LABORATOIRE NATIONAL DE MÉTROLOGIE ET D'ESSAIS

Organisme certificateur mandaté par
AFNOR Certification

CERTIFICATION RULES

NF MARK 093
LADDERS

AFNOR Certification identification No.:
NF 093
Author ref. ST/AT - LNE

Review No. 20 – September 2023
Approved by AFNOR Certification: September 13th, 2023

1st implementation: January 1986

Reference document:
GENERAL RULES OF THE NF MARK
Approved by the President of AFNOR and in effect

Founded in 1938, the NF mark is a collective certification mark to certify the compliance of products with the national, European and international standards documents that relate to them, and which may be supplemented by additional specifications, in conditions defined by the certification reference standards. It is granted by AFNOR Certification and its network of partner bodies, making up the NF network.

The NF mark is a voluntary product certification mark; it satisfies the requirements of the Code de la Consommation, notably by associating the interested parties with the validation of the certification reference standards, by defining marking rules for certified products and by clear and transparent communication on the main characteristics certified.

The right to use the NF mark is granted on the basis of compliance with one (or more) standard(s) and more generally to the whole certification reference standard*,* for a product coming from an applicant and a designated design and/or manufacturing and/or marketing process. Attribution of the right to use cannot in any circumstances substitute LNE's responsibility for that which is legally incumbent upon the company holding the right to use the NF mark.

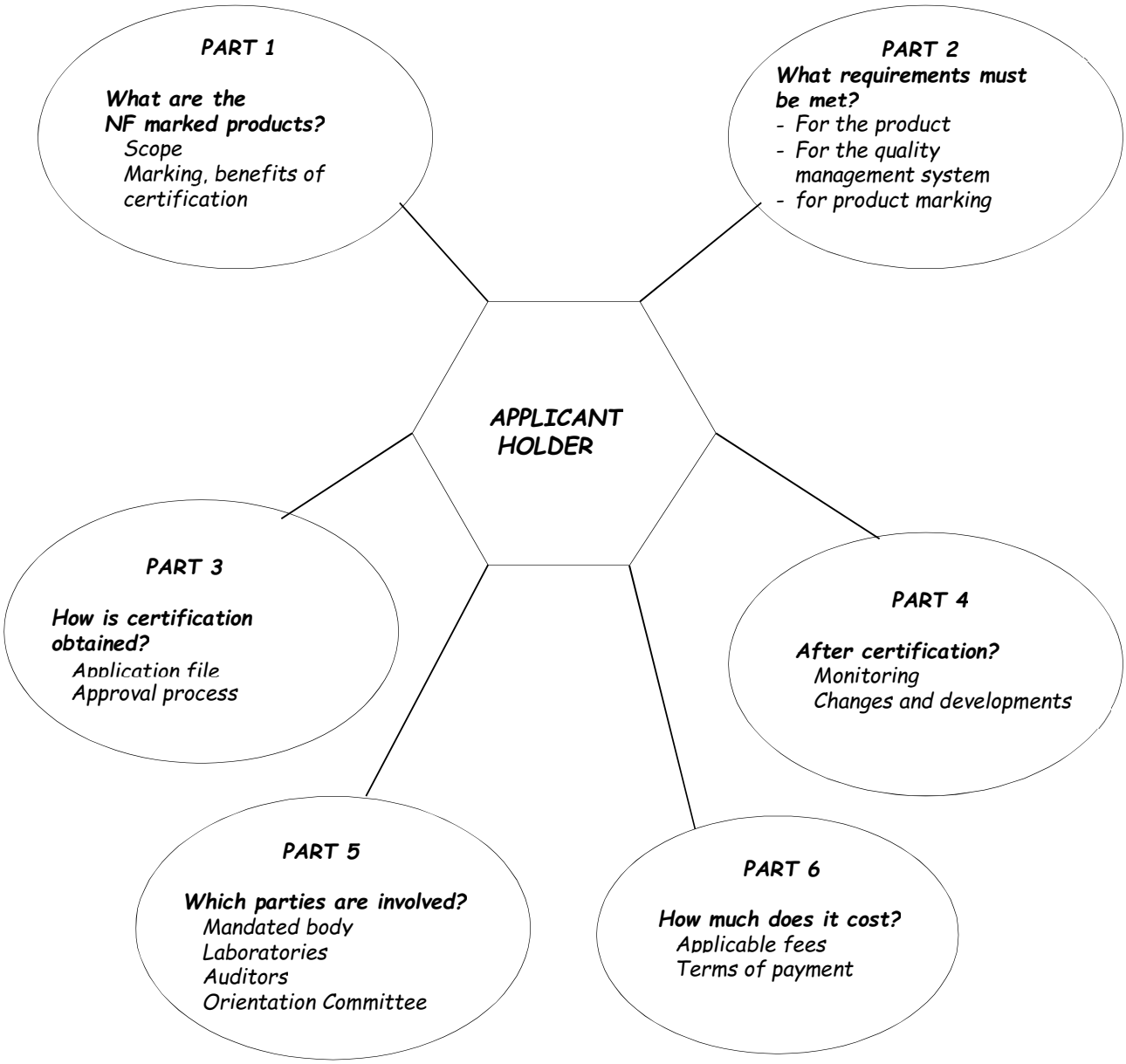
The NF mark checks the characteristics covering the safety of persons and goods, the suitability for use and the durability of products, as well as any additional characteristics enabling products to be distinguished in the market.

In accordance with the General Rules of the NF mark, AFNOR Certification entrusts the management of the NF Mark for Ladders to LNE, the mandated certifying body.

LNE is responsible to AFNOR Certification for operations which are entrusted to it and are covered by a contract with AFNOR Certification.

Reminder:
It is specified that all products or services must satisfy the regulations, independently of any certification application, concerning for example forgery, compliance and safety requirements, etc.

CERTIFICATION RULES



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The documents applicable in this certification are:

- the general rules of the NF mark laying down the general organisation and conditions of use of the mark,
- these certification rules which define, in part 2, the technical characteristics to be respected.

These certification rules were submitted for the approval of AFNOR Certification for acceptance in the NF certification system. They have been approved by the Legal Representative of AFNOR Certification.

They cancel and replace all previous versions.

Hence the certification rules can be revised, in part or in whole, by LNE after consultation with the interested parties.

UPDATING

Certification rules	Reason for update	Revision	Date
The whole document	Removal of fixed crinoline ladders.	Rev.20	09/2023
Part 2 : **Additional specifications and controls and tests during manufacturing and on finished products**	Updated requirements for portable ladders for use by fire and rescue services	Rev.20	09/2023
Part 2: Inspections and tests	Updating material certificates for purchased profiles. Updated notice requirements.	Rev.20	09/2023
Part 3: Sampling and testing	Recast of the two paragraphs to integrate the new provisions relating to access ladders for emergency services	Rev.20	09/2023
Part 4: **Sampling and testing**	Recast of the two paragraphs to integrate the new provisions relating to access ladders for emergency services	Rev.20	09/2023
Part 5: **LNE reading committee**	Update of the organization of the LNE reading committee	Rev.20	09/2023
Part 5: **Applicable rate – Billing conditions**	Updated provisions relating to invoice collection.	Rev.20	09/2023

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CERTIFICATION RULES

NF MARK FOR LADDERS

PART 1

SCOPE – NF MARKING

CONTENTS

Rev. 20 – September 2023

1.1. SCOPE

The products concerned by the certification rules are as follow:

- Portable ladders (metal or other material), with the exception of ladders designed for a specific professional use and bilaterally ascendable step ladders equipped with a platform exceeding 400 x 400 mm whose specifications are defined in standard EN131-2 +A2 (2017),

- Portable ladders for fire and emergency service use,

These products are designated by the term 'ladders'.

The main properties certified are the mechanical strength of the various components, the reliability of safety devices and hinge joints, and the safety of hooking devices.

It is the responsibility of the applicant/holder to ensure that the regulations applicable to its product are adhered to (e.g. CE marking)

The applicant/holder is solely responsible for the compliance of its products; LNE inspections cannot replace the responsibilities of the applicant/holder.

1.2. DEFINITIONS

Applicant/holder:
Artificial Person who manages and/or is responsible for compliance with all of the requirements defined in these certification rules of the NF mark.
These requirements cover at least the following stages: design, manufacture, assembly, quality control, marking, packaging and putting on the market, and specify the critical points at each stage.
If the applicant/holder is not established in the European Community they should appoint an authorised agent.

Agent:
Artificial or Natural Person established in the European Economic Area (E.E.A.) who acts as representative of the applicant/holder outside the E.E.A. and has a written mandate from the latter meaning that he can act in its name in the NF mark certification process according to the provisions of the certification rules.

The authorised agent may also be the distributor, or the importer of the certified products, in which case their different functions are clearly identified.

Distributor:
Artificial Person distributing the applicant's/holder's or its authorised agent's products who does not act upon the product or its packaging. When the distributor places NF certified products on the market independently of the agent, it assumes responsibility for verifying that the products conform to the applicable NF certification rules and standards.

The types of distributor may be as follows:

- distributors who distribute the product under the trademark of the holder. In this case, no action is to be taken with regard to the NF Mark.
- distributors who distribute the product with a change in trademark. The applicant/holder and the distributor must formulate a maintenance application to maintain the right to use.

If the distributor does not want to make an explicit reference to the manufacturing site, a certification application must be made by the distributor. In this case, the production plant is not mentioned on the certificate. Depending on the operations performed by the applicant/holder or distributor, the audited sites and the audit period within the framework of the initial certification or surveillance are defined case by case.

Batch:
A batch is a quantity of products with identical characteristics, i.e. that meet the requirements for a single product definition dossier, of uniform components, that are quality controlled by the manufacturer via its own quality system.
The maximum batch size for any given part number is 1,000 units (finished products).

1.3. NF MARKING

The NF mark is represented by the NF monogram below:

The marking conditions for products, packaging and technical and commercial documents are defined in Part 2.

The graphics charter for the NF mark are available on request from LNE.

The purpose of the marking rules is to guide the holder in how to meet the regulations and the requirements of the NF certification. The general rules of the NF mark specify the conditions of use, of validity and the penalties in the event of abusive use of the NF mark.

Without prejudice of the sanctions laid down in the General Rules of the NF mark, any incorrect announcement of the certified features and any fraudulent use of the NF logo expose the holder to lawsuits for fraud and/or misleading advertising.

1.4. CERTIFIED PRODUCTS

The list of certified products is available via the certificate search engine on the www.lne.fr website, under the heading entitled "Certification", “"Certificates issued by LNE", "Certificate search engine".

On request, LNE can provide information regarding the validity of a given certificate.

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CERTIFICATION RULES

NF MARK FOR LADDERS

PART 2

REQUIREMENTS TO BE MET BY THE APPLICANT/HOLDER

CONTENTS

Rev. 20 – September 2023

2.1. PRODUCT REQUIREMENTS

2.1.1. REFERENCE STANDARDS

2.1.1.1 For portable ladders (metal or other materials), except for ladders designed for a specific professional use:

- NF EN 131-1 +A1 : 2019 “Terms, types, functional dimensions”
- NF EN 131-2 + A2: 2017 “Requirements, testing, marking”
- NF EN 131-3: 2018 “Marking and user instructions”
- NF EN 131-4: 2020 “Single or multiple hinge-joint ladders”
- NF EN 131-6: 2019 “Telescopic ladders”

2.1.1.2 For portable ladders for fire and emergency service use

- NF EN 1147: 2010 “Portable ladders for fire service use”
- NOTE D’INFORMATION TECHNIQUE (N.I.T) No. 331 (October 1st, 2003) (Interior Ministry): Technical rules concerning fire and emergency service equipment

2.1.2. REGULATORY CONTEXT

- Journal officiel de la République (Official Journal of the French Republic) No. 0090 of July 18th, 2017: notice regarding the application of Decree 96-333 of 10 April 1996 modified on the November 10th, 2023 on consumer safety concerning portable ladders and standing step ladders.

2.1.3. ADDITIONAL TESTING METHODS

Tolerance of 1% is accepted for compulsory masses or loads (during testing).

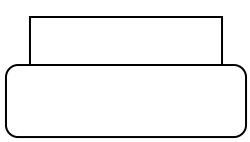
The standards are applied with the following interpretations:

- **Push-up extending ladders (§ 4.2 NF EN 131-1 +A1 : 2019)**

Each ladder section that can be removed without tools must meet the requirements for single-section leaning ladders, even though it is not explicitly stipulated in the standard.

- **Dimensions of the platform for standing step ladders (§ 4.6 NF EN 131-1 +A1: 2019)**

A 250 x 250 mm square must fit into the top part of the platform as shown in the diagram below.



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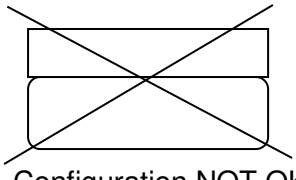


Configuration NOT OK

- **Platform for two-section bilaterally ascendable step ladders (§ 4.6 NF EN 131-1 + A1 : 2019)**

Platforms made up of the two top steps of both ascendable sections of a bilaterally ascendable step ladder are not considered as a standing step ladder platform, but as two steps.

- **Dimension d for standing step ladders where the top part of the hand-/knee rail comprises a tool holder (§ 4.6 NF EN 131-1 +A1 : 2019)**

This dimension is taken vertically between the front part of the tool holder and the top of the platform.

- **Standing step ladders (§ 4.6 of standard NF EN 131-1 +A1: 2019)**

The wording: “the hand-/knee rail projection onto the platform must not exceed this platform” is replaced by “the vertical projection of the hand-/knee rail on the ascendable section must be within the platform.”

- **Hinge joint (§ 4.5 of standard NF EN 131-2 + A2 : 2017)**

This specification applies with the following comment: “When the axis is between two plates, the hinge is considered a continuous hinge and there are no restrictions governing the diameter of the hinge joint axis.”

- **Torsion test on rungs and steps (§ 5.7 of standard NF EN 131-2+A2: 2017)**

The following sentence: “The torque must be applied 10 times consecutively in a clockwise direction and 10 times in an anticlockwise direction, for 10 seconds each time” is replaced by: “The torque must be applied 10 times alternately in a clockwise and anti-clockwise direction.”

- **Feet pull test (§ 5.11 of standard NF EN 131-2+A2: 2017)**

For feet attached to stiles, the requirement applies to the average movement measured on either side of the foot.

- **Difference in spacing between rungs (§ 4.1 of standard NF EN 131-1 +A1 : 2019)**

The difference in spacing between two consecutive rungs must not exceed more than 2 mm (i.e. (upper rung - middle rung) = (middle rung - lower rung) ± 2 mm).
Measurements must be taken before the test sequence in NF EN 131-2.

- **Strength test (§ 5.8 for standard NF EN 131-2+A2: 2017)**

The results of test § 5.8 can be deemed compliant if:
- No new damage (visible to the naked eye) appears further to the previous tests;
- There is no accentuation of the cracks/damage identified during previous tests.

- **Hand-/knee rail dimensions (§ 4.6 of standard NF EN 131-1 +A1 : 2019)**

With regard to self-supporting products with a handrail or knee rail/tool holder, the projection on the ground of this accessory must be within the polygon (self-supporting product base).

Details on the test methods:

Test reference	Test method to be applied
§ 5.2 Strength test	In accordance with the English version of standard NF EN 131-2+A2: 2017, shims can be placed underneath the feet to maintain a gap of 10 mm with the ground. The ladder must not have any visible damage, such as cracks, dents, etc. Permanent distortion is only acceptable if it does not compromise the ladder's safe use. If necessary, tests can be performed on both sides of the same sample. If the mid point of the ladder is half way between two rungs, the load is applied to the rung directly above. For two-section ladders where both sides are tested, loads are applied to the load bearing side.
§ 5.5 Bottom stile ends test	Tests to be carried out without feet
§ 5.15 Torsion tests for standing ladders	Use of a clamp is permitted to secure the foot of the ladder Distance measured: the line between point a and point b.
§ 5.21 Torsion tests for leaning ladders	Measurement of the external width to the nearest mm. Deflection to 1/100 Difference in deflection to the nearest mm. Maximum authorised deflection to the nearest mm.

2.1.4. ADDITIONAL SPECIFICATIONS

The following provisions supplement the properties and specifications covered by the reference standards.

For all ladders, other than “portable ladders for fire and emergency service use”

- **Exposed sharp edges**

  § 4.4"Surface finish" of NF EN 131-2 stipulates that: “To avoid injury, exposed sharp edges, corners and protruding parts must be free from burrs, and chamfered or rounded.”

  In addition, if clarifications as to the application of this paragraph are required, the test method outlined in § 4.6 Bilaterally ascendable step ladders, Figure 37: Platform “edges” in standard NF EN 131-1 + A1: 2019 will apply.

- **Use of self-tapping screws are prohibited in stile-rung connections.**

- **Markings must be legible, indelible and non-removable.**

The indelible nature of markings is checked as follows:

- Rub the marking (10 times back and forth) with a cotton cloth imbibed with demineralised water.
- Allow to dry.
- Rub the marking (10 times back and forth) with a cotton cloth imbibed with ethanol.
- Do not try to scrape the label off by hand or wilfully remove it.

Acceptability criterion: After testing, markings must be legible and the label must not have any ripples or show signs of separation.

2.1.4.1. For combination ladders with a stabiliser

When combination ladders are equipped with a stabiliser, the distance between the ground and the lower part of the stabiliser must be ≥ 125 mm.

The measurement must be taken vertical to the stiles, in parallel to the stiles, as this allows for measurement of the smaller edges of the stabiliser.

2.1.4.2. For standing step ladders

When the support sections of the standing step ladder are equipped with braces, the distance between the ground and the lower part of the bottom brace must be ≥ 125 mm.
The measurement must be taken from the middle of the brace, parallel to the support section stiles, as this allows for measurement of the smaller sides (e.g. presence of edges).

2.1.4.3. For ladders promoted as insulating ladders

The insulating nature of ladders is not checked within the framework of the NF mark; the following marking conditions must be observed:

- If the ladder is non-insulating, the pictogram “this ladder must not touch electrical lines” should be affixed.

- If the manufacturer claims that the ladder is insulating, the manufacturer is fully responsible for this claim (proof, monitoring, etc.). There must be no ambiguity

between the NF mark and the insulating marking either on the ladder itself or in commercial documents.

For ladders made of multiple materials (stiles made of composite materials / metal rungs or if one of the sections is insulating), the insulating marking must only appear on the section promoted as such.

Several markings are possible:

- The “insulating” property is not covered by the NF mark + maximum voltage indication,
- “Insulating” plus the reference of the applicable standard or, if applicable, the reference of the paragraph of the applicable standard + maximum voltage indication.
- “Insulating” plus approval by a body such as EDF + maximum voltage indication.

2.1.4.4. For push-up extending ladders

- The top section of a two-section extending ladder (or the top two sections of a three-section extending ladder) must be fitted with a safety lock,
- The top section of a two-section combination ladder (or the top two sections of a three-section combination ladder) being used in extending mode must be fitted with a safety lock.

2.1.4.5. Portable ladders for fire and emergency service use

Where necessary, the ladder must be extended to its maximum length using the extension system.

The load bearing surface for deflection or strength tests must be 100 mm.

Dimensions and total masses (§ 5 of standard NF EN 1147)

Length: a tolerance of ± 3 mm is accepted.

Minimum width between stiles: a tolerance of ± ***5*** mm is accepted.

Mass: a tolerance of 1% is accepted.

Rungs (§ 6 of standard NF EN 1147): A tolerance of ± 1 mm is accepted.

Lines (§ 7.2 of EN 1147)

The line rupture strength must be at least equal to 4,000 N. This specification will be checked by a test or a statement of conformity.

Deflection test: applicable to all ladders not covered by the Annex B of standard NF EN 1147 except hook ladders (Annex A of standard NF EN 1147)

- The 4th sentence of § 13.1 is replaced by:
  “60 seconds after the load has been removed from A.5, the distance ‘D’ must be less than or equal to 1/1000ème of the span between the two bearing points.”

Deflection test applicable to three-person compulsory pole ladders (Annex B of standard NF EN 1147)

- The trestles are equipped with wheels.
- The load is applied for 120 seconds. Take the measurement 60 seconds after the removal of the load.

Rung torque test (Annex C of standard NF EN 1147)

Pole test (Annex D of standard NF EN 1147)

The system designed to apply the load must be 100 mm ± 1 mm in length.

Pawl test (Annex G of standard NF EN 1147) if the ladder is an extension ladder, rescue ladder rung test (Annex H or I of standard NF EN 1147),

Hook rung and ladder integrity test (Annex J or K of standard NF EN 1147)

The system for applied masses may be replaced by any system that would apply an identical force.

Foot side strength test: ground standing ladders (Annex L of standard NF EN 1147)

2.2. QUALITY MANAGEMENT SYSTEM REQUIREMENTS

This chapter lists the minimal quality management system requirements which the applicant/holder must meet in order to use the NF mark. This ensures that products which use the NF mark are manufactured in accordance with the current certification rules.

An efficient quality management system is required manage the certified products and to test the raw materials to be used in the finished product before, during and after manufacture.

2.2.1. LEADERSHIP

2.2.1.1. Quality policy

The applicant/holder's senior management must establish a quality policy, objectives and reach. They must be kept up-to-date, communicated, understood and applied throughout the company.

2.2.1.2. Testing staff and methods

The applicant/holder must:

- Identify and implement measures to monitor the quality of the finished product, during the appropriate stages (upon receipt, during manufacture and on the finished product);
- Plan the necessary tests and measuring equipment;
- Appoint competent individuals to verify that the product meets the specified requirements.

2.2.2. PERFORMANCE EVALUATION

2.2.2.1. Internal audit

Internal quality audits must be carried out at planned intervals in order to establish whether the quality management system meets the requirements placed by the applicant/holder as well as those listed in the certification rules.
The applicant/holder must keep the results of these internal audits, and carry out any appropriate corrective action(s).

2.2.3. DOCUMENT MANAGEMENT

Quality management system documentation must be read, evaluated and approved before being disseminated by authorised persons. Quality management system documentation must be managed in such a way as to assure that only valid documents are available.

The holder/applicant must manage the documented information. To do this, they must carry out the following actions, when applicable:

a) Approve documentation, with regards to their adequacy, before dissemination.
b) Review and update documents if necessary.
c) Ensure that any modifications, and the validity period of the documents are identified.
d) Ensure the availability of the documents wherever they are required.
e) Ensure that the documents are legible and easily identifiable.
f) Ensure that external documents are identified, and that their dissemination is managed.

g) Prevent any unintentional use of expired documents and identify them appropriately if they are kept for any reason whatsoever.

2.2.4. PURCHASES

2.2.4.1. Purchase specifications

The holder/applicant must ensure that the purchased product conforms to the purchase specifications.

To do this, they must identify the requirements that they will place on the supplier, the checks to be carried out on supplied products, as well as any other steps necessary to ensure that the purchased products satisfy the purchase specifications. The importance of a purchased product on the conformance of a final product will determine the number and scope of any requirements placed on suppliers and purchased products.

Purchase documents must describe the purchased product and provide a reference. If this is not possible, they must state the applicable version of the purchase specifications.

2.2.4.2. Subcontracting of NF manufacturing

Subcontracting operations are governed by the following principles:

- The holder who has requested the subcontracted job, is responsible for the conformance of the NF certified products, in accordance with the certification rules. In the case of non-conformance, the necessary checks must be carried out either at the manufacturer's site, or at that of the subcontractor, in keeping with the quality duties adopted for the subcontracted work.
- The subcontracted duties must be agreed to in advance by LNE, and they must be clearly recorded, both by the subcontracted manufacturer and by the subcontractor (in particular, the manufacturer's lot and identification numbers and any testing carried out must be recorded.
- Orders must state clearly which product is being ordered (reference, technical specifications, quantity, time periods etc.) They must make reference to the specifications made in the design brief, if this is not possible, they must indicate the Certificate of Analysis.

If all or part of product manufacturing is subcontracted, the manufacturer must:

- assess and select subcontractors on the basis of their ability to satisfy sub-order requirements, including quality system requirements and all specific quality assurance requirements;
- define how and to what extent the manufacturer will manage the subcontractors' activities. This shall depend on the type of product ordered from the subcontractor, the impact this product has on the quality of the end product and, where applicable, the subcontractor's previous quality audit reports and/or performance levels and capability records;
- draw up, keep up to date and maintain quality records on acceptable subcontractors.

This does not apply to commercial distribution operations.

2.2.5. IDENTIFICATION AND TRACEABILITY

The applicant/holder must provide instructions on product identification by marking products in accordance with the requirements of § 2.3 below.

The NF standard requires traceability. Unique product identification must be managed at every stage of the manufacturing process, by defining the rules to follow and the appropriate means to carry this out.
Identification must allow product and its history to be traced. It should be possible to trace the lots of the raw materials used and the tests carried out upon their receipt, during the manufacturing process and on the final product.

The applicant/holder must also determine the state of the products and compare them to the monitoring and measurement requirements, throughout the entire production process (from the time of reception, as far as the final product). They must keep any documentation required for traceability.

The following safety components must be traceable:
- Stiles,
- Rungs,
- Hinges,
- Hooks that are part of the structure,
- Guides.

2.2.6. DESIGN MANAGEMENT

The design phase must take the following requirements into account:

For composite ladders:
The validation file as defined in § 5.16 of standard NF EN 131-2+A2 is required for any changes in composite material. Test reports drawn up in English or in French complying with the specifications of standard NF EN ISO/IEC 17025 must be used as proof of compliance with the requirements of this paragraph: 2005.

2.2.7. PRODUCTION MANAGEMENT

Production must be managed at every stage of the process.
This is the case from the start of manufacturing, until the final product is packaged.

To do this, the applicant/holder should:

- define the production methods associated with the types/product ranges,
- define the manufacturing parameters for each type/product range at each stage of production,
- arrange access to manufacturing instructions, product properties, inspection plans and associated monitoring equipment during production activities,

The manufacturing equipment must be kept in good condition.

The applicant/holder must arrange for checks and periodic maintenance tasks to be carried out on manufacturing equipment. The applicant/holder must keep the relevant records of this.

2.2.8. TESTING

Responsibilities and authority within a company must be given to people who carry out testing and those release conforming products.

2.2.8.1. Tests to carry out upon receipt

The applicant/holder must ensure that products purchased are used only after they have been shown to conform to the purchase specifications.

For example, using defined and regular testing upon receipt, Certificates of Conformity for technical specifications given by the suppliers, or design briefs.

Tests carried out must be recorded, along with acceptance criteria, and any decisions taken in the case of non-conformance.

The following inspections must be carried out and recorded for each batch of semi-finished products:

2.2.8.2. For aluminium and steel profiles (stiles, rungs, brackets)

- For steel profiles:
    a. thickness measurement at least on one item per batch,
    b. acknowledgement of chemical analysis certificates,
    c. type 2.2 certificate as described in standard EN 10204:2005

- For aluminium profiles:
    a. measurement of the hardness of at least one item per batch,
    b. thickness measurement at least on one item per batch,
    c. acknowledgement of chemical analysis certificates,
    d. type 3.1 certificate as described in standard EN 10204:2005

Stile and rung certificates must include the values observed for the batch with regard to contractual values.
Bracket certificates can only make reference to compliance with a specific standard’s criteria.

2.2.8.3. For composite profiles

Measure the hardness and thickness of at least one item per batch,

2.2.8.4. For adhesives

Their bonding strength must fulfil the requirements of standard NF EN 131-3:2018.

2.2.8.5. Tests carried out on products which are being manufactured and those which are finished

The applicant/holder must implement the planned actions, at the appropriate time points, in order to check that the specified requirements are being satisfied.

They must assure themselves that every required test has been carried out at the specified frequencies. This applies during receipt of the product (see paragraph 2.2.7.1), manufacture and on the finished product (see table below). The results must show that the product conforms to the specified requirements.

The testing plan must ensure that products which have passed conform to the requirements listed in § 2.1. It must at least contain tests described below in addition to the control of dimensional aspects (§4 of the standard EN131-1 or §5 and §6 of standard EN 1147).

The results of these tests must be recorded, along with the acceptance criteria and any decisions taken in the case of non-conformance.

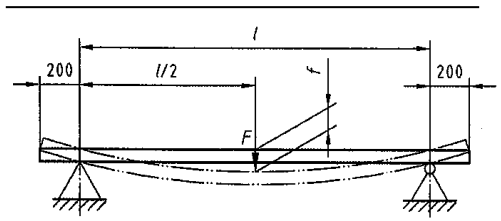
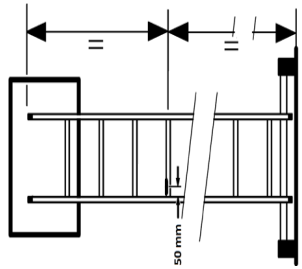
The client must not be given the products before all planned tests have been carried out satisfactorily.

Within the framework of the NF mark, the testing plan set up must include at least the tests and inspections listed hereafter. However, for each new type of ladder manufactured, all tests provided for by standard NF EN 131-2 or NF EN 1147 must be carried out when production starts (except for those validated by a matrix justifying the ladders and the validating tests).

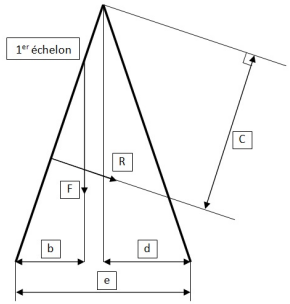
The manufacturer must take samples during the production process, on finished products and for all ladders, during their manufacture for testing under standard NF EN 131-2 and make sure that all intended accessories are present.

The manufacturer checks may, depending on the type of test, cover ladder components, ladder sections or the ladders themselves, as specified in the following pages.

Ladders and standing step ladders:

Tested products	Reduced frequency	Frequency	Test type	Nature of tests
Complete product	1/1000 (or if manufacturing < 1,000 items, minimum once a year) on the product of each range : ➢ critical ➢ sold (if different from the most critical)	1/500 (or if manufacturing < 500 items, minimum once a year) on the product of each range : ➢ critical ➢ sold (if different from the most critical)	§ 5.2 – NF EN 131-2+A1: 2012 Strength test of stiles	The test must be carried out on the most critical product, i.e. an identical product design (stiles/bars/hinges/guides/hooks) with an overlap equal to the longest extended length. The test must be carried out in the direction of use (when a direction is imposed) or in the most critical direction of use if the product can be used on both sides. A load of 1,150 N must be applied off centre to transfer the load applied in the position of use – corresponding to 1,141 N – to a flat position (2,700 x cos(65°)), see diagram below. In addition, the authorised permanent distortion must not exceed 0.15% of the distance *l* between brackets. Once the deflection test has been carried out, the 750 N load must be removed and the system zeroed, before applying a load of 1,150 N.  **Figure 10 — Essai de résistance** 
Complete product	1/1000 (or if manufacturing < 1,000 items, minimum once a year) on the product of each range : ➢ critical ➢ sold (if different from the most critical)	1/500 (or if manufacturing < 500 items, minimum once a year) on the product of each range : ➢ critical ➢ sold (if different from the most critical)	§5.3 – NF EN 131-2+A2: 2017 Bending test of stiles	The test must be carried out on the most critical product, i.e. an identical product design (stiles/bars/hinges/guides/hooks) with an overlap equal to the largest deployed length. The test must be carried out in the direction of use (when a direction is imposed) or in the most critical direction of use if the product can be used on both sides.

Tested products	Reduced frequency	Frequency	Test type	Nature of tests
Per ascending section or component	1/2000 (or if manufacturing < 2,000 items, minimum once a year) on the product of each range : ➢ critical ➢ sold (if different from the most critical)	1/1000 (or if manufacturing < 1,000 items, minimum once a year) on the product of each range : ➢ critical ➢ sold (if different from the most critical)	§5.4 – NF EN 131-2+A2: 2017 Lateral deflection test of ladder	The test must be carried out on the most critical product, with an identical design (stile/bar/assembly), i.e. the longest section.
Ascending section	1/1000 (or if manufacturing < 1,000 items, minimum once a year) on the product of each range : ➢ critical ➢ sold (if different from the most critical)	1/500 (or if manufacturing < 500 items, minimum once a year) on the product of each range : ➢ critical ➢ sold (if different from the most critical)	§ 5.5 – NF EN131-2+A2: 2017 Bottom stile ends test	The test must be carried out on the most critical product, with an identical design (stile/bar/assembly), for which the length l4 is the longest.
Component	1/2000 (or if manufacturing < 2,000 items, minimum once a year) on the product of each range : ➢ critical sold (if different from the most critical)	1/1000 (or if manufacturing < 1,000 items, minimum once a year) on the product of each range : ➢ critical ➢ sold (if different from the most critical)	§5.6 – NF EN 131-2+A2: 2017 Vertical load testing of rungs, steps and platforms	<u>Bars and Steps:</u> The test must be carried out on the most critical rung or step, with an identical design, i.e. the longest one. <u>Platform:</u> The test is only performed in a centre position on the platform.
Complete product	1/1000 (or if manufacturing < 1,000 items, minimum once a year) on the product of each range : ➢ critical ➢ sold (if different from the most critical)	1/500 (or if manufacturing < 500 items, minimum once a year) on the product of each range : ➢ critical ➢ sold (if different from the most critical)	§5.8 – NF EN 131-2+A2: 2017 Testing of opening restraints and hinges of standing ladders	The test must be carried out on the product from the least favourable range, i.e. on the model for which tension R of the safety device is the highest. R is the load exerted on the safety device defined by the formula given below: **R= b/2c x F** Per type of stile, test on the ladder with the largest Rxc and only if RFC > 1 000 x (L/2) where L = ladder length - 400 mm.

Tested products	Reduced frequency	Frequency	Test type	Nature of tests
				
Complete product	1/4000 (or if manufacturing < 4,000 items, minimum once a year) on the product of each range : ➢ critical sold (if different from the most critical)	1/2000 (or if manufacturing < 2,000 items, minimum once a year) on the product of each range : ➢ critical ➢ sold (if different from the most critical)	§ 5.9 – NF EN 131-2+A2: 2017 Test for ladder rung/step hooks of extending ladders and combination ladders	Must be carried out on one of the products equipped with the same hooking device.

The deflection test must be carried out before the strength test so that heavier loads are progressively applied.

Reduced frequency:
The frequency may be reduced if:

- The holder has had the right to use the NF mark for at least two years.
- The internal and independent inspections carried out during periodic checks reveal no major non-conformities for at least two years.

Ladders for FIRE USE:

Tested products	Reduced frequency	Frequency	Test type	Nature of tests
Complete product	1/1000 (or if manufacturing < 1,000 items, minimum once a year) on the product of each range : ➢ critical ➢ sold (if different from the most critical)	1/500 (or if manufacturing < 500 items, minimum once a year) on the product of each range : ➢ critical ➢ sold (if different from the most critical)	NF EN 1147 § Annex A Deflection test	The test must be carried out on the most critical product, i.e. an identical product design (stiles/bars/hinges/guides/hooks) with an overlap equal to the longest extended length. The test must be carried out in the direction of use (when a direction is imposed) or in the most critical direction of use if the product can be used on both sides. Comment concerning test protocols: Point 13.1.3 has been replaced by: 60 seconds after the load has been removed from A.5, the distance 'D' must be less than or equal to 1/1000 of the range between the two bearing points.
Complete product	1/1000 (or if manufacturing < 1,000 items, minimum once a year) on the product of each range : ➢ critical ➢ sold (if different from the most critical)	1/500 (or if manufacturing < 500 items, minimum once a year) on the product of each range : ➢ critical ➢ sold (if different from the most critical)	NF EN 1147 § Annex B Deflection test applicable to three-person compulsory pole ladders	The test must be carried out on the most critical product, i.e. an identical product design (stiles/bars/hinges/guides/hooks) with an overlap equal to the longest extended length. The test must be carried out in the direction of use (when a direction is imposed) or in the most critical direction of use if the product can be used on both sides. Comment concerning test protocols: The trestles are equipped with wheels. The load is applied for 120 seconds. Measurements are taken 60 seconds after the load has been removed.
Complete product	1/1000 (or if manufacturing < 1,000 items, minimum once a year) on the product of each range : ➢ critical ➢ sold (if different from the most critical)	1/500 (or if manufacturing < 500 items, minimum once a year) on the product of each range : ➢ critical ➢ sold (if different from the most critical)	NF EN 1147 § Annex J or K Hook strength test on one-piece ladders	For each type of hook design/attachment.

Tested products	Reduced frequency	Frequency	Test type	Nature of tests
Complete product	1/1000 (or if manufacturing < 1,000 items, minimum once a year) on the product of each range : ➢ critical ➢ sold (if different from the most critical)	1/500 (or if manufacturing < 500 items, minimum once a year) on the product of each range : ➢ critical ➢ sold (if different from the most critical)	NF EN 1147 § Annex L Foot side strength test: ground standing ladders	The test must be carried out on the most critical product, with an identical design (stile/bar/assembly), for which the length is the longest.

Reduced frequency:
The frequency may be reduced if:

- The holder has had the right to use the NF mark for at least two years.
- The internal and independent inspections carried out during periodic checks reveal no major non-conformities for at least two years.

2.2.8.6. Recording of tests

Documents relating to testing must be drawn up and kept, in order to prove that the products conform to the requirements of this certification. They must be legible, easy to identify and accessible.

The applicant/holder must ensure that the documents relating to testing carried are identifiable, properly stored, protected and accessible. They must also ensure the amount of time that they will be kept for, and their subsequent elimination.

2.2.8.7. Subcontracted testing

Certain tests may be subcontracted, as long as this does not affect the manufacturing process (for example due to the turnaround time.)

The subcontracting terms and conditions must be formalised and recorded (e.g. how "subcontractor" is defined, the frequency in which the tests will be carried out, the turn-around times required, the written communication of results, the procedure to follow in case of non-compliance).

In order to verify that the subcontracting laboratory conforms with the required regulations, LNE reserves the right to audit it.

2.2.9. MANAGEMENT OF TESTING AND MEASUREMENT EQUIPMENT

Principles of calibration:

Calibration involves the comparison of the values given by a piece of measurement equipment or system, to known values given by a standard.

The standard's value must be traceable to the value given by a national standard, using an uninterrupted calibration chain, described by documents (traceability).

Calibration methods of measurement equipment or system:

There are two possibilities:

- The holder's laboratory has its own standards, which are compared to national standards at defined intervals. The holder calibrates their equipment themselves.
- The holder's laboratory sends their equipment off to be calibrated by a service provider, which is accredited by COFRAC, or its equivalent, according to the applicant/holder's country of origin. If the service provider is not COFRAC accredited or equivalent, depending on the country of origin of the applicant/holder, it must in all cases have established standards that are regularly integrated with the national standards for the standardisations concerned.

The applicant/holder must have equipment to ensure that the results are valid.

Management of measurement equipment:

Measurement equipment must be:

- Calibrated against standards linked to national or international standards (if these standards do not exist, the calibration reference used must be registered). They must be re-calibrated or checked at specified intervals or before their first use

- Identifiable, in order to allow the validity of the calibration to be checked.

The standard's uncertainty must be sufficiently small with regards to the uncertainty expected from the measuring equipment or system to be calibrated.

When a piece of equipment is found to be non-conforming, the applicant/holder must check the validity of previous results obtained. They must take appropriate action on the equipment and on any affected products. This information must be recorded. The records of the calibration and verification results must be kept.

These requirements apply to every laboratory, regardless of whether they carry out all, or a part of the internal measurement checks.

2.2.10. MANAGEMENT OF NON-COMPLIANT PRODUCTS

The applicant/holder must ensure that each product which does not conform to the specified requirements is identified and managed so that it does not get used or delivered unintentionally.

The applicant/holder must treat a non-conforming product marked with the NF mark in the following ways:
- By carrying out actions which eliminate the non-conformity.
- By allowing its use, release or acceptation by derogation- in this case, the previous agreement must be obtained from the client and from LNE.
- By carrying out actions which prevent it from being used (e.g. scrapping of the product).

Responsibilities and authority must be given to people who carry out testing and those who take actions in order to remedy the product.

The applicant/holder must keep documentation which describes non-conformities along with their remedy.

2.2.11. CORRECTIVE ACTIONS:

The holder/applicant will define the requirement and will keep proof of actions carried out in order to:
a) Review non-conformities (including client complaints).
b) Determine the cause(s) of non-conformities.
c) Evaluate the need to undertake actions so that non-conformities are not repeated.
d) Determine which actions are necessary, and put them into place.
e) Evaluate the effectiveness of the actions taken.
f) Record the results of the actions put in place.

Records of any complaints made regarding certified products, and their remedy must be made and kept.

2.2.12. PRODUCT PRESERVATION

2.2.12.1. Storage

The applicant/holder must provide areas or premises for the storage of stock in order to avoid causing damage or deterioration to the product before it is used or delivered.

The condition of the stock must be assessed at defined and appropriate time intervals, in order to detect any deterioration.

2.2.12.2. Packaging

The holder/applicant must manage the wrapping, packing and marking of products as needed, in order to ensure that they conform to the specified requirements.

2.3. PRODUCT MARKING REQUIREMENTS

Marking makes up an integral part of the certification of a product.

As well as allowing for identification and traceability of a product, marking a product with the NF logo ensures that users will receive better protection: it also protects holders from abusive use of the product and from counterfeit goods.

Without prejudice of the sanctions laid down in the General Rules of the NF mark, any incorrect announcement of the certified features and any fraudulent use of the NF logo expose the holder to lawsuits for fraud and/or misleading advertising.

It is strictly forbidden to use or affix the AFNOR logo, or AFNOR/LNE certification without prior agreement from those institutions.

The holder undertakes to respect the NF mark's graphic charter.

NF certified products have a different designation and identification to non-NF certified products. The holder must only use the NF logo to identify NF certified products. They may only do this if there is no risk of confusion with other products, especially those which are not NF certified.

The holder is advised to submit all documentation making reference to the NF mark to the LNE before use.

REMINDER:
Article R 433-2 of the Consumer Code [Code de la Consommation] states that:
"When reference is made to certification in advertising, labelling or in the presentation of any product or service or in associated documents of any nature, the following information must always be brought to the consumer's or user's attention:

- The name or corporate name of the certifying body or the collective certification mark
- The denomination of the certificate reference standard used.
- Methods to consult or obtain the certification reference standard."

2.3.1. MARKING ON AN NF CERTIFIED PRODUCT

Each certified product must permanently and visibly display the NF logo in line with the requirements of the graphic charter and in accordance with the specific standards and regulations in force.

CERTIFIÉ PAR LNE
NF
LADDERS

The NF logo displayed on the product must be accompanied by the following information:
- A code, ensuring that the product can be traced
- The commercial name of the product given on the certificate
- Where applicable, a sign identifying the owner of the NF mark and the factory which manufactured the product
- Website www.marque-nf.com orwww.lne.fr
- The essential certified product characteristics
- possibly the name and address of the certifying body: LNE, 1 rue Gaston Boissier, 75015 Paris

Failing that, copy this information onto the packaging or the document accompanying the product.

The English version "certified by LNE" is available from LNE.

Portable metal ladders must have markings that are in line with the requirements of standard NF EN 131-1+A1(2019), EN 131-2+A2 (2017), EN 131-3 (2018), EN 131-4 (2020) and EN 131-6 (2019) as well as and the specific requirements of Annex II of Decree No. 96-333.
The label must be affixed in the direction of use at chest height when the ladder is extended.

In addition, ladders must include wording about the product category: “DOMESTIC” or “PROFESSIONAL”.

Each pictogram must measure at least 15 mm x 15 mm and be in a contrasting colour. They must be legible, indelible, and water and solvent resistant.

Portable ladders for use by fire and rescue services must have markings in accordance with the requirements of standard NF EN 1147 (2010) and technical information notice NIT No. 331 (2003).

When sections can be disassembled without a tool, the traceability code must appear on each section.

The properties of a certified ladder must correspond to the ranges indicated by the manufacturer.

The means used to communicate information are left to the discretion of the manufacturer as long as the minimum size (NF logo and pictograms) and legibility requirements are met.

2.3.2. MARKINGS ON NF CERTIFIED PRODUCT PACKAGING OR ON THE ACCOMPANYING DOCUMENTATION (INCLUDING LABELS)

CERTIFIÉ PAR LNE
NF
LADDERS

The following must be included with the NF logo on the packaging (or the unit package) or on the product documentation:

- coding to guarantee product traceability
- the sales description featured on the product certificate
- where applicable, a means of identifying the owner of the NF mark and of the factory where the product was produced
- Website www.marque-nf.com or www.lne.fr
- the essential certified product properties:
    - mechanical strength of the various components,
    - safety of safety devices and hinge joints,
    - safety of hooking devices.
- Name and address of the certifying body: LNE, 1 rue Gaston Boissier, 75015 Paris

The design of the layout and format of the accompanying document is left to the holder's preference.

User instructions may be supplied via the manufacturer's website, provided that the website is featured by the pictograms.

The instructions must specify prohibited supports and recommended environments.

Instructions must be provided in print format. Additionally, a link to the manufacturer's website can be located beneath an A1 pictogram only.

Safety information is indicated on the instructions in addition to the pictograms on the scale.

2.3.3. MARKINGS ON DOCUMENTATION (TECHNICAL AND COMMERCIAL DOCUMENTS, POSTERS, ADVERTISEMENTS, INTERNET SITES, ETC.)

References to the NF standard in the documentation (order confirmations, invoices, delivery notes, advertiser pamphlets, catalogues etc.) must be made in such a way as to make it impossible to confuse certified products with non-certified products.

Use of the NF mark on documentation and advertising must be strictly in accordance with the requirements of the NF graphic charter.

CERTIFIÉ PAR LNE
NF
LADDERS

2.4. APPLICANT/HOLDER COMMITMENTS

The applicant/holder commits in general to giving LNE the means to carry out the operations necessary for the correct progress of the evaluation and follow-up of their file and in particular to:

- comply at all times with the requirements defined by these certification rules, and to implement the necessary changes within the deadlines prescribed by LNE in the event of changes in the certification rules,
- communicate the information and working documents necessary for a proper evaluation procedure to representatives authorised by LNE;
- only communicate information that the applicant/holder knows is fair and sincere;
- appoint a responsible individual as an LNE interlocutor;
- designate recipients within the company who will receive LNE test and audit reports and inform LNE of changes to be made in case of a change of recipient within the company or e-mail address;

- introduce the staff assigned to the various tasks to the authorised LNE representatives;

- instruct staff to work with authorised LNE representatives, and to agree to participate in any interviews;

- provide authorised LNE representatives with a way to access and move around the sites and work areas, including the subcontractors' sites, as the case may be;

- inform the authorised LNE representatives about the safety and hygiene provisions and instructions applicable to the sites and work areas and the staff there, and make any equipment necessary available to them for this purpose;

- pay LNE the sums due for the evaluation, in accordance with the financial conditions defined and accepted by the applicant/holder;

- authorise the presence of an observer who is bound by non disclosure. This observer can be imposed on LNE by the standards or agreements of which they are a signatory. Information regarding the presence of this observer is always communicated to the applicant/holder by LNE prior to the audit.

- take the necessary measures in the event of non-compliance, within the deadlines specified by LNE,

- return the duly completed non-compliance sheets to the lead auditor within 3 weeks of the last day of the audit,

- implement the necessary actions to enable the certificate to be issued within a maximum of 11 months after the initial audit. After this period, a new initial audit will have to take place before certification,

- send the samples taken under the conditions defined in Parts 3 and 4 to the standard's laboratory.

It is also the responsibility of the certificate holder to:

- display the NF mark only on the products covered by the certificates issued by LNE and in accordance with the applicable requirements;

- reserve the product's commercial name only for the products covered by the certificates issued by LNE and in accordance with the applicable requirements;

- provide LNE with prior notification of any modification made to the product or product information, which could affect compliance with the present rules, whose methods of evaluation are defined in Part 4,

- make available to LNE any data or information necessary to establish and maintain the certificate;

- keep a record of all claims of which the holder is aware of the conformity of the product(s) with the certification requirements and make these records available to LNE upon request, and

  - take any appropriate action with respect to these claims and imperfections in the products that affect their compliance with the requirements of the certification,
  - document the actions taken.

- in the event of suspension, reduction, withdrawal or refusal of renewal of the certificate, stop using any references to the certification of the products concerned and stop using all the means of communication that make reference to this,

- authorise follow-up evaluations during the period of validity of the certificate, on the basis of the frequency specified in Part 4 and any other duly justified additional assessment,

- make statements about certification consistent with the content of the certificate,

- not use the certification issued by LNE in a manner that could damage LNE, nor make a declaration regarding the certification of its products that LNE may consider misleading or unauthorised;

- reproduce the certificates in their entirety, including the appendices in case of supply to a third party.

LABORATOIRE NATIONAL DE MÉTROLOGIE ET D'ESSAIS

Organisme certificateur mandaté par
AFNOR Certification

CERTIFICATION RULES

NF MARK FOR LADDERS

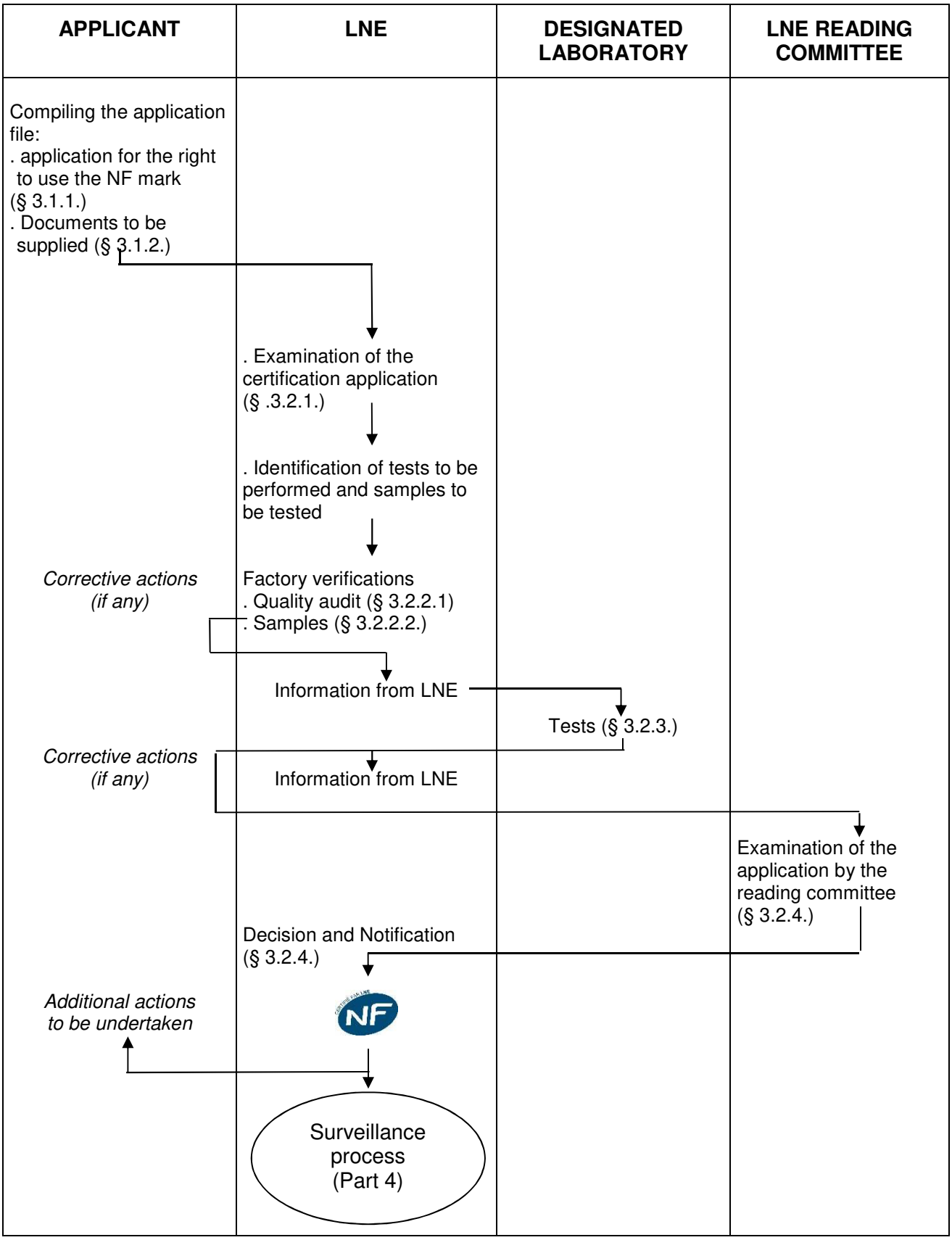
PART 3

OBTAINING CERTIFICATION

CONTENTS

Rev. 20 – September 2023

PROCESS TO ACQUIRE CERTIFICATION



Before making an application, the applicant must ensure that (at the time of the application) they fulfil all the requirements stated in these certification rules, especially Part 2, which concern their products and sites.

They must undertake to comply with said conditions throughout the period of using the NF mark.

If they fail to respect these rules, the applicant/holder exposes himself to the interruption or suspension of the processing of his file. Notably, it is not possible in any circumstances to make reference to the NF mark before obtaining the right to use the NF mark, or to present forged products for certification.

3.1. COMPILING THE APPLICATION FILE

Any company manufacturing one or more products covered by this application of the NF mark can request the right to use the mark. A request of this kind is known in this document as an "application" and the person formulating it as the "applicant".

3.1.1. APPLICATION FOR THE RIGHT TO USE THE NF MARK

Any manufacturer who wishes to apply for NF certification for a product they have manufactured must acquaint themselves with the mark's certification rules. They must then state that they abide by those rules.

The application should made in writing, on the manufacturer's headed paper, as per the template (form 1a) and addressed to LNE. It must specify the models and ranges presented for acceptance:

For every factory that will produce the products for which NF mark certification is requested, the applicant must provide a file containing the documents or information listed in § 3.1.2. (below).

The request will only be accepted if the checks set out in Part 2 of these rules have been carried out regularly for the products in question for at least three months.

All the documents must be written in French or English.

The application must be accompanied by the applicable fees for reviewing the application and the initial audit.

When the applicant is from a country outside the European Economic Area, they must submit their application jointly with a representative who is established in the European Economic Area. The representative shall be duly accredited and responsible for the production of goods for which the NF mark is requested and which are to be sold in France.

This representative must be registered with the Trade Register and have satisfied the French legal obligations, particularly as concerns insurance. He is known as the "authorized agent".

Before using the NF mark, LNE must be informed about all modifications made to the range of products submitted for certification purposes. LNE will decide if extra testing needs to be carried out on those products.

3.1.2. DOCUMENTS TO BE SUPPLIED

- A certification application template letter (Form 1a), written on the manufacturer's headed paper, as per the attached template (with the appendix and and associated mandate co-signed (as per Form 1d) if the application is made from outside the European Economic Area) including:
    - The general information sheet (Form 1b),
    - List of ladders for which the NF mark is requested (Form 1c).

- Technical file related to the company:
    - Organizational chart of the site(s) concerned by the application (staff positions and numbers).
    - Is the site(s) a subsidiary of a group? Does it have subsidiaries? (if yes, specify)
    - Presentation of the activities of the site(s) the application concerns
    - Description of the production methods used in the manufacture of certified products for the site(s) concerned
    - Description of the inspection methods for the site(s)

- File including
    - Technical data sheets describing the basic models and different configurations possible (bill of materials) and their characteristics,
    - Instructions provided with the ladders,
    - Description of the manufacturing process and associated inspection plan (detailing the measures and tests conducted as well as their frequency),

- Description of quality management measures in place:
    - Quality manual and/or plan(s) if possible (if these documents are not distributed outside the site, they must always be made available to the auditor during the audit).
    - Description of the various processes with definition of inputs, outputs and activities taken into account in each process ,
    - Certificate of conformity of the quality management system whose scope and framework includes the sites and activities concerned by the NF mark and currently valid.

For portable ladders for fire and emergency service use:

- procedures to perform internal audits in the factory,
- results of tests performed in the factory on the model in question,
- comment about the number of people who can use the ladder simultaneously.

FORM No. 1a
APPLICATION FOR CERTIFICATION
(To be written on the manufacturer's headed notepaper)

For the attention of the General Manager of
LABORATOIRE NATIONAL DE METROLOGIE ET D'ESSAIS
(NATIONAL LABORATORY OF METROLOGY AND TESTING)
Pôle Certification Environnement Sécurité et Performance
1, rue Gaston Boissier
75724 PARIS Cedex 15 - France

PURPOSE: Application for the right to use the NF Mark for Ladders

Dear Sir,

I the undersigned (name and position) .....
representing the company (identification of the company - head office).....
request that LNE carry out the verifications necessary for the right to use the NF mark on the products listed in the attached table, in accordance with the certification rules for the NF 093 mark.

These products are manufactured in the factory owned by (company identification and full address of the factory):

I declare that I have read the reference regulations, the NF mark general rules and the certification rules. I undertake to follow them for the entire time that the NF mark is used.

I attest that these products satisfy the regulatory requirements applicable to them and I undertake not to present forged products for certification.

Date
Stamp and signature
of the applicant

APPENDIX TO THE APPLICATION FOR CERTIFICATION (1)

Furthermore, I authorize the company (2).....
represented by Mr./Ms. (name and position) .....

to act on my behalf on the French territory for all matters relating to the use of the NF mark.

For such purposes, I ask that the fees incumbent on me be invoiced directly to the company. I hereby accept that the company accept this mandate and that the fees incumbent on me be invoiced directly to it.

I undertake to notify LNE immediately if I appoint a new authorised agent to replace the authorized agent named above.

Yours faithfully,

Date

Stamp and signature
of the authorised agent's representative (3)

Stamp and signature
of the applicant's representative (3)

(1) This appendix is only to be completed by applicants located outside the European Economic Area. It must be accompanied by a co-signed mandate (see sample Form 1d)
(2) The designation of the representing company must include: company name, legal form, head-office and Companies Register number.
(3) The signatures of the applicant and his agent must be preceded respectively by the hand-written words "Proxy agreed" and "Acceptance of proxy agreed".

FORM 1b

GENERAL INFORMATION SHEET

Applicant's corporate name:

Address of the applicant:
Contact (name and position):
Telephone:
E-mail:
Website:
Site certifié ISO 9001 : Oui ☐ Non ☐

Contact information of the correspondent(s) for receiving the test and audit reports from LNE via email:

Name of the contact	Job-position	e-mail	Audit report	Test report

Billing address: (if different from the address mentioned for the corporate name of the applicant), with undertaking if different from the applicant

_____

_____

Location of the various steps of manufacturing

	Address and contacts of the site responsible for each stage*	**Size of the site mentioned in the certification**	**Area of the site**
Design			
Manufacturing (1)			
Assembly			
Final check			
Marking			
Packaging			
Storage			

Any aspect not covered by the applicant is subject to a contract defining the respective responsibilities with its provider
(1) Details (if necessary) of the manufacturing stages or of outsourced manufacturing.

Trademark:

Owner of the trademark*:

List of distributors, people responsible for the market launch, whose name appears on the package*:

Issued at

on

Signature

*indicate the company name, address, contact person, telephone number, email if different from the applicant.

FORM No. 1c

REFERENCE FOR PRODUCTS SUBJECT TO CERTIFICATION

- **Type of ladder**

Ladders conforming to EN 131:

One-piece leaning ladders (with rungs or steps)	☐
Push-up extending ladders (two sections)	☐
Rope-operated extending ladders (two sections)	☐
Rope-operated extending ladders (three sections)	☐
Bilaterally ascendable step ladders (with rungs or steps)	☐
Two-section combination ladders (with splayed stiles or a stabiliser)	☐
Three-section combination ladders (with splayed stiles or a stabiliser)	☐
Standing step ladders	☐
Foldable ladders (widthwise)	☐
Hinge-joint ladders	☐
Telescopic ladder	☐

Portable ladders for fire and emergency service use:
Specify the type: ……..

- **Materials used**

Wood	☐
Aluminium	☐
Composite material	☐
Thermoplastic material	☐

- dimensions to the ground

  combination ladder stabilisers:.....
  bottom braces on standing step ladder support sections: .....

- type of safety system for each bilaterally ascendable step ladder (hinge joint, removable strap),

  . hinge joint..... ☐
  . removable strap..... ☐
  . other (to be described)..... ☐

- R, R x c, 1000L/2 values for each bilaterally ascendable step ladder.
- for ascending sections on standing step ladders:

  existence of a ramp: ..... YES ☐ NO ☐

- overlap: ..... mm

- weight:..... kg

- table presenting the family of ladders in question (example below):

Product ref.	**Ladder type**	**Ladder dimensions**	**Stile dimensions**	**Section widths**

FORM No. 1d
EXAMPLE OF A MANDATE
(to be drawn up on the applicant/authorised agent's letterhead paper)

List of information to be supplied:

- Corporate name: _____
- Address: _____
- Country: _____
- Telephone:_____ Fax: _____
- SIRET No.:_____ NAF code: _____
- Name and profession of the legal representative: _____
- Name and profession of the correspondent (if different): _____
- VAT ID number: _____
- Email address of contact person: _____
- Email address of the Company:_____
- Website:_____

Identification of the roles of the authorised agent to be included in the mandate between applicant/holder and authorised agent

Applicant/Holder: .....

Authorised agent:.....

Minimum requirements which must be shown in the mandate:

- assignments and associated responsibilities
- financial aspects (invoicing relating to the NF mark)
- complaints
- certifying body contact

Mandate:

The mandate should be mentioned in the applicant/holder's quality system.

A copy of the mandate in French or English should be attached to the co-signed admission application.

Compliance with the mandate arrangements is checked during audits.

Date of the initial mandate

Signatures of the representative of the authorised agent and the applicant

3.2. INITIAL ASSESSMENT PROCESS

3.2.1. EXAMINATION OF THE CERTIFICATION APPLICATION

The application and enclosed file sent to LNE are examined before factory verifications and tests are carried out.

Upon receiving the application, LNE checks that:
- all the requested documents are enclosed in the application file according to § 3.1.2.,
- the elements in the file comply with the requirements of the certification rules.
- fees are paid.

LNE checks that it has all the means for responding to the application and may request additional information required for the admissibility of the file when this is incomplete.

Once the application is admissible, LNE organises the inspections, and informs the applicant about the organisation methods (auditor, duration of the audit, audited sites, laboratories, sampled products, etc.) and, if applicable, the due date for the additional items.

The checks carried out in connection with the NF mark are as follows:
- Audits, which aim to cover all those involved in design, manufacturing, assembly, quality control, marking and packaging of products (see § 3.2.2).
- Product testing (see § 3.2.3)

Test samples are taken during the initial audit and sent by the applicant to the designated laboratory.

3.2.2. AUDIT

The examination of the application involves an initial audit of the factory where the products presented in the application file are manufactured. It also includes, where appropriate, an audit of the final transformation of the product. It is carried out by auditors, who are bound to confidentiality.

The language of the audit is French or English. If this is not the case, it is up to the company being audited to make available an interpreter to the auditor. In this case the duration of the audit may be increased (prior agreement with the company).

The NF auditor must have at his/her disposal all the resources necessary (documents, premises, installations, facilities) to perform his/her assignment, including competent people to carry it out.

3.2.2.1. Quality audit

This audit is conducted according to the general principles defined in standard ISO 19011 for conducting a quality audit. In particular, the scope of the audit and details of the procedure which are specified in an audit plan sent to the company before the audit

The auditor(s):

- Carry out a quality audit aimed at checking whether there is a quality management system, as well as its implementation by the manufacturer. It will also check the system's adherence to Part 2 of these rules.
- Check that the inspections required in Part 2 have been performed regularly for at least three months.
- Obtain the required samples for initial testing, if appropriate.

The duration of the on-site audit is **two auditor days** (including on-site report writing).

The duration of the audit can be adapted according to the sites to be audited (prior agreement of the applicant).

The auditors may, with the manufacturer's agreement, take a copy of all documents they deem necessary.

The audit leader prepares an audit report which he/she gives to the applicant at the end of the closing meeting, drawing special attention to the effectiveness of the quality system set up, the strong points, the points to be improved and a commented report of non-conformities. It also includes the report of tests carried out during the audit and the sampling sheet.

A non-conformity is classified as major when, on the basis of objective proof:

- there is a significant risk as concerns the conformity of the product in relation to the specified requirements (requirements set out by the reference standard, the company or its clients), or
- there is a significant risk in terms of the management system's ability to control product conformity for a specified requirement, or
- there is systematic or repeated non-compliance with a given requirement.

In all other cases, the non-conformity is classified as minor.

The applicant must respond to any notified non-conformity with a causal analysis, corrections and corrective actions. An action plan to address major or minor non-conformities is sent to the Audit Manager for assessment within three weeks following the end of the audit.

In the case of a major non-conformity:

- Tangible evidence must be sent together with the action plan to prove that the correction to eliminate this non-conformity has been implemented.
- Tangible evidence must be sent to LNE within the timeframes specified by LNE to prove the implementation of the corrective action associated with this non-conformity.

In the case of a minor non-conformity, the LNE must receive tangible evidence of implementation of the correction to eliminate this non-conformity along with the associated corrective action at the latest during the next audit, in order for it to be checked on site, unless otherwise specified by LNE.

The complete report is sent by LNE by email to the correspondent(s) designated by the applicant, with a copy (where applicable) to the authorized agent.

3.2.2.2. Samples

The auditors take the samples needed for testing at the end of the production chain and/or in the stores.

For portable ladders following the EN131 standard:

- For testing at the designated laboratory: sampling includes one ladder/standing step ladder in its least favourable configuration per type and per range defined by the mandated body using the ladder properties communicated by the manufacturer,
- For tests at the applicant's laboratory: the sample consists of a ladder/steps in its most unfavorable configuration for all types and ranges defined based on the characteristics of the ladders communicated by the manufacturer.

The samples taken will be given a distinctive mark by the auditors so that the sample can be identified at a later time, and they must be accompanied by instructions for identification of the manufacturing batch.

The samples are sent within two weeks by, and under the responsibility of, the manufacturer to the designated laboratory (see Part 5 of these rules) accompanied with the sample sheet. This laboratory is tasked with conducting the tests.

In the case of emergency service access ladders, samples for testing by the laboratory designated by the brand are replaced by complete tests carried out during the audit in the presence of an LNE representative.

In this case, the sample consists of a scale in its most unfavorable configuration per range defined by the mandated body based on the characteristics of the scales communicated by the manufacturer.

3.2.3. TESTS

Certification is based on compliance of the results with the following tests:

3.2.3.1. Tests carried out during the audit

a. For portable metal ladders following the EN131 standard:

- Carrying out dimensional tests according to standard NF EN 131-1 (at least b_1, b_2, t, ℓ_3, ℓ_4 and ℓ_5);
- Carrying out mechanical tests according to standard NF EN 131-2 (at least 5.2, 5.3, 5.5, 5.8 and 5.9).

b. For emergency service access ladders: carrying out complete tests according to standard NF EN 1147.

TESTS	SAMPLING	CERTIFICATION TESTS
For portable ladders for fire and emergency service use: NF EN 1147 & NIT 331 Certification rules §2.1.2.2	1 the least favourable model, taking into account the material, type of ladder, rung spacing, stile cross-section and rung cross-section.	1

The tests are the subject of a conformity report which is sent to the manufacturer by email by the LNE by electronic mail to the correspondent(s) designated by the applicant, copy if necessary to the authorized agent.
The manufacturer informs the LNE of any corrective actions adopted following the non-conformities noted.

3.2.3.2. Tests carried out at the designated laboratory on ladders / steps

Tables below defines the tests to be carried out by the designated laboratory on the samples taken during the audit.

TESTS	SAMPLING	CERTIFICATION TESTS
For portable ladders (non-specific use): NF EN 131-1-2-3-4 Certification rules §2.1.3 and §2.1.4	1 the least favourable model, taking into account the material, type of ladder, rung spacing, stile cross-section and rung cross-section.	1

Results from test laboratories other than those described in Part 5 may be included after consultation with the LNE.

Tests are the subject to a test report. This report is sent by the mark testing laboratory by e-mail to the manufacturer with LNE in copy; a copy is sent to the authorized agent where applicable.

The manufacturer informs LNE of any corrective actions adopted following the detection of non-conformities.

3.2.4. DECISION AND NOTIFICATION

On the basis of the results obtained during examination of the application and the LNE reading committee recommendations, LNE notifies the applicant of one of the following decisions:

a) Certification approved

This decision may be accompanied by suspensive conditions which define the conditions to be met by the applicant before the certificate is awarded.

b) Certification refused

The certification decision must be made no later than one year after the initial audit.

In virtue of the certification decision notified by LNE, AFNOR Certification grants the right to use the NF mark.

Once the right to use the NF mark has been agreed, the beneficiary will be known as the “holder”. Maintaining this right is subject to the results of the verifications defined in Part 4.

The exercise of the right to use the NF mark is strictly limited to the products for which it was awarded, in other words the duly defined products from the duly defined factories, and manufactured under the conditions set out in these rules.

3.2.5. APPEAL AGAINST A DECISION

The applicant may appeal against any decision taken. The procedure is set out in Article 11 of the General Rules of the NF Mark. The appeal is filed by registered letter with acknowledgement of receipt within 15 working days.

LNE firstly proceeds with the re-examination of the file in view of the factors justifying this challenge. It notifies confirmation of the decision or the new decision to the applicant within 30 working days.

Should the applicant wish to maintain its challenge, an appeal may be made by the applicant or certification beneficiary against the decision of LNE.

Explanations for this appeal, which does not have a suspensive effect, must be given. It is lodged by sending a registered letter with acknowledgement of receipt within 15 working days.

It is reviewed by LNE upon receipt. The appeal is presented to the LNE Certification and Impartiality Preservation Committee, which proposes its conclusions after examination.

This last appeal is subject to a lump-sum payment by the applicant.

The final decision is notified to the Company by LNE.

LABORATOIRE NATIONAL DE MÉTROLOGIE ET D'ESSAIS

Organisme certificateur mandaté par
AFNOR Certification

CERTIFICATION RULES

NF MARK FOR LADDERS

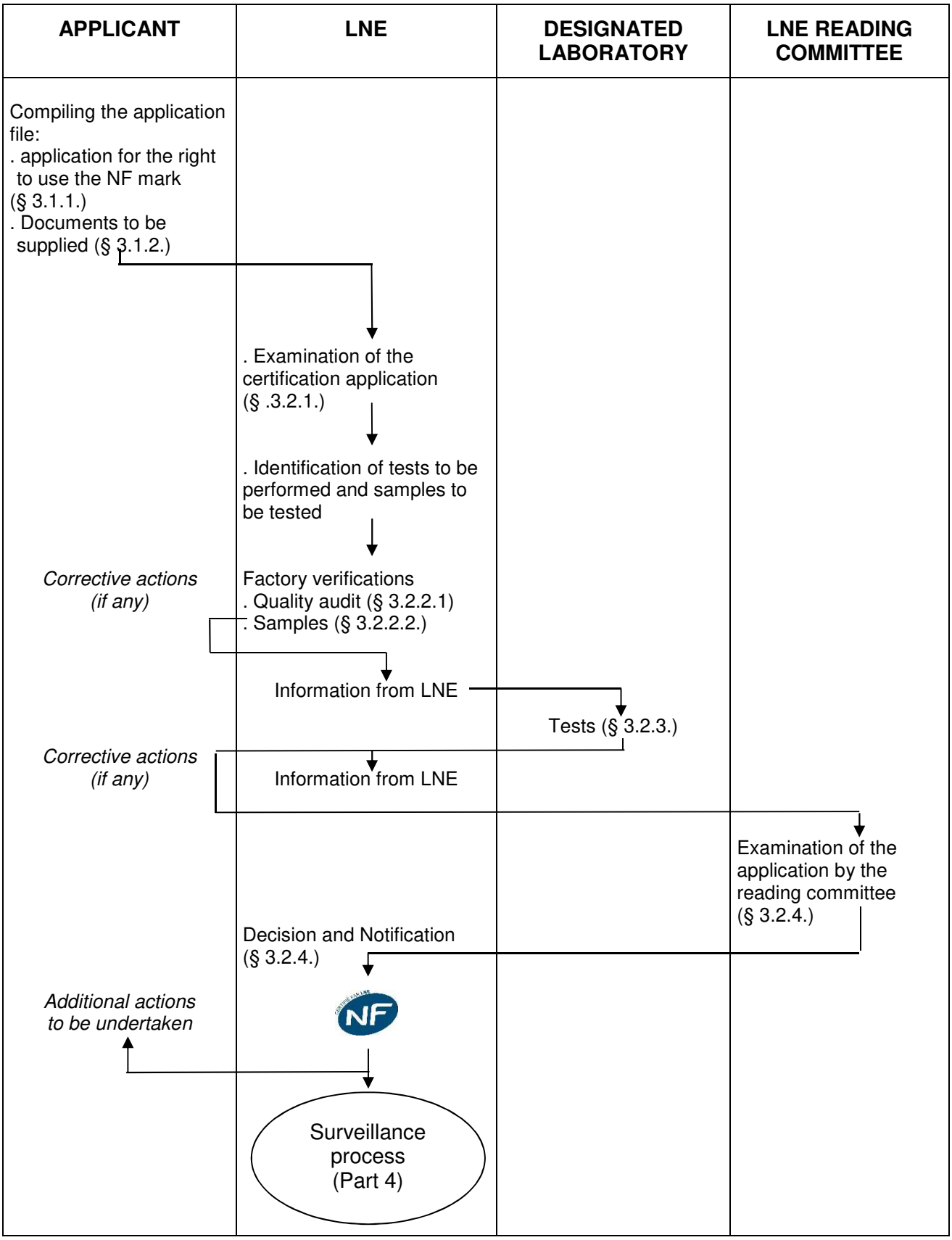
PART 3

OBTAINING CERTIFICATION

CONTENTS

Rev. 20 – September 2023

PROCESS TO ACQUIRE CERTIFICATION



Before making an application, the applicant must ensure that (at the time of the application) they fulfil all the requirements stated in these certification rules, especially Part 2, which concern their products and sites.

They must undertake to comply with said conditions throughout the period of using the NF mark.

If they fail to respect these rules, the applicant/holder exposes himself to the interruption or suspension of the processing of his file. Notably, it is not possible in any circumstances to make reference to the NF mark before obtaining the right to use the NF mark, or to present forged products for certification.

3.1. COMPILING THE APPLICATION FILE

Any company manufacturing one or more products covered by this application of the NF mark can request the right to use the mark. A request of this kind is known in this document as an "application" and the person formulating it as the "applicant".

3.1.1. APPLICATION FOR THE RIGHT TO USE THE NF MARK

Any manufacturer who wishes to apply for NF certification for a product they have manufactured must acquaint themselves with the mark's certification rules. They must then state that they abide by those rules.

The application should made in writing, on the manufacturer's headed paper, as per the template (form 1a) and addressed to LNE. It must specify the models and ranges presented for acceptance:

For every factory that will produce the products for which NF mark certification is requested, the applicant must provide a file containing the documents or information listed in § 3.1.2. (below).

The request will only be accepted if the checks set out in Part 2 of these rules have been carried out regularly for the products in question for at least three months.

All the documents must be written in French or English.

The application must be accompanied by the applicable fees for reviewing the application and the initial audit.

When the applicant is from a country outside the European Economic Area, they must submit their application jointly with a representative who is established in the European Economic Area. The representative shall be duly accredited and responsible for the production of goods for which the NF mark is requested and which are to be sold in France.

This representative must be registered with the Trade Register and have satisfied the French legal obligations, particularly as concerns insurance. He is known as the "authorized agent".

Before using the NF mark, LNE must be informed about all modifications made to the range of products submitted for certification purposes. LNE will decide if extra testing needs to be carried out on those products.

3.1.2. DOCUMENTS TO BE SUPPLIED

- A certification application template letter (Form 1a), written on the manufacturer's headed paper, as per the attached template (with the appendix and and associated mandate co-signed (as per Form 1d) if the application is made from outside the European Economic Area) including:
    - The general information sheet (Form 1b),
    - List of ladders for which the NF mark is requested (Form 1c).

- Technical file related to the company:
    - Organizational chart of the site(s) concerned by the application (staff positions and numbers).
    - Is the site(s) a subsidiary of a group? Does it have subsidiaries? (if yes, specify)
    - Presentation of the activities of the site(s) the application concerns
    - Description of the production methods used in the manufacture of certified products for the site(s) concerned
    - Description of the inspection methods for the site(s)

- File including
    - Technical data sheets describing the basic models and different configurations possible (bill of materials) and their characteristics,
    - Instructions provided with the ladders,
    - Description of the manufacturing process and associated inspection plan (detailing the measures and tests conducted as well as their frequency),

- Description of quality management measures in place:
    - Quality manual and/or plan(s) if possible (if these documents are not distributed outside the site, they must always be made available to the auditor during the audit).
    - Description of the various processes with definition of inputs, outputs and activities taken into account in each process ,
    - Certificate of conformity of the quality management system whose scope and framework includes the sites and activities concerned by the NF mark and currently valid.

For portable ladders for fire and emergency service use:

- procedures to perform internal audits in the factory,
- results of tests performed in the factory on the model in question,
- comment about the number of people who can use the ladder simultaneously.

FORM No. 1a
APPLICATION FOR CERTIFICATION
(To be written on the manufacturer's headed notepaper)

For the attention of the General Manager of
LABORATOIRE NATIONAL DE METROLOGIE ET D'ESSAIS
(NATIONAL LABORATORY OF METROLOGY AND TESTING)
Pôle Certification Environnement Sécurité et Performance
1, rue Gaston Boissier
75724 PARIS Cedex 15 - France

PURPOSE: Application for the right to use the NF Mark for Ladders

Dear Sir,

I the undersigned (name and position) .....
representing the company (identification of the company - head office).....
request that LNE carry out the verifications necessary for the right to use the NF mark on the products listed in the attached table, in accordance with the certification rules for the NF 093 mark.

These products are manufactured in the factory owned by (company identification and full address of the factory):

I declare that I have read the reference regulations, the NF mark general rules and the certification rules. I undertake to follow them for the entire time that the NF mark is used.

I attest that these products satisfy the regulatory requirements applicable to them and I undertake not to present forged products for certification.

Date
Stamp and signature
of the applicant

APPENDIX TO THE APPLICATION FOR CERTIFICATION (1)

Furthermore, I authorize the company (2).....
represented by Mr./Ms. (name and position) .....

to act on my behalf on the French territory for all matters relating to the use of the NF mark.

For such purposes, I ask that the fees incumbent on me be invoiced directly to the company. I hereby accept that the company accept this mandate and that the fees incumbent on me be invoiced directly to it.

I undertake to notify LNE immediately if I appoint a new authorised agent to replace the authorized agent named above.

Yours faithfully,

Date

Stamp and signature
of the authorised agent's representative (3)

Stamp and signature
of the applicant's representative (3)

(1) This appendix is only to be completed by applicants located outside the European Economic Area. It must be accompanied by a co-signed mandate (see sample Form 1d)
(2) The designation of the representing company must include: company name, legal form, head-office and Companies Register number.
(3) The signatures of the applicant and his agent must be preceded respectively by the hand-written words "Proxy agreed" and "Acceptance of proxy agreed".

FORM 1b

GENERAL INFORMATION SHEET

Applicant's corporate name:

Address of the applicant:
Contact (name and position):
Telephone:
E-mail:
Website:
Site certifié ISO 9001 : Oui ☐ Non ☐

Contact information of the correspondent(s) for receiving the test and audit reports from LNE via email:

Name of the contact	Job-position	e-mail	Audit report	Test report

Billing address: (if different from the address mentioned for the corporate name of the applicant), with undertaking if different from the applicant

_____

_____

Location of the various steps of manufacturing

	Address and contacts of the site responsible for each stage*	**Size of the site mentioned in the certification**	**Area of the site**
Design			
Manufacturing (1)			
Assembly			
Final check			
Marking			
Packaging			
Storage			

Any aspect not covered by the applicant is subject to a contract defining the respective responsibilities with its provider
(1) Details (if necessary) of the manufacturing stages or of outsourced manufacturing.

Trademark:

Owner of the trademark*:

List of distributors, people responsible for the market launch, whose name appears on the package*:

Issued at

on

Signature

*indicate the company name, address, contact person, telephone number, email if different from the applicant.

FORM No. 1c

REFERENCE FOR PRODUCTS SUBJECT TO CERTIFICATION

- **Type of ladder**

Ladders conforming to EN 131:

One-piece leaning ladders (with rungs or steps)	☐
Push-up extending ladders (two sections)	☐
Rope-operated extending ladders (two sections)	☐
Rope-operated extending ladders (three sections)	☐
Bilaterally ascendable step ladders (with rungs or steps)	☐
Two-section combination ladders (with splayed stiles or a stabiliser)	☐
Three-section combination ladders (with splayed stiles or a stabiliser)	☐
Standing step ladders	☐
Foldable ladders (widthwise)	☐
Hinge-joint ladders	☐
Telescopic ladder	☐

Portable ladders for fire and emergency service use:
Specify the type: ……..

- **Materials used**

Wood	☐
Aluminium	☐
Composite material	☐
Thermoplastic material	☐

- dimensions to the ground

  combination ladder stabilisers:.....
  bottom braces on standing step ladder support sections: .....

- type of safety system for each bilaterally ascendable step ladder (hinge joint, removable strap),

  . hinge joint..... ☐
  . removable strap..... ☐
  . other (to be described)..... ☐

- R, R x c, 1000L/2 values for each bilaterally ascendable step ladder.
- for ascending sections on standing step ladders:

  existence of a ramp: ..... YES ☐ NO ☐

- overlap: ..... mm

- weight:..... kg

- table presenting the family of ladders in question (example below):

Product ref.	**Ladder type**	**Ladder dimensions**	**Stile dimensions**	**Section widths**

FORM No. 1d
EXAMPLE OF A MANDATE
(to be drawn up on the applicant/authorised agent's letterhead paper)

List of information to be supplied:

- Corporate name: _____
- Address: _____
- Country: _____
- Telephone:_____ Fax: _____
- SIRET No.:_____ NAF code: _____
- Name and profession of the legal representative: _____
- Name and profession of the correspondent (if different): _____
- VAT ID number: _____
- Email address of contact person: _____
- Email address of the Company:_____
- Website:_____

Identification of the roles of the authorised agent to be included in the mandate between applicant/holder and authorised agent

Applicant/Holder: .....

Authorised agent:.....

Minimum requirements which must be shown in the mandate:

- assignments and associated responsibilities
- financial aspects (invoicing relating to the NF mark)
- complaints
- certifying body contact

Mandate:

The mandate should be mentioned in the applicant/holder's quality system.

A copy of the mandate in French or English should be attached to the co-signed admission application.

Compliance with the mandate arrangements is checked during audits.

Date of the initial mandate

Signatures of the representative of the authorised agent and the applicant

3.2. INITIAL ASSESSMENT PROCESS

3.2.1. EXAMINATION OF THE CERTIFICATION APPLICATION

The application and enclosed file sent to LNE are examined before factory verifications and tests are carried out.

Upon receiving the application, LNE checks that:
- all the requested documents are enclosed in the application file according to § 3.1.2.,
- the elements in the file comply with the requirements of the certification rules.
- fees are paid.

LNE checks that it has all the means for responding to the application and may request additional information required for the admissibility of the file when this is incomplete.

Once the application is admissible, LNE organises the inspections, and informs the applicant about the organisation methods (auditor, duration of the audit, audited sites, laboratories, sampled products, etc.) and, if applicable, the due date for the additional items.

The checks carried out in connection with the NF mark are as follows:
- Audits, which aim to cover all those involved in design, manufacturing, assembly, quality control, marking and packaging of products (see § 3.2.2).
- Product testing (see § 3.2.3)

Test samples are taken during the initial audit and sent by the applicant to the designated laboratory.

3.2.2. AUDIT

The examination of the application involves an initial audit of the factory where the products presented in the application file are manufactured. It also includes, where appropriate, an audit of the final transformation of the product. It is carried out by auditors, who are bound to confidentiality.

The language of the audit is French or English. If this is not the case, it is up to the company being audited to make available an interpreter to the auditor. In this case the duration of the audit may be increased (prior agreement with the company).

The NF auditor must have at his/her disposal all the resources necessary (documents, premises, installations, facilities) to perform his/her assignment, including competent people to carry it out.

3.2.2.1. Quality audit

This audit is conducted according to the general principles defined in standard ISO 19011 for conducting a quality audit. In particular, the scope of the audit and details of the procedure which are specified in an audit plan sent to the company before the audit

The auditor(s):

- Carry out a quality audit aimed at checking whether there is a quality management system, as well as its implementation by the manufacturer. It will also check the system's adherence to Part 2 of these rules.
- Check that the inspections required in Part 2 have been performed regularly for at least three months.
- Obtain the required samples for initial testing, if appropriate.

The duration of the on-site audit is **two auditor days** (including on-site report writing).

The duration of the audit can be adapted according to the sites to be audited (prior agreement of the applicant).

The auditors may, with the manufacturer's agreement, take a copy of all documents they deem necessary.

The audit leader prepares an audit report which he/she gives to the applicant at the end of the closing meeting, drawing special attention to the effectiveness of the quality system set up, the strong points, the points to be improved and a commented report of non-conformities. It also includes the report of tests carried out during the audit and the sampling sheet.

A non-conformity is classified as major when, on the basis of objective proof:

- there is a significant risk as concerns the conformity of the product in relation to the specified requirements (requirements set out by the reference standard, the company or its clients), or
- there is a significant risk in terms of the management system's ability to control product conformity for a specified requirement, or
- there is systematic or repeated non-compliance with a given requirement.

In all other cases, the non-conformity is classified as minor.

The applicant must respond to any notified non-conformity with a causal analysis, corrections and corrective actions. An action plan to address major or minor non-conformities is sent to the Audit Manager for assessment within three weeks following the end of the audit.

In the case of a major non-conformity:

- Tangible evidence must be sent together with the action plan to prove that the correction to eliminate this non-conformity has been implemented.
- Tangible evidence must be sent to LNE within the timeframes specified by LNE to prove the implementation of the corrective action associated with this non-conformity.

In the case of a minor non-conformity, the LNE must receive tangible evidence of implementation of the correction to eliminate this non-conformity along with the associated corrective action at the latest during the next audit, in order for it to be checked on site, unless otherwise specified by LNE.

The complete report is sent by LNE by email to the correspondent(s) designated by the applicant, with a copy (where applicable) to the authorized agent.

3.2.2.2. Samples

The auditors take the samples needed for testing at the end of the production chain and/or in the stores.

For portable ladders following the EN131 standard:

- For testing at the designated laboratory: sampling includes one ladder/standing step ladder in its least favourable configuration per type and per range defined by the mandated body using the ladder properties communicated by the manufacturer,
- For tests at the applicant's laboratory: the sample consists of a ladder/steps in its most unfavorable configuration for all types and ranges defined based on the characteristics of the ladders communicated by the manufacturer.

The samples taken will be given a distinctive mark by the auditors so that the sample can be identified at a later time, and they must be accompanied by instructions for identification of the manufacturing batch.

The samples are sent within two weeks by, and under the responsibility of, the manufacturer to the designated laboratory (see Part 5 of these rules) accompanied with the sample sheet. This laboratory is tasked with conducting the tests.

In the case of emergency service access ladders, samples for testing by the laboratory designated by the brand are replaced by complete tests carried out during the audit in the presence of an LNE representative.

In this case, the sample consists of a scale in its most unfavorable configuration per range defined by the mandated body based on the characteristics of the scales communicated by the manufacturer.

3.2.3. TESTS

Certification is based on compliance of the results with the following tests:

3.2.3.1. Tests carried out during the audit

a. For portable metal ladders following the EN131 standard:

- Carrying out dimensional tests according to standard NF EN 131-1 (at least b_1, b_2, t, ℓ_3, ℓ_4 and ℓ_5);
- Carrying out mechanical tests according to standard NF EN 131-2 (at least 5.2, 5.3, 5.5, 5.8 and 5.9).

b. For emergency service access ladders: carrying out complete tests according to standard NF EN 1147.

TESTS	SAMPLING	CERTIFICATION TESTS
For portable ladders for fire and emergency service use: NF EN 1147 & NIT 331 Certification rules §2.1.2.2	1 the least favourable model, taking into account the material, type of ladder, rung spacing, stile cross-section and rung cross-section.	1

The tests are the subject of a conformity report which is sent to the manufacturer by email by the LNE by electronic mail to the correspondent(s) designated by the applicant, copy if necessary to the authorized agent.
The manufacturer informs the LNE of any corrective actions adopted following the non-conformities noted.

3.2.3.2. Tests carried out at the designated laboratory on ladders / steps

Tables below defines the tests to be carried out by the designated laboratory on the samples taken during the audit.

TESTS	SAMPLING	CERTIFICATION TESTS
For portable ladders (non-specific use): NF EN 131-1-2-3-4 Certification rules §2.1.3 and §2.1.4	1 the least favourable model, taking into account the material, type of ladder, rung spacing, stile cross-section and rung cross-section.	1

Results from test laboratories other than those described in Part 5 may be included after consultation with the LNE.

Tests are the subject to a test report. This report is sent by the mark testing laboratory by e-mail to the manufacturer with LNE in copy; a copy is sent to the authorized agent where applicable.

The manufacturer informs LNE of any corrective actions adopted following the detection of non-conformities.

3.2.4. DECISION AND NOTIFICATION

On the basis of the results obtained during examination of the application and the LNE reading committee recommendations, LNE notifies the applicant of one of the following decisions:

a) Certification approved

This decision may be accompanied by suspensive conditions which define the conditions to be met by the applicant before the certificate is awarded.

b) Certification refused

The certification decision must be made no later than one year after the initial audit.

In virtue of the certification decision notified by LNE, AFNOR Certification grants the right to use the NF mark.

Once the right to use the NF mark has been agreed, the beneficiary will be known as the “holder”. Maintaining this right is subject to the results of the verifications defined in Part 4.

The exercise of the right to use the NF mark is strictly limited to the products for which it was awarded, in other words the duly defined products from the duly defined factories, and manufactured under the conditions set out in these rules.

3.2.5. APPEAL AGAINST A DECISION

The applicant may appeal against any decision taken. The procedure is set out in Article 11 of the General Rules of the NF Mark. The appeal is filed by registered letter with acknowledgement of receipt within 15 working days.

LNE firstly proceeds with the re-examination of the file in view of the factors justifying this challenge. It notifies confirmation of the decision or the new decision to the applicant within 30 working days.

Should the applicant wish to maintain its challenge, an appeal may be made by the applicant or certification beneficiary against the decision of LNE.

Explanations for this appeal, which does not have a suspensive effect, must be given. It is lodged by sending a registered letter with acknowledgement of receipt within 15 working days.

It is reviewed by LNE upon receipt. The appeal is presented to the LNE Certification and Impartiality Preservation Committee, which proposes its conclusions after examination.

This last appeal is subject to a lump-sum payment by the applicant.

The final decision is notified to the Company by LNE.

LABORATOIRE NATIONAL DE MÉTROLOGIE ET D'ESSAIS

Organisme certificateur mandaté par
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CERTIFICATION RULES

NF MARK FOR LADDERS

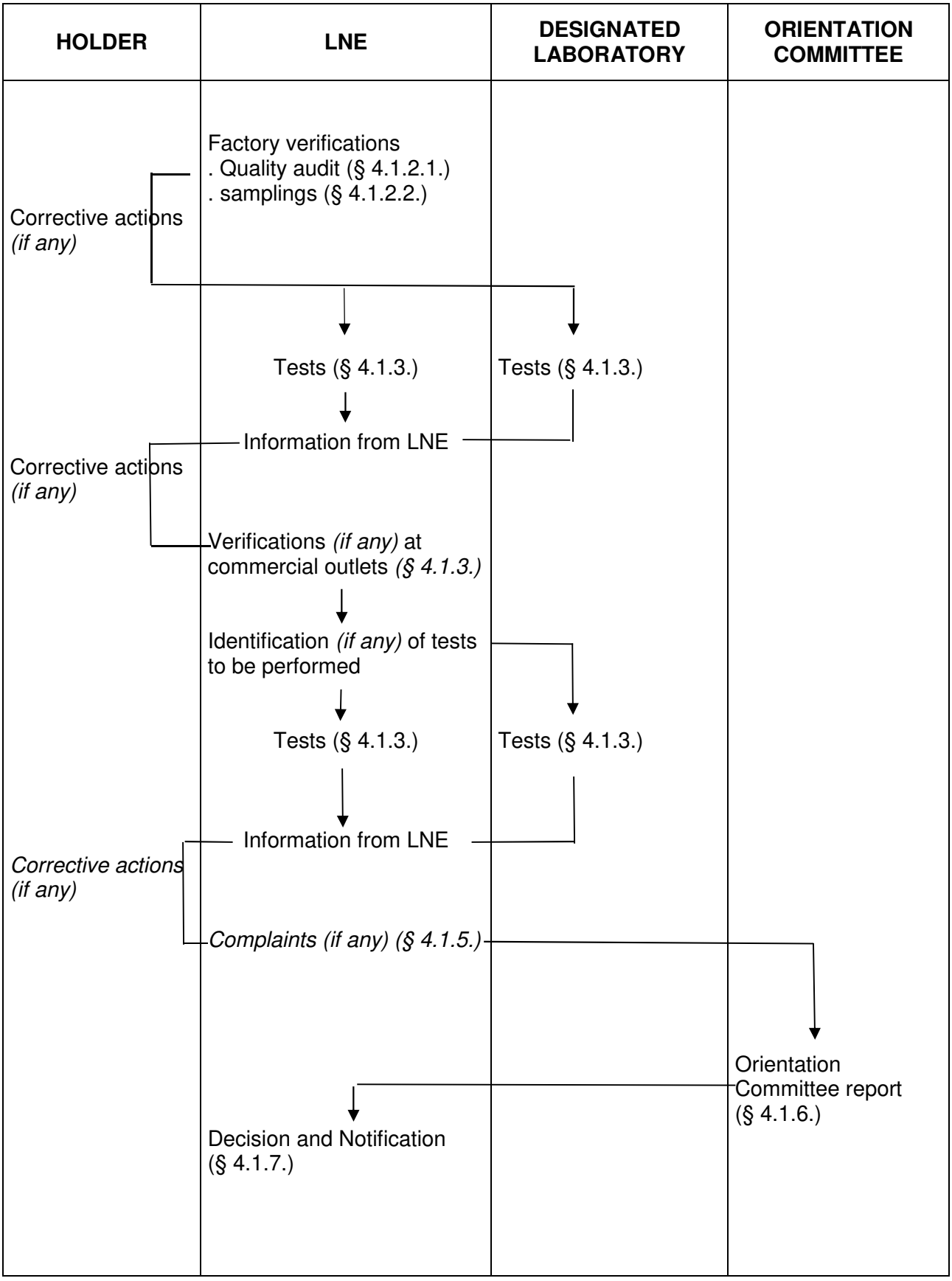
PART 4

CERTIFIED PRODUCT SURVEILLANCE PROCESS MODIFICATIONS AND CHANGES

CONTENTS

Rev. 20 – September 2023

MONITORING PROCEDURE



Throughout the duration of the certification, the holder must:

- Comply with the regulations and marking methods described in part 2.
- Systematically inform LNE of any changes to the characteristics of the certified products and/or of the company's structure which may affect certification:
  - modifications concerning the holder (§ 4.2.1.)
  - transfer of the production site (§ 4.2.2.)
  - Change to the certified product, new products (§ 4.2.3.)
  - temporary stoppage of production (§ 4.2.4.)
  - definitive stoppage of production or surrendering the right of use (§ 4.2.5.)

In addition, LNE reserves the right to carry out any checks it deems necessary following:

- a modification concerning the certified product or the quality organisation of the various intervening sites and described in the original certification application file.
- complaints, challenges, disputes of which it has been informed and relating to the use of the NF Mark.

4.1. CERTIFIED PRODUCT SURVEILLANCE PROCESS

LNE organises the monitoring of certified products by proceeding with verifications in the production unit or the commercial outlet. The aim of the verifications is to check manufacturer compliance with its obligations.

The first follow-up audit occurs no later than six months after the certification decision.

The purpose of this surveillance is to monitor compliance by the manufacturer with the requirements of these certification rules.

The surveillance methods depend on the decisions made as a result of previous inspections.

4.1.1. FREQUENCY OF VERIFICATIONS

At least one audit is carried out per year of the manufacturing unit.
Additional audits may be carried out at the LNE's initiative.

4.1.2. FACTORY VERIFICATIONS

The examinations carried out concern primarily any modifications made since the previous audit that affect manufacturing, inspection methods or organisation of the quality management system.

The following steps are carried out during each audit:

- a quality audit, according to the general principles defined in standard ISO 19011 for conducting a quality audit (in particular, the scope of the audit and details of the procedure are specified in an audit plan sent to the company prior to the audit).

- and a products' sampling (during production and / or in storage) for designated laboratory tests to make sure that the results obtained by the manufacturer are valid or at the manufacturer's laboratory in the case of manufacturers of emergency service access ladders (see § 4.1.2.2.).

During the audit, the LNE representative will ask for conformity checks to be carried out on the certified products in his or her presence. This is to check the conditions under which the manufacturer carries out inspections. In the case of portable ladders, it is preferable to carry out these tests on the type sampled for tests in the designated laboratory.

Note: Test results obtained during the audit do not prejudge results obtained by the mark laboratory.

With the manufacturer's agreement, the auditor can take a copy of any document he/she considers necessary.

4.1.2.1. Quality audit

Verification of the quality management measures must include, at each audit, verification of the compliance with the chapters of all NF mark requirements (§ 2.2., Part 2), using processes defined by the manufacturer.

The audit duration is indexed on the company workforce such that:
- Workforce of less than 85 people: 1 auditor day
- Workforce greater than 85 people: 1.5 auditor days

The audit leader prepares an audit report which he/she gives to the holder at the end of the closing meeting, detailing in particular the effectiveness of the quality system set up, the strong points, the points to be improved and a commented report of non-conformities. It also includes the report of tests carried out during the audit and the sampling sheet (cf. §4.1.3).

A non-conformity is classified as major when, on the basis of objective proof:
- there is a significant risk as concerns the conformity of the product in relation to the specified requirements (requirements set out by the reference standard, the company or its clients), or
- there is a significant risk in terms of the management system’s ability to control product conformity for a specified requirement, or
- there is systematic or repeated non-compliance with a given requirement.

In all other cases, the non-conformity is classified as minor.

The holder must respond to any notified non-conformity with a causal analysis, corrections and corrective actions. An action plan to address major or minor non-conformities is sent to the Audit Manager for assessment within three weeks following the end of the audit.

In the case of a major non-conformity:
- Tangible evidence must be sent together with the action plan to prove that the correction to eliminate this non-conformity has been implemented.
- Tangible evidence must be sent to LNE within the timeframes specified by LNE to prove the implementation of the corrective action associated with this non-conformity.

In the case of a minor non-conformity, the LNE must receive tangible evidence of implementation of the correction to eliminate this non-conformity along with the associated corrective action at the latest during the next audit, in order for it to be checked on site, unless otherwise specified by LNE.

The completed report is sent by e-mail, by LNE to the contact person or people designated by the holder. If applicable, a copy shall be sent to the authorized agent.

4.1.2.2. Samples for tests

The auditors take the samples necessary for testing at the end of the manufacturing line and/or in storage stores.

a) For manufacturers of portable ladders following the EN131 standard: the sample consists of two identical ladders/steps per manufacturing site:
   - for tests on a sample at the manufacturer's laboratory,
   - and for tests on the second sample at the designated laboratory.

b) For manufacturers of portable ladders according to standard EN131 and emergency service access ladders: a sample consists of a portable ladder and an emergency service access ladder per manufacturing site :
   - for tests in the manufacturer's laboratory on the emergency services access ladder,
   - and for testing at the designated laboratory on the portable scale.

c) For manufacturers only of emergency service access ladders: a sample is taken per manufacturing site for testing at the manufacturer's laboratory.

In the case of samples sent to the designated laboratory, the samples taken are marked by the auditors with a distinctive sign allowing them to be authenticated subsequently and must be accompanied by information allowing the identification of the manufacturing batch.

The samples taken are sent within less than 15 days by/and under the responsibility of the manufacturer to the designated laboratory (see part 5 of these rules) responsible for carrying out the tests, accompanied by the sampling form.

Depending on the location of the factory and for practical reasons, it may be decided to take a sample in the store rather than in the manufacturing factory. It is carried out at the expense of the holder.

4.1.3. TESTS

In the case of emergency service access ladders, the tests by the designated laboratory are replaced by tests defined below carried out during the audit in the presence of an LNE representative.

4.1.3.1 Tests carried out during the audit

The tests carried out on site in the presence of the auditor must include:

- For portable ladders following the EN131 standard:
  - Carrying out dimensional tests according to standard NF EN 131-1 (at least b1, b2, t, ℓ3, ℓ4 and ℓ5);
  - Carrying out mechanical tests according to standard NF EN 131-2 (at least 5.2, 5.3, 5.5, 5.8 and 5.9).

- For emergency service access ladders: carrying out dimensional and mechanical tests according to standard NF EN 1147 with at least:
  - Dimensions and total masses (§5 and §6)
  - Marking (§12)
  - Bending tests (appendices A or B),
  - Rung torsion test (appendix C)
  - Test of flying buttresses (Appendix D)
  - Horizontal test (Annex E or F)
  - Parachute test (Appendix G)
  - Rung test of an access ladder (appendix I),
  - Hook, rung, and ladder integrity tests (appendices J or K),
  - Feet resistance test for ground-supporting ladders (Annex L),

Tests for emergency service access ladders must take into account:
- The NF EN 1147 standard,
- NIT 331
- Certification rules § 2.2.4.5
- Certification rules § 2.2.8.5
- Certification rules §2.3

IMPORTANT NOTE:
In the event of non-compliant results detected, the manufacturer must apply the provisions set out in part 2 § 2.2.10. (Control of non-compliant product) for the information of its customers and the recall of products.

The holder informs the LNE of any corrective actions adopted following the non-conformities noted.

4.1.3.2 Tests carried out at the designated laboratory

For portable ladders following the EN131 standard, the annual follow-up tests carried out by the designated laboratory on the samples taken during follow-up audits and/or in the distribution circuit correspond to complete tests.

Tests for portable ladders according to standard EN131 must take into account:
- NF EN 131-1 -2 -3 -4
- Certification rules §2.1.4
- Certification rules §2.3

IMPORTANT NOTE:
In the event of non-compliant results detected by the designated laboratory, the manufacturer must apply the provisions set out in part 2 § 2.2.10. (Control of non-compliant product) for the information of its customers and the recall of products.

The holder sends the LNE the test report on the samples taken during the audit and/or in the distribution circuit.

The holder informs the LNE of any corrective actions adopted following the non-conformities noted.

4.1.4. VERIFICATIONS AT COMMERCIAL OUTLETS

In addition to the previous measures, LNE may request verifications be carried out in the distribution circuit. The results are sent to the holder concerned.

4.1.5. COMPLAINTS

If user complaints are received, inspections may include sampling or tests at the places where accepted products are marketed or used (in this case the holder is invited to arrange for representation during the sampling and tests).

4.1.6. SUMMARY FOR THE ORIENTATION COMMITTEE

A summary of all the inspections carried out is presented by LNE at least once a year to the Orientation Committee.

The documents examined during each session of the Orientation Committee, or submitted to the Committee, must be presented anonymously.

4.1.7. DECISION AND NOTIFICATION

Based on the results of the tests carried out or any recommendations made by the LNE reading committee, LNE will notify the holder of their decision, which will be one of the following:

a) Maintenance of the certification with a possible requests for corrective action,

b) Maintenance of the certification with formal notification to stop any infringements observed within a given deadline, possibly accompanied by increased inspections, tests, or audits (which may be unannounced)

c) Suspension of the certification (the maximum suspension timeframe is 6 months, renewable once. After this, withdrawal of the certification is pronounced.)

d) Withdrawal of certification

For sanctions b), c) and d), the fees for additional verifications are charged to the holder, regardless of their results. The decisions are enforceable as from the date of notification.

If there is a serious breach of the Certification Rules, LNE may, as a precautionary measure and after confirmation of the breach, take any of the decisions listed above. The decisions are reported to the Orientation Committee.

Certificates are renewed by periods of 3 years.

When the decision comes before the expiry of the certificate, the renewed certificate has a duration greater than 3 years.

4.1.8. APPEAL AGAINST A DECISION

The holder may appeal any decision made under Article 11 of the NF Mark's General Rules. The appeal is filed by registered letter with acknowledgement of receipt within 15 working days.

LNE firstly proceeds with the re-examination of the file in view of the factors justifying this challenge. It notifies confirmation of the decision or the new decision to the applicant within 30 working days.

Should the holder wish to maintain its challenge, an appeal may be made by the applicant or certification beneficiary against the decision of LNE.

Explanations for this appeal, which does not have a suspensive effect, must be given. It is lodged by sending a registered letter with acknowledgement of receipt within 15 working days.

The LNE investigates the matter upon receipt of this letter, and the appeal is presented to the Certification and Impartiality Preservation Committee of LNE, which proposes its conclusions after examination.

This last appeal is subject to a lump-sum payment by the holder.

The company will be informed of the final decision by LNE.

4.2. MODIFICATIONS AND DEVELOPMENTS CONCERNING THE COMPANY STRUCTURE OR THE CERTIFIED PRODUCT

4.2.1. MODIFICATIONS CONCERNING THE HOLDER

In the case of merger, liquidation or acquisition of the holder's company, any right to use the Mark that it might exercise shall cease automatically (see article 4 of the General Rules of the NF Mark). The holder must inform LNE without delay of any decision likely to result at a later stage either in a modification of the company's legal status or a change in the company name.

Non-compliance with this obligation observed by LNE can lead to suspension or withdrawal of the right to use the NF mark.

The LNE maintains the right to examine, in consultation with the LNE reading committee if appropriate, the terms and conditions for renewed certification, if requested.

In case of merger or consolidation involving only a change of company name, without modification of the product, manufacturing process, material and human resources, quality organisation and methods of control, the NF certificate may be updated upon receipt of written notification of the new company name on the company's letterhead paper.

4.2.2. MODIFICATION CONCERNING SITES COVERED BY THE CERTIFICATION

Before the total or partial transfer of an activity described in the application file, the holder shall inform LNE in writing of any new arrangements envisaged. As of the date of transfer, no mention of the mark should be made until receipt of LNE's decision.

The LNE's decision will be made after they have audited the new site and, if applicable, made a presentation to the LNE reading committee (renewal of the certification or review of a new application with full or partial testing).

4.2.3. CHANGE TO THE CERTIFIED PRODUCT – NEW PRODUCTS

NF certified products shall conform to the technical file that was submitted with the certification application, and shall take into account any observations made when the certification was granted.

Accordingly, any change (including changes to the means of production and control and the quality management system put in place that may have a decisive influence on production compliance) that the holder wishes to make to the certified products must be reported in writing to the LNE. In addition, the holder shall declare the corresponding "distributor" certificates, if appropriate.

The request for a new type and/or model will be the subject of an extension request for the right to use the NF mark.

The modification will be examined as shown in the table below. It cannot be carried out until LNE has agreed. LNE must inform the holder of the method of investigation (acceptance, prior testing or referral to the LNE reading committee) within 15 days.

The samples necessary to carry out testing will be sent by and under the responsibility of the applicant to the independent laboratory tasked with carrying out the tests. They must be marked so that they can be identified at a later time and they must be accompanied by instructions to identify the lot numbers of the materials used in their manufacture.

Type of change	Application to be sent to LNE	Examination of the application	Change notification conditions
Increase in stile dimensions	Application for extension	Examination of the file	Notification by LNE (without consulting the LNE reading committee if no particular problems are found)
Decrease in stile dimensions	Application for extension	Tests and examination of the file	Notification by LNE (without consulting the LNE reading committee if no particular problems are found)
Increase in length of standing step ladder stiles	Application for extension	Examination of the file	Notification by LNE (without consulting the LNE reading committee if no particular problems are found)
Change in rope	Application for extension	Tests	Notification by LNE, given the test results (without consulting the LNE reading committee if no particular problems are found)
Change in feet, accessory colours	Application for extension	None	Immediate notification by LNE
Change in hinge joint	Application for extension	Tests	Notification by LNE, given the test results (without consulting the LNE reading committee if no particular problems are found)
Addition to a certified range	Application for extension + internal test results and plans Application for extension	If file examined without tests* Examination of the file If not, additional tests on the most critical model	Notification by LNE (without consulting the LNE reading committee if no particular problems are found) During follow-up, no additional tests Notification by LNE (without consulting the LNE reading committee if no particular problems are found)
Product improvement	Application for extension + internal test results and plans (presenting the modifications) Application for extension	If file examined without tests* Examination of the file If not, tests to be determined on a case-by-case basis	Notification by LNE (without consulting the LNE reading committee if no particular problems are found) During follow-up, no additional tests Notification by LNE (without consulting the LNE reading committee if no particular problems are found)
New product	Application for extension + internal test results and plans Application for extension	If the file is examined without tests *examination of file If not, complete certification tests	Notification by LNE (without consulting the LNE reading committee if no particular problems are found) During follow-up: Subsequent tests in the mark laboratory for validation. Notification by LNE (without consulting the LNE reading committee if no particular problems are found)

If the product involved in the request for change has received approval to maintain the right to use the NF mark, the application shall include a new maintenance application, jointly signed by the holder and distributor.

- **Conditions for examining the file:**

The following conditions must be met:

- no non-conformities noted for any kind of product already certified for more than three years,
- ISO 9001 (2015) certification for the design aspect or no critical non-conformities noted during follow-up audits for more than three years.

- Satisfactory examination of results obtained internally during validation and series production tests.

4.2.4. TEMPORARY STOPPAGE OF PRODUCTION OR INSPECTION

The holder must keep the LNE informed of any temporary production stoppage of a certified product if this stoppage is for six months or more.

The holder must request a provisional suspension to the right of use of the mark (maximum length: The holder must apply for a provisional suspension of the right to use the mark (maximum duration of **1 year**) insofar as they no longer has any products bearing the NF mark in stock. After this time, the right of use will be removed.

Before expiry of the suspension, if production is restarted, the holder must notify LNE which will carry out an audit before the products are marketed under the NF Mark.

4.2.5. DEFINITIVE STOPPAGE OF PRODUCTION OR SURRENDER OF THE RIGHT OF USE

If the holder ceases production of a certified product definitively or if they surrender the right to use the NF mark, they must inform LNE and indicate the time considered necessary for depletion of the remaining stock of products bearing the NF mark. LNE lays down the conditions under which this stock can be depleted, after consulting the LNE reading committee if necessary.

The certificate issued by LNE remains valid as long as it remains with the holder of NF-marked product stock, as surveillance checks on certified products are maintained.

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CERTIFICATION RULES

NF MARK FOR LADDERS

PART 5

PARTICIPATING ORGANISATIONS

CONTENTS

Rev. 20 – September 2023

5.1. AFNOR CERTIFICATION

AFNOR is the owner of the NF mark and has granted an exclusive operating licence to AFNOR CERTIFICATION. AFNOR Certification manages and oversees the NF certification system, which defines the rules of governance and the modalities of operation of the NF mark.

5.2. MANDATED BODY

AFNOR Certification entrusts management of the NF mark application to LNE.

Under this authorisation, LNE is answerable to AFNOR Certification for all management operations entrusted to it, as set out in Article 3 of the General Rules of the NF Mark.

All persons involved in the NF mark process are bound to professional secrecy under Article 8 of the General Rules of the NF Mark. If necessary, on request from manufacturers, an agreement can be signed between LNE and the manufacturer.

5.3. AUDIT BODY

LNE entrusts audits to the following organisations:

LABORATOIRE NATIONAL DE METROLOGIE ET D'ESSAIS (LNE)
1, rue Gaston Boissier
75724 PARIS Cedex 15 - France
Tel. 01 40 43 37 00

However, it may call upon the expertise of duly qualified external auditors according to LNE's procedures. This subcontracting of audits is formalised by means of a contract (independence and confidentiality requirements).

The holder or applicant must facilitate the operations that agents in charge of audits are required to carry out in the context of their mission.

LNE must be informed of any challenge concerning the members of an audit team within 10 days from when the audit team receives the notification in order for it to be taken into account.

5.4. TEST BODIES

The LNE entrusts tests to the independent laboratories named below:

LABORATOIRES POURQUERY
2 Espace Henry Vallée
69354 Lyon Cedex 07
04 78 61 21 16

FCBA Institut Technologique
10, Rue Galilée
77420 Champs-sur-Marne
01 72 84 98 66

5.5. ORIENTATION COMMITTEE

5.5.1. COMMITTEE COMPOSITION

An Orientation Commission is set up. All holders, experts and, where applicable, various interested parties are invited to participate in the Orientation committee.

The orientation committee remit is to:
- provide an opinion on the certification rules and changes to the process.
- give an opinion on projects for communication or promotional activities relating to the mark. Promotional activities will be covered by a special budget that must be approved by the committee.

The recommendations of the Orientation Committee are adopted unanimously unless otherwise stated in the minutes.

The LNE convenes committee members, or informs them in writing, as far as possible, once a year to present a summary of all the inspections performed.

All committee members undertake to:
- contribute their expertise to the operation of the NF mark,
- maintain confidentiality on all information of an individual nature that is provided, and until this publication by AFNOR Certification or LNE,
- attend meetings regularly, and if necessary, regularly inform their deputy, and to communicate all relevant documents,
- contribute to the development of the NF mark that is to say, promote products or services certified under the mark.

The members have a mandate that is renewable by tacit agreement.

In order to preserve the credibility and effectiveness of the Committee's work, LNE reserves the right to terminate a member's mandate in the following cases:
- non-compliance with the confidentiality agreement,
- repeated unjustified absences from meetings,
- failure, in general, to comply with the above commitments.

LNE chairs the committee and aims to achieve consensus.

Members of the Orientation Committee exercise their responsibilities strictly on a personal basis. However, if a member is absent, a proxy is appointed by LNE.

LNE draws up the minutes of the committee meeting summarising the comments and proposals put forward, as well as any opposition to official committee rulings. These minutes are sent to all members of the Orientation Committee.

If necessary, LNE invites AFNOR Certification to attend committee meetings.

As part of the revision of the certification rules, the LNE organises certification rules consultation and validation proceedings (namely consulting with AFNOR Certification as a stakeholder).

5.5.2. ORIENTATION COMMITTEE COMPOSITION

The Orientation committee is composed of NF mark for Ladders stakeholder representatives. The list of committee members detailed below is indicative, non-exhaustive and can be modified as necessary. LNE updates the complete list of committee members.

Certifying body
The representative(s) of the mandated body: LNE – Pôle Certification Environnement Sécurité et Performance

Suppliers, Distributors
All NF Ladders mark holders

User and prescriber representatives

Bodies, laboratories and experts
Test laboratories representative(s)
The AFNOR Certification representative

Administration Representatives

5.5.3. WORKING GROUP

A working group may be formed for certain ad-hoc technical work that does not require the convening of all members of the Orientation Committee. Its members are appointed and chosen from the Orientation Committee.

In the case of a working group, professionals or other persons may be called in from outside.

5.6. LNE READING COMMITTEE

The reading committee is responsible for rendering an opinion on the certification decision and is composed of member(s) not involved in the evaluation process.

The reading committee is responsible for:
- reviewing the audit and test reports and formulating an opinion and a recommendation on the decisions to be taken,
- where appropriate, considering in the first instance appeals against decisions of LNE and formulating an opinion on the follow-up,
- evaluating the quality of reports.

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PART 6

APPLICABLE FEES – TERMS OF PAYMENT

CONTENTS

Rev. 20 – September 2023

The pricing schedule for the current year is available free of charge on LNE's website (www.lne.fr) or on request from LNE.

6.1. APPLICABLE FEES

Fees for the services involved in obtaining certification and surveillance of certified products are indicated in a list of charges which may be revised annually. The list of charges for the current year is sent to all holders of the mark.

Promotional activities will be covered by a special budget that must be decided in consultation with the guidance committee.

The fees are given in Euros, excluding tax. With regard to test fees, samples must be delivered to the mark laboratory carriage-free and customs-cleared if necessary.

6.1.1. LIVING AND TRAVELLING EXPENSES ARE INVOICED AS FOLLOWS:

Accommodation and travel expenses are met by the applicant or holder as defined in the schedule of rates.

6.1.2. CANCELLATION OF AN AUDIT

Cancellation of an audit whose date has been fixed by agreement between LNE and the audited company is invoiced as follows:

- cancellation 15 days to 8 days before the scheduled date: 50% of the audit fee
- cancellation 7 to 3 days before the scheduled date: 75% of the audit fee
- cancellation 2 days before the scheduled date: 100% of the audit fee.

Travel expenses can be invoiced in full (100%) if they cannot be reimbursed or are subject to deductions/penalties.

6.2. TERMS OF PAYMENT

6.2.1. COLLECTING PAYMENT

LABORATOIRE NATIONAL DE METROLOGIE ET D'ESSAIS (LNE), the mandated body, is authorised to collect all payments.

Invoices issued by LNE must be paid within 45 days.

The applicant or holder must settle these invoices under the terms set out: any failure to do so by the holder will impede LNE from exercising the inspection and operating responsibilities for which it is responsible under these rules.

If the first enforcement order, sent by registered letter with acknowledgement of receipt, does not result in payment of the total amount due within one month, LNE will be entitled to take precautionary measures with regard to the certifications issued under the NF mark, for all the holder's accepted products.

6.2.2. OBTAINING CERTIFICATION

Services involve examination of the files, audits and tests for each application.

The fees relating to the evaluation of the application are paid in full when the application is submitted, and they cover: the evaluation of the application, the presentation of the file to the reading committee and general mark operations.

No fees relating to examination of the application can be refunded, regardless of the result of the examination.

6.2.3. CERTIFIED PRODUCT SURVEILLANCE

Invoicing covers the right to use the NF mark, with fees passed on to AFNOR Certification for file monitoring, the audit and tests.

If acceptance is granted during the course of the year, the amounts invoiced correspond to the services provided. File monitoring (technical examination of the file) is invoiced pro rata temporis.

Once a product has been certified, the holder is invoices an annual fee by LNE for the right to use the NF mark. This fee is passed on to AFNOR Certification.

The fee that AFNOR Certification collects for this right to use is designed to cover:

- general NF mark operations (monitoring of bodies in the NF network, management of the NF mark committee)
- protection of the NF mark: filing and protection, legal advice, management of misuse of the NF mark, and legal fees,
- contributions towards the general promotion of the NF mark.

The charge for file monitoring (technical investigation of the file) is non-refundable even if the decision is to withdraw or suspend the certification following the LNE's decision or at the request of the holder.

As long as the holder holds stock of NF-marked products, inspections are maintained as well as the billing of related costs, as file monitoring (technical investigation of the case) is invoiced pro rata temporis.

6.2.4. ADDITIONAL VERIFICATIONS

Costs resulting from additional verifications resulting from a decision by LNE are payable by the applicant/holder, regardless of the results.