

Procedures for the assessment and notification of conformity assessment bodies and the monitoring of notified bodies

Notifying authority:	Name: Ministry of Energy, Commerce & Industry of Cyprus Address: 1421 Nicosia, Cyprus Contact person(s): Savvas Savva
EU legislation:	Directive 2014/33/EU (Lifts Directive)
Legal act:	The Market Surveillance Law of 2022 – Chapter III (Notified Bodies), Articles 16 to 26. These articles incorporate the provisions of Chapter R4 of the Decision 768/2008/EC, relating to notification of conformity assessment bodies.
Notification process:	<p>Description of the notification process</p> <p>1. Application for Notification</p> <p>The body interested to be notified as a Cypriot Notified Body for particular or specific products submits an application to the Notifying Authority. The format of the application is established by means of a Notification issued by the Minister of Energy, Commerce & Industry and published in the Official Gazette of the Republic of Cyprus. The application should be accompanied by the following certificates and documents:</p> <ul style="list-style-type: none"> (a) the technical specifications used for the procedure for assessing the conformity of the product with the essential safety requirements or a description of the body’s own methods where no such specifications are used, (b) the conformity assessment procedure/s provided for in the Regulations transposing the Directive for the specific product or products the body requests to be approved, (c) the accreditation certificate issued by the Cyprus Organization for the Promotion of Quality, unless otherwise provided in the Regulations transposing the Directive, whereby evidence is given that the body meets the following requirements: <ul style="list-style-type: none"> (i) Necessary infrastructure in facilities, tools and equipment. (ii) Necessary personnel that should be adequately and technically qualified in relation to the product or products for which the body seeks approval and on the relevant conformity assessment procedures. The personnel must be characterized for its professional integrity, especially in keeping professional confidentiality. (iii) Independence and objectivity in relation to the persons directly or indirectly related to the product, especially with the manufacturer, the designer, the authorized representative and the distributor in relation to the tests, the drafting of the reports, the issuance of certificates and the conduct of the surveillance, which is provided for in the

- Regulations transposing the Directive.
- (iv) Insurance with an insurance against civil liability of the body, which derives from and in relation to the safety of the products and their compliance with the essential safety requirements.

Along with the application, the body pays to the Ministry a fee, as prescribed by Regulations, for the examination and evaluation of the application by the Notifying Authority. Only applications from legal entities established in the Republic of Cyprus are accepted.

2. Evaluation of the application

The assessment of the application is carried out by the Notifying Authority, which examines the documents submitted and establishes compliance or non-compliance with the relevant requirements. The Notifying Authority is comprised of one member representative from each of the following:

- (a) The Ministry of Energy, Commerce and Industry (President),
- (b) The competent authority for the product/s for which approval is sought (Member),

3. Notification Procedure of the Conformity Assessment Bodies (CAB)

The Notifying Authority informs the Commission and the member states the approved CABs, using the electronic notification tool developed and managed by the Commission. For the notification, the Notifying Authority provides the Commission with the following information on the approved CABs:

- (a) Name and address of the approved CAB
- (b) Period for which the notification is valid
- (c) Mode of assessment of the approved body's technical skills
- (d) The product categories and the conformity assessment procedures for which the approved CAB is entitled to follow.

The Notifying Authority informs the Commission and the member states of any subsequent changes to the notification.

Cypriot approved CABs fall under the surveillance of the Cyprus Organization for the Promotion of Quality to ensure that they maintain at any given time the ability to carry out the conformity assessment procedure for which they are notified and that they still meet the requirements on the basis of which they are approved and notified. Each Cypriot approved CAB submits to the Notifying Authority an annual surveillance report, through the Cyprus Organisation for the Promotion of Quality, which includes the latter's assessment as to the extent to which the Cypriot CAB is still able to conduct the

	conformity assessment procedure for the products for which it has been notified, as to whether it still fulfils the approval requirements and to what extent it applies consistently the conformity assessment procedures for the relevant products.
CAB complies:	With the requirements related to the Article 24 of the Directive.
Accreditation:	<p>Inspection - EN ISO/IEC 17065 and EN ISO/IEC 17020</p> <p>Note: It is a requirement that modulate H is assessed and accredited according to EN ISO/IEC 17065 based on the table 3 on the Annex B and to 1+ approach of the EA – 2/17 M:2020 document.</p>
Requirements not covered by accreditation standards:	<ul style="list-style-type: none"> • CAB does participate in Horizontal Committee of Notified Bodies established under the legislation or national committee (art 36). • CAB complies to the operational obligations of NB (art 32). • CAB complies to the information obligation of NB (art 34). • CAB complies with art 26 on subsidiaries of and subcontracting by notified bodies.