



LOVAG

GENERAL INSTRUCTION G1

CERTIFICATES AND TEST [OR OTHER VERIFICATION REPORTS](#)

This instruction is of a general nature and does not relate to specific standards.

It provides additional information on the presentation of information in the form of certificates and test [or other verification reports](#) between the different certification bodies.

Changes from the previous issue [no. 10](#) are indicated by [blue text](#).

A handwritten signature in blue ink, appearing to be 'M. Ornano', with a horizontal line underneath.

[Marie-Elisabeth d'Ornano](#)
Chairman of LOVAG

[Issue 11](#)
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1. SCOPE

- 1.1 This LOVAG General Instruction specifies the general procedures adopted by signatories to the LOVAG Agreement for the issue of Certificates for Type Test or other verification as it is given in some Standards (e.g. IEC/EN 61439 series).
- 1.2 Two basic types of certificates are described (paper or electronic version) together with their applications and the common form of presentation of the test or other verification results is explained.

Note: In the rest of this document it is used the word “Verification” instead of “Test”, in order to refer to all the different kind of verifications foreseen by the Standards (e.g. IEC/EN 61439 series: Verification by tests, Verification by comparison, Verification by assessment).

2. DEFINITIONS

2.1 Certificate of Conformity

Document issued under the rules of a certification system indicating that adequate confidence is provided that

- a clearly identified apparatus
- or a homogeneous series of apparatus

conform(s) with type verification requirement of a standard listed by LOVAG.

A homogeneous series of apparatus are products having the fundamental parts in common and differing in some components only.

The definition of a homogeneous series of apparatus has to be given in the LOVAG Verification Instructions adjusted to each product.

A certificate of conformity may be issued to:

- a) the complete standard.
- b) a complete sequence(s), if any, as defined in a standard.
- c) an individual requirement not included in a sequence, if any mentioned in a standard.
- d) and EMC testing additional to a) or b) when required in the standard

Where a sequence is defined in the standard, the verifications must be made to the full sequence.

2.2. Certificate of Conformity of Supplementary Verifications

A Certificate of Conformity of Supplementary Verification extends the applicability of an existing Certificate of Conformity. This Certificate is issued for apparatus on which successful supplementary verifications have been conducted in accordance with the relevant IEC or EN Standard to verify an additional rating, feature or characteristic. It is not necessary to repeat in the Certificate of

Conformity of Supplementary [Verifications](#) all the drawings and schedules that appeared in the original Certificate. The Front Sheet shall identify the original certificate number and date.

The issuing authority for this type of Certificate shall be preferably be the same as for the original Certificate of Conformity.

2.3 Supplement to Certificate

Document issued where corrections to a previously issued LOVAG certificate are found to be necessary (See ISO/IEC 17025).

2.4 Manufacturer

An organisation situated at a location or stated locations, which carries out or controls the following stages in the manufacture, final assembly, assessment, testing /inspection verification, handling and storage of the product. A Manufacturer has full responsibility for continued compliance of the product with the relevant requirements and undertakes all obligations in that connection.

2.5 **Applicant**

[A firm or a person who applies to a LOVAG CB for obtaining LOVAG Certificates. The Applicant is the holder of LOVAG Certificates and/or Verification reports.](#)

3. CERTIFICATION PROCEDURES - GENERAL

- 3.1 The LOVAG listed laboratory shall normally perform all the tests which it is contracted to undertake for type test certification. However in exceptional cases, another LOVAG listed laboratory may be sub-contracted.
[In case of verification by assessment or comparison according to IEC/EN 61439 series the related report has to be completed by the responsible manufacturer and approved and signed by the LOVAG CB.](#)
- 3.2 When a product has satisfied the specified requirements the LOVAG Signatory, designated as a LOVAG Certification Body (LCB), will, upon request, issue a Certificate of Conformity. This Certificate provides the verification of the rated characteristics of a product as assigned by the manufacturer and as mentioned in the certificate.
- 3.3 Alternative brand name certificates can only be issued if the [verifications](#) were completed no more than three years prior to submission for issue.

A certificate can be extended to a new brand name with the same product identification file as the initial certificate.

If there is a new reference product identification file (e.g.: in case of assembling the identical product according to the specific rules of the original manufacturer by another manufacturer) or a change in the standard, a decision related to the need of re-verification has to be made.

3.4 CONTENT OF CERTIFICATE

Each LOVAG Certificate has the same fundamental structure

- a) LOVAG Certificate Front Sheet
- b) Test Report and/or Assessment Report and/or Comparison Report
- c) Summary of Verifications (if required by the applicant of the certificate)

3.4.1 The Test Report contains records of the proving tests with evaluated results, copies of oscillograms, or equivalent, and photographs. Also included is a description of the apparatus tested supported by copies of the essential drawings or a view of the equipment tested plus a complete list of drawings with issue status and a complete parts list, description of the test circuits and information on the quantities measured. See clause 5 for the information to be included in Certificates.

3.4.2 The Certificate Front Sheet indicates the designation and type of apparatus under verification and refers to the tests and/or to the comparisons or assessments performed for verification of the assigned rated characteristics. In the event of a Certificate referred to in 3.2 above incorporating type tests necessary to verify one or more assigned ratings all the tests prescribed by a Standard for these ratings must have been completed satisfactorily. Before issuing a LOVAG Certificate, the verification report is evaluated by a Certification Officer (CO) pertaining to and located in the LCB.

3.4.3 The front sheet and the Verification report and - if applicable- the Summary of Verification are bound and sealed, but certificate holders may provide copies of the front sheet alone or the front sheet with the Summary of Verification to their clients.

3.4.4 The Summary of Verification which may be used upon request by the applicant of the Certificate indicates the Manufacturer, the Model and Type of reference, the test, comparison or assessment specification and a listing of the successfully passed clauses. Additional information can be given on types covered by Verification, type designation break down, drawing or pictures and rated characteristics. A form sheet of this Summary of Verifications by testing is given in Annex C1 A form sheet of this Summary of Verifications by Comparison or Assessment is given in Annex C2

3.4.5 A Verification Report (Test Report, Assessment Report or Comparison Report) must be issued and used for the issuing of a LOVAG Certificate only; no LOVAG Verification Reports shall be issued out of a Certificate activity.

4. CERTIFICATES

4.1 To ensure a common application of the Universal Certificate Front Sheet, LOVAG Signatories have agreed the following rules of procedure which must be followed when preparing Certificates and Reports for verifications made in accordance with LOVAG listed standards and associated LOVAG instructions. The procedures set down in this and any other LOVAG Instruction appropriate to the Standard shall be observed.

The Universal Certificate Front Sheet (given in Appendix A) shall be used for any LOVAG Certification.

4.2 Any misuse of a LOVAG Certificate and/or LOVAG Verification Report shall be reported to the Management Committee immediately for appropriate actions.

5. INFORMATION TO BE INCLUDED IN CERTIFICATES

5.1 In order to harmonize the format of the Certificates issued by LOVAG Signatories the information to be included in the verification documentation shall appear in the following sequence:

- a) The appropriate Certificate Front Sheet as given in Annex A
This shall include the following:
 - i) Certificate number
 - ii) A description of the apparatus verified
 - iii) Rated voltage, current and frequency
 - iv) Designation
 - v) Manufacturer
 - vi) Applicant
 - vii) The identification code of the laboratory who conducted the tests (not the laboratory name)
 - viii) The information shown in Annex B on the reverse of the Certificate Front Sheet (Annex B has to be actualised according to the actual data of members)
 - ix) Verification Report number and issue date
 - x) Reference to Summary of verification and issue date
 - xi) Verification made and standard used
 - xii) Complete details of the ratings assigned by the manufacturer and

proved by the [verification](#). A sample Certificate Front Sheet showing the position for each of the above items is shown at [Appendix A](#)

- b) The appropriate [Verification Reports](#) shall include the following:
- i) A list of the [verifications](#) performed and, if appropriate, a list of persons witnessing the [verifications](#) subject to their approval. Any deviations from strict compliance with the standard or the LOVAG Instructions should be detailed.
 - ii) [Verification Reports](#): The presentation of the [verification](#) results should include description of the test arrangements [or regarded arrangement for other verification](#), the condition before and after the test and any observations made during the test.

5.2 LOVAG Certificates reports shall be arranged in the following overall order:

(The records of all [verifications](#) should be grouped together and should not be intermingled with photographs and copies of oscillograms.)

- i) Certificate Front Sheet - original with original signature with no corrections.
- ii) Ratings page (to be used when there is insufficient space on the Certificate Front Sheet - for full details of assigned ratings).
- iii) The LOVAG [Test Report or the Comparison Report or the Assessment Report](#) – original with original signatures and no corrections.
- iv) Diagram of Circuits used for [Verification, if any](#).
- v) Oscillograms* (all records appropriate to the same test and/or test-duty may be grouped together) or other representations of the oscillographic records.
- vi) Photographs of equipment.
- vii) A view of the equipment [verified](#) plus a complete list of drawings, with issue status and a complete parts list.
- viii) If applicable: Summary of [Verification](#)

*Note: With the introduction of computer techniques in the field of data acquisition and handling within testing laboratories it is possible to obtain graphic representation of quantities by other means than traditional oscillographs.

5.3 The LOVAG Certificate shall be sealed by using ribbon and the LOVAG Seal as follows:

1. Sufficient Royal Blue "China Ribbon Tape" shall be used to enable a double knot at the position of the lower punched hole and the two ends of the tape to extend approximately 30 to 50mm from the bottom of the Certificate when sealed,

2. The unique LOVAG Seal for the certification body shall be applied in the space provided on the left hand bottom corner of the Certificate on to a "Royal Blue" label.
3. The Certificate shall be sealed into a suitable cover.

5.4 Use of electronic documents within LOVAG Certification

As an alternative to the bound and sealed Certificate, a LOVAG Certificate can be produced in an electronic form. This electronic certificate will be a PDF-File.

It shall be composed by the LOVAG certificate and the relevant LOVAG [Verification](#) Report.

As the LOVAG certificate is always issued by the certification body, the first page of the electronic document shall be a scan from the original front page of the LOVAG Certificate.

The relevant [verification](#) report could be directly provided in electronic version otherwise a scan of the paper version has to be used.

The complete PDF-document shall be protected with a password according to the procedures of the Adobe Acrobat programme.

On the first page of the electronic document, the following stamp has to be added:



and in order to guaranty the integrity of the document a specific footer has to be added with the following information:

LOVAG Certificate N° xxxxxxxxxxxx and the pages numbers, in the following format (XX / XX)

LOGO OF THE LOVAG
CERTIFICATION-BODY



Certificate of Conformity

LOVAG-Certificate No.:

Apparatus

This Certificate applies only to the apparatus verified. The responsibility for conformity of any apparatus having the same designation with that verified rests with the manufacturer or responsible vendor.

Designation Type

Manufacturer

This certificate has been prepared according to LOVAG (Low Voltage Agreement Group) Objectives and Operating Principles of mutual recognition. The responsible certification body as a member of LOVAG issues a Certificate of Conformity with the above mentioned Standard(s) following the exclusive use of LOVAG Verification instruction wherever applicable.

Applicant:

Verified by:

The apparatus, constructed in accordance with the description mentioned in the Report listed in this Certificate has been subjected to the series of proving verifications in accordance with

Only integral reproduction of this Certificate or reproductions of this page accompanied by any page(s) on which are stated the verifications performed and the assigned rated characteristics of the apparatus verified, are permitted without written permission from the LOVAG Signatory responsible for this Certificate

The results are shown in the Report in accordance to LOVAG. The values obtained and the general performance are considered to comply with the above Standard(s) and to justify the characteristics assigned by the manufacturer as stated below



This document includes:

- Test Report No.:
- Issue Date :
- Comparison Report No.:
- Issue Date :
- Assessment Report No.:
- Issue date:

Responsible Certification Body: **Name of the Certification-Body**

LOGO OF NATIONAL
ACCREDITATION BODY

Street no.
zip-code City

Name

Number of valid Accreditation







Authorized Signature
Date:


LOVAG CERTIFICATES


LOVAG	is the Low Voltage Agreement Group, which is a Mutual Agreement Group of Certification Bodies founded in 1991, which has achieved a high level of competence in testing and certification of low voltage equipment. LOVAG's main purpose as an Agreement Group shall be for the mutual recognition of test reports and/or certificates of conformity by its signatories.
Membership	LOVAG presently has seven signatories (Certification Bodies) to the Agreement: ACAE (Italy), ALPHA at VDE (Germany), Applus+ Laboratories (Spain), ASEFA (France), IMQ (Italy), Intertek Semko AB (Sweden), and SGS Belgium NV - Division SGS CEBEC (Belgium) and employs about 40 Testing Laboratories.
Certificates	LOVAG Certificates are issued by the LOVAG Certification Bodies using verification reports and certificates in a common and recognisable format in the market. They are recognised and accepted in the European Economic Area and elsewhere in the world.
LOVAG Instructions	LOVAG uses common Instructions for verification by Testing, Comparison or Assessment of the International and Standards covered by the Agreement and signatories to the Agreement abide by these when verifying for LOVAG Certification.
Qualifications	All signatory bodies to the Agreement are accredited to ISO IEC 17065 or EN 45011 by accreditors being members of IAF, the International Accreditation Forum. They are located in a member country of the EU and their laboratories are accredited and/or assessed to EN ISO/IEC 17025.

For further information contact your local certification body or the Secretariat of LOVAG by e-mail or by fax from the list below

LOVAG Certification Bodies and LOVAG Secretariat:

<p>ACAE Via Tito Livio 5 I-24123 Bergamo ITALY Fax: + 39 035 453 4662 e-mail: acae@acaecert.it Web : www.acaecert.it</p> 	<p>ASEFA 33 av du general leclerc F-92260 Fontenay-aux-roses FRANCE e-mail: contact@asefa-cert.com Web : www.asefa-cert.com</p> 
<p>ALPHA at VDE Merianstrasse 28 D-63069 Offenbach GERMANY Fax: + 49 69 8306-765 e-mail: alpha@vde.com Web : www.vde.com</p> 	<p>Intertek Semko AB Box 1103, Torshamnsgatan 43 SE-164 22 Kista SWEDEN Fax: + 46 8 750 6030 e-mail: lovag@semko.se Web : www.semko.se</p> 
<p>Applus+ Laboratories Campus UAB E-08193 Bellaterra (Barcelona) SPAIN Fax: + 34 93 567 20 01 e-mail: info.appluslaboratories@applus.com Web: www.applus.corp.com</p> 	<p>SGS Belgium N.V. Division SGS CEBEC Business Riverside Park Avenue Internationalelaan, 55 B-1070-Brussels BELGIUM Fax: + 32 2 556 00 36 e-mail: silvio.piras@sgs.com Web: www.cebex.sgs.com</p> 
<p>IMQ S.p.A. Via Quintiliano 43 20138 Milano ITALY Fax: +39 0250991510 e-mail : lovag@imq.it Web: www.imq.it</p> 	<p>LOVAG Secretariat Lyoner Strasse 14 60528 Frankfurt am Main GERMANY Fax: +49 6966554266 e-mail : office@lovag.net Web: www.lovag.net</p> 

	<h2>Summary of Verification Testing</h2>	
Manufacturer:		
Model / Type reference:		
Test Specification:		
<p>The following tests have been passed successfully:</p>		
Clause	Verification item description	Test report no.:
<p>Additional information can be given in agreement between Applicant, Certification Body and Test Laboratory for:</p> <ul style="list-style-type: none"> • Types covered by testing, comparison or assessment • Type designation breakdown • Drawing or pictures • Rated characteristics, confirmed by test reports 		
Page 1 of x		
<p>Responsible test laboratory</p>		
<div style="border: 1px solid black; padding: 5px; background-color: #ffffcc;"> Name, Logo (if applicable) complete address </div>	Authorized representative Date	<div style="border: 1px solid black; padding: 5px; background-color: #ffffcc;"> Logo of Acc. Body (if applicable) Reg. No of accreditation of the Laboratory </div>

	<h2 style="margin: 0;">Summary of Verification by Comparison or Assessment</h2>	
Manufacturer:		
Model / Type reference:		
Standard:		
<p>The following verifications have been passed successfully:</p>		
Clause	Verification item description	Comparison report no.: CR.... Assessment report no.: AR....
<p>Additional information can be given in agreement between Applicant, Certification Body and Test Laboratory for:</p> <ul style="list-style-type: none"> • Types covered by comparison or assessment • Type designation breakdown • Drawing or pictures • Rated characteristics, confirmed by comparison or assessment report 		
Page 1 of x		
<p><u>Client performing the verification</u></p>		
<div style="border: 1px solid black; padding: 5px;"> Name, Organisation complete address </div>	<div style="border: 1px solid black; padding: 5px;"> Authorized representative of Date LOVAG Certification Body </div>	<div style="border: 1px solid black; padding: 5px;"> Logo of LOVAG Certification. Body (if applicable) Reg. No of accreditation of the Laboratory </div>