

**TERMS AND CONDITIONS
FOR REFERENCE TO THE CERTIFICATION
AND THE USE OF
THE IDENTIFICATION NUMBER OF THE NOTIFIED BODY**

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1. General provisions

In order to minimize misunderstandings and ambiguities, as well as to obtain adequate effectiveness of the conformity assessment carried out by the Notified Body of the Łukasiewicz Research Network – Institute of Aviation and to ensure that the Body's integrity is maintained, this document sets out the terms and conditions for the use of the identification number of the Notified Body's (hereinafter referred to as NoBo) assigned by the European Commission to the Certification Body of the Łukasiewicz Research Network – Institute of Aviation and for referring to certification in relation to the Union harmonization legislation (mandatory certification).

2. Terminology, definitions, abbreviations and acronyms

The NoBo system documentation uses the terms, definitions, abbreviations and acronyms referred to in the Management System Manual of the Certification Body and given below.

NoBo – Notified Body means the Certification Body of the Łukasiewicz Research Network – Institute of Aviation, which is authorized to use the identification number.

Subject of conformity assessment - a product or quality system assessed for compliance with specified requirements.

Identification number – number assigned to the Notified Body of the Łukasiewicz Research Network – Institute of Aviation by the European Commission to the Commission Delegated Regulation (EU) 2019/945 of 12 March 2019 on unmanned aircraft systems and operators of unmanned aircraft systems from third countries (OJ L 152, 11.6.2019, p. 1, with amendments); is used accordingly with the CE marking.

Client – an organization or person who applies to NoBo of the Łukasiewicz Research Network – Institute of Aviation to carry out the conformity assessment process/certificate holder, when the result of the assessment is positive.

3. Terms for reference to the certification and use of the identification number of the NoBo

3.1. The entity maintains, updates and publishes on the website of the Łukasiewicz Research Network – Institute of Aviation <https://ilot.lukasiewicz.gov.pl/jednostka-certyfikujaca/> and makes available to interested parties these terms and conditions and rules for referring to the certification and use of the identification number of the Notified Body.

3.2. The European Commission has assigned the identification number.....to the NoBo.

3.3. The client is obliged to comply with the general principles on the form, affixing and use of the CE marking in accordance with the provisions contained in Regulation (EC) No 765/2008 of the European Parliament and of the Council of 9 July 2008 setting out the requirements for accreditation and repealing Regulation (EEC) No 339/93; (Article 30 of Regulation (EC) No 765/2008).

4. Rules for using the identification number of the NoBo

4.1. The Client may use the identification number of the NoBo with the CE marking, where applicable, only during the validity period of the certification (the certificate) in a manner that does not compromise the public credibility of the NoBo.

4.2. The Client is obliged to use the identification number of the NoBo with the CE marking in a way that does not suggest that the conformity assessment refers to products that are outside the scope of the conformity assessment.

4.3. If the certification (the certificate) is suspended, reducing or withdrawal, the client is obliged to immediately discontinue use the identification number of the NoBo with the CE marking, as well as in any case where the NoBo considered it unacceptable.

4.4. The Client may not transfer the right to use the NoBo identification number with the CE marking to other entities.

4.5. The identification number of the NoBo, including in combination with the CE marking, may not be placed on the business cards or stamps of the Client's personnel who became the holder of the certificate.

4.6. The identification number of the NoBo, including in combination with the CE marking, may not be placed on advertising materials in a way that suggests that the product being advertised has been approved by NoBo.

4.7. The identification number of the NoBo should not be used in documents describing the client's operations (e.g. quality manual, procedures...).

4.8. NoBo conducts monitoring and supervision of the use the identification number of the NoBo by its clients, respectively, during scheduled assessments, audits and surveillance, as well as unscheduled assessments, audits and inspections caused by reasonable suspicions of improper or unauthorized use of the identification number, or upon a complaint, appeal received by NoBo.

4.9. Documented abuse of the identification number of the NoBo, inconsistent with the actual state of affairs and misleading appointment with respect to the conformity assessment process carried out, triggers actions in the NoBo, which could include:

- a) request for correction or corrective actions, including the development of a timeframe with respect to the correction and corrective action plan to be submitted for approval to the NoBo,
- b) suspension or withdrawal of the certification (the certificate),
- c) publication of the transgression, and if necessary, legal action.

4.10. In the event of a request, as in 4.9 a) above, the NoBo monitors the correction plan or corrective actions and the timeframe for their completions, and in the event of failure to meet the approved deadlines or failure to implement the actions, the NoBo suspends the certification (the certificate) until their implementation and publishes the relevant information on its website.

5. Reference to certification and use of the certificate

5.1. The Client is obliged to:

- a) use the certificate / making reference to the certification in such a manner that would not bring the NoBo and or certification system into disrepute and loss public trust,
- b) conforms to the requirements of the NoBo when making reference to its certification, e.g. in communication media, such as internet, brochures or advertisements, or in other documents,
- c) update information and advertising matters when making reference to its certification, e, each time in cases of reduction the scope of certification,
- d) request the NoBo in writing for an opinion before deciding to use the certificate /making reference to the certification, whenever there is doubt as to how the certificate/reference to certification should be properly applied,
- e) use the certificate /making reference to the certification in such a way that it does not imply that the certification applies to activities that are outside the scope of certification and not to compromise the public credibility of the NoBo.

5.2. NoBo does not allow its clients to use the accreditation symbols of the Polish Centre for Accreditation and the logo of the Polish Centre for Accreditation in relation to the certification granted.

5.3. NoBo grants the right to use the certificate only for such scope as the certification has been granted.

5.4. In response to written enquiries or objections from interested parties regarding the use of the certificate/making reference to certification, NoBo shall respond in writing.

5.5. NoBo obliges the client to immediately discontinues making reference to the certification, when it recognize it unacceptable.

5.6. The manner in which the certificate is used/ reference to the certification is making should not imply that the NoBo assumes responsibility for the product being the subject of the certification.

5.7. The Client may not transfer the right to use the certificate to other entities (including subcontractors).

5.8. The Client may not make or allow to be made any misleading statements relating to the certification.


5.9. Certification should not be referenced on business cards or on the client's staff stamps.

5.10. The Client may not use the certificate or making reference to the certification or any part thereof in a misleading way as to the scope of the certification held, i.e. with regarding to who and what is certified, in particular in submitting offers, undertaking the works, and the results of these works, and the promotion of his business.

5.11. The client is entitled to use the certificate /making reference to the certification only if the certificate is valid, not suspended or withdrawal.

5.12 In the case of a Quality System Approval Certificate:

- a) if the client has several branches or subsidiaries, at least one of which is not certified, only those branches or subsidiaries that have been certified by NoBo may refer to/ use the certification,
- b) any use of the certificate / reference to certification in cases concerning the Client's activities not covered by the scope of NoBo certification is prohibited; the Client should use a legible statement indicating clearly and unambiguously that "this area is not covered by the quality system certified by NoBo", in cases where the absence of such a statement could mislead other interested parties.

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5.13. If the document constituting the basis for the certification (a legal provision, a harmonized standard referenced, a standard constituting the basis for accreditation for notification purposes) is changed or amended, the client it is obliged to comply with the decisions of the NoBo.

5.14. NoBo supervises the use of the certificate /reference to certification by the Client.

5.15. NoBo monitors and supervises the use of the certificate/making reference to the certification by NoBo's clients, respectively, during scheduled assessments, audits and surveillance, as well as unscheduled assessments, audits and inspections due to reasonable assumptions of improper or unauthorized reference to the certification or use of the certificate, or to a complaint, request, claim, appeal received by NoBo.

5.16. In the event of proven and documented abuse of the use of the certificate or false or misleading reference to the certification / the certificate, the NoBo shall take appropriate action, as in 4.9 and 4.10 above.

5.17. A corrective action plan should be developed in cooperation with interested parties, where applicable, in such a way as to minimize the negative effects of misuse.

5.18. NoBo reserves the right to enforce its rights in court.

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