

Sender:

Date of receipt at IFA:

Institut für Arbeitsschutz der  
Deutschen Gesetzlichen Unfallversicherung  
Alte Heerstr. 111  
53754 Sankt Augustin  
**Germany**

Your Ref./Message

Our Ref.

Tel.

Date

## **O r d e r**

We intend to charge the Institut für Arbeitsschutz der Deutschen Gesetzlichen Unfallversicherung (IFA) with the below specified testing and/or certification of and/or control measures for the product

(see enclosures)

Desired type of test and/or certification and/or control measure <sup>1)</sup>

The signed enclosures will be part of the order. The order will only become valid on signature of the contract by the customer and the supplier.

signature of customer:

**Enclosures**

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<sup>1)</sup> p.t.o.

# **Extract from the Rules of Procedure for Testing and Certification carried out by the Testing and Certification Bodies in DGUV Test – Testing and Certification Network of the German Social Accident Insurance**

## **DGUV Grundsatz 300-004**

### **5 Scope of Services**

**5.1** The scope of services arises from the respective contract. In particular, the following have to be differentiated among:

- a. Type testing under the German Product Safety Act with the issuance of a test report and a GS Certificate containing the conferring of the GS Mark.
- b. EC Type-Examination according to EU legislation with the issuance of a test report and an EC Type-Examination Certificate. In addition, conferring of the affixing of the DGUV Test Mark may be requested.
- c. Type testing or testing of specific aspects for compliance with legal principles, standards or other occupational health and safety requirements with the issuance of a test report and a DGUV Test Certificate with the conferring of a DGUV Test Mark.
- d. Type testing or testing of specific aspects for compliance with legal principles (e. g. EU legislation, German Product Safety Act) with the issuance of a test report and a (Type) Test Certificate.
- e. Testing of the technical document along with the issuance of a certificate of adequacy.
- f. Auditing and certification of a QM System according to DIN EN ISO 9001, EU legislation or other normative documents/legal bases.
- g. Certification of persons.

The Agreement shall specify whether instead of testing and certification only  
a test with the issuance of a test report should be carried out or  
a certification should be carried out based on a present test report.

**5.2** Depending on the type of service, control measures are required. The regulations concerning this are contained in Section 11 of these Rules of Procedure for Testing and Certification.

Order for testing

.....  
(Date)

.....  
(customer's name and address)

**Details and documentation concerning performance of the type test<sup>1)</sup>**

The customer requests the following<sup>2)</sup>:

- Performance of the hazardous substances sub-test in accordance with "Grundsätze für die Prüfung und Zertifizierung von Schweißrauchabsauggeräten"<sup>3)</sup>, Section 3.1.1
- Performance of a comprehensive safety test in accordance with "Grundsätze für die Prüfung und Zertifizierung von Schweißrauchabsauggeräten"
- Performance of the hazardous substances sub-test in accordance with "Grundsätze für die Prüfung und Zertifizierung von Schweißrauchabsauggeräten", Section 3.1.2

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<sup>1</sup> Test and certification costs as per the IFA's schedule of fees

<sup>2</sup> Tick as appropriate

<sup>3</sup> Only available in German

**Further annexes to the order for testing**

The following documents were submitted together with the order for testing<sup>4</sup>:

- [ ] Figure (drawing), with the dimensions of the separation equipment
- [ ] List including all parts of the appliance
- [ ] Instructions for use/instruction handbook / manual of the equipment to be tested (in German)
- [ ] Sales documents (brochures, data sheets) of the equipment
- [ ] Electric circuit diagrams and pneumatic circuit diagrams, if applicable, of the appliance, as well as a list of the individual parts with information about the components and manufacturers
- [ ] Data sheets of motor and fan used in the appliance (rating, speed, etc.)
- [ ] Test certificates of the filter materials<sup>5</sup>
- [ ] Earlier test certificates of the appliance under test<sup>5</sup>
- [ ] If a test certificate of an appliance of similar technical design is available:  
A list of the technical differences between the apparatus under test and that already tested.
- [ ] Applicable only to welding fume separation equipment of modular design:  
A table with information about the maximum and minimum air volume flow rates, input ratings, filter surface areas, maximum and minimum filter loads and dimensions (L x W x H) of all appliances to be tested.

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<sup>4</sup> Tick as appropriate

<sup>5</sup> If available

The appliance to be tested shall be supplied at the request of the test body.

The manufacturer shall assure that the machine is serviceable for the purposes of testing (power supply cable with CEE 7/4 plug; where applicable, with pneumatic nozzles and with the machine assembled).

The following accessory equipment is supplied together with the appliance:

- For testing in accordance with "Grundsätze für die Prüfung und Zertifizierung von Schweißrauchabsauggeräten", Section 3.1.1, and for comprehensive safety tests:
  - One second set of all mechanical filters (filter cartridges/elements)
  - 5 DIN A4 sheets of all filter materials used in the appliance
  - Nozzle to connect the exhaust hose(s) to the welding fume separation equipment
  - For mobile items of equipment: 3 m flexible exhaust hose with same diameter as of the exhaust hoses for sale
  - For stationary machines and large mobile items of equipment: one flexible hose each for air collection and exhaust, each hose 10 m in length and with the diameter of the corresponding nozzles
  - Expansion/reduction adapters for connection of the air collection and exhaust hoses to the pipes at the test body (diameter 200 mm)
- For testing in accordance with "Grundsätze für die Prüfung und Zertifizierung von Schweißrauchabsauggeräten", Section 3.1.2:
  - The captor hood or nozzle with a 3 m flexible exhaust hose of the relevant diameter

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(place, date)

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(stamp and legally binding signature)