PROCEDURE "STORAGE OF TECHNICAL DOCUMENTATION"

1. FIELD OF APPLICATION

The procedure regulates the procedures and responsibilities when receiving and storing technical documentation in accordance with Annex No. 4, item 2 of the Ordinance on the essential requirements and conformity assessment of machinery and equipment, working outdoors, in terms of noise emitted by them in the air (Annex V, paragraph 2 of Directive 2000/14/EC) on machinery and equipment specified in Annex No 1 to
Article 2, Paragraph 1 of the Regulation (Annex I, of Directive 2000/14 / EC).

2. ORDER OF ACTION

2.1. General provisions

To implement the procedure the client shall submit to the NB-CTEC the technical documentation (TD) of the machine/ equipment as previously submitting an application form od 8.0 / 00-00-17 SHM, which must contain:

- The name of the machine;
- Unambiguous identification of model / type / modification or other allowing the machine to be identified in the market;
- A declaration/statement that the manufacturer has decided to assign to NB-CTEC to store this technical documentation;
- Inventory of documents which the TD contains.

TD is presented as follows:
File in hard copy:

- In this case, TD must be arranged in folders according to the practice of the client.
- All files must be collected in the appropriate box, allowing their perfect preservation.
- Any document (sheet of paper) of the TD must be signed by a representative of the client.

TD on a CD:

- In this case the carrier (CD) comprises TD of only one machine (one model).
- CD must be placed in an appropriate box (no envelope) allowing impeccable storage.
- On CD is recorded the name, surname and appropriate personal identification of a representative of the client; The fact is attested by his signature.
- The inventory of the contents of the CD (TD) shall be prepared in OD 10.0 / 00-01-03 MD "Inventory of the composition of TD presented on CD"
- The documents included in the TD shall comply with specified clauses in Annexes No. 4, No. No. 5 and 6 of the Regulation
- In this procedure the NB-CTEC does not check the contents of documents TD.

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2.2. Receiving TD

TD is presented to the office of NB-CTEC personally by a representative of the client. Exceptionally, TD can be sent / received by mail by registered mail upon request.

2.3. Review of the presented TD

Head of unit / office assistant, together with the representative of the client, examines correlation
between the inventory of documents, according to the covering letter of the customer and the actual
content of the presented TD.
The findings of the inspection are described in the inventory and:
- when there is a lack of document, this fact is noted on the spot in the inventory with the text "missing" and is certified by the signatures of the two assistants;
- when one more document is found, the fact is noted at the end of the inventory with the identification and the name of the document is attested by the signatures of the two assistants;
"Protocol for checking the composition of TD" shall be prepared, which is signed by both parties.

2.4. Adoption of TD storage

If the representative of the client accepts (without objection) the TD to be stored in the form and content established by the inquiry, the TD shall be accepted.
If the representative of the client wishes to supplement or correct the composition of the TD, he or she must do this on his territory. The fact for that decision of the client is documented in a bilateral protocol with free text.
When the client undertakes changes in design and / or technology of the machine and this should be described in the TD, it shall notify NB-CTEC. New and / or amended documents are added to the existing TD, but the old documents are not subtracted.

2.5. TD storage

TD is stored in the office of NB-CTEC.
Access to the TD stored under this procedure is authorized for the Head of Unit and the Technical Secretary:
- Check of the condition, cleaning and arrangement;
- Extraction and presentation of the assignor upon request;
- Extraction and presentation of the competent authorities in case of need;
- Updating the TD due to amendments in the design and / or technology.
Access to the TD takes place only if sanctioned (with the permission of the manager) and the removal and the delivery of the TD to the competent authorities or return it to the assignor - only by written order of the manager.
The storage period of the TD and all documents exchanged between the client and CTEC is 10 years.
NB-CTEC issued to the customer "Certificate for technical documentation storage" which is prepared by the technical secretary and signed by the manager.

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