DATA FOR NOTIFICATION

1. Reference: (1)

2.A. Name of body, acronym, address, telephone, fax, email, www (2)

2.B. Identification number of the body (3)

3. Period of validity and nature of the notification:

Status (4)	**Period of validity** (5)
☐ Pre-notification	☐ Unlimited
☐ Notification	☐ Valid until

.....(6)

4. Technical qualification of the body (accreditation or other official authorization): (7)

5. Authorized contact person(s) in notified Body.
Name, address if different from above, direct telephone, local fax, personal E-mail. (8)

6A. Tasks performed by the body:

Decision	Product(s)/intended use	Tasks (AVCP)	Specifications
(9)	(10)	(11)	(12)

6B. Tasks performed by the body (tasks set out in section 3 of Annex V of Regulation 305/2011):

Essential characteristics	Specifications	Body function
1	2	3

7. Additional information (13)

…… ……

Miejscowość i data *(Podpis osoby odpowiedzialnej za kierowanie organizacją)*

Note:

(1) The legal basis for designation.
(2) Identification of the applicant
(3) Identification number issued by the Commission services.
(4) Status of the notification (pre-notification or notification)
(5) Period for which designation is valid.
(6) Further details when relevant
(7) Requirement either of continued compliance with EN 17000 as necessary for CPR purposes, or otherwise state how compliance with the Annex IV criteria is to be demonstrated.
(8) Full contact details of contact person nominated in the body responsible for designation under the CPR.
This person will be granted access to the Group of Notified Bodies CIRCA. There is a requirement to promptly inform the notifying authority and the administrative secretariat of the GNB of each change in contact details. For large organizations, with a broad notification, more persons can be nominated.
(9) Title and number of the relevant Attestation of Conformity Decision
(10) Description of the product(s)/intended use(s) that are subject of the notification.
Member States are requested to stick exactly to the wordings used in the relevant AoC decision. This is to increase transparency, smooth administrative procedures and allow building an effective Notifications database.
(11) Definition of the tasks. There are only 4 possibilities:
a. product certification
b. certification of factory production control system
c. testing
(12) Reference to harmonized European technical specifications (Number, date and version).
For certification and inspection bodies it will in most cases be sufficient to refer to the harmonized product standard or the relevant ETA Guideline. For test laboratories it will be necessary to refer to individual European test standards or parts thereof or test methods referred to by ETA-s in all cases where the notification is not covering the complete set of tests required by the harmonized technical specifications.
Examples: EN xxxx:2001; ETAG 001:1997
(13) Additional information