**APPLICATION FOR CERTIFICATION IN PCBC**

*After completing the Application by the CUSTOMER - proprietary information*

|  |  |
| --- | --- |
| **POLSKIE CENTRUM BADAŃ I CERTYFIKACJI S.A.**  **PRODUCT CERTIFICATION DEPARTMENT**  469 Puławska Street; 02-844 Warsaw, Poland  tel. +48 22 464 52 00 / e-mail: [pcbc@pcbc.gov.pl](mailto:pcbc@pcbc.gov.pl) | **SN Division**  e-mail: nawozy@pcbc.gov.pl |

**Explanations to the application**The application is not a civil law contract. The application is only the basis for the preparation of an offer with prices, which after approval of the Applicant, is an attachment to the contract for conformity assessment with the notified body, PCBC S.A.

1. The documents listed in **the list of documents** on pages 2 shall not be attached to the application, but shall be sent to PCBC S.A. within 30 days after signing the contract for the conformity assessment of EU fertilising product.
2. Applying for changes to the certificate means its withdrawal and issuance of a new certificate with current data.
3. The authorised representative shall also provide manufacturer’s data by filling in the upper table on page 1.
4. The application shall be signed by the person, whose name is mentioned in National business register (or the certificate of business activity) or by the person authorised by them.

It is advisable to put a personal stamp of the person signing the application and the Applicant's company stamp.

1. Filled in and signed application shall be emailed or sent via mail to PCBC S.A. address.
2. The product’s documentation may be submitted in Polish or/and in English.
3. The authorised representative is obliged to provide an authorization from the manufacturer to act on his behalf.
4. **The Applicant’s identification**

Manufacturer

Importer

Distributor

Authorised representative

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Manufacturer’s full company name: **MANUFACTURER'S FULL NAME** | | | | | |
| Manufacturer’s headquarters country: **COUNTRY** | | | | | |
| City | **CITY** | | | | Postal code: **POSTAL CODE** |
| Street, number | **Street name, building number** | | | | Post office box **P.O. box** |
| E-mail | **e-mail** | | | | Website: **website address** |
| VAT number: | **VAT No.** | |  | | |
| Number of people employed in the enterprise: **NUMBER OF EMPLOYEES** | | | | Annual turnover of the entire company:       [EURO] | |
| Full name and position of authorised person: **NAME AND SURNAME OF AUTHORISED PERSON** | | | | | |
| Full name of the contact person: **NAME AND SURNAME OF THE CONTACT PERSON** | | | | | |
| Phone: **PHONE NUMBER** | |  | | | E-mail: **CONTACT EMAIL ADDRESS** |

**To be filled in by the authorised representative *(a written mandate must be attached)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Authorised representative’s full company name: **AUTHORISED REPRESENTATIVE'S FULL COMPANY NAME** | | | | |
| Applicant’s headquarters country: **COUNTRY** | | | | |
| City | **CITY** | | | Postal code: **POSTAL CODE** |
| Street, number | **Street name, building number** | | | Post office box **P.O. box** |
| E-mail | **e-mail** | | | Website: **website address** |
| VAT number: | **VAT No.** | |  | |
| Full name of contact person: **NAME AND SURNAME OF CONTACT PERSON** | | | | |
| Phone: **PHONE NUMBER** | | Phone: **PHONE NUMBER** | | Phone: **PHONE NUMBER** |

1. **Identification of the EU fertilising product submitted for certification**

|  |
| --- |
| 2.1. Trade name of the product: **name of the fertilising product** |
| 2.2. Other trade names of the same product (*if applicable*): **name of the fertilising product** |
| 2.3. Product Function Category (PFC) designation: |
| 2.3.1. When selecting Product Function Category PFC 7, please indicate the PFC categories:  **and**  **;** |
| 2.4. Number of raw materials used in the manufacture of the product: **number** |
| 2.5. Component Material Categories (CMCs) used in the manufacture of the product: **CMC** |
| 2.6. CE assessment: for the first time next one for the product change other/ what? |
| 2.6.1. CE Certificate No. **certificate number**, validity date: **yyyy.mm.dd** Notified Body No. **Notified Body No.: XXXX**  Concluded with PCBC S.A. contract No.: **BS-N/No./year** of **yyyy.mm.dd** |

* 1. **List of the documents, which shall be provided to carry out the conformity assessment (titles of the attachments are listed on the last page of the application).**

|  |  |  |  |
| --- | --- | --- | --- |
| **Assessment according to Module A1**  Regulation (EU) 2019/1009 of the European Parliament and of the Council of 5 June 2019 laying down rules on the making available on the market of EU fertilising products | * Attachment No. 5 * Attachment No. 8a * Attachment No. 14 |  |  |
| **Assessment according to Module B**  Regulation (EU) 2019/1009 of the European Parliament and of the Council of 5 June 2019 laying down rules on the making available on the market of EU fertilising products | * Attachment No. 1 * Attachment No. 2 * Attachment No. 3 * Attachment No. 4 * Attachment No. 5 * Attachment No. 6 * Attachment No. 7 | * Attachment No. 8 * Attachment No. 9 * Attachment No. 10 * Attachment No. 11 * Attachment No. 12 * Attachment No. 13 * Attachment No. 14 |  |
| **Assessment according to Module D1**  ***(additional information required - page 5.)***  Regulation (EU) 2019/1009 of the European Parliament and of the Council of 5 June 2019 laying down rules on the making available on the market of EU fertilising products. | * Attachment No. 1 * Attachment No. 2 * Attachment No. 3 * Attachment No. 4 * Attachment No. 4a * Attachment No. 5 * Attachment No. 6 | * Attachment No. 7 * Attachment No. 8 * Attachment No. 9 * Attachment No. 10 * Attachment No. 11 * Attachment No. 12 * Attachment No. 14 | * Attachment No. 15   + written statement of the occurrence / non-occurrence of incidents related to the EU fertilising product submitted for certification |

1. **Information for conformity assessment**

|  |  |
| --- | --- |
| **3.1. In what language is the documentation for evaluation prepared?** | in Polish  in English |
| **3.2. Language version of the certificate** | in Polish  in English  in other language, which |
| Fertilising product name in Polish | **FERTILISING PRODUCT NAME IN POLISH** |
| Fertilising product name in English | **FERTILISING PRODUCT NAME IN ENGLISH** |
| Fertilising product name in other language | **FERTILISING PRODUCT NAME IN OTHER LANGUAGE** |

**4. Declaration on the EU fertilising product**

**The applicant declares, that the same application has not been lodged with any other Notified Body.**

**INFORMATION**

**The Controller of your personal data is POLSKIE CENTRUM BADAŃ I CERTYFIKACJI S.A. (POLISH CENTRE FOR TESTING AND CERTIFICATION), Puławska 469, 02-844 Warsaw, hereinafter referred to as PCBC.**

Fulfilling the obligation arising from Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) hereinafter referred to as GDPR,  please be informed that:

**The Controller will process your data for the following purposes**

* if you are an applicant, your personal data indicated in the initial part of the application addressed to PCBC will be treated as data necessary to prepare an offer to conclude a certification contract or extend the validity of the certificate and their provision is mandatory to determine and verify your identity, and thus document the contract concluded in writing (legal basis Article 6 (1) (b) of GDPR);
* if you are a person representing the applicant indicated in the initial part of the application, your data will be processed to determine and verify your powers to represent the entity (legal basis Article 6 (1) (f) of GDPR);
* if you are a person designated by the applicant indicated in the initial part of the application for contacts in connection with the submitted application, your data will be processed to properly examine this application and ensure ongoing contact during its consideration (legal basis for processing ~~-~~ Article 6 (1) (f)  of GDPR);
* for possible determination, investigation or defence of claims related to the business activity conducted by PCBC (legal basis ~~-~~ Article 6 (1) (f) of GDPR).

Your personal data may be disclosed to entities authorized by law, e.g. control and supervisory authorities.

Your personal data may also be disclosed to processing entities in connection with the performance of contracts concluded by PCBC, under which they have been entrusted with personal data processing, including e.g.: IT service providers, companies providing legal services, external auditors.

**How long will we process your data?**

Your personal data will be processed for the duration of the examination of the application and for archiving purposes specified in specific regulations such as the Act on the National Archival Resources and Archives.

**What are your rights?**

You have the right to:

* access your personal data and receive a copy of the personal data undergoing processing;
* rectify your incorrect data;
* request the erasure of data (right to be forgotten) in the cases indicated in Article 17 of GDPR;
* request the restriction of data processing in the cases indicated in Article 18 of GDPR;
* object to processing of data in the cases indicated in Article 21 of GDPR;
* transfer your data, in accordance with Article 20 of GDPR.

If you believe that your personal data is processed unlawfully, you may lodge a complaint with the supervisory body (UODO, Stawki 2, 00-193 Warsaw).

**Contact**

If you need additional information related to the protection of personal data or exercise your rights, please contact: Data Protection Officer: [iod@pcbc.gov.pl](mailto:iod@pcbc.gov.pl);  POLSKIE CENTRUM BADAŃ I CERTYFIKACJI S.A. (POLISH CENTRE FOR TESTING AND CERTIFICATION),with its registered office in Warsaw, Puławska 469.

**I declare that the information in the application is correct and true, and that I am aware of the responsibility for making a false declaration.**

|  |  |
| --- | --- |
| Place and date of filling in the application  Name and surname of the authorised person  Authorised signature …………………………………………………………. | Full company name / Company’s stamp |

To be filled in by PCBC S.A.

|  |  |
| --- | --- |
| Application No.:…..………......................................  Receipt/registration date:…..………....................... | Date of positive verification of the application:…………………………  Review of the application: …......................................................... |
| **confidential after filling in** | |

**LIST OF ATTACHMENTS – Documents specified in the REGULATION OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL (EU) 2019/1009, the documents required by PCBC S.A. are marked with ‘X’ symbol**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **TEST / TECHNICAL DOCUMENTATION** | **module** | | |
| **A1** | **B** | **D1** |
| Attachment 1 | a general description of the EU fertilising product, the PFC corresponding to the claimed function of the EU fertilising product and description of the intended use |  | x | x |
| Attachment 2 | a list of component materials used, the CMCs as referred to in Annex II to which they belong and information about their origin or manufacturing process |  | x | x |
| Attachment 3 | the EU declarations of conformity for the component EU fertilising products of the fertilising product blend |  | x | x |
| Attachment 4 | drawings, schemes, descriptions and explanations necessary for the understanding of the manufacturing process of the EU fertilising product |  | x | x |
| Attachment 4a | in relation to compost belonging to CMC 3 or digestate belonging to CMC 5, as defined in Annex II, a written description and a diagram of the production process, where each treatment, storage vessel and area is clearly identified, |  |  | x |
| Attachment 5 | a specimen of the label or the leaflet, or both, containing the information required in accordance with Annex III | x | x | x |
| Attachment 6 | a list of the harmonised standards referred to in Article 13, common specifications referred to in Article 14 and/or other relevant technical specifications applied. In the event of partly applied harmonised standards or common specifications, the technical documentation shall specify the parts which have been applied |  | x | x |
| Attachment 7 | results of calculations made, including the calculations to demonstrate conformity with point 5 of Part II of Annex I, examinations carried out, etc. |  | x | x |
| Attachment 8 | test reports |  | x | x |
| Attachment 8a | product inspection reports for oil retention and resistance to detonation referred to in Annex IV, Part II, points 4.1 to 4.4 | x |  |  |
| Attachment 9 | where the EU fertilising product contains or consists of by-products within the meaning of Directive 2008/98/EC, technical and administrative evidence that the by-products comply with the criteria established by delegated act referred to in Article 42(7) of this Regulation, and with the national measures transposing Article 5(1) of Directive 2008/98/EC and, where applicable, implementing acts referred to in Article 5(2) or national measures adopted under Article 5(3) of that Directive |  | x | x |
| Attachment 10 | where the EU fertilising product contains total chromium (Cr) above 200 mg/kg, information about the maximum quantity and exact source of total chromium (Cr) |  | x | x |
| Attachment 11 | where the EU fertilising product contains or consists of derived products within the meaning of Regulation (EC) No 1069/2009, the commercial documents or health certificates required pursuant to that Regulation, and evidence that the derived products have reached the end point in the manufacturing chain within the meaning of that Regulation |  | x | x |
| Attachment 12 | risk analysis and assessment |  | x | x |
| Attachment 13 | supporting evidence for the adequacy of the technical design solution |  | x |  |
| Attachment 14 | representative samples for the predicted production / sampling protocol | x | x | x |
| Attachment 15 | documentation concerning the quality system containing all the elements set out in point 5.1 Annex IV, part II, MODULE D1 |  |  | x |

**INFORMATION FOR THE APPLICATION FOR CONFORMITY ASSESSMENT OF AN EU FERTILIZER PRODUCT**

**(to be completed only if evaluation according to module D1 is selected)**

1. **Information on the stages of manufacturing of the EU fertilising product - APPLIES TO MODULE D1**

Please list the design / production / distribution stages carried out by the Manufacturer in the table below and mark the processes, if they are outsourced.

|  |  |  |  |
| --- | --- | --- | --- |
| **Product realization stages** | **Name and address of the product realization stage** | | **Outsourced process** |
|  | Name and address of the product realization stage | |  |
|  | Name and address of the product realization stage | |  |
|  | Name and address of the product realization stage | |  |
|  | Name and address of the product realization stage | |  |
|  | Name and address of the product realization stage | |  |
|  | Name and address of the product realization stage | |  |
|  | Name and address of the product realization stage | |  |
| Other stages other stages | Name and address of the product realization stage | |  |
| **Total number of employees involved**  **at all stages of the production of the EU fertilising product** | | **Total number of employees** | |

1. **Information on EU fertilising product**

|  |  |
| --- | --- |
| What is the expected annual manufacture of the product (in tonnes)? |  |

1. **Factors related to the conducted business** *(tick all applicable check boxes)*

|  |  |  |  |
| --- | --- | --- | --- |
| 3.1. Does the Applicant currently have a certified Management System e.g. ISO 9001 / ISO 14001 and undertakes to present a certificate to PCBC S.A.? | NO  YES  Which? Management System effective dates from:       to: | | |
| 3.2. Does in Manufacturer’s enterprise (tick the appropriate box): | | **YES** | **NO** |
| performs laboratory tests on site? | |  |  |
| there is a simple repetitive process for many products / few processes / one main activity? | |  |  |
| business involves highly complex technologically processes or a large number of individual processes? | |  |  |
| many employees perform simple, repetitive tasks? | |  |  |
| there is a high degree of manufacture automation? | |  |  |