

Confidentiality Declaration
Association of Polish Electricians Quality Testing Office
SEP-BBJ

SEP-BBJ, as Certification Body and Testing Laboratory, operating in the area of widely understood conformity assessment of products, attaches great importance to ensuring reliability, credibility, impartiality and independence of conducted testing and certification processes, while maintaining confidentiality with respect to any information received or produced during the performance of testing and certification as well as information obtained from sources other than the client.

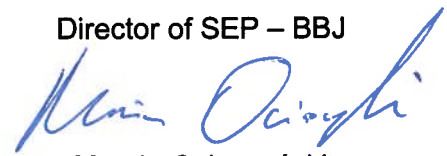
We declare that the activities are carried out in accordance with the principles defined in the relevant Quality Manuals and procedures based on the requirements of accreditation standards PN-EN ISO/IEC 17065:2013-03, PN-EN ISO/IEC 17025:2018-02 and the European (ETICS) and international (IECEE) requirements of testing and certification organisation, to which SEP-BBJ is a signatory.

The confidentiality will be ensured by:

- a written commitment of staff to maintain the confidentiality of any information obtained through the testing and certification processes;
- collection of documentation from testing and certification is carried out on a confidential basis;
- submission of the relevant obligations of Members of the Certification Committee, experts and auditors to maintain confidentiality of information obtained due to participation in the activities of the Testing Laboratory and/or Certification Body and information obtained during the preparation and implementation of the audit;
- the occurrence of the relevant provisions in the contracts , in the case of orders and external assignments, or separate declarations by the inspectors on the confidentiality of information obtained in the course of contracted inspection activities;
- in the event of disclosure of certain information required by law to a third party, informing the client in advance of the content of the information provided, to the extent permitted by law;
- confidential treatment of client information obtained from sources other than the client (e.g. complainants or public authorities).

Practical application of the above principles is confirmed by the obtained and maintained accreditation from the Polish Centre for Accreditation, AC 012 for the Certification Body, AB 044 for the Testing Laboratory, as well as by certificates issued by the aforementioned international organizations for testing and certification of electrical engineering products - ETICS and IECEE, on the basis of mutual assessments (the so-called Re-assessment), by the signatories of these agreements.

Director of SEP – BBJ


Marcin Ocioszyński

Warsaw, 10th August 2020