiple identical items of plant, they shall in addition provide information necessary for series manufacture, including:

- A copy of the control plan (or equivalent document) describing the planned inspections and measurements and basis for any sampling
- Identification of items included in the series, and any product marking
- Estimated production quantities for each item covered by the project

#### **4.4 Inspection and Testing**

NCB ensures that any inspection and testing is carried out under controlled conditions equivalent to those operated by NCB. The following controls need to be exercised by the customer:

- Engagement with NCB to agree the selected test facilities
- Test facilities used shall be in accordance with the relevant technical standard being assessed against and a scope covering the testing activity shall be submitted to NCB to permit review and assess applicability
- When applicable, any inspection bodies used shall hold accreditation to ISO/IEC 17020 with a scope covering the inspection activity.

In the event that a customer is proposing to use in house facilities or other ways of providing inspection and test evidence to support their application then this shall be agreed in advance by the NCB based on evidence provided. Typical evidence of equivalence to accredited inspection / testing laboratory status may include:

- Documents demonstrating certification/accreditation status of organisations involved in the project scope including for inspection(s) and test(s) referenced in this scheme and requirements
- Method of verification of results for inspection(s) and test(s) referenced in this scheme and in requirements
- Documented procedure(s) to be followed when inspection and test results do not meet requirements
- Documented procedure(s) for repeating invalid inspections and tests
- Evidence of competence of the staff conducting the tests
- Evidence of appropriate independence of the personnel conducting the tests from the design, manufacturing and maintenance of the equipment under test.

## 5. Application Review

NCB assesses information provided by the customer and provides feedback on adequacy of information provided. In the event that the information provided does not satisfy requirements in the project scope NCB will formally raise this as an issue requiring resolution before certification can be completed. In the event the review of information provided by the client is acceptable NCB retains responsibility for any subsequent certification awarded.

NCB may choose to continue assessing the application while the customer obtains additional information. No certification will be provided until all required information has been provided and evaluated in accordance with these scheme rules.

## 6. Assessment and Evaluation

### 6.1 Planning

NCB produces an assessment plan. The contents and level of detail will be commensurate with the scope of the project, but it includes some or all of the following:

- The assessment activities necessary to determine conformance with the applicable standards. The level of assessment for each item will depend on whether it is first in class or a subsequent identical piece of plant.
- Details on when the expected compliance evidence is expected from the customer
- Details on any testing that is to be witnessed or undertaken
- Details on what assessment/audits will be undertaken
- Details on what is required at each stage, for example, at design and at manufacture
- Resources who will undertake the assessment and certification
- The milestones by when various activities need to have been satisfactorily completed in order for certification to be successfully issued.

Criteria against which a customer's products are evaluated are selected from relevant requirements and applicable standards. These are limited to relevant criteria directly concerned with certification scope and provided by the customer (Section 4).

### 6.2 Assessment Team Members

NCB allocates assessors to evaluate the evidence against the requirements of the applicable standards, and to produce the certificate and any checklists or reports that may be required. NCB allocates a certifier to separately review the work of the assessors, and to sign the certificate.

NCB operates a competence management and resource allocation system, ensuring that the assessors and certifier have sufficient and relevant competence in relation to OTP/OTM certification to undertake the necessary assessments for delivering products conforming to the required standards and customer requirements.

The certifier and assessors allocated to the project have competence in:

- The item of plant being assessed
- Interpretation of test results directly relevant to project scope
- Witnessing of test and inspection activities; and where appropriate including application of ISO / IEC 17020

### 6.3 Assessment

The customer shall demonstrate full compliance with this scheme and project scope requirements before certification can be completed. In order to conduct its evaluation NCB needs access to some or all of project sites, equipment, customer personnel, documents, records and samples of projects. To comply with requirements NCB may also require access to observers from relevant interested parties including accreditation bodies, contract testing and inspection personnel and regulators. NCB will inform the customer in advance if this access is required. The customer shall make all necessary arrangements to enable this access to be provided.

The customer information provided shall address the following stages as applicable:

#### **Design**

Planned activities to ensure design verification before release for manufacture. Planned

validation activities at stages of manufacture, installation and commissioning to demonstrate the design is capable of meeting intended outcomes. This includes details of the associated design risk assessments generated.

### **Manufacture**

Assurance checks at stages during manufacture to demonstrate the project meets requirements as built.

### **Testing**

The selected location for dynamic testing, how the required tests are to be conducted as well as the methodology of how the event is to be recorded are to be detailed.

### **Condition**

The OTP/OTM is to be visually inspected to ensure all aspects meet the technical requirements of the appropriate standard.

### **Series manufacture (where applicable)**

Periodic or manufacturing stage assurance activities to demonstrate series manufactured items perform as for the first in class and the project is able to deliver intended outcomes when incorporated in the fleet or group of plant

## **6.4 Assessment Process**

Having identified whether the OTP/OTM is first in class or a subsequent identical machine, the level of assessment is determined. A first in class machine will require a more rigorous level of assessment.

The Assessor will compile a project specific checklist detailing the relevant clauses of the appropriate standard, which the customer is responsible for populating. The checklist is populated with the appropriate evidence to detail how each respective clause is conformed to.

The Assessor reviews the populated checklist and any associated documentary evidence against the appropriate standard and queries or identified nonconformities will be raised with the customer through the technical query process as detailed in section 6.5.

Where applicable, the Assessor will conduct a physical examination of the OTP/OTM to visually assess the machine including areas which may have been an issue on previous machines. The aspects considered are based on the experience, knowledge and professional judgment of the Assessor.

The customer is responsible for ensuring the OTP/OTM is suitably tested under operational conditions in running, working and travelling modes, dynamically and statically (where appropriate), in accordance with the appropriate standard. NCB will witness these tests and review the test reports to understand whether the outcome conforms to the requirements of the appropriate standard.

## **6.5 Progressive Feedback**

If at any point in the assessment process (section 6.4) NCB identifies a nonconformity it will raise the issue with the customer at the earliest possible time using the technical query system. Stages where this might occur include:

- review of requirements listings
- review of documents, which may include:
  - deviations

- drawings
- specifications
- test reports
- inspection reports
- maintenance instructions
- audit and assessment reports
- certificates
- Physical examination of the OTP/OTM.
- Outcome of the required static and dynamic testing

All technical queries are managed using the nonconformity process in Section 9. At all on-site assessments the team holds opening and closing meetings with the customer's management. At the closing meeting, the assessment team:

- explains assessment findings and providing opportunity for questions
- documented evidence of findings
- summarises any assessment follow-up activities
- explains any certification process requirements and follow up activities

In the event that a nonconformity has been addressed by the customer obtaining a deviation from the standard, the details of the deviation are to be supplied to NCB so that they can be detailed on the issued ECC.

## **7. Certification**

### **7.1 Records**

Records are managed in accordance with NCB's quality management system procedures.

### **7.2 Review by the Certifier**

Certification decisions are based on records of evidence of conformance with requirements in accordance with the standards identified in Section 1. Where records indicate nonconformity with requirements, NCB may decide not to award certification and will notify the customer of this at the earliest possible stage (Section 6.5). If limitations on the machine's operation may be considered to address any nonconformities, these will be identified on the issued Engineering Conformance Certificate (ECC) to ensure safe operation of the machine.

Once the Certifier is clear that all aspects of the assessment have been completed satisfactorily and that all aspects of the relevant standards have been met, including being in receipt of any required deviations and accepted certification limitations, the Engineering Conformance Certificate (ECC) can be generated including any appropriate limitations and details of the deviations gained.

### **7.3 Certification Decision**

The Certification Decision is usually taken by an "Internal Technical Review" (ITR). For some, typically smaller, projects, the Certification Decision is concurrent with the Review, and is undertaken by the Certifier when signing the ECC.

The person(s) conducting the ITR (and the certifier) must have sufficient knowledge and experience to understand:

- any report(s) and findings;
- any additional risk arising from multiple findings;
- scheme requirements;
- test requirements, methods and data;
- nonconformity significance and impact

The NCB assessment team makes recommendation to the ITR whether certification should be awarded and, if so, any conditions required by the appropriate standards are detailed on the certification. The ITR makes the decision on whether to issue the certification, and if not, advise what further work is required before certification can be re-considered.

### **7.4 Certification Documentation**

NCB certificates are created in accordance with Appendix A RIS-1710-PLT. Three copies are issued as follows:

- Railborne Plant Asset Manager
- Network Rail Asset Information
- NCB Internal Records

### **7.5 Directory of Certified Products**

NCB maintains records of projects certified under these scheme rules. This directory is maintained internally but is replicated through customer's notification of projects to the Rolling Stock Library.

## **7.6 Conditional Certification**

Conditions or limitations may be placed on certificates, as described in section 7.2. In addition, initial OTP certification is issued with a maximum life of seven years from the date of the first assessment in accordance with the requirement detailed in RIS-1710-PLT: this does not apply to OTM and Trolleys.

OTP may be re-assessed during certification life (as a result of modification) and the expiry date shall remain the same as the previously accepted OTP unless the whole vehicle has been fully reassessed. Post a whole vehicle reassessment the OTP shall be certificated for a maximum of seven years irrespective of the age of the machine constituent parts.

## **8. Claims for Certification**

Customers may make no claims of certification until a certificate has been issued by NCB. Until this time customers should agree acceptable wording with NCB to reflect project approval status.

After a certificate is issued customers should ensure that information about the certification is complete and accurate. Information included on the certificate should be used where its absence could be misleading.

Any certificate conditions should be referenced in any claims for certification unless they have been resolved following certification.

Where post certification activities identify potential nonconformity with requirements the customer shall prevent further active claims to holding certification until the situation is resolved. Section 9, 10 and 11 refer.

### **8.1 Use of Certification Marks**

All NCB certification documents and marks remain the property of NCB. Where marks may be useful to the customer in claiming and advertising conformance with scheme requirements, customers should agree acceptable wording and use of marks with NCB. In the event marking guidance changes NCB will notify affected customers and these changes will be managed in accordance with Section 10 of these scheme rules.

## 9. Nonconformity, Appeals and Complaints

### 9.1 Nonconformity

For any initial or surveillance assessment NCB informs customers of names of members of the assessment team with sufficient notice to appeal against appointment of any team member.

All technical queries raised during assessment and evaluation (Section 6) are managed using the nonconformity process in this section. At all on-site assessments the team holds opening and closing meetings with the customer's representatives and includes any reports on current state of nonconformity with requirements.

Where a technical query is identified, NCB provides opportunity for the customer to question the nature and content of the technical query. For all technical queries forming part of the assessment report NCB agrees with the customer a plan and timetable for responding to and resolving the technical query. This plan shall ensure the customer takes all necessary steps to prevent provision of nonconforming product and commensurate with the risks. It also allows the customer to notify significantly affected parties as soon as practicable.

Where a nonconformity cannot be resolved and it affects confidence that a project satisfies requirements, the certification decision will normally be not to certify (Section 7). However operational limitations and details of any deviations obtained by the project can be documented on the ECC.

### 9.2 Appeals

Where a customer believes a nonconformity has been incorrectly raised or a certification decision is incorrect they are encouraged to use NCB's appeals process. All NCB personnel will be able to provide further information on how to initiate an appeal. Where a customer wishes to raise a confidential appeal they may direct it to the NCB Finance and Commercial team using the [enquiries@net-cert.co.uk](mailto:enquiries@net-cert.co.uk) e-mail address or via the 'Contact us' page on NCB's web site [www.net-cert.co.uk](http://www.net-cert.co.uk) or using the general enquiries telephone number 01908 784002.

All appeals are handled independently in accordance with NCB's management system up to and including access to NCB's Certification Advisory Committee and the NCB Board. In the event an appeal remains unresolved then NCB will direct a customer to the regulatory appeals process.

### 9.3 Complaints to NCB

NCB maintains a customer complaint system related to the service provided and independent of the appeals process. All NCB personnel will be able to provide further information on how to initiate a complaint. Where a customer wishes to raise a complaint confidentially, they may direct it to the independent NCB Finance and Commercial team using the [enquiries@net-cert.co.uk](mailto:enquiries@net-cert.co.uk) e-mail address or via the 'Contact us' page on NCB's web site [www.net-cert.co.uk](http://www.net-cert.co.uk) or using the general enquiries telephone number 01908 784002.

All complaints are handled independently in accordance with NCB's management system up to and including access to NCB's Certification Advisory Committee and the NCB Board. In the event a complaint remains unresolved then customers may complain to UKAS, the accreditation body for this scheme, again NCB personnel will be able to provide further information on how to do this.

## **9.4 Complaints about the Customer**

### **9.4.1 Customer system**

As part of its management system, customers are expected to have a process to identify, capture and resolve complaints relating to the project scope and requirements. The customer should keep records of any complaints it is aware of that relate to compliance with scheme requirements including any actions taken to resolve any nonconformity.

### **9.4.2 NCB system**

Where NCB receives a complaint relating to a customer, project scope or requirements, we review the complaint to decide whether the complaint relates to NCB certification activities. If so, we acknowledge receipt of the complaint and investigate by gathering necessary information to enable a decision to be made independently on the complaint validity.

NCB will notify the complainant of the result of their complaint and of any follow up activity (subject to confidentiality requirements). In the event the complainant is not satisfied NCB will advise them of routes to appeal or escalate the complaint and will manage or co-operate with subsequent stages.

In the event the complaint requires action with NCB's customer and / or a project then NCB will manage this process respecting any confidentiality requirements.

## 10. Change Management

### 10.1 Changes affecting Certification

NCB's PAB certification has been based around normative references (Section 1). In the event requirements change these scheme rules will be reviewed by NCB and, if necessary, updated. Similarly in the event of changes to NCB processes referenced in these scheme rules (e.g. use of NCB marks) or to scheme rules themselves NCB reviews potential impact on existing customers and notifies affected customers at the time of the change. Any necessary transition arrangements are notified at the same time.

Transition arrangements include new designs, modifications to existing designs, additional audits or extended audit surveillance, expiry of certification previously issued by NCB.

In the event that existing customers are unwilling or unable to meet additional scheme requirements including transition arrangements then NCB will work with the customer to withdraw certification in accordance with Section 11 of these rules.

### 10.2 Additions or Alterations

Certified products shall not deviate from that approved by NCB without NCB's prior consent. Where after NCB assessment, part of a project requires a change before certification, that part of the project is subject to additional assessment and evaluation in accordance with Section 6 of these rules. The customer shall advise NCB of planned changes and controls to be implemented to manage the change and agree a plan of evaluation for the change.

For a project associated with a group of identical items of plant, the customer shall include in its management system a process for identifying and immediately reporting any proposed additions or alterations to certified items.

Change types that require re-certification include:

<b>Change type</b>	<b>Description</b>
Design	Any change to design
Material	Any change to approved engineering material
Manufacturing method	Any change to approved manufacturing process

## 11. Revoking Certification

### 11.1 Termination, reduction, suspension or withdrawal of certification

Where an identified nonconformity or complaint from external parties indicates an inability to consistently produce a product conforming with requirements, NCB will take appropriate action including but not limited to:

- Extraordinary surveillance assessment (in accordance with Section 6)
- Additional product testing (in accordance with Section 6)
- Re-evaluation of the certification decision (Section 7)

The findings from the above actions are handled in accordance with Section 9 above. In addition, in the event that NCB decides that amendment, suspension or withdrawal of certification is appropriate, if this is due to an immediate safety risk, no notice will be given: otherwise NCB will give one month's notice in order to provide the customer an opportunity to provide additional information for NCB's consideration before taking the action determined.

Where a customer terminates certification or if NCB suspends or withdraws certification, all certificates and certification documents shall be returned to NCB. The customer shall cease to make any claims to certification and cease use of NCB marks (Section 8). NCB will contact relevant public and regulatory bodies and withdraw any references to continuing customer certification.

In the event certification is suspended NCB will appoint and communicate to the customer a named NCB employee who will work with the customer during any suspension period. NCB will make clear what is required to:

- end suspension and restore product certification
- manage claims for certification and handle enquiries on product certification

All NCB and customer actions including evaluation and assessment (Section 6) in support of certification reinstatement shall be carried out in compliance with these scheme rules. Reinstatement of product certification requires a further certification decision (Section 7) and NCB will seek cost reimbursement for this activity.