

	Heat Pump KEYMARK	
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Date	Description of modification	Revision number
14-12-2015	Initial version	1
10/03/2017	Format revision, update of the chart, editorial changes	2

KEYMARK certificates and sub-licenses for other brands, product names, and sellers

This document contains rules for issuing certificates and sub-licenses within the KEYMARK certification for heat pumps according to the European KEYMARK certification scheme for heat pumps in its current valid versions. The knowledge and following of these rules by the involved parties (manufacturers, testing laboratories TL, inspection bodies IB and certification bodies CB) ensures a harmonised procedure and a fair competition between the third parties.

1. Definitions

Certificate Holder: Company (legal entity with entry in the commercial register), which is responsible for fulfilment of all duties of the certification process and has got the right to use the mark for the certified products. The certificate holder may or may not be the manufacturer of the certified product. In the case of not being the manufacturer, the responsibilities as licensee are the same as for a manufacturer

OEM (main-license): Original equipment manufacturer (OEM) of a product that applies for certification and is granted the right to use the KEYMARK after positive assessment of all certification relevant documents. This term is used when the license holder has a contract with another company that acts as an OBL.

OBL (sub-license, private label): An own brand labelling (OBL) manufacturer is a company re-labelling a product with valid KEYMARK certification under his own company name and product name (brand) without making any other changes to that product, thereby taking responsibility for it as the legal manufacturer under the above definition, and thus applies for a KEYMARK certificate on his own. The terms “private label” or “sub-license” are also used to describe this situation.

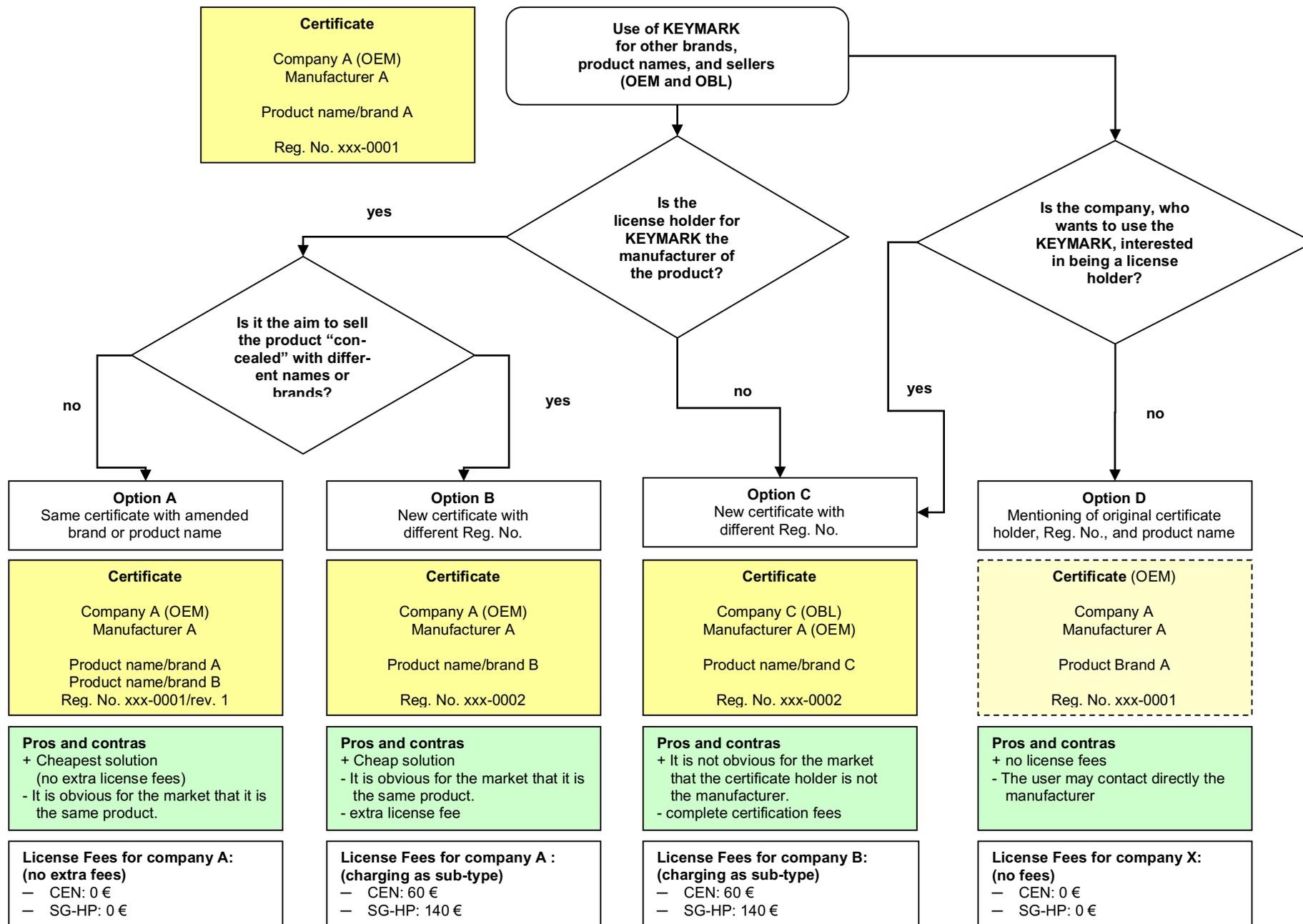
Brand or Trade Mark: Brand is the name, term, design, symbol, or any other feature that identifies one seller's product as distinct from those of other sellers. It is not the name for a legal entity with entry in the commercial register. The same product may be sold under different brands or trademarks in different markets.

2. Chart

Normally, it is the manufacturer of a product (OEM) who applies for certification and is granted the right to use the KEYMARK after positive assessment of all certification relevant documents. Furthermore, a customer of the manufacturer (certificate holder) can apply for a certificate on his own as OBL to get the right to use the KEYMARK. The main benefits are that he can place the certified products on the market using another trademark and product name

and does not have to pay again for testing and inspection but only for certification and license fee.

The different possible options for OBL are shown on the following flow chart (Table 1).



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3. Procedure for granting KEYMARK certificates (option A, B, and C)

3.1. Rules and requirements

- OBL certificates have to be issued always on the basis of OEM certificates. It is not possible to issue an OBL certificate on the basis of another OBL certificate.
- For every new certificate (OEM or OBL) a new registration No. is required.
- Data sheets for OBL certificates shall always be in the current valid format to harmonize the European database for heat pumps.
- The OBL certificate can have either 10 year validity or the same expiry date as the main certificate. This is in the responsibility of the CB. In any case, the OBL certificate needs to be linked to the OEM certificate (e.g. concerning surveillance procedures like factory inspection and/or physical inspection).

3.2. Documents needed

- application form provided by the CB who issued the OEM certificate taking into account the relationship between OEM and OBL manufacturer and the respective obligations (e.g. changing the product, selling different products with the same product name/brand etc.)
- new test report (voluntary) for the applicant and/or written permission for the right to use the original test report(s) and inspection report for the products for which the OBL manufacturer applies for certification.
- declaration of OEM and OBL that the respective product is the same as the certified one
- new data sheet issued for the OBL
- test report/check on new installation manual and type plate for the applied products
- in some cases the CB requires a registration of the trade mark/brand/company

3.3. Fees

- certification fee according to the current schedule of fees of the involved CB
- license fee to CEN and SG-HP according to Table 1 of this document (every new certificate – also for brands/trademarks – includes a license fee to SG-HP and/or CEN)

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4. Procedure for maintaining KEYMARK certificates (option A, B, and C)

4.1. Requirements for follow up activities

- Bi-annual check of the installation manual and type plate of the sub-license holder
- A yearly Factory Inspection (FI) at the sub-license holder is currently not requested but possible for special reasons.
- As long as the surveillance requirements are assessed positive, the sub-license can be renewed for further 10 years.

4.2. Rules for withdrawal of certificates

4.2.1. Case of rupture of contract between manufacturer and other company that is a licence holder

It is possible to withdraw an OBL certificate if the OEM certificate holder does not want to cooperate with the OBL manufacturer anymore. In this case there is no contract (commercial relationship) anymore between both companies. The KEYMARK certified products on stock can be sold for a certain period with confirmation of the CB (maximum limit shall not exceed 2 years).

4.2.2. Case of withdrawal of certificate of manufacturer

If the OEM certificate is withdrawn, the OBL certificate shall be withdrawn, unless the product is still being produced, then the OBL certificate is handled like an OEM certificate and can remain valid as long as all requirements of the respective standard(s) and Scheme rules (e.g. the surveillance requirements) are fulfilled.