

Certifying body



Immeuble Le Linéa  
1, rue du Général Leclerc  
F - 92800 Puteaux  
(postal address : CS 60254  
F-92047 Paris La Défense CEDEX)  
Tel.: +33 (0)1 80 21 07 61/45  
[infocertigaz@certigaz.fr](mailto:infocertigaz@certigaz.fr)  
[www.certigaz.fr](http://www.certigaz.fr)

Mandated by



11 rue Francis de Pressensé  
F - 93571 La Plaine Saint-Denis Cedex

Identification: NF078

Revision no.: 17

Date of implementation:  
26 July 2023

# Certification Guidelines for the NF ROB-GAZ Mark<sup>(1)</sup>



Accreditation  
No. 5-0042  
Scope available  
on [www.cofrac.fr](http://www.cofrac.fr)

The **NF078 (NF ROB-GAZ)** mark applies to:

- shut-off valves
- flat gaskets

for gas installations

(1) *The NF Mark guidelines are made up of the Specific Certification Rules for the concerned mark and, in the Appendix, the General Rules of the NF Mark and the normative documents referenced therein.*

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These Certification Rules were submitted to AFNOR Certification's approval for admission into the NF certification system. They were approved by AFNOR Certification's legal representative **on 14 December 2022**.

They cancel and replace any previous versions.

These Certification Rules are applicable as from the approval date. There is no deadline for the implementation for elements covered by the modification of these Rules, unless a transitional period is specified in the summary table of changes.

As a certifying body accredited by COFRAC under number 5-0042 (scope of accreditation available on [www.cofrac.fr](http://www.cofrac.fr)), CERTIGAZ undertakes to draw up Certification Rules ensuring an appropriate level of requirements for the quality of products, their fitness for use and durability.

The accreditation demonstrates CERTIGAZ's independence, its impartiality and its technical capacity to develop the NF Mark.

The Certification Rules may be revised, in whole or part, by CERTIGAZ and after consultation with the Special Committee of the NF ROB-GAZ Mark.

The revision is approved by AFNOR Certification's legal representative for admission into the NF certification system.

These guidelines are available and can be downloaded from the website [www.certigaz.fr](http://www.certigaz.fr) or [www.marque-nf.com](http://www.marque-nf.com).

Other information relating to certification and certified products is available on these websites, including:

- the identification of the holders;
- identification of certified products;
- the list of certified characteristics.

**In litigation, the French version applies**

## CHANGE HISTORY

Rev. no.	Date	Changes made	Update application date (1)
<b>14</b>	08 Dec. 2020	page 1: Change of wording (French and English).	Immediate. No impact on certified products.
		§2.2.3: Correction of the position of the text on the stop resistance.	Immediate. No impact on certified products.
		§2.2.3: Addition of requirements specific to NF E 29-827.	Immediate. No impact on certified products.
		§2.2.3: Condition added for marking JPB gaskets.	Immediate. No impact on certified products.
		§3.3.1.3.11: Clarification of the frequency of audits.	Immediate. No impact on certified products.
		§3.3.2: Exceptional derogation procedure in case of health measures.	Immediate. No impact on certified products.
<b>15</b>	26 May 2021	§1.2: Modification of the definition of agents.	Immediate. No impact on certified products.
		§2.2: Reorganisation.	Immediate. No impact on certified products.
		§2.2.1: Updating of standards.	According to the rules defined in the CNPG guide "Gas Appliances and Equipment".
		§2.2.2: Updated specifications and added transitional period for SROB104-NF.	Immediate. No impact on certified products.
		§2.2.3: Modifications to the specific requirements of NF EN 331 (manual, torsion/bending, moisture resistance) and NF E 29-827 (rated flow rate).	Immediate. No impact on certified products.
		§2.3: Updating of regulatory texts and websites.	Immediate. No impact on certified products.
		§2.4.3: Correction of quality system requirements.	Immediate. No impact on certified products.
		§2.4.6: Clarification on the communication of complaints.	Immediate. No impact on certified products.
		§2.5.4.1: Addition of line art marking.	Immediate. No impact on certified products.
		§3.3.1: Clarification on NF-authorized manufacturer laboratories.	Immediate. No impact on certified products.

		§3.3.1.3.4: Addition of tightening resistance of crimped nuts.	Immediate. No impact on certified products.
		§3.3.1.3.9: Correction following integration of the 2013 version of NF EN 13774.	According to the rules defined in the CNPG guide "Gas Appliances and Equipment".
		§3.3.2: Addition of on-site non-conformity removal conditions	Immediate. No impact on certified products.
		§5.5.1: Reference added to the NF committee members' charter.	Immediate. No impact on certified products.
		§5.5.2: Clarification on the "Manufacturers" panel.	Immediate. No impact on certified products.
		§7.1: Modifications concerning the agent and form 004.	Immediate. No impact on certified products.
		§7.2: Modification of extension requests.	Immediate. No impact on certified products.
		§8: Modification of the definitions of agents, major and minor non-conformities.	Immediate. No impact on certified products.
16	4 January 2023	Page 1, § 2.2 et 5.2 : address change.	Immediate. No impact on certified products.
		Page 4 : presentation completed.	Immediate. No impact on certified products.
		1.1 : change of denominations.	Immediate. No impact on certified products.
		1.1.1.4 : correction.	Immediate. No impact on certified products.
		2.2.1 : taking into account the new version of the standard NF E 29-827.	Immediate. No impact on certified products.
		2.2.3 : addition of specific requirements of standards NF E 29-135 and NF E 29-141 and modification of the specific requirements of the standard NF E 29-827.	Immediate. No impact on certified products.
		2.4.4.8 : precision on manufacturing tightness controls.	Immediate. No impact on certified products.
		2.5 : precision on the marking conditions and reference texts.	Immediate. No impact on certified products.
		3.3.1.3 : clarification for the dimensional tests of the shut-off valves and for the tests of the flat seals, correction of the return error, taking into account the new version of the standard NF E 29-827.	Immediate. No impact on certified products.
		3.3.2 : precision on the auditors/inspectors + withdrawal of the exceptional derogatory procedure in the event of health measures.	Immediate. No impact on certified products.
		3.4 : rewording.	Immediate. No impact on certified products.
		4.1 : chapter clarification.	Immediate. No impact on certified products.
		4.3.5 et 4.4 : details for modifications and stops of marking.	Immediate. No impact on certified products.
		5, 5.5 : precision on the notions of confidentiality and guest.	Immediate. No impact on certified products.
		6.1 : addition of invoicing conditions.	Immediate. No impact on certified products.
		6.3 : removal of redundant information.	Immediate. No impact on certified products.
7.2 : removal of form 004B.	Immediate. No impact on certified products.		
1.2, 3, 3.3.2, 4, 4.1, 4.3, 8 : added maintenance conditions.	Immediate. No impact on certified products.		
17	26 July 2023	2.2.1: Addition of standard NF E 29-140 of January 2023 and removal of standards removed from the CNPG AMG guide.	According to the rules defined in the CNPG guide "Gas Appliances and Materials".
		2.2.3: Details for standards NF E 29-135 (code c1) and NF E 29-827 (test conditions).	Immediate. No impact on certified products.
		2.4.4.5: Clarification of a referral	Immediate. No impact on certified products.
		2.4.4.8: Addition of operating force	Immediate. No impact on certified products.
		3.3.1.3: Accuracy of tables.	Immediate. No impact on certified products.

(1) Date of application of the change in relation to the "date of implementation" of these Certification Rules. In the case of a specific transition period for the application of a change by the holders, it is defined in paragraph 2.2) "Transition periods"

The changes made are identified using a vertical bar in the margin.

# Part 1

## PRESENTATION AND SCOPE

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### 1.1 Scope

This application, the NF ROB-GAZ mark (NF078), concerns the following families of products for gas installations:

- quarter-turn ball or taper plug valves
- metal butterfly valves for gas installations
- flat gaskets
- safety release devices with stop valves
- remote-operated shut-off valves with manual reset

In addition, these Rules deal with the approval of test plugs that are intended to be used for valves complying with SROB100-NF.

These Rules deal with NF certification and NF approval (test plugs) in an identical manner. The concept of “certification” in these Rules covers NF approval. If certification and approval are different, these elements are indicated in the Guidelines.

As all of these products are intended for gas installations, these products are considered as having safety obligations within the meaning of Article 10 of the General Rules of the NF Mark (can be downloaded from the website <https://www.certigaz.fr>).

#### 1.1.1 Products and product ranges

##### 1.1.1.1 Valves

A valve (shut-off valve) for gas installations is defined according to the applicable standards by:

- the presence or not of an integrated automatic obturator, the pressure class (MOP), the temperature class,
- size (DN or equivalent as per applicable specifications),
- inlet fitting (type, size)
- outlet fitting (type, size)

A valve can be:

- manually operated or not;
- with obturator: taper plug, ball plug, butterfly, other;
- with or without automatic obturator;
- for use: inside buildings, outside buildings;
- for shut-off and/or control of equipment.

##### 1.1.1.2 Valve range

A valve range for gas installations consists of a set of valves that have the same:

- design of functional parts (body, plug, obturator, gaskets, materials, etc.) except for geometrical differences due to different sizes,
- MOP,
- temperature class,
- production unit (assembly and final inspection of valves).

which differs by:

- size (DN),
- inlet and/or outlet fittings

- operating element (for example: lever, square, electromagnetic coil),
- options with no impact on the certified characteristics.

### 1.1.1.3 Flat gaskets

A flat gasket for gas installations is defined according to the applicable standards by:

- its dimensions (diameters, thickness),
- its material.

Three types of gaskets are distinguished:

- gas flat gaskets (JPG) made of synthetic fibre-elastomer or elastomer,
- gas meter flat gaskets (JPC) made of synthetic fibre-elastomer or elastomer,
- gaskets for flanges (JPB) made of synthetic fibre-elastomer.

### 1.1.1.4 Flat gasket range

A flat gasket range consists of a set of gaskets that are:

- of the same material,
- from the same manufacturing process (same production site, same mixing formula) and differ in geometry due to different sizes.

## 1.2 Who may apply for the NF Mark and why?

These Certification Rules are open to any applicant whose products fall within the above-defined scope and meet the technical requirements described in Part 2 of this document.

### **Definition of applicants/holders, agents, distributors:**

#### **a – Applicant/holder:**

Legal entity that provides control and accountability for compliance with all requirements specified in the NF ROB-GAZ Mark Certification Rules.

These requirements cover at least the following steps: manufacture, assembly, quality control, marking, packaging and introduction onto the market, and specify the critical points of each step.

#### **b – Agent:**

Legal entity or private individual located in the European Economic Area (EEA) or in the European Free Trade Association (EFTA) which represents the applicant/holder outside the EEA/EFTA and has a written power of attorney from the applicant/holder stating that it can act on its behalf with respect to the use of the NF Mark, in the certification process and in invoicing. The agent may be the distributor or the importer; its various functions are clearly identified.

#### **c – Distributor:**

Legal entity distributing the products of the applicant/holder, and which does not alter the product to modify compliance with regard to NF Mark requirements.

The types of distributors can be the following:

- distributors who do not alter the product technically and distribute the product under the holder's trademark;
- distributors who do not alter the product technically and distribute the product with a change of trademark or packaging (in this case, it is necessary to maintain the right to use or to apply for the right to use, if the applicant does not wish that explicit reference be made to the applicant/holder).

**Note:** the applicant's sites that are guarantors of the compliance with certain requirements of the guidelines are considered as the applicant's subcontractors and may be inspected in accordance with the requirements of the guidelines.

The applicant/holder agrees notably not to submit counterfeit products for certification.

It is the responsibility of the applicant/holder to ensure that the regulations applicable to its product are effectively met.

### 1.3 The NF Mark

Created in 1938, the NF Mark is a registered collective certification mark that certifies the conformity of products with the applicable national, European and international standards, which may be completed by additional specifications, under the conditions defined in the certification guidelines. The mark is awarded by AFNOR Certification and its network of partners, which form the NF network.

The NF Mark is a voluntary product certification mark that meets the requirements of the French Consumer Code, in particular by involving the interested parties in the validation of the certification guidelines, by defining the rules applying to product marking and by communicating clearly and transparently on the main certified characteristics.

The NF Mark also meets the requirements of the NF EN ISO/IEC 17065 accreditation standard, which applies to bodies certifying the products, processes and services as part of the assessment of conformity to a guideline.

The right to use the NF Mark is granted on the basis of compliance with one or more standards and more generally with the entire certification guidelines, for a product coming from an applicant and a designated design and/or manufacturing and/or marketing process. Awarding the right to use shall under no circumstances substitute the legal responsibility of the company holding the right to use the NF Mark by the responsibility of CERTIGAZ.

The NF Mark checks the characteristics for the protection of the safety of persons and property, suitability for use and the durability of products, and any other additional characteristics that differentiate the product on the market.

Unanimously recognised by economic players, consumers, public authorities and institutions, the NF Mark has acquired an indisputable reputation that has been rewarded by the very rare status of a well-known trademark in France. This renown is based on:

- compliance with standards, a symbol of the consensus reached between the interested parties,
- the guarantee of high-quality, safe and high-performance products that have been tested and checked,
- the concern to meet the changing needs of the markets,
- confidence in the robustness of the certification process resulting in the award of the mark (thoroughness, transparency and impartiality, command of the processes),
- confidence in the competence and impartiality of the bodies that award the mark.

The operation of the NF Mark relies on a network of mandated certifying bodies, technical secretariats, laboratories, inspection bodies, auditors and recognised regional technical experts that, along with AFNOR Certification, make up the NF Network.

In accordance with the General Rules of the NF Mark, AFNOR Certification has appointed CERTIGAZ, the certifying body, to exercise the various functions necessary to manage the NF ROB-GAZ Mark.

CERTIGAZ is answerable to AFNOR Certification for the operations with which it is entrusted and which are covered by a contract with AFNOR Certification.

## Part 2

# REQUIREMENTS OF THE GUIDELINES

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### 2.1 Certification guidelines

The guidelines of this application of the NF Mark, under the terms of the French Consumer Code, are made up of:

- the General Rules for the NF Mark setting out the general organisation and terms of use of the mark (can be downloaded from the website <https://www.certigaz.fr>),
- these Certification Rules, which describe the technical characteristics to be respected, and the procedures used to check the conformity with these characteristics;
- the standards to which these Certification Rules refer, and any additional technical specifications.

These Certification Rules that are used to certify products and services, other than foodstuffs specified in the French Consumer Code, specify the conditions of application of the General Rules of the NF Mark to the products defined in Part 1.

The company (applicant/holder) undertakes to comply with the Certification Rules and implement the appropriate changes communicated by CERTIGAZ.

### 2.2 Standards and supplementary specifications

The standards and documentation booklets (NF, XP, FD, etc.) are available at the Sales Department of:  
AFNOR – 11 rue Francis de Pressensé – F 93571 LA PLAINE ST-DENIS Cedex  
Tel.: +33 (0)1 41 62 80 00 – <https://www.afnor.org>

The specifications (CCH) and special specifications are available at the BNG:  
Bureau de Normalisation Gaz – Immeuble Le Linéa – 1, rue du Général Leclerc – F 92800 Puteaux  
Tel.: +33 (0)1 80 21 07 76 – <https://www.afgaz.fr>

The specifications (SROB, SLAB, etc.) are available on request from CERTIGAZ and can be downloaded from the website <https://www.certigaz.fr>.

#### 2.2.1 Standards

NF D 36-136 (06/2019)      Dimensional characteristics of mechanical fittings for pipes in gas installations

***NOTE: the fittings defined in NF D 36-136 replace the definitions of the various fittings of the standards cited below.***

#### Quarter-turn ball or plug valves

NF EN 331 (11/1998)	Manually operated ball valves and closed bottom taper plug valves for gas installations for buildings.
NF EN 331/A1 (12/2013)	Manually operated ball valves and closed bottom taper plug valves for gas installations for buildings.
NF E 29-135 (06/2020)	Shut-off gas valves, low pressure - Manually operated ball valves and closed bottom taper plug valves for gas installations for buildings - Maximum working pressure below or equal to 0.5 bar.
NF E 29-140 (12/2011)	Control valves for household appliances using gaseous fuels - Safety valves - Valves with integrated automatic obturator (ROAI).
NF E 29-140 (01/2023)	Control valves for household appliances using gaseous fuels - Safety valves - Valves with integrated automatic obturator (ROAI).



NF E 29-141 (12/2011)	Gas valves, medium pressure - Ball valves and flat-bottomed plug valves for manual operation for use in building gas installations - Maximum working pressure 5 bar.
NF E 29-142 (12/2011)	Gas valving - Medium pressure - Isolating valves called push buttons (F and F1 type).

**Butterfly valves**

NF EN 13774 (04/2013)	Valves for gas distribution systems with maximum operating pressure less than or equal to 16 bar - Performance requirements.
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**Safety release devices with stop valves**

NF E 29-134 (05/2004)	Safety release devices with built-in stop valve and two G 1/2 male union connections for domestic appliances using mains gas fuels.
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**Flat gaskets**

NF E 29-532 (05/2017)	Detachable fittings with flat gasket for pipes in gas installations.
NF E 29-533 (12/2014)	Gas installations - Requirements for the choice of flat gaskets used in network supplied gaseous fuels or from cylinders.

**Remote-operated shut-off valves**

NF E 29-827 (01/2022)	Remote-operated shut-off valves with manual reset for gas installations for buildings.
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**2.2.2 Additional applicable specifications****CCH 2020-05 (05/2020):**

When products with pressure tight joint fittings conforming to NF EN 10226-1 are tested, the tightening torques in Table 2 of CCH 2020-05 (05/2020) apply.

**Quarter-turn ball or plug valves**

SROB100-NF (04/2021)	Copper alloy valves of DN ≤ 50 used upstream of gas meters.
SROB104-NF (04/2013)	Characteristics of threaded plugs and rings at foot of meter.
SROB104-NF (04/2021)	Characteristics of threaded plugs and rings at foot of meter.
SROB105-NF (02/2016)	Characteristics of valve clamping plates

**Test plugs**

SROB101-NF (04/2013)	Test plugs for valves used upstream of gas meters.
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**Transitional period for SROB104-NF:**

Version SROB104-NF (04/2021) is applicable to any threaded plug or ring manufactured on or after the date of application of these rules. Threaded plugs or rings in accordance with version SROB104-NF (04/2013) can be used until renewed.

## 2.2.3 Specific technical requirements

### NF EN 331 and NF EN 331/A1:

#### **Compliance of elastomers with NF EN 549:**

The temperature class of the material used for the manufacture of the elastomer components of valves shall cover at least the temperature range of the certified valves.

#### **Marking and manual:**

The requirements of paragraphs 8.1 and 8.2 of NF EN 331 apply in addition to the requirements of NF EN 331/A1.

The maximum operating pressure stated in the manual may be lower than the maximum certified pressure.

The maximum operating temperature stated in the manual may be lower than the maximum certified temperature.

The minimum operating temperature specified in the manual may be higher than the minimum certified temperature.

#### **Durability:**

During the test in 7.6.2 of NF EN 331, the valve is conditioned at low temperature in closed position.

The internal leak tightness is checked in this position after 23 hours of conditioning, and it is then manoeuvred into a semi-open position for a second external leak tightness check.

#### **Torsion and bending strength:**

In the sentence of 7.5.1.c, "ensure the application of torsion and bending moments with an accuracy of 5.0% with respect to the stated values", the term "accuracy" shall be interpreted as a tolerance.

#### **Sealing angle:**

During the test in 7.7 of NF EN 331, the flow rate is not necessarily set between 1 and 5 l/h. Other values are accepted.

#### **Stop resistance:**

During the test in 7.8 of NF EN 331, the torsion moment is applied to the operating element. The application is not necessarily made at the end of the operating element.

The test defined in paragraph 7.8 of the amendment shall be carried out with the values defined in paragraph 7.8 or at least with the torque values defined in the table in paragraph 6.4.

#### **Moisture resistance:**

The moisture resistance test is only required for welded valves.

### NF E 29-141:

#### **Dimensional characteristics:**

The requirement of paragraph 4 "- female, and compliant with standard ISO 7-1 (only in the case of valves whose assemblies are screwed and intended for installations made of steel tube)" must be replaced by "- connection with tightness by threading, female or male, and compliant with standard NF EN 10226-1 (only in the case of valves whose assemblies are screwed and intended for installations made of steel tubing)".

The requirement of paragraph 4 "- flanged, in accordance with the ISO 7005 standard" must be replaced by "- flanged, and in accordance with the ISO 7005 or NF EN 1092 standard".

**NF E 29-135:****Dimensional characteristics:**

The requirement of paragraph 4.2 "- female, and compliant with standard NF EN 10226-1 (only in the case of valves whose assemblies are screwed and intended for installations made of steel tube)" must be replaced by "- with connection with tightness by threading, female or male, and compliant with standard NF EN 10226-1 (only in the case of valves whose assemblies are screwed and intended for installations made of steel tubing)".

The requirement of paragraph 4.3 "- female, and in accordance with standard NF EN 10226-1 (only in the case of valves whose assemblies are screwed and intended for installations made of steel tube)" must be replaced by "- with connection with tightness by threading, female or male, and compliant with standard NF EN 10226-1 (only in the case of valves whose assemblies are screwed and intended for installations made of steel tubing)".

In Table 1, for DN12, the dimension  $c1 = 2 \pm 0,3$  is replaced by  $c1_{max} = 2,3$ . Shouldering of dimension  $c1$  is not mandatory.

**NF E 29-135 and NF E 29-140:****Opening and closing position of the valves:**

The presence of an arrow indicating the direction of operation with the indications "ON" and/or "OFF" ("open", "close") makes it possible to meet the requirements of §5.3 of NF EN 331 "The complete opening and closing positions on the valves shall be clearly identified and limited by fixed non-adjustable stops" for the ROAI valves of NF E 29-140 and appliance control valves of NF E 29-135.

**NF E 29-140:****Endurance test:**

The requirement of NF E 29-140 (§6.9.2.2) for the performance of endurance tests is: "It is subjected to 5,000 opening and closing cycles, one cycle every 30 seconds."

NF EN 331 specifies for the endurance test (§7.6.1) that "The operating speed shall be  $5 \pm 1$  cycles per minute." Both methods are recognised as equivalent and are left to the choice of the testing laboratory.

**Plan of the fittings in paragraph 4.2:**

The inlet clearance corresponding to dimension "c" ( $\geq 2$  mm) shall remain completely free. No internal components of the ROAI shall be present in this area.

**NF EN 13774:****Endurance test:**

The requirement of paragraph B.2.3 of NF EN 13774 "Endurance: during the test, the torque applied shall be between the torque specified by the manufacturer and twice this value" shall be replaced by "the torque applied during the test shall not be greater than twice the torque value specified by the manufacturer".

**NF E 29-827:****General:**

The last paragraph of 6.1 is replaced by: "All the tests mentioned in this section shall be conducted with the control device in one position except downward pointing coil and position(s) prohibited by the manufacturer in his instructions".

**Stress cracking in an ammonia atmosphere:**

The shut-off valves are equipped with their control accessories (e.g. coil) and put in the closed position (without an opening command) during the tests.

**Endurance :**

Electrically operated shut-off valves are supplied at only one of the voltages declared by the manufacturer.

**SROB100-NF and NF E 29-827:**

**Stress cracking in an ammonia environment:**

The tests shall be carried out in accordance with NF E 29-196. The continuous pressure control system described in this standard shall be implemented in order to determine the time corresponding to a possible rupture. The test report shall state the exposure time corresponding to a rupture (zero pressure).

**NF E 29-533:**

**Marking:**

On the packaging of the flange gaskets (JPB), the 2 tightening torques corresponding to the 2 pressure classes (4 and 25 bar), depending on the DN and PN, can be indicated respectively.

## 2.3 Regulations

The products subject to these certification guidelines shall comply with applicable French regulations concerning them and notably:

- French Environment Code (Book V – Title V – Chapter VII “High-risk products and equipment”).
- Regulation (EU) No. 305/2011 of the European Parliament and of the Council of 9 March 2011 laying down harmonised conditions for the marketing of construction products and repealing Council Directive 89/106/EEC (CPR).
- Decree of 23 February 2018 amended on technical and safety rules applicable to combustible gas installations of individual or collective residential buildings, including communal parts.

The applicant/holder shall undertake to adhere to them for products related to the NF ROB-GAZ Mark and shall be able to prove it.

The Decree of 23 February 2018 amended, supplemented by 5 guides from the CNPG (French National Centre of Expertise for Gas Energy Professionals) recognised by ministerial decision:

- General Guide Gas Installations (IG)
- Thematic Guide Gas Appliances and Equipment (AMG)
- Thematic Guide Energy Production Sites (SPE)
- Thematic Guide Evacuation of Combustion Products (EVAPDC)
- Thematic Guide Welding Ability (AAS)

replaced the Decrees of 2 August 1977, 4 March 1996 and 16 July 1980 from 1 January 2020 with transitional periods defined in the CNPG guides.

CERTIGAZ is authorised by the Decree of 10 October 2019 published in JORF no. 0247 of 23 October 2019, NOR: TREP1924602A of 10 October 2019 authorising the CERTIGAZ body to carry out the assessments and performance checks of gas equipment provided for in Article 6 of the Order of 23 February 2018.

This authorisation falls within the framework of the Environment Code, in particular Chapter VII of Title V of Book V and its Articles R. 557-4-1 et seq. and R. 557-8-1 et seq.

The NF078 mark (NF ROB-GAZ) is one of the marks recognised by the “Gas Appliances and Equipment” guide.

The regulatory texts are available on the website: <https://www.legifrance.gouv.fr>

The CNPG guides are available on the website: <https://www.cnpg.fr>

## 2.4 Quality management requirements

### 2.4.1 General

The minimum provisions in terms of quality assurance that the applicant/holder shall adopt and set up so that the products covered by the NF ROB-GAZ Mark are produced and/or distributed at all times in accordance with these certification guidelines are defined below.

By making use of the NF Mark, the holder makes a commitment regarding the permanent quality of the certified products that it manufactures and/or supplies to its customers. In the context of the NF Mark, the applicant/holder shall provide proof of the existence and effectiveness of its quality record.

The objective to be achieved by the applicant/holder is process control (as defined in Standard NF EN ISO 9000) and the maintained compliance of its products with the models initially accepted.

Achieving this objective requires that the applicant/holder should implement its own means whose performance is assessed during the admission visit and verified during follow-up visits. The quality requirements of this NF Mark are defined below and are based on the requirements of NF EN ISO 9001 whose scope is limited to the field of application. The table below summarises these requirements.

Quality requirements	§ NF EN ISO 9001 (2015)	Requirements*
<b>Quality management system</b>		
General requirements	4.1 - 4.2	Required for the product manufacturing processes.
Documentation requirements	4.4 – 7.5	Required
<b>Management responsibility</b>		
Management commitment	5.1 - 5.2	Required
Responsibility and authority	5.3	Required
Management review	9.3	Required
<b>Resource management</b>	7.1 to 7.4	Required
<b>Product development</b>		
Product development planning	8.1	Required
Customer-related processes	8.2	Required for customer complaint management
Purchasing	8.4	Required
Control of service production and preparation	8.5.1	Required
Identification and traceability	8.5.2	Required
Product preservation	8.5.4 - 8.5.5	Required
Control of monitoring and measuring equipment	7.1.5	Required
<b>Measurements, analysis and improvement</b>		
Product monitoring and measurement	8.6 - 9.1	Required
Control of non-conforming product	8.7 - 10.2	Required
Corrective action	10.2	Required

*(\*) These requirements also apply to subcontractors if any*

## **2.4.2 Minimum requirements for quality organisation**

The commitments of the applicant/holder in terms of product quality shall be written and signed by management, adapted, known and implemented at all levels. The applicant/holder shall draw up a functional organisation chart and prepare job descriptions of all those involved in the development of certified products.

The applicant shall formalise in writing a quality record or quality manual, the measures in terms of organisation, documents, material and human resources that it puts in place to guarantee the control of product quality.

The applicant/holder shall describe and have an organisation to record, handle and close complaints from its customers regarding the certified products. Records related to these actions shall be maintained for a relevant period as defined by the applicant/holder.

## **2.4.3 Certification of the quality system**

A manufacturer whose quality system has been certified by a recognised certifying body is supposed to meet the applicable quality management requirements. The certificates recognised by CERTIGAZ are those issued by quality system certification bodies accredited by an accreditation body member of the EA.

The applicable quality management requirements and the production of the product(s) concerned shall be covered by the guidelines and scope of the quality system certification.

In this case, the evaluation by CERTIGAZ may be limited:

- to the “Resource management”, “Product development” and “Measurements, analysis and improvement” paragraphs of ISO 9001 (see table in paragraph 2.4.1),
- and to the review of in-process controls as defined in paragraph 2.4.4.

However, it may be extended to any requirement of the applicable quality system not covered by the guidelines and/or the scope of the quality system certification or whose effectiveness can be questioned.

## **2.4.4 Requirements specific to the products**

### **2.4.4.1 General**

As part of the quality system, the products are examined and appropriate tests, defined in the applicable standard(s), or equivalent tests, are carried out to verify their compliance.

For this purpose, the manufacturer shall implement an in-process control plan at least equivalent to the “Standard Control Plan” set out in paragraph 2.4.4.8.

### **2.4.4.2 In-process controls**

The manufacturer may conduct all or part of the controls mentioned in the “Standard Control Plans” (paragraph 2.4.4.8) during production provided it can ensure that compliance with the relevant requirements will be maintained until the stage of the delivered product.

### **2.4.4.3 Control of raw materials and components**

The manufacturer shall check with its potential supplier(s) the conformity of products delivered with applicable specifications of the reference standard(s), either by ensuring that the supplier’s quality management system allows it to obtain a degree of sufficient confidence in the quality of the products purchased, or by performing the appropriate controls by sampling the batches received.

### **2.4.4.4 Unit controls**

The controls identified as 100% in the “Standard Control Plans” shall be performed on every manufactured product at a manufacturing stage to ensure that compliance with the relevant requirements will be maintained until the stage of the delivered product.

#### 2.4.4.5 Sample or statistical controls

These controls are indicated in the “Standard Control Plans” of paragraph 2.4.4.8..

Unless otherwise indicated in the “Standard Control Plans”, the sampling plan is left to the manufacturer’s discretion. This plan shall define the sampling method (batch size, conditions and number of samples), the conditions of acceptance or refusal. The sampling plan shall be defined to help ensure compliance of all individual products in a batch; it shall be adapted to the manufacturing processes implemented.

#### 2.4.4.6 Records of controls

Records relating to the results of the controls shall be accessible to inspectors/auditors.

#### 2.4.4.7 Control procedures

The choice of procedures for the control of raw materials and in-process controls is left to the applicant/holder’s discretion provided that the methods used yield significant results under the conditions defined in Article 2.4.4.8.

The control procedures shall comply with the requirements of the standards. However, procedures and apparatuses different from those described in these standards may be used provided that the results are equivalent.

#### 2.4.4.8 Minimum requirements for controls and tests during reception and production

During receipt and then during production, the applicant/holder shall perform the following controls and tests at the minimum frequency specified in the “Standard Control Plans” specific to each product family.

Samples are distributed so as to be representative of the production in the determined period.

A batch is a set of products of the same model, manufactured in the same production run.

Production run means the period during which a defined and homogeneous quantity of products is manufactured under uniform conditions. The batch shall be defined and identified by the manufacturer.

“Valve” Standard Control Plan		
Characteristics	Manual SV	Safety SV
Raw materials (chemical composition, physical characteristics)	s	s
Components (gaskets, springs, valves, etc.): hardness, appearance,	s	s
Fittings: threads, dimensions	s	s
Internal leak tightness (1)	100%	100%
External leak tightness (1)	100%	100%
Force and operating torque	s	s
Triggering the automatic obturator	NA	100%
Internal sealing of the automatic obturator	NA	100%
Resetting the automatic obturator	NA	100%
Marking	s	s
Packaging	s	s
Manual	s	s

<b>“Test plug” Standard Control Plan</b>	
Raw materials (chemical composition, physical characteristics)	s
Components (gaskets, springs, valves, etc.): hardness, appearance, dimensions	s
Fittings: threads, dimensions	s
Leaktightness (1)	100%
Flow rate	s

<b>“Flat gasket” Standard Control Plan</b>	
Material	s
Dimensions	s
Packaging, marking, manual	s

100% = unit control

s = statistical control

NA = not applicable

SV = shut-off valve

(1) when required by the standards, the tightness checks at 6 mbar are unitary or statistical, the tightness checks at pressures above 6 mbar are unitary.

### 2.4.5 Control of records

The records on which the results of control tests are recorded may be required by CERTIGAZ and reviewed during audits by the auditors who shall also assess the means of control.

### 2.4.6 Customer complaints

The applicant/holder shall record and handle all customer complaints concerning NF certified products.

At CERTIGAZ's request, it shall communicate the annual statement of customer complaints received.

It shall promptly notify CERTIGAZ of a customer complaint received that has a serious impact on product safety.

## 2.5 Marking

Marking is an integral part of the certification of a product. It makes it possible to identify, enhance and guarantee the traceability of an NF certified product.

Beyond the identification of a certified product and its traceability, marking a product with the NF logo ensures improved user protection and enables holders to defend themselves against misuse and counterfeits.

The holder's communication must respect the principles of clarity and sincerity. The holder must take particular care to indicate the product(s) subject to NF certification and comply with all the indications of the graphic charter of the NF mark in force available from CERTIGAZ, under penalty of sanctions, in accordance with the General Rules of the NF mark.

The reproduction and displaying of the AFNOR, AFNOR Certification and CERTIGAZ logos are strictly forbidden without the prior approval of these bodies.

The reproduction and affixing of the COFRAC logo as well as the reference to CERTIGAZ accreditation by the applicant/holder (and its customers) are prohibited by CERTIGAZ. CERTIGAZ only authorises the full reproduction of the certificates it has issued.

When the holder uses the NF mark, he undertakes to:

- use a distinct trade name to avoid any confusion between an NF-certified product and a non-NF-certified product;
- not to use the certification of its products in a way that could harm the certifying body, nor make any declaration on the certification of its products that the certification body may consider as misleading or unauthorized, in particular:
  - not to use the NF mark improperly or not in accordance with the certification reference system and the graphic charter in force;



- not to use the logo of AFNOR, AFNOR Certification and CERTIGAZ without the prior agreement of these organisations;
- in the event of suspension, withdrawal or expiry of the certification, remove any reference to the certification on all means of communication. He also undertakes to inform without delay the organization from which he would have obtained approval and/or authorization and/or consideration of the certification.
- remove from its website any link to sites of the AFNOR Group and that of CERTIGAZ, if requested by the latter.

### 2.5.1 Reference texts

#### *The French Consumer Code*

The French Consumer Code states that:

“When reference is made to certification in advertising, on labelling or the presentation of any product or service, and in commercial documents of any kind relating thereto, the following mandatory information are provided to the consumer or user:

- the name or company name of the certifying body or the warranty mark,
- the name of the certification guidelines used,
- the manner in which the certification guidelines can be consulted or obtained.”

The purpose of indicating the main certified characteristics is to make the technical characteristics to which the NF Mark applies more transparent for consumers and users. It adds value to the certification and its content. A “certified characteristic” is any technical characteristic whose content is checked within the scope of the NF Mark.

#### *General Rules of the NF Mark*

The purpose of the marking rules given below is to guide the holder in complying with the regulatory requirements and the NF certification requirements. The General Rules of the NF Mark specify the conditions of use, of validity and the sanctions in the event of improper use of the NF Mark.

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

### 2.5.2 The NF logo

The NF logo shall assure the identification of all certified products.

The holder agrees to respect the graphic charter of the NF Mark. The NF logo and its graphic charter are available from CERTIGAZ.

The NF certified product shall bear a designation and identification distinct from non-NF certified products.

The holder shall only use the NF logo to distinguish certified products, without risk of any possible confusion with other products, particularly with non-NF certified products.

Holders are advised to submit all documents containing the NF Mark to CERTIGAZ.

### 2.5.3 Coexistence with CE marking

The affixing of the NF mark in addition to the CE marking is permitted as long as it does not cause confusion with the CE marking and does not reduce the legibility and visibility of the CE marking.

The dimensioning shall not lead to a lack of legibility of the CE marking in relation to the NF mark. Under these conditions, the following rules for the size and positioning of logos and fonts apply:

- the logo and font used for the CE marking shall be of equal or greater size than those used for the logo and font of the NF mark,
- the references to the CE marking and the NF mark shall appear, as far as possible, on the same side of the product or packaging in order to avoid any selective representation.

### 2.5.4 NF Marking procedures

This section describes both the procedures for displaying the NF logo and the marking of essential certified characteristics. In order to meet the requirements of the French Consumer Code, the mark shall be produced as follows, whenever this is technically possible:



This section covers the following three aspects:

1. marking of the NF logo on the NF certified product
2. marking of the NF logo on the packaging of the NF certified product
3. marking of the NF logo on documentation and on websites

As indicated in paragraph 2.5.1, it is recommended to inform the consumer about the main reasons and advantages for using a certified product. In the NF certification system, the certified essential characteristics shall appear on at least one of the media (product, packaging or documentation).

The lists of certified products distributed by CERTIGAZ and certificates issued to the holder shall mention or guarantee the following certified characteristics:

<p><b>For valves:</b></p> <ul style="list-style-type: none"> <li>▪ Reference standard(s)</li> <li>▪ DN</li> <li>▪ MOP</li> <li>▪ Temperature class</li> <li>▪ Dimensional characteristics</li> <li>▪ Leaktightness</li> <li>▪ Rated flow rate</li> <li>▪ Operating torque</li> <li>▪ Mechanical strength</li> <li>▪ Marking, manual, packaging</li> </ul>	<p><b>For flat gaskets:</b></p> <ul style="list-style-type: none"> <li>▪ Reference standard(s)</li> <li>▪ DN</li> <li>▪ Seal family</li> <li>▪ Temperature class</li> <li>▪ Dimensional characteristics</li> <li>▪ Leaktightness</li> <li>▪ Material</li> <li>▪ Mechanical strength</li> <li>▪ Packaging</li> </ul>
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The holder has the option to reproduce the above information in its documentation by itself or refer to certificates or lists distributed by CERTIGAZ. For the French market, this information shall necessarily be given in French.

The certified characteristics may be indicated to the consumer according to the marking procedures in the following example:



- certified characteristic 1
- certified characteristic 2
- certified characteristic 3

#### 2.5.4.1 Marking of NF ROB-GAZ certified product

Any product benefiting from the right to use the NF ROB-GAZ Mark, shall clearly bear:

- ▶ the indications mentioned in the “MARKING” chapter of the relevant standards
- ▶ the nominal diameter DN
- ▶ the MOP (Maximum Operating Pressure)
- ▶ the traceability code to identify at least the year and fortnight of manufacture
- ▶ the model identifier for products complying with the SROB100-NF specification
- ▶ the NF logo defined in paragraph 2.5.4

In case of technical impossibility, the words “ROB-GAZ” and “CERTIFIED BY CERTIGAZ” may not be present. If present, these markings shall be legible.

The minimum allowable marking is as follows:



#### **Note:**

However, because of the specificity of NF ROB-GAZ certified products, derogation from the requirements defined below is permitted in the following way:

- ▶ the NF logo may be displayed, insofar as possible in blue or black, on a permanent label attached to the valve.
- ▶ the minimum size requirement of the logotype defined in the graphic charter is replaced by the principle of readability.
- ▶ for the markings from mould or matrix, these markings will be made compliant at the time of re-tooling.

In addition, depending on the processes used for marking the NF logo on the product (example: micro-percussion, laser, punching, casting, injection, knurling, coining, etc.), the use of line art marking is permitted:



#### **2.5.4.2 Marking on the packaging of the NF certified product or on the accompanying document of the product**

Displaying the logotype on the packaging and manuals of certified products is a means of promoting NF certified products. Therefore, holders of the NF Mark are strongly advised to also display the NF Mark on the packaging of the NF ROB-GAZ certified products.

In addition to the NF logo defined in paragraph 2.5.4, and at the very least, the reference and trade name of the certified product shall also appear on the packaging.

In addition, the requirements of applicable standards for packaging markings shall be respected.

As it is not possible to affix the NF logotype on flat gaskets, the packaging of NF ROB-GAZ certified joints shall include the logo in accordance with the model shown above.

The packaging of NF ROB-GAZ approved accessories may make reference to this approval but shall not bear the NF logo.

The certified characteristics specified in paragraph 2.5.4 may also appear on the packaging.

In case of technical impossibility, the words "CERTIFIED BY CERTIGAZ" may not be present. If present, this marking shall be perfectly legible and all the information relating to the NF mark must be available in the documentation.

The minimum allowable marking is as follows:



#### **2.5.4.3 Marking on documentation (technical and sales documents, labels, posters, advertisements, websites, etc.)**

References to the NF Mark in the documentation shall be made in such a manner that there is no risk of confusion between certified products and other products.

The NF Mark shall be reproduced in the documentation and advertising materials in accordance with the conditions defined in paragraph 2.5.4.

Documentation relating specifically to the approved accessories may make reference to the NF ROB-GAZ approval, but it shall not bear the NF logo.

Reproduction of the NF Mark, as defined in 2.5.4, on the holder's letterhead is prohibited, unless the holder has been granted the NF Mark for all of its production.

The certified characteristics specified in paragraph 2.5.4 may also appear on the documentation.

In case of technical impossibility, and in particular in catalogues, the words “CERTIFIED BY CERTIGAZ” may not be present. If present, this marking shall be perfectly legible and all the information relating to the NF mark must be available in the documentation.

The minimum allowable marking is as follows:



As the distributor is not a holder of the NF Mark, it cannot refer to it directly.

Communication on the products that it markets may be done only under the holder's responsibility.

For a proper interpretation of this chapter, holders are advised to submit all documents containing the NF Mark to CERTIGAZ.

#### **2.5.4.4 Particular case of marking and packaging of flat gaskets complying with NF E 29-533**

The identification of the material shall be clearly visible on the entire surface of the synthetic fibre-elastomer sheets or strips.

The material batch number shall be indicated on all synthetic fibre-elastomer sheets or strips.

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## Part 3

# OBTAINING THE CERTIFICATION

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The purpose of this part is to give the applicant for the right to use the NF ROB-GAZ mark all information necessary to compile its file.

### Type of applications

An application for the right to use can be:

- ☞ An initial admission application
- ☞ An admission application
- ☞ An extension application for product modification, or for a new product derived from a product already certified by the NF ROB-GAZ Mark
- ☞ A maintenance application

An **initial admission application** is made by a manufacturer who has never obtained the right to use the NF ROB-GAZ Mark (initial admission application). It corresponds to a product from a specific manufacturing unit, defined by a trademark, a trade reference specific to the product submitted and technical characteristics.

An **admission application** is made by a manufacturer that has obtained the right to use the NF ROB-GAZ Mark for other products and that wishes to obtain the right to use the NF ROB-GAZ Mark for a new product or a new manufacturing site. It corresponds to a product from a specific manufacturing unit, defined by a trademark, a trade reference specific to the product submitted and technical characteristics.

An **extension application** is made by a holder and concerns a product already certified by the NF ROB-GAZ Mark and which has been modified or a new product derived from a product already certified by the NF ROB-GAZ Mark.

A **maintenance application** is made by a holder and concerns an NF certified product to be marketed under another trademark and/or with a specific reference to the product without modifying the certified characteristics.



The marketing under a brand other than that corresponding to the certificate, or the repackaging of the products by the distributor, must be subject to maintenance of the NF mark.

In case of maintenance, the manufacturer and the subcontractor are each responsible in respect of the right to use the NF Mark relating to the product in question and undertake to implement the measures stemming from the sanctions made in accordance with the Guidelines.

A manufacturer subject to a suspension of the right to use may not therefore subcontract products to another holder as part of this maintenance procedure.

Similarly, the subcontractor shall inform its principal of sanctions challenging its right to use.

The table below defines the procedures for managing mark maintenance for a product, according to the different distribution methods for certified products. It defines the responsibilities of holders and distributors.

CAS	Holder : <b>T</b> 		Distributor : <b>D</b> 	Certification management methods			Identification of the manufacturer on the packaging or the manual (3)
	Product marking (1)	Packaging, Trademark (1)		NF mark maintenance ?	Management methods	Trademark on NF list	
n°1	Marking <b>T</b>	Packaging by <b>T</b> Trademark <b>T</b>	No packaging modification by <b>D</b>	NO	- Management of a basic certification by the holder <b>T</b> : no maintenance	YES	Holder <b>T</b>
n°2	Marking <b>T</b>	Packaging by <b>T</b> Trademark <b>D</b>	No packaging modification by <b>D</b>	NO (2)	- Indication on the packaging of one of the following two pieces of information: <ul style="list-style-type: none"> <li>- "Product <b>T</b> – Ref. trademark XXXX or registered trademark" (the ref. or trademark is that of the holder <b>T</b>)</li> <li>- "Product <b>T</b> – CERTIGAZ certificate/file base number"</li> </ul> - Management of manuals and packaging by the holder <b>T</b> - Examination of the management of manuals during the admission or monitoring audit of the holder <b>T</b> by CERTIGAZ	NO	Holder <b>T</b>
n°3				YES (2)	- Request for maintenance by the holder <b>T</b> or the distributor <b>D</b> - Management of manuals and packaging by the holder <b>T</b> - Examination of the management of manuals during the admission audit, then monitoring of the holder <b>T</b> by CERTIGAZ	YES	Distributor <b>D</b>
n°4	Marking <b>T</b>	Packaging by <b>T</b> Trademark <b>T</b>	Packaging modification by <b>D</b> Trademark <b>D</b>	YES	- Request for maintenance by distributor <b>D</b> - Management of manuals and packaging by distributor <b>D</b> - Examination of the management of manuals during the admission audit, then monitoring of distributor <b>D</b> by CERTIGAZ	YES	Distributor <b>D</b>
n°5	Marking <b>T</b>	No packaging by <b>T</b>	Packaging by <b>D</b> Trademark <b>D</b>	YES		YES	Distributor <b>D</b>
n°6	Marking <b>D</b>	Packaging by <b>T</b> Trademark <b>D</b>	No packaging modification by <b>D</b>	YES		YES	Distributor <b>D</b>
n°7	Marking <b>D</b>	No packaging by <b>T</b>	Packaging by <b>D</b> Trademark <b>D</b>	YES		YES	Distributor <b>D</b>

(1): for the same holder, the marking and the trademark may be different.

(2): to comply with the requirements relating to the regulations (marking, manufacturer identification, etc.), the holder and the distributor organize themselves to choose between cases n°2 and n°3.

(3): compliance with paragraph R557-2-5 of the environment code. The notion of manufacturer and distributor is clarified in article L557-3 of the same code.

### 3.1 Filing an application for certification

Before making the application, the applicant shall make sure to meet, at the time of the application, the conditions defined in these Certification Rules, especially those in Part 2, concerning its product and the sites concerned. It is the responsibility of the applicant/holder to ensure that the regulations applicable to its product are effectively met.

By making an application, the applicant or holder agrees to reserve the trade name of its manufacture submitted for admission only to the certified products and to facilitate auditors in their operations incumbent upon them under these Guidelines.

It shall undertake to meet the same conditions during the whole duration of the use of the NF Mark.

If the applicant/holder fails to obey these Rules, then the examination of their application may be interrupted or suspended. In particular, it is strictly forbidden to make any references to the NF Mark before obtaining the right to use it, or to submit counterfeit products for certification.

The application shall be submitted in accordance with the conditions and models given in Part 7.

The application for the right to use the NF Mark shall be sent to the attention of CERTIGAZ according to the models defined in Part 7.

It shall be accompanied by the:

- general information form regarding the applicant
- product form
- technical file.
- EC declaration of performance for products covered by NF EN 331

If the applicant is located outside the European Economic Area (EEA) or outside the European Free Trade Association (EFTA), the applicant shall appoint a European agent who shall co-sign the application as well as the terms of reference (see Part 7).

Upon receipt of the application, the following process is initiated:

- examination of the application/admissibility of the file
- implementation of checks and inspections
- evaluation and decision

### **3.2 Examination of the application/admissibility**

During the examination of the application, CERTIGAZ checks that:

- the application is admissible;
- all the required documents are enclosed with the application;
- the documents in the technical file meet the requirements of these Certification Rules.

The application is only admissible if:

- the products that are the subject of the application are covered by the normative documents cited in these Rules;
- the letter of application to use the NF Mark has been sent to CERTIGAZ (model letter 001(H), 002A(H) or 002B(H)).

Once the application is deemed admissible, CERTIGAZ examines the application and:

- verifies the presence and compliance of the required documents (see Part 7);
- if necessary, requests for the missing items, additional information or corrections of items in the application file (drawings, application letter or document, etc.);
- informs the applicant of the organisational procedures (audit, audit duration, sites to be audited, laboratories, products to be sampled, etc.) and organises the inspections.

During the examination of the application, CERTIGAZ ensures that:

- the applicant controls and takes responsibility for the following steps: manufacture, assembly, quality control, marking, packaging as well as placement on the market;
- the inspections and tests of the products covered by the application, as specified in the technical documents of these Certification Rules, are in place.



### 3.3 Verification procedures

The inspections carried out for the NF Mark are of different types:

- ▶ tests on the products,
- ▶ audits.

These procedures apply to the instruction of applications for the right to use the mark or to applications for NF ROB-GAZ approval.

#### 3.3.1 Tests

All the examinations and tests shall be performed in accordance with the supplementary standards and specifications defined in Part 2 and in accordance with the tables in paragraph 3.3.1.3.

In the event of modification of an already certified product, a reduced test plan is possible. The applicant may then submit a proposed test plan when filing its application.

The test plan is determined by CERTIGAZ on the basis of its expertise and if necessary with the help of the independent laboratory and in agreement with the applicant.

Tests shall be conducted either:

##### Admission and extension for the requirements of NF EN 331:

- ▶ by a laboratory notified under European Regulation No. 305/2011 under the responsibility of the applicant. In this case, the applicant shall send its test report(s) to CERTIGAZ.

##### Admission and extension for requirements other than those of NF EN 331:

- ▶ by one of the independent laboratories designated in Part 5 of these Rules, chosen by the applicant. In this case, the independent laboratory shall send its test report(s) to CERTIGAZ and to the applicant/holder.
- ▶ in the manufacturer's laboratory NF authorised by CERTIGAZ, except for shut-off valves complying with NF E 29-827.

##### NF Mark monitoring:

- ▶ by one of the independent laboratories designated in Part 5 of these Rules, chosen by the applicant. In this case, the independent laboratory shall send its test report(s) to CERTIGAZ and to the applicant/holder.
- ▶ in the manufacturer's laboratory if NF authorised by CERTIGAZ, except for shut-off valves complying with NF E 29-827.

The tests are performed on samples taken by the applicant or by CERTIGAZ from a representative routine mass production called batch.

#### 3.3.1.1 Tests carried out by an NF-authorised laboratory

The NF-authorised laboratory may carry out all or part of the tests.

When the NF-authorised manufacturer's laboratory does not have the necessary resources, the corresponding tests shall be performed by an independent laboratory of its choice.

The authorisation of the NF-authorised manufacturer's laboratory shall follow the procedure SLAB100 "Specifications for manufacturer laboratory authorisation" (available on the website [www.certigaz.fr](http://www.certigaz.fr)).

The NF-authorised laboratory shall send its report(s), according to its choice, to CERTIGAZ or to an independent laboratory.

This independent laboratory or CERTIGAZ shall examine the results of the authorised laboratory's type tests.

Verification tests shall then be performed in the facilities of the independent laboratory or in those of the NF-authorised laboratory depending on availability and the choice of the applicant.

These verification tests are chosen with the agreement of CERTIGAZ according to the guidelines in the tables in paragraph 3.3.1.3 below, the results of the type tests and the criticality of the tests.

Tests in the NF-authorized laboratory shall be carried out under the supervision of a representative of the independent laboratory or of CERTIGAZ.

Any verification test performed in the NF-authorized manufacturer's laboratory without the constant presence of the representative of the independent laboratory or of CERTIGAZ shall be recorded continuously (for example, some endurance tests). Otherwise, the tests shall be carried out by an independent laboratory.

The independent laboratory shall send its test reports and its opinion on the manufacturer's test report if necessary to CERTIGAZ and to the applicant/holder.

### 3.3.1.2 Tests carried out by an accredited manufacturer's laboratory

The manufacturer's accredited laboratory may carry out all or part of the tests.

As part of the monitoring of the accreditation of its laboratory, the procedure SLAB100 (available on the website [www.certigaz.fr](http://www.certigaz.fr)) shall be applied.

The accredited manufacturer's laboratory shall send its report(s) to CERTIGAZ.

CERTIGAZ shall examine the type test results of the independent laboratory and if deemed necessary, may ask an independent laboratory, in its facilities or in the facilities of the accredited manufacturer's laboratory depending on availability and the applicant's choice, to carry out cross-check tests chosen with the agreement of CERTIGAZ.

The independent laboratory shall send its cross-check test report(s) to CERTIGAZ and to the applicant/holder.

### 3.3.1.3 Determination of the tests

#### 3.3.1.3.1 - NF EN 331/A1 (valves)

§	Requirements	Admission tests		Monitoring	
		type	check	complete	reduced
5	Manufacturing requirements	(1) (2)	(3)	(6) (8)	
7.2.2	External leak tightness	(1)	(4)	(6)	(6)
7.2.3	Internal leak tightness	(1)	(4)	(6)	(6)
7.3	Rated flow rate	(1)	(3)	(6)	
7.4	Mechanical strength at tightening torque [Operating torque]	(1)	(4)	(6)	(6)
7.5	Mechanical resistance to torsion and bending	(1)	(3)	(6)	
7.6.1	Endurance	(1)	(3)	(6)	(6)
7.6.2	Low temperature resistances	(1)	(3)	(6)	(6)
7.6.3	Salt spray resistance	(1)	-	(6)	
7.6.4	Moisture resistance	(1)	-	(6)	
7.7	Sealing angle	(1)	(3)	(6)	(6)
7.8	Stop resistance	(1)	(3)	(6)	(6)
8.1	Marking	(1) (2)	-	(6)	(6)
8.2	Manual	(1) (2)	-	(6)	(6)
8.3	Packaging	(1) (2)	-	(6)	(6)

**3.3.1.3.2 - NF E 29-135 (valves)**

§	Requirements	Admission tests		Monitoring	
		type	check	complete	reduced
4	Dimensional characteristics	(1) (2)	(3)	(8)	(8)
5	Manufacturing characteristics	(6)	(3)		
6	Strength testing of the brackets	(6)	(3)		
7	Maximum force at the ends of the operating element	(1) (2)	(3)	(6)	(6)
§	Requirements	Admission tests		Monitoring	
		type	check	complete	reduced
8	Marking	(1) (2)	-	(6)	(6)
9	Durability of the marking	(6)		(6)	(6)
10	Manual	(1) (2)	-	(6)	(6)

**3.3.1.3.3 - NF E 29-141 (valves)**

§	Requirements	Admission tests		Monitoring	
		type	check	complete	reduced
4	Dimensional characteristics	(1) (2)	(3)	(8)	(8)
5	Manufacturing characteristics	(6)	(3)		
6	Maximum force at the ends of the operating element	(1) (2)	(3)	(6)	(6)
7	Durability of the marking	(6)		(6)	(6)
8	Manual	(1) (2)	-	(6)	(6)

**3.3.1.3.4 - SROB100-NF (valves)**

In addition to the tests in the tables in § 3.3.1.3.2 and 3.3.1.3.3:

§	Requirements	Admission tests		Monitoring	
		type	check	complete	reduced
5	Operational and manufacturing requirements	(1) (2)	(3)	(6) (8)	(6) (8)
6.1	Leaktightness	(1)	(3)	(6)	(6)
6.2	Stress cracking resistance	(1)	(3)	(6)	(6)
6.3	Strength of the locking system	(1)	(3)	(6)	
6.4	Tightening resistance of crimped nuts	(1)	(3)	(6)	
7	Marking	(1) (2)	-	(6)	(6)

**3.3.1.3.5 - NF E 29-140 (safety valves)**

§	Requirements	Admission tests		Monitoring	
		type	check	complete	reduced
4	Dimensional characteristics	(1) (2)	(3)	(8)	(8)
5	Manufacturing requirements	(1) (2)	(3)	(6)	
6.1	General (leak tightness, bearing strength, durability, torsion/bending)	see §5.1	see §5.1	see §5.1	see §5.1
6.4	Rated flow rate	(1)	(4)	(6)	
6.5	Trigger flow rate	(1)	(3)	(6)	(6)
6.6	Internal leak tightness	(1)	(3)	(6)	(6)
6.7	Operating torque	(1)	(4)	(6)	(6)
6.8	Resetting check	(1)	(3)	(6)	(6)
6.9	Endurance	(1)	(3)	(6)	(6)
6.10	Resistance to LPG	(1)	(4)	(6)	
6.11	Resistance to liquid B	(1)	(4)	(6)	
6.12	Resistance to overpressure	(1)	(4)	(6)	
6.13	Strength testing of the brackets	(6)	(3)		
7	Maximum force at the ends of the operating element	(1) (2)	(3)	(6)	(6)
8	Marking	(1) (2)	-	(6)	(6)
9	Durability of the marking	(6)		(6)	(6)
10	Packing - Packaging	(1) (2)	-	(6)	(6)
11	Manual	(1) (2)	-	(6)	(6)

**3.3.1.3.6 - NF E 29-142 (F and F1 type valves)**

§	Requirements	Admission tests		Monitoring	
		type	check	complete	reduced
3	Manufacturing requirements	(1) (2)	(3)	(6)	
3.1	Dimensional requirements	(1) (2)	(3)	(8)	(8)
4.2	Rated flow rate	(1)	(4)	(6)	
4.3	Operating force	(1)	(4)	(6)	(6)
4.4	Endurance	(1)	(3)	(6)	(6)
4.5	Resistance to climatic conditions	(1)	(3)	(6)	(6)
5	Marking	(1) (2)	-	(6)	(6)
6	Durability of the marking	(6)		(6)	(6)
7	Manual	(1) (2)	-	(6)	(6)

The numbers of the § correspond to those of NF E 29-142.

and add the following requirements according to NF EN 331/A1

§	Requirements	Admission tests		Monitoring	
		type	check	complete	reduced
7.2.2	External leak tightness	(1)	(4)	(6)	(6)
7.2.3	Internal leak tightness	(1)	(4)	(6)	(6)
7.5	Mechanical resistance to torsion and bending	(1)	(3)	(6)	
7.6.3	Salt spray resistance	(1)	-	(6)	
7.6.4	Moisture resistance	(1)	-	(6)	
8.3	Packaging	(1) (2)	-	(6)	(6)

### 3.3.1.3.7 - SROB105-NF (valves)

In addition to the tests in the tables in § 3.3.1.3.2, 3.3.1.3.3, 3.3.1.3.4, 3.3.1.3.5 and 3.3.1.3.6

§	Requirements	Admission tests		Monitoring	
		type	check	complete	reduced
3.1	Clamping plate dimensions	(1) (2)	(3)		
3.2	Clamping plate strength test	(1) (2)	(3)		

### 3.3.1.3.8- NF E 29-134 (“kitchen stem” valves)

§	Requirements	Admission tests		Monitoring	
		type	check	complete	reduced
7	General characteristics	(1) (2)	(3)	(6) (8)	(6) (8)
9.2	Leak tightness (internal and external)	(1)	(3)	(6)	
9.3	Rated flow rate	(1)	(3)	(6)	
9.4	Operating torque	(1)	(3)	(6)	(6)
9.5	Torsion and bending strength	(1)	(3)	(6)	
9.6	Efficiency of manual closing	(1)	(3)	(6)	(6)
9.7	Excess flow triggering	(1)	(3)	(6)	(6)
9.8	Triggering upstream pressure	(1)	(3)	(6)	(6)
9.9	Endurance	(1)	(3)	(6)	(6)
9.10	Resistance of non-metallic parts in contact with the operating gas	(1)	(3)	(6)	
10	Marking	(1) (2)	-	(6)	(6)
11	Packing - Packaging	(1) (2)	-	(6)	(6)
12	Manual	(1) (2)	-	(6)	(6)

### 3.3.1.3.9 - NF EN 13774 (butterfly valves)

For butterfly valves, all tests defined in NF EN 13774 are performed by an independent laboratory on at least one DN of the same range.

For each DN in each range, CERTIGAZ also checks on the file the requirements relating to the design, marking, preparation for storage & transport and manuals.

§	Requirements	Admission tests	Monitoring
5.2 – 5.3 – 5.4	Materials/design/dimensions	(2)	
5.5	Manoeuvrability and endurance	(3)	(3)
5.6	Stop resistance	(3)	
5.8	Obturator resistance	(3)	
5.9	Envelope resistance	(3)	
5.10	External leak tightness	(3)	(3)
5.11	Internal leak tightness	(3)	(3)

### 3.3.1.3.10 - SROB101-NF (test plugs)

§	Requirements	Admission tests		Monitoring
		type	check	
5	Manufacturing requirements	(6) (2)	(6)	(6)
6	Operating requirements	(6) (2)	(6)	(6)

### 3.3.1.3.11 - NF E 29-533 (flat gaskets)

§	Requirements for elastomer gaskets JPG - JPC	Admission tests	Monitoring
4.1.1 – 4.2.1	Dimensions	(2)	
4.1.2 – 4.2.2	Raw materials	(2)	(7) *
4.1.4 – 4.2.4	Marking	(2)	
6	Packaging	(2)	

\* the monitoring tests are: hardness, tensile strength and elongation at break, resistance to N-pentane according to EN 549.

§	Requirements for synthetic fiber-elastomer gaskets JPG – JPC - JPB	Admission tests	Monitoring
4.3.1	Dimensions	(2)	
4.3.4	Marking	(2)	
5.3.1	Leaktightness at ambient temperature (JPC)	(7)	
5.3.2	Temperature leaktightness (JPC)	(7)	
5.3.3	Low Temperature leaktightness (JPC)	(7)	(7)
5.3.4	Leaktightness at 40 bar at ambient temperature (JPB)	(7)	
5.3.5	Leaktightness after artificial aging (JPB)	(7)	
5.3.6	High temperature leaktightness (JPB)	(7)	
5.3.7	Creep resistance and leaktightness (JPB)	(7)	(7)
5.3.8	Low Temperature leaktightness (JPB)	(7)	
6	Packaging	(2)	

**3.3.1.3.12 - NF E 29-827 (remote-operated shut-off valves with manual reset)**

§	Exigences	Admission tests		Monitoring	
		type	check	complete	reduced
5.1 – 5.3 – 5.4	Materials / Electrical parts / Operation	(2)			
5.2	Dimensions	(1) (2)		(8)	(8)
6.3	Leaktightness (internal and external)	(1)		(6)	(6)
6.4	Reference flow	(1)		(6)	
6.5	Resistance to torsion and bending	(1)		(6)	
6.6	Closing position contact	(1)		(6)	
6.7.1	Reset force/torque	(1)		(6)	(6)
6.7.2/6.7.3	Closing force/torque	(1)		(6)	(6)
6.8	Closing time	(1)		(6)	(6)
6.9	Scratch resistance	(3)		(3)	
6.10	Closure regarding persistence	(1)		(6)	(6)
6.11.1	Marking durability	(3)		(3)	
6.11.2	Endurance	(1)		(6)	(6)
6.11.3	Resistance to low temperatures	(1)		(6)	(6)
6.11.4	Salt spray resistance	(3)		(3)	
6.11.5	Resistance to stress cracking	(1)		(6)	(6)
7.1	EMC	(2)			
7.2	Voltage drop	(1)		(6)	
8.1	Marking	(1) (2)		(6)	(6)
8.2	Instructions and packaging	(1) (2)		(6)	(6)

(1) Tests to be carried out. In the case of a range, the models to be tested are determined taking into account the following rules:

- the smallest DN, the largest DN and at least one DN every 3 consecutive DNs shall be tested;
- the tests are carried out with the inputs/outputs, the operating elements and the most restrictive options for the certified characteristics (mechanical resistance and leak tightness in particular).

(2) These characteristics are verified on file by CERTIGAZ.

(3) Tests to be carried out on a single DN.

(4) 3 tests at the choice of the laboratory on only one of the type-tested DN.

(5) Tests to be carried out, accessories assembled on valves.

(6) Tests to be carried out systematically on sampled DN.

(7) Tests to be carried out on the DN or samples defined by the reference standard.

(8) Dimensional check on each DN sampled + thread check on all samples sampled.

**Note:** the verification of the conformity of the materials and components used is carried out by CERTIGAZ on the basis of the technical file provided by the applicant/holder.

**3.3.2 Audit**

Audits and inspections are carried out by auditors and inspectors qualified and authorized by CERTIGAZ.

When examining an admission application for the right to use the NF Mark, CERTIGAZ shall conduct an audit on the site. The duration of the audit is generally one day but can be reduced or increased depending on the complexity of the product, the range of products monitored, the processes and the size of the manufacturing site.

The audit shall be carried out taking into account the requirements of paragraph 2.4.3.

In the case of an extension application, CERTIGAZ may decide to conduct, if it deems necessary, an audit to verify that the new measures implemented by the manufacturer meet the requirements of these guidelines. In this case, the audit may only cover elements specific to the manufacture of the product that is covered by the application.

The purpose of the audit is to ensure that the measures defined and implemented by the applicant in the design and/or manufacturing and/or marketing process audited, meet the requirements of Part 2 of these Certification Guidelines.

The audit shall be conducted by adopting the general principles defined in ISO/IEC 19011 for carrying out a quality audit. The audit scope and details of its conduct shall be set out in an audit plan sent in advance to the company.

In the case of an application wherein an annexe workshop is involved in a significant part of the process, a joint or separate audit shall be organised.

In the case of maintenance of the NF mark for a product, CERTIGAZ carries out an audit of at least half a day on site. The various packaging control sites must be audited.

If the entity subcontracts a part of its business, CERTIGAZ reserves the right to audit the premises of the subcontractor(s) based on the same guidelines.

The auditor shall be provided with all the resources necessary (premises, facilities, equipment) to perform the assignment, including competent people to carry it out.

With the applicant's agreement, the inspectors/auditors may make a copy of any document they consider necessary.

The applicant agrees to the presence of a third-party observer during the audit. If there is a conflict of interest, the applicant may object to the third-party observer.

At the end of the audit, a closing report signed by those present in the closing meeting shall show the number of non-conformities. An audit report shall then be prepared and sent to the applicant.

The audit report shall show any observations:

- Major non-conformity
- Minor non-conformity
- Sensitive point
- Strong point

In the case of non-conformities found during the audit, the applicant shall return to the auditor the non-conformity sheets completed with the corrective actions implemented and their implementation deadline.

The auditor analyses the corrective actions and their implementation time, then decides on their relevance.

A major non-conformity shall be resolved, the verification of the effective implementation of the corrective actions shall be carried out by the auditor. A major non-conformity that has not been resolved blocks the certification process.

When a non-conformity (major or minor) cannot be resolved on the basis of the action plan and elements provided, it may be necessary to carry out an additional audit. The aim of this audit is to examine on site the effective implementation of the corrective actions. The CSR communicates this requirement with the customer by explaining the reasons for this decision and indicating to them the expected duration (0.5 day or 1 day). This eventuality is indicated by the auditor during the closing meeting when presenting non-conformities

A minor non-conformity shall be resolved based on the action plan proposed by the applicant:

- The minor non-conformity may be resolved depending on the action plan and the elements provided;
- The minor non-conformity may be resolved during the next audit when it is necessary to verify the effective implementation and the effectiveness of the corrective actions.

An unresolved minor non-conformity does not block the certification process.

The sensitive points shall be checked during the next audit.



### 3.4 Evaluation and decision

CERTIGAZ shall evaluate:

- The audit report and the auditor's monitoring sheet and shall analyse the corrective actions and their implementation time, and the relevance of the applicant's responses;
- The manufacturer's application and related documents;
- The technical files;
- The manufacturer's EC declaration of performance for products covered by NF EN 331. The performances declared under EC conformity are inadmissible under the NF Mark if they do not comply with the values required by the standards used as a reference for NF certification;
- The test reports.  
The test results shall demonstrate that all product performance comply with the requirements of the standards.  
The test reports shall demonstrate compliance for all of the tests defined in paragraph 3.3.1.3

If the results are disputed, CERTIGAZ may commission an additional inspection to verify the implementation of corrective actions (audit and/or complete or partial test(s)).

If CERTIGAZ has difficulty in arriving at a decision, the Special Committee of the NF078 Mark may be asked to give an opinion.

Following evaluation of the results of all of the elements, CERTIGAZ shall make one of the following decisions:

- ▶ Grant the certification
- ▶ Refuse the certification

In case of a positive certification decision, AFNOR Certification shall grant, through CERTIGAZ, the right to use the NF mark and CERTIGAZ sends the NF certificate to the applicant who thus becomes the holder of the right to use the NF mark.

The certificate shall have a 3-year validity period. This certificate may be reproduced only in its entirety.

In the event of serious infringements of safety obligations and the absence of specified requirements, CERTIGAZ may, as a conservatory measure, apply the requisite decision to refuse the certification with immediate effect.

The applicant may challenge the decision made by submitting a request in accordance with the General Rules of the NF Mark.

Awarding the right to use shall under no circumstances substitute the legal responsibility of the company holding the right to use the NF Mark by the responsibility of CERTIGAZ.

The procedures for communicating about certification are defined in Part 2.5 of these Certification Rules.

## Part 4

# MAINTAINING THE CERTIFICATION: the monitoring procedures

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During the entire certification, the holder (manufacturer or distributor) shall:

- Comply with the requirements defined and the conditions of marking described in Part 2,
- Keep its certification file up to date as specified in Part 7,
- Systematically inform CERTIGAZ of changes of any characteristics of the certified product, and/or of its organisation likely to have any consequence on the certification.

Moreover, CERTIGAZ reserves the right to proceed with any inspections (visits, tests, verifications, etc.) that it deems to be necessary further to:

- A change to the certified product or the quality organisation of the manufacturing entities (manufacturing plant, manufacturing workshops, subcontractors' plants, etc.);
- complaints, claims, litigation, etc. regarding the use of the NF Mark that came to its notice.

The certified products are monitored every year by CERTIGAZ after the right to use the NF Mark has been granted.

Generally, during any visit and in all places, regardless of the main purpose of their assignment, the NF inspector/auditor shall gather information about the use made of the NF Mark and about all issues relating to the application of the General Rules of the NF Mark and these Certification Rules (can be downloaded from the website <https://www.certigaz.fr>).

## 4.1 Monitoring procedures

The monitoring of NF certified products shall include tests on products and audits of the manufacturing site(s).

It also covers the monitoring of the use of the mark and logo on products, packaging and any communication materials, of the holder (manufacturer or distributor).

The monitoring procedures are defined below but may be based on:

- decisions made with reference to the previous controls,
- any complaints.

### 4.1.1 Tests on the NF certified product

#### 4.1.1.1 General

Compliance tests on the certified product are carried out in accordance with the specifications of monitoring tests set out in paragraph 3.3.1 in an independent laboratory or in an NF-authorized manufacturer's laboratory according to availability and chosen by the holder.

In the case of products certified using common elements, CERTIGAZ may possibly reduce the tests by only carrying out the test on a single product or distributing the tests over the various products.

The quantities to be sampled are those cited in the applicable standards and specifications and are defined by CERTIGAZ in special cases.

Samples are taken on the manufacturer's stock. The latter is responsible for the cost of taking these samples.

Samples can be taken at a distributor's premises or in the trade with the purchase costs being charged back to the manufacturer. In this case, the holder shall be notified of this before the sampling.

#### 4.1.1.2 First check

All new approved valves or accessories shall be monitored within 6 months of the admission decision or when they are put into production. The performance of these tests is organised by CERTIGAZ.

In the case of a valve range, only one DN is tested.

#### 4.1.1.3 Normal operation

Monitoring in normal operation is as follows:

- Full monitoring in the first year (year n).
- If full monitoring in year n certifies the product's compliance with the applicable standards and supplementary specifications and standards, then monitoring in year n+1 is limited to the points mentioned in the tables in paragraph 3.3.1.3 (reduced monitoring).
- The principle of reduced monitoring is maintained in the following years (n+2, n+3, etc.) as long as the conformity of the product is proven.
- If a non-conformity is found during reduced monitoring, the provisions of paragraph 4.1.1.4 shall apply.

##### 4.1.1.3.1 - Shut-off valves

In normal operation, one DN from each range is tested each year.

##### 4.1.1.3.2 - Test plug

In normal operation, each test plug model is tested annually in combination with a relevant valve model.

##### 4.1.1.4 Enhanced control

Aside from the sanctions that may be taken as part of the monitoring and continuation of the pace of the normal control, any negative control of a product may lead to another control being carried out.

##### 4.1.1.5 Special case of butterfly valves and flat gaskets

Notwithstanding the provisions of paragraphs 4.1.1.3. and 4.1.1.4. above, butterfly valves and flat gaskets shall be subject to follow-up tests at least once during each successive period of validity of the certificates.

In addition, during the annual monitoring audits of the manufacturing units, the auditor checks the compliance of the manufactured valves with the CERTIGAZ-approved design files. In case of a negative result of this control, CERTIGAZ assesses the need to take samples for laboratory examinations and tests.

#### 4.1.2 Audit of the manufacturing site

This audit is conducted periodically to ensure compliance with the conditions specified in paragraph 2.4.

For the manufacture of shut-off valves, the manufacturing and packaging sites are audited annually.

For the manufacture of elastomer flat gaskets:

- the sites for cutting or molding finished seals and packaging are audited annually;
- the mixing, sleeve extrusion, plate molding and vulcanization sites are audited at least once during each of the successive certificate validity periods.

In the case of the manufacture of flat gaskets in synthetic fiber-elastomer:

- the cutting and packaging sites are audited annually;
- the synthetic-elastomer fiber plate manufacturing sites and the material distribution units (intermediaries between the material manufacturer and the cutter) are audited at least once during each of the successive certificate validity periods.

Each test plug manufacturing unit is visited annually to verify that its organisation meets the requirements of paragraph 2.4.

If no production is taking place, this frequency can be suspended. At least three months before resuming production, the holder shall notify CERTIGAZ. The audit shall be carried out during the production phase of the approved accessories.

The implementation conditions are the same as the initial audit. The duration of the audit is usually one day but may be reduced or increased depending on the complexity of the product, the product range monitored and the size of the manufacturing site.

If the holder manufactures products in several NF applications mandated to CERTIGAZ, the monitoring audit may be combined for several marks; in this case, the duration of the audit shall be adjusted and a team of auditors may be appointed.

The management of audit findings is identical to that of the admission or extension audit (see § 3.3.2).

A major or minor non-conformity shall be resolved based on the action plan proposed by the applicant:

- The non-conformity may be resolved depending on the action plan and the elements provided.
- The non-conformity may be resolved at the following audit when it is necessary to verify the effective implementation and the effectiveness of the corrective actions.

In case of maintenance of the NF mark for a product, CERTIGAZ carries out a monitoring audit every 2 years.

## 4.2 Evaluation and decision

The evaluation procedures are similar to those described for admission in Part 3.

Depending on the results of all inspections, CERTIGAZ may decide to:

- continue the certification,
- renew the certification with one observation,
- renew the certification with a warning(s) and with or without additional inspection(s),
- declare the suspension of certification,
- declare the withdrawal of the certification.

### **Continuance:**

After receiving the results of the monitoring tests and the results of the audit(s), CERTIGAZ sends a continuance letter recording the monitoring carried out.

When CERTIGAZ issues this certification continuance decision letter, AFNOR Certification confirms continuance of the right to use the NF Mark.

### **Renewal:**

Before the expiry date of the certificate, CERTIGAZ assesses the results of the monitoring (audits and tests) and any sanctions imposed, then decides on the renewal of the certification.

### **Suspension:**

In the event of serious infringements of safety obligations and in the absence of specified requirements, CERTIGAZ may, as a conservatory measure, apply the requisite decisions to suspend the certification with immediate effect.

The suspension decision:

- specifies the terms of its lifting. The lifting terms may be specified or reviewed by CERTIGAZ depending on the expertise, cause analysis and corrective actions presented by the holder
- is pronounced for a period of 6 months, renewable under conditions; the total duration of a suspension may not exceed 2 years. After this period, a withdrawal decision will be pronounced by CERTIGAZ.  
If a suspension concerns a complete certificate, the renewal which should take place before the lifting of the suspension is not carried out.  
If a suspension only partially concerns a certificate, the renewal which should take place before the lifting of the suspension is only carried out for the non-suspended references.

The suspension can be lifted before the expiry date indicated in the CERTIGAZ decision letter if the terms of its lifting are respected.

In the event of the suspension or withdrawal of certification, AFNOR Certification shall suspend or withdraw the right to use the NF Mark.

The sanction shall be enforceable from the date of receipt of its notification.

Additional verification expenses incurred by the sanctions shall be borne by the holder.

The holders shall be responsible for the right to use the NF Mark for the product in question and shall undertake to implement the measures arising from the suspension or withdrawal of the right to use, taken in accordance with these Certification Rules.

Any suspension or withdrawal of the right to use the NF Mark entails the prohibition of using the NF Mark and of referring to it for any new production (see paragraph 4.4). For productions prior to the suspension or withdrawal of the right to use, CERTIGAZ may take special measures on a case-by-case basis (example: authorisation to dispose of the stocks, destruction of the stock, product recalls, etc.).

The holder may challenge the decision made by submitting a request in accordance with the General Rules of the NF Mark.

### **4.3 Statement of modifications**

This section stipulates the information to be provided and the procedures to be followed in the event of changes affecting:

- The holder (manufacturer and distributor)
- The production unit(s)
- The quality organisation of the design and/or manufacturing and/or marketing process
- The product

The holder shall notify CERTIGAZ in writing of any changes to the conditions under which the NF Mark was obtained.

If CERTIGAZ observes that this obligation has not been honoured, the right to use the NF Mark may be suspended or even withdrawn.

For other cases that are not covered by parts 4.3.1 to 4.3.5, CERTIGAZ shall determine whether the modifications could call into question the certification and whether an additional inspection is necessary.

Depending on the examination results, CERTIGAZ shall make the appropriate decision.

#### **4.3.1 Modification concerning the holder**

The holder shall report in writing to CERTIGAZ any legal modification of the company or any change in the company's name.

In case of merger, bankruptcy or takeover of the holder, the right to use the NF Mark that the holder may enjoy shall cease automatically.

A new application may be submitted and its examination reduced depending on the modifications.

#### **4.3.2 Modification concerning the production unit(s)**

Any transfer (total or partial) of the production unit(s) of an NF certified product to a different production site shall bring about an immediate cessation of NF Marking by the holder on the transferred products in any form whatsoever.

The holder shall declare this transfer in writing to CERTIGAZ, which shall organise an audit of the new production site and, as the case may be, have tests carried out.

If CERTIGAZ believes that the modifications are significant, the holder shall send an application to CERTIGAZ. Depending on the modification declared, CERTIGAZ shall determine if this is an application for extension, admission or maintenance of the certification.

The procedures for evaluation and for decision of the certification are identical to those for admission described in Part 3.

### **4.3.3 Modification concerning the quality organisation of the manufacturing and/or marketing process**

The holder shall declare in writing to CERTIGAZ any change regarding its quality organisation likely to have an impact on the compliance of the design and/or manufacturing and/or marketing with regard to the requirements of these Certification Rules (changes to the facilities, quality plans, agent, etc.).

If CERTIGAZ believes that the modifications are significant, the holder shall send an application to CERTIGAZ. Depending on the modification declared, CERTIGAZ shall determine if this is an application for extension, admission or maintenance of the certification.

On the other hand, any temporary cessation in the internal control for an NF certified product shall entail an immediate cessation of the NF Marking of this product by the holder in any form whatsoever. The holder shall inform CERTIGAZ.

The procedures for evaluation and for decision of the certification are identical to those for admission described in Part 3.

### **4.3.4 Modification concerning the NF certified product**

CERTIGAZ shall be informed by written statement of any modification of the NF certified product with respect to the application file, the certified model, the Rules defined in the certification guidelines liable to affect the conformity of the product with the requirements of these certification guidelines or any change of trademark.

Depending on the modification declared, CERTIGAZ shall determine if this is an application for extension, admission or maintenance of the certification.

### **4.3.5 Temporary or permanent cessation of control or production**

CERTIGAZ shall be informed by written statement of any permanent or temporary cessation of production of an NF certified product or any relinquishment of the right to use the NF Mark, specifying the period of time required to sell off the stock of NF marked products.

Upon receipt of the holder's letter, CERTIGAZ shall notify the holder of the suspension of the right to use the NF Mark. The maximum date for selling off the stock shall be defined by CERTIGAZ depending on the application of the holder and the market for the product.

The withdrawal of the right to use the NF Mark shall be notified upon the expiration of the deadline for selling off the stocks indicated by the holder, which has been approved previously by CERTIGAZ; the product shall then be removed from the list of certified products.

During the disposal of the stock, the annual management and the right to use the NF Mark shall be paid.

## **4.4 Conditions for the termination of marking or demarking in the event of suspension, withdrawal, relinquishment**

Any suspension or withdrawal of the right to use the NF ROB-GAZ Mark, on a voluntary basis or following a sanction, shall entail the prohibition of using this mark and of referring to it. Similarly, accidentally non-compliant products shall be demarked.

Therefore, in such cases, the NF Mark shall no longer appear on products, their packaging, documentation, advertising or any other of the manufacturer's materials, including the websites.

## Part 5

### STAKEHOLDERS

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All parties involved in the management of the mark, including the staff of subcontractors and the members of the Committee, guarantee the confidentiality of the information to which they have access and the protection of the documents entrusted to them.

Any information collected as part of certification activities is only disclosed to third parties with the written consent of the applicant or holder.

The bodies involved in the procedure to grant the right to use the NF Mark and to monitor the NF certified products are specified below.

#### 5.1 AFNOR Certification

AFNOR owns the NF Mark and has granted AFNOR Certification exclusive licensing rights.

AFNOR Certification manages and coordinates the NF certification system, which particularly defines the NF Mark governance rules and procedures.

<b>AFNOR Certification</b> 11, rue Francis de Pressensé F-93571 LA PLAINE SAINT-DENIS CEDEX	Telephone: +33 (0)1 41 62 80 00 Marque-nf@afnor.org www.marque-nf.com
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#### 5.2 CERTIGAZ

In accordance with the General Rules of the NF Mark (can be downloaded from the website <https://www.certigaz.fr>), AFNOR Certification has entrusted the management of the NF ROB-GAZ Mark to the body below, called the mandated body:

<b>CERTIGAZ</b> Immeuble Le Linéa 1, rue du Général Leclerc F - 92800 Puteaux (adresse postale : CS 60254 F - 92047 Paris La Défense Cedex)	Telephone: +33 (0)1 80 21 07 61/45 infocertigaz@certigaz.fr www.certigaz.fr
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CERTIGAZ is answerable to AFNOR Certification for the operations with which it is entrusted and which are covered by a contract.

#### 5.3 Inspection and audit body

The functions of auditing the manufacturing unit, and possibly on the places of use, are carried out by CERTIGAZ

In some cases, audit and inspection operations may be performed by a subcontractor qualified by CERTIGAZ.

Auditors shall have the right of scrutiny at the premises of any applicant or holder within the framework of their mission.

## 5.4 Laboratories

When the inspections involve product tests, these tests are performed, at CERTIGAZ's request, by the following laboratory(ies), called the Mark laboratory(ies):

Laboratory	Contact
<b>CETIAT</b> (CENTRE TECHNIQUE DES INDUSTRIES AERAULIQUES ET THERMIQUES) BP 2042 F-69603 VILLEURBANNE CEDEX	Tel.:+33 (0)4 72 44 49 00
<b>CETIM</b> (CENTRE TECHNIQUE DES INDUSTRIES MECANIQUES) 74 route Jonelière – CS 50814 F-44000 NANTES	Tel.:+33 (0)2 40 37 36 35
<b>CSTB</b> (CENTRE SCIENTIFIQUE ET TECHNIQUE DU BATIMENT) 84 avenue Jean Jaurès F-77421 CHAMPS-SUR-MARNE	Tel.: +33 (0)1 64 68 82 86
<b>LRCCP</b> (LABORATOIRE DE RECHERCHE ET DE CONTROLE DU CAOUTCHOUC ET DES PLASTIQUES) 60 rue Auber F-94408 VITRY SUR SEINE CEDEX	Tel.: +33 (0)1 49 60 57 57

Testing laboratories wishing to perform tests as an independent laboratory shall submit an application to CERTIGAZ. They shall be appointed on a proposal from CERTIGAZ after consultation with the Special Committee. Such laboratories shall meet the criteria defined by NF EN ISO/IEC 17025.

Within the framework of the NF mark, the admission or extension tests for valves covered by NF EN 331 shall be carried out in a European notified laboratory (see CPR regulation no. 305/2011) for NF EN 331 tests. CETIAT and CSTB laboratories are notified by the French State.

## 5.5 Special Committee

### 5.5.1 Role and tasks of the Special Committee

In accordance with the NF Committee Member Charter (can be downloaded from the website <https://www.certigaz.fr>), an advisory body called the Special Committee shall be set up, whose secretariat shall be managed by CERTIGAZ.

The Special Committee shall meet periodically or when needed. The mission of this Committee is to give an opinion on:

- all questions concerning the certification of gas valve products on request from CERTIGAZ.
- changes in the Certification Rules (widening the scope, technical changes, etc.). The Committee then evaluates the impact of the changes and proposes a transition period if necessary.
- the certification files on request from CERTIGAZ (including dispute resolutions, sanctions, etc.).
- approving the minutes of the meetings of the Special Committees.
- participating in the mechanism for safeguarding impartiality (§5.2 of standard NF EN ISO/IEC 17065).

The draft documents and proposed changes for these Certification Rules are subject to the opinion of the Special Committee before their approval by AFNOR Certification. The consultation is conducted by CERTIGAZ, which processes the different opinions of the stakeholders and provides them with feedback. CERTIGAZ prepares the final text, taking into account the opinion of each and tending to reconcile divergent opinions.

The Special Committee is an advisory body which issues opinions that serve as a basis for decision. Consensus is systematically sought.

CERTIGAZ may decide not to follow the opinion of the Special Committee, for example if it is contrary to the accreditation obligations. In this case, this decision and the reasons for this decision shall be recorded.



In accordance with the provisions of Accreditation standard NF EN ISO/IEC 17065, within the framework of a certification decision, the Special Committee has the right to initiate an independent action with the COFRAC or the Ministry, for example, if CERTIGAZ does not follow the opinion given by the Special Committee.

Committee members shall receive no remuneration for the functions entrusted to them.

CERTIGAZ shall take special provisions to ensure the confidentiality of the applicant's or holder's files submitted to the Special Committee (except in case of challenge/appeal). To do this, a confidentiality and impartiality undertaking shall be taken by each full member or alternate. Representatives of AFNOR Certification, the Ministry and CERTIGAZ are bound by confidentiality as part of their duties and do not take this undertaking.

A guest may exceptionally participate in a meeting of the Specific Committee. No confirmation of participation can be made before receipt by CERTIGAZ of the confidentiality and impartiality form (FOCER02) signed by the guest. No document can be sent before receipt of the confidentiality and impartiality form mentioned above.

A person who is not a member of the Specific Committee may be invited in the following cases:

- 1) Invitation, at the initiative of CERTIGAZ or the Specific Committee, of an expert (for a technical or other question);
- 2) Presentation of the future member of the Specific Committee when there is an early handover;
- 3) Exceptionally, if the Specific Committee member file could not be processed before the meeting was held;

The Special Committee may entrust some of its work to working groups. The result of this work shall be presented to the Special Committee for opinion.

These working groups may be composed of members of the Special Committee and holders of the NF Mark.

Before each meeting, CERTIGAZ shall send an agenda to each member, with or without preparatory documents.

At each meeting of the Special Committee, CERTIGAZ shall present the complaints/claims and appeals received and review the COFRAC accreditation. CERTIGAZ also presents the actions put in place to manage the risks of conflicts of interest. The Special Committee shall give its opinion on the procedures established by CERTIGAZ in order to control its impartiality. This opinion is recorded in the report.

CERTIGAZ shall prepare and send the report to the Committee members.

### **5.5.2 Composition of the Special Committee**

The composition of the Special Committee shall be defined so as to respect a representation between the different interested parties that does not lead to the predominance of one of them and that guarantees their relevance.

The members of the Special Committee shall be appointed by CERTIGAZ. A member of the Special Committee may be represented only by an alternate appointed under the same conditions.

During Special Committee meetings, the holder and its alternate may be present, but in case of voting, only the holder may vote.

When several holder manufacturers belong to a group, only one seat is possible for the group. However, the Committee member and their alternate may belong to two different entities within the same group and participate together in meetings.

The term of office of the members and the president shall be 3 years. The term is renewable by tacit agreement if there are no other nominations, and the maximum number of seats per panel is not reached.

#### **The Committee shall be composed of three panels:**

##### **MANUFACTURERS Panel:**

3 to 10 seats representing the manufacturers, who are holders of the NF ROB-GAZ Mark in compliance with the following distribution:

- ¼ turn valves other than butterfly valves: Maximum 6 representatives
- Butterfly valves: Maximum 2 representatives
- Flat gaskets: Maximum 2 representatives

On this panel, the full member and the alternate member may represent different companies.

USERS/SPECIFIERS Panel:

3 to 10 seats representing the users/specifiers

- (Gas distributors, professional gas company unions, installers, dealers in sanitary heating, DIY stores, consumers, etc.).

TECHNICAL AND ADMINISTRATIVE BODIES Panel:

3 to 10 seats representing the technical and administrative bodies

- (AFNOR Certification, BNG, CERTIGAZ, independent laboratories of the NF ROB-GAZ Mark, technical inspection agency, the Ministry for gas safety, etc.).

The Chairman of the Special Committee shall be appointed from among the members of the Special Committee and by them.

CERTIGAZ and AFNOR Certification shall be ex officio vice-presidents.

## Part 6

### RATES

This part defines the amount payable for services regarding NF certification and describes the collection method.

NF certification includes the following services:

- Development and implementation of an application
- Examination of the application
- Functioning of the certification application
- Tests
- Inspection/audit visits
- Sampling
- Right to use the NF Mark
- Additional inspections
- Promotion

#### 6.1 Services relating to certification

Type of service	Definition of the service	General conditions common to NF Marks
<b>Development and implementation of an application (Registration)</b>	Participation in the implementation of an NF Mark application, elaboration of the certification rules (guidelines) included	Registration fees are paid by the applicant at the initial application for the right to use the NF Mark. These fees are invoiced when CERTIGAZ registers the initial application and no later than the time the right to use is invoiced (during the certification of products).
<b>Examination of the application</b>	This service includes the examination of application files, exchanges with applicants, laboratories, inspectors/auditors, and the evaluation of inspection results	Payment for these services is due even if the right to use the NF Mark is not granted or if the application process is forsaken during examination
<b>Functioning of the certification application</b>	Services for managing the files of certified products and their holders, drawing up lists of certified products, and assessing inspection results.	The payment for this management is invoiced at the beginning of every year. Upon admission, the management is prorated to the number of months following the certification decision. Payment for managing the NF Mark is due even in the case of withdrawal or suspension during the year.

Type of service	Definition of the service	General conditions common to NF Marks
<b>Tests</b>	Testing services of laboratories.	Rates for tests provided by laboratories, which invoice for this service.
<b>Inspection and audit visit</b>	Services including the preparation of the audit visit, the audit itself and the report. Travel expenses and allowances for long-distance travel will be added to these services.	Payment for these services is due even if the right to use the NF Mark is not granted or extended.
<b>Sampling</b>	This service includes sampling preparation and the sampling itself.	The service is invoiced for actual time spent.
<b>Right to use the NF Mark</b>	This licence fee due to AFNOR Certification is intended to cover: <ul style="list-style-type: none"> <li>• Protection of the NF Mark: filing and protection of the mark, legal counsel, processing of appeals and misuses (legal services)</li> <li>• General promotion of the NF Mark</li> <li>• General operation of the NF Mark (management of the NF Mark governance bodies, quality systems, etc.).</li> </ul>	The licence fee amount is invoiced by CERTIGAZ and paid to AFNOR Certification as manager and leader of the NF certification system. Upon admission, the licence fee is prorated to the number of months following the certification decision. The licence fee for using the NF Mark is due, even in the case of withdrawal or suspension during the year.
<b>Additional inspections</b>	Services incurred by additional inspections or verification tests that may prove necessary following insufficiency or anomalies revealed by current inspections.	Services are borne by the applicant/holder.
<b>Promotion</b>	Sector-based promotion of the NF Mark.	Service for which the fees can be defined every year in addition to the other services.

Note: in case of cancellation or postponement of an inspection or audit visit by the applicant/holder, the actual costs incurred by CERTIGAZ will be invoiced to him.

## 6.2 Collection of payments for services

The above-defined services are invoiced by CERTIGAZ to the applicant/holder.

CERTIGAZ is authorised to collect the payments for all the services.

However, bodies involved in testing shall directly invoice and collect the amount payable for the corresponding services.

The applicant or holder shall pay for such services under the prescribed conditions: any failure on the part of the holder constitutes an obstacle to CERTIGAZ in its exercise of the control and intervention responsibilities incumbent on it under these Certification Rules (guidelines).

The payment of invoices issued by CERTIGAZ shall be due within 30 days from receipt of invoice, or upon receipt in the case of invoices sent to a foreign manufacturer.

In case a first notice does not lead to the payment of all sums due, any sanction provided in Part 4 may be taken for all of the holder's accepted products.

Services invoiced correspond to the number of verifications performed. Any additional test or audit is invoiced to the manufacturer, whatever the results obtained.

As long as there are stocks of NF marked products remaining with the holder, inspections and the reimbursement of corresponding services shall be maintained.

## 6.3 Amount payable for services

The amount payable for such services and for the right to use the mark is subject to a financial framework revisable annually by CERTIGAZ and sent, at the beginning of the year, to all holders of the mark, to the Special Committee members and to AFNOR Certification.

This rate is available upon request to CERTIGAZ and on CERTIGAZ's website: [www.certigaz.fr](http://www.certigaz.fr)

## Part 7 CERTIFICATION FILES

### 7.1 File for application for the right to use

The application for the right to use the NF Mark shall be sent to CERTIGAZ.

If the application comes from an entity located outside the European Economic Area (EEA) or outside the European Free Trade Association (EFTA), the applicant shall appoint an agent which shall co-sign the application. This agent shall be located in the European Economic Area or the European Free Trade Association.

The applicant shall compile a file whose content is adapted on a case-by-case basis:

- ⇒ Application letter (admission, extension or maintenance) reproduced on the applicant's letterhead and established according to the model appended, *(see Model letter 001 and 002),*
- ⇒ General information form, *(see Form 003),*
- ⇒ Product form, *(see Form 004),*
- ⇒ Technical file. *(see Form 005).*
- ⇒ CE declaration of performance

	Application for valves or flat gaskets (NF certification)		
	Admission	Extension	Maintenance
<b>Application letter and commitment</b>	Model letter 001	Model letter 002 A	Model letter 002 B
<b>General information form regarding the applicant – Form 003:</b> - 003 A: shut-off valve - 003 B: flat gasket - 003 C: if agent	X	If modification to the already certified product	If modification to the already certified product
<b>Product form 004 (1)</b>	X	If modification to the already certified product	X
<b>Technical file Form 005</b>	X	X	If modification to the already certified product
<b>CE declaration of performance</b>	X (2)	X (2)	X (2)

(1) Form 004A is an Excel file available on the website [www.certigaz.fr](http://www.certigaz.fr)

(2) For valves covered by NF EN 331

	Application for test plugs (NF approval)		
	Admission	Extension	Maintenance
<b>Application letter and commitment</b>	Model letter 001 H	Model letter 002 AH	Model letter 002 BH
<b>General information form regarding the applicant – Form 003</b> - 003 A: test plug - 003 C: if agent	X	If modification to the already certified product	If modification to the already certified product
<b>Technical file Form 005</b>	X	X	If modification to the already certified product

## 7.2 Model forms

**MODEL LETTER 001  
NF ROB-GAZ MARK**

**APPLICATION FORM FOR THE RIGHT TO USE THE NF MARK  
OR EXTENSION OF THIS RIGHT FOR A NEW PRODUCT (ADMISSION)  
(to be drawn up on the applicant's letterhead)**

**CERTIGAZ  
Managing Director  
1 rue du Général Leclerc  
CS 60254  
F-92047 Paris La Défense CEDEX**

Subject: **NF ROB-GAZ MARK**  
**Admission application for the right to use the NF Mark for a new product**

Dear Sir/Madam,

I would like to apply for the right to use the NF Mark for the following product/product range:

**<product name/reference normative document>**

produced in the following manufacturing entity:

**<company name + address>**

and for the brand and for the reference below:

**<trademark and trade reference(s)>**

In this respect, I hereby declare that I know and accept the General Rules of the NF Mark as well as the NF ROB-GAZ Certification Rules and undertake to comply with, throughout the period of use of the NF Mark, all of these rules available on the CERTIGAZ website and provided on request by CERTIGAZ.

I undertake to settle, upon receipt of the invoices, the costs that are at our expense. The rates are available on the CERTIGAZ website and may be requested from CERTIGAZ.

<OPTION (1):

Moreover, I hereby authorise the Company (company name), (status of the company), (head office) represented by Mr/Ms (name of the legal representative), in their capacity as (function), to represent me in France for all questions relating to the use of the NF ROB-GAZ Mark.

I undertake to inform CERTIGAZ immediately of any change in the aforementioned representative.

I consequently request that the expenses that are to be borne by me be invoiced directly to the said representative.

This representative will ensure the immediate settlement of invoices upon receipt on my behalf as bound so to do in accepting to represent me.

>

Yours faithfully,

**Date and signature  
of the legal representative  
of the applicant (compulsory)**

**<OPTION (1): Date and signature  
of the agent in the EEA/EFTA>**

*(1) Only concerns the agents of applicants-holders located outside of the European Economic Area and European Free Trade Association*

**MODEL LETTER 002 A  
NF ROB-GAZ MARK****APPLICATION FORM FOR EXTENSION OF THE RIGHT TO USE THE NF MARK  
FOR A MODIFIED PRODUCT****(to be drawn up on the applicant's letterhead)****CERTIGAZ  
Managing Director  
1 rue du Général Leclerc  
CS 60254  
F-92047 Paris La Défense CEDEX**Subject: **NF ROB-GAZ****Application for extension of the right to use the NF Mark for a modified product**

Dear Sir/Madam,

As a holder of the NF Mark for the product manufactured by my company under the following reference:

- name of product/product range:
- reference normative document:
- manufacturing entity: (<company name> <address>)
- trademark and trade reference:
- certificate number: (*number*)
- right to use granted on: (*certificate date*)

I would like to apply for the extension of the right to use the NF Mark for the product/product range manufactured by my company, deriving from the product already NF certified < **ROB certificate no. ....**> with the following changes: **<description of changes>**.

This product/product range will replace the certified product:  NO  YES

I hereby declare that the other characteristics of the products/product range concerned by this application are in strict compliance with the products that are already NF certified and manufactured under the same conditions.

In this respect, I hereby declare that I know and accept the General Rules of the NF Mark as well as the NF ROB-GAZ Certification Rules and undertake to comply with, throughout the period of use of the NF Mark, all of these rules available on the CERTIGAZ website and provided on request by CERTIGAZ.

I undertake to settle, upon receipt of the invoices, the costs that are at our expense. The rates are available on the CERTIGAZ website and may be requested from CERTIGAZ.

Yours faithfully,

**Date and signature  
of the legal representative  
of the holder**



**MODEL LETTER 002 B  
NF ROB-GAZ MARK****APPLICATION FORM FOR MAINTENANCE OF THE RIGHT TO USE THE NF MARK FOR A NEW TRADEMARK  
AND/OR SPECIFIC REFERENCE  
(to be drawn up on the applicant's letterhead)**

**CERTIGAZ**  
**Managing Director**  
**1 rue du Général Leclerc**  
**CS 60254**  
**F-92047 Paris La Défense CEDEX**

Subject: **NF ROB-GAZ**  
**Application for maintenance of the right to use the NF Mark**

Dear Sir/Madam,

I would like to apply to maintain the right to use the NF Mark for the product(s) which does/do not differ from the already NF certified product other than in their references and/or trademarks affixed thereto and in design changes which do not alter their certified characteristics in any way whatsoever.

This application concerns:

- the name of the product/product range
- the manufacturing unit: (<company name> <address>)
- the right to use granted on: (certificate date)
- the certificate number: (number)

The trade name requested by the distributor is:

- trade reference:
- trademark:

I hereby declare that the other characteristics of the products concerned by this application are in strict compliance with the products already NF certified and manufactured under the same conditions.

In this respect, I hereby declare that I know and accept the General Rules of the NF Mark as well as the NF ROB-GAZ Certification Rules and undertake to comply with, throughout the period of use of the NF Mark, all of these rules available on the CERTIGAZ website and provided on request by CERTIGAZ.

I undertake to settle, upon receipt of the invoices, the costs that are at our expense. The rates are available on the CERTIGAZ website and may be requested from CERTIGAZ.

Yours faithfully,

**Date and signature  
of the legal representative  
of the applicant**

**(and signature of the holder of the NF ROB-GAZ Mark  
for agreement in the case of an application for  
maintenance wherein the applicant is different from  
the holder)**

**<OPTION (1): Date and signature  
of the agent in the EEA/EFTA>**

*(1) Only concerns the agents of applicants-holders located outside of the European Economic Area and European Free Trade Association*

**MODEL LETTER 001 H  
NF ROB-GAZ MARK****APPLICATION FORM FOR NF ACCESSORY APPROVAL  
FOR A NEW PRODUCT (ADMISSION)  
(to be drawn up on the applicant's letterhead)**

**CERTIGAZ  
Managing Director  
1 rue du Général Leclerc  
CS 60254  
F-92047 Paris La Défense CEDEX**

Subject: **NF ROB-GAZ MARK**  
**Application for NF accessory approval for a new product**

Dear Sir/Madam,

I would like to apply for NF ROB-GAZ approval for the following product:

**<product name/reference normative document>**

produced in the following manufacturing entity:

**<company name + address>**

and for the brand and for the reference below:

**<trademark and trade reference>**

In this respect, I hereby declare that I know and accept the General Rules of the NF Mark as well as the NF ROB-GAZ Certification Rules and undertake to comply with, throughout the period of use of the NF Mark, all of these rules available on the CERTIGAZ website and provided on request by CERTIGAZ.

I undertake to settle, upon receipt of the invoices, the costs that are at our expense. The rates are available on the CERTIGAZ website and may be requested from CERTIGAZ.

<OPTION (1):

Moreover, I hereby authorise the Company (company name), (status of the company), (head office) represented by Mr/Ms (name of the legal representative), in their capacity as (function), to represent me in France for all questions relating to the use of the NF ROB-GAZ Mark.

I undertake to inform CERTIGAZ immediately of any change in the aforementioned representative.

I consequently request that the expenses that are to be borne by me be invoiced directly to the said representative.

This representative will ensure the immediate settlement of invoices upon receipt on my behalf as bound so to do in accepting to represent me.

>

Yours faithfully,

**Date and signature  
of the legal representative  
of the applicant (compulsory)**

**<OPTION (1): Date and signature  
of the agent in the EEA/EFTA>**

*(1) Only concerns the agents of applicants-holders located outside of the European Economic Area and European Free Trade Association*

**MODEL LETTER 002 AH  
NF ROB-GAZ MARK**

**APPLICATION FORM FOR EXTENSION OF NF ACCESSORY APPROVAL  
FOR A MODIFIED PRODUCT  
(to be drawn up on the applicant's letterhead)**

**CERTIGAZ  
Managing Director  
1 rue du Général Leclerc  
CS 60254  
F-92047 Paris La Défense CEDEX**

Subject: **NF ROB-GAZ**  
**Application for extension of NF accessory approval for a modified product**

Dear Sir/Madam,

As a holder of the NF approval for the product manufactured by my company under the following reference:

- name of product/product range:
- reference normative document:
- manufacturing entity: (<company name> <address>)
- trademark and trade reference:
- certificate number: (number)
- approval granted on: (date)

I would like to apply for the NF approval for the product(s) manufactured by my company, deriving from the product already NF approved < **ROB certificate no. ....**> with the following changes: <**description of changes**>.

This product/product range will replace the certified product:  NO  YES

I hereby declare that the other characteristics of the products/product range concerned by this application are in strict compliance with the product/product range that are already NF approved and manufactured under the same conditions.

In this respect, I hereby declare that I know and accept the General Rules of the NF Mark as well as the NF ROB-GAZ Certification Rules and undertake to comply with, throughout the period of use of the NF Mark, all of these rules available on the CERTIGAZ website and provided on request by CERTIGAZ.

I undertake to settle, upon receipt of the invoices, the costs that are at our expense. The rates are available on the CERTIGAZ website and may be requested from CERTIGAZ.

Yours faithfully,

**Date and signature  
of the legal representative  
of the holder**

**MODEL LETTER 002 BH  
NF ROB-GAZ MARK****APPLICATION FORM FOR MAINTENANCE OF THE NF ACCESSORY APPROVAL FOR A NEW TRADEMARK  
AND/OR SPECIFIC REFERENCE****(to be drawn up on the applicant's letterhead)****CERTIGAZ  
Managing Director  
1 rue du Général Leclerc  
CS 60254  
F-92047 Paris La Défense CEDEX****Subject: NF ROB-GAZ  
Application to maintain NF accessory approval**

Dear Sir/Madam,

I would like to apply to maintain the right to use the NF approval for the product(s) which does/do not differ from the already NF approved product other than in their references and/or trademarks affixed thereto and in design changes which do not alter their certified features in any way whatsoever.

This application concerns:

- the name of the product/product range
- the manufacturing unit (*company name*) (*address*)
- approval granted on: (*date*)
- the certificate number: (*number*)

The trade name requested by the distributor is:

- trade reference:
- trademark:

I hereby declare that the other characteristics of the products concerned by this application are in strict compliance with the products already NF approved and manufactured under the same conditions.

In this respect, I hereby declare that I know and accept the General Rules of the NF Mark as well as the NF ROB-GAZ Certification Rules and undertake to comply with, throughout the period of use of the NF Mark, all of these rules available on the CERTIGAZ website and provided on request by CERTIGAZ.

I undertake to settle, upon receipt of the invoices, the costs that are at our expense. The rates are available on the CERTIGAZ website and may be requested from CERTIGAZ.

Yours faithfully,

**Date and signature  
of the legal representative  
of the applicant****(and signature of the holder of the NF ROB-GAZ Mark  
for agreement in the case of an application for  
maintenance wherein the applicant is different from  
the holder)****<OPTION (1): Date and signature  
of the agent in the EEA/EFTA>**

(1) Only concerns the agents of applicants-holders located outside of the European Economic Area and European Free Trade Association

**FORM 003 A  
NF-ROB-GAZ MARK**

**GENERAL INFORMATION SHEET (for shut-off valves and test plugs)**

**APPLICANT/HOLDER:**

- Company name: .....
- Address: .....
- Country: ..... Website: .....
- Intra-Community VAT number: ..... SIRET no. (1): ..... APE Code (2): .....
- Quality system certification: .....
- Name and position of the legal representative (3): .....
- Name and position of the contact (if different): .....
- Tel.: ..... Email address (4): .....

**BILLING ADDRESS (if different from applicant/holder):**

- Company name: .....
- Address: .....
- Country: .....
- Intra-Community VAT number: ..... SIRET no. (1): ..... APE Code (2): .....
- Name and position of the contact: .....
- Tel.: ..... Email address (4): .....

**MANUFACTURING UNIT (if different from the applicant/holder):**

- Company name: .....
- Address: .....
- Country: ..... Website: .....
- Quality system certification: .....
- Name and position of the legal representative (3): .....
- Name and position of the contact (if different): .....
- Tel.: ..... Email address: .....

**AGENT IN THE EEA/EFTA (if required):**

- Company name: .....
- Address: .....
- Country: ..... Website: .....
- Intra-Community VAT number: ..... SIRET no. (1): ..... APE Code (2): .....
- Name and position of the legal representative (3): .....
- Name and position of the contact (if different): .....
- Tel.: ..... Email address (4): .....

(1) and (2) Only for French companies.  
(4) Email address used for paperless billing.

(3) The legal representative is the legal person responsible for the company.

**FORM 003 B  
NF-ROB-GAZ MARK**

**GENERAL INFORMATION SHEET (for flat gaskets)**

**APPLICANT/HOLDER:**

- Company name: .....
- Address: .....
- Country: ..... Website: .....
- Intra-Community VAT number: ..... SIRET no. (1): ..... APE Code (2): .....
- Quality system certification: .....
- Name and position of the legal representative (3): .....
- Name and position of the contact (if different): .....
- Tel.: ..... Email address (4): .....

**BILLING ADDRESS (if different from applicant/holder):**

- Company name: .....
- Address: .....
- Country: .....
- Intra-Community VAT number: ..... SIRET no. (1): ..... APE Code (2): .....
- Name and position of the contact: .....
- Tel.: ..... Email address (4): .....

**MIXING UNIT (if different from applicant/holder):**

- Company name: .....
- Address: .....
- Country: ..... Website: .....
- Quality system certification: .....
- Name and position of the legal representative (3): .....
- Name and position of the contact (if different): .....
- Tel.: ..... Email address: .....

**EXTRUSION, VULCANISATION UNIT (if different from applicant/holder):**

- Company name: .....
- Address: .....
- Country: ..... Website: .....
- Quality system certification: .....
- Name and position of the legal representative (3): .....
- Name and position of the contact (if different): .....
- Tel.: ..... Email address: .....

**CUTTING UNIT (if different from applicant/holder):**

- Company name: .....
- Address: .....
- Country: ..... Website: .....
- Quality system certification: .....
- Name and position of the legal representative (3): .....
- Name and position of the contact (if different): .....
- Tel.: ..... Email address: .....

**AGENT IN THE EEA/EFTA (if required):**

- Company name: .....
- Address: .....
- Country: ..... Website: .....
- Intra-Community VAT number: ..... SIRET no. (1): ..... APE Code (2): .....
- Name and position of the legal representative (3): .....
- Name and position of the contact (if different): .....
- Tel.: ..... Email address (4): .....

(1) and (2) Only for French companies.

(3) The legal representative is the legal person responsible for the company.

(4) Email address used for paperless billing.

**FORM 003 C  
NF-ROB-GAZ MARK**

**MODEL LETTER FOR AGENT**

**AGENT IN THE EEA/EFTA:**

Dear Sir/Madam,

I hereby authorise the Company identified above in its capacity as agent to represent me on French territory for all issues relating to the use of the NF ROB-GAZ Mark. I undertake to inform CERTIGAZ immediately of any new appointment of the below-mentioned representative.

- Company name: .....
- Address: .....
- Country: .....Website: .....
- Intra-Community VAT number: ..... SIRET no. (1): .....APE Code (2): .....
- Name and position of the legal representative (3): .....
- Name and position of the contact (if different): .....
- Tel.: .....Email address (4): .....

I consequently request that the expenses that are to be borne by me be invoiced directly to the said representative. This representative will ensure the immediate settlement of invoices upon receipt on my behalf as bound so to do in accepting to represent me.

Yours faithfully,

<p><b>Date, name and signature of the legal representative (3) of the applicant/holder, preceded by the handwritten comment “Approved for representation”</b></p>	<p><b>Date, name and signature of the agent in Europe preceded by the handwritten comment “Approved for acceptance of representation”</b></p>

(1) and (2) Only for French companies.  
(4) Email address used for paperless billing.

(3) The legal representative is the legal person responsible for the company.

**FORM 005**  
**NF ROB-GAZ MARK**

**MODEL OF TECHNICAL FILE**

The technical file shall include as a minimum the following items. It may be supplemented by quality plans, control plans, quality manual.

The technical file items are organised in the order defined below.

This file can be sent to CERTIGAZ in electronic form (PDF) provided that all these items are contained **in a single PDF file with a table of contents**.

- 1 – Overall drawings
- 2 – Parts list (if necessary)
- 3 – Detailed drawings of all of the components (making sure to accurately define the materials used)
- 4 – Marking plan
- 5 – Definition of the codification of the batch number on the certified product
- 6 – Manual (installation, use, as applicable)
- 7 – Packaging
- 8 – Approval certificate or test report for elastomers (particularly if compliance application with standard NF EN 549)
- 9 – Approval certificate or test report for sealing products (particularly if compliance application with NF EN 751)
- 10 – Approval certificate or test report for lubricants (particularly if compliance application with NF EN 377)
- 11 – Compliance certificate for the materials used (certificate type document 3.1 of standard NF EN 10204)



## Part 8

# GLOSSARY

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<b>Relinquishment:</b>	The holder requests the termination of the right to use the Mark for all or part of its products.
<b>Granting the right to use the NF Mark:</b>	Authorisation granted by AFNOR Certification and notified by CERTIGAZ to an applicant, allowing it to display the NF Mark on the product for which application has been made. This grant is materialised by a certificate.
<b>Audit:</b>	According to standard NF EN ISO 9001: Part of the site visit regarding the examination of a product and assessment of the specific means used to ensure compliance with the requirements in the certification guidelines.
<b>Warning:</b>	Decision made by the certification body whereby the holder shall rectify the infringements. Sanction decision, notified by CERTIGAZ, whereby the holder is required to correct any faults observed, during which time the right to use the NF Mark is not suspended.
<b>Consensus:</b>	According to standard NF EN 45020: General agreement, characterised by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments. Note: Consensus need not imply unanimity.
<b>Application:</b>	Letter whereby an applicant requests the right to use the NF Mark, declares that it is familiar with and undertakes to comply with the certification guidelines in their entirety.
<b>Applicant:</b>	Legal entity requesting a certification and which undertakes to manage the conformity of its product with the certification guidelines in question.
<b>Right to use the the NF Mark:</b>	Right granted by AFNOR Certification to a body to use the NF Mark for products in accordance with the General Rules and with the relevant NF certification guidelines.
<b>Extension:</b>	Authorisation granted by AFNOR Certification and notified by CERTIGAZ to an applicant, allowing it to display the NF Mark on the modified product for which the application has been made. This grant is materialised by a certificate. This procedure whereby a certification applicant's file submitted by a holder is examined, concerns a product already certified by the mark and having undergone changes or a new product derived from a product already certified by the mark.
<b>Approval of an accessory:</b>	Right granted to an applicant so that an accessory (test plugs) can be integrated into the constitution of a valve (NF ROB-GAZ approved accessory). The approval procedure is strictly identical to that for NF certification.
<b>Batch:</b>	A batch is a set of products of the same model, manufactured in the same production run. Production run means the period during which a defined and homogeneous quantity of products is manufactured under uniform conditions. The batch shall be defined and identified by the manufacturer.

<b>Maintenance:</b>	Authorisation granted by AFNOR Certification and notified by CERTIGAZ to an applicant to display the NF Mark on a product already certified for which the modification does not require any technical review (example: change in trade reference or trademark; aesthetic change without functional impact, etc.).
<b>Agent:</b>	Legal entity or private individual located in the European Economic Area (EEA) or in the European Free Trade Association (EFTA) which represents the applicant/holder outside the EEA/EFTA and has a written power of attorney from the applicant/holder stating that it can act on its behalf with respect to the use of the NF Mark, in the certification process and in invoicing. The agent may be the distributor or the importer; its various functions are clearly identified.
<b>Major non-conformity</b>	Deviation from a requirement of the guideline relating to the organisation, application or formalisation of the QMS or the product or process (manufacturing/inspection, etc.) and entailing a proven risk (that is to say based on objective elements) of non-compliance, recurrent or unique in the event of a very significant risk, of a specified requirement related to the safety of the product.
<b>Minor non-conformity</b>	Deviation from a requirement of the guideline relating to the organisation, application or formalisation of the QMS or the process (manufacturing/inspection, etc.) and not entailing any significant risk, of a specified requirement not related to the product.
<b>Strong point</b>	Point that exceeds the requirements of the guideline, or that is particularly effective.
<b>Admissibility:</b>	Suitability of a file which allows an application to be examined; admissibility concerns the administrative parts of the file.
<b>Continuance:</b>	Decision whereby the holder's right to use the NF Mark is continued within the context of monitoring.
<b>Renewal:</b>	Decision whereby the holder's right to use the NF Mark is renewed.
<b>Withdrawal:</b>	Decision made by the certification body which cancels the right to use the NF Mark. Withdrawal may be declared as a sanction or in the event that the holder relinquishes its user right.
<b>Suspension:</b>	Decision made by the certification body which cancels the right to use the NF Mark for a set period of time. Suspension may be declared as a sanction or in the event that the holder temporarily relinquishes its user right.
<b>Holder:</b>	Legal entity, manufacturer or distributor, that has the right to use the NF mark.
<b>Manufacturing unit:</b>	Plant that manufactures the products covered by the Guidelines and that is responsible for the final testing and inspection of the products. Production site of valves: geographic unit(s) where at least the assembly and final inspection of valves are carried out. Production site of gaskets: geographical unit(s) where at least the cutting, final inspection and packaging of the gaskets are carried out.

