
At the beginning of the tests the following documents and material shall be available:

- 1 **Application and Manufacturer's Declaration** with original signature and company stamp (original letter or scanned electronic version)
- 2 **Test samples**
The following amount of test samples shall be available for the tests:

Earmuffs	12 pieces
Helmets with earmuffs:	12 pairs attached to helmet (basic comb.), 6 pairs attached to helmet (additional comb.)
Ear plugs:	30 pairs, if the ear plugs are in different sizes, they must be mixed in the same quantity

Please note: The tests will only start upon availability of the completed application form and the relevant manufacturer declaration.

3 Documentation

- 3.1 **Promotional material** like brochures and **data sheets** with technical specifications concerning the product. Alternatively it is possible to print out the website on which the product is marketed on the internet.
- 3.2 **User manual** with information for use; the user manual must contain the information of the applicable standard/s of the EN 352-series and the PPE Regulation (Annex II, Point 1.4). The manual must be clear, comprehensible, legible and written in at least the official language(s) of the Member State of destination.
- 3.3 **Packaging layout** with all information of the applicable standard/s of the EN 352-series and PPE Regulation.
- 3.4 **Layout of the product labelling** with all information of the applicable standard/s of the EN 352-series and PPE Regulation, if product isn't too small.
- 3.5 Production documents such as **drawings of the hearing protection**, dimensioned drawings or sketches of the complete hearing protection system and of all single parts.
- 3.6 **Bill of material** containing a list of all components and single parts of the hearing protection as well as the user manual and the packaging unit.
- 3.7 **Data sheets** of all used metals and plastics which may have contact to the skin, with their characteristic specifications. These documents are also requested for ear plugs and custom moulded ear plugs. These documents shall not be older than three years.
- 3.8 In case of hearing protection with electronic circuits:
 - a **block diagram** and a **description** of the circuitry in which the functioning is documented
 - **circuit and wiring diagrams**
 - **PCB layouts** of all PCB
 - **parts placements** of all PCB
- 3.9 **Description of control and test equipment** operating in the production organisation, (according to Annex III, Point j) of the PPE Regulation.
- 3.10 **Risk assessment**, a list of all possible risks and their classification in degrees of risk.
- 3.11 Information on whether the product is subject to ageing as defined in Annex II, Point 2.4 of the PPE Regulation.

All documents have to be marked with file name/number, date of creation, revision number and revision date acc. to the client's management system.

4 Retention of the test samples

One test sample of each certified product is kept at PZT as storage sample for comparison reasons in cases of product modifications or for extension of the certificate.
If not agreed otherwise the client has to arrange the pick-up of the test samples within one month after certification. If the client does not pick up the test samples or refuses receipt, the test samples will be disposed.