

EHEDG Secretariat * Lyoner Str. 18 * D-60528 Frankfurt

To all EHEDG Certificate Holders

21 February 2017

IMPORTANT CERTIFICATION NOTICE

Dear Sirs,

The European Hygienic Engineering and Design Group (EHEDG) value your continuing support and participation in the equipment certification program. We believe this program increases the marketability of your equipment as demonstrated by your commitment to hygienic design and food safety principles.

Over the years, EHEDG has continued to grow and increase its membership around the world. This increased expansion required organizational changes to improve the ability of EHEDG to provide the services that all have come to expect. On 1 January 2015, EHEDG embarked on a path to improve our organizational structure and services to our valued members. These improvements include the election of members to an Advisory Board by the full membership, a revision of the organization by-laws, and the creation of three Sub-Committees (Products Portfolio, Communications, and Regional Development) to assist the Executive Committee (ExCo) with its long term strategy as well as the day-to-day operations.

The Sub-Committee Products Portfolio is tasked with the oversight and management of the EHEDG guidelines, the test institutes, certification of equipment, all training materials and authorized EHEDG training courses. The Advisory Board has endorsed two significant proposals for the Sub-Com to implement. The first is to centralize the certification of equipment at the EHEDG Headquarters. The second is to implement a 5-year life cycle for the revalidation of all equipment certifications.

Certification Centralization

On a date to be announced in 2017, all certificates will be issued by EHEDG Headquarters, Frankfurt, Germany. The test institutes will continue to perform equipment evaluations and any required testing as they always have. However, upon successful completion of the evaluation and testing, the appropriate documentation will be sent to EHEDG Headquarters for the issuance of the certificate itself. Your firm will have slightly different steps when applying for a certificate.

A client seeking a new certification will proceed through the following steps:

1. The client's request for certification will be directed to the Test Institute / Authorized Certification Officer (**AEO**) of their choice. If they contact the Headquarters staff, they will be directed to the website listing of all available Test Institutes/AEOs.
2. The Test Institute will evaluate the request, determine what evaluation and testing is appropriate, and presents the client with a proposal for the cost to conduct the evaluation and associated testing.
3. The client and the Test Institute will enter into an agreement to conduct the evaluation and appropriate testing. The client is financially responsible for evaluation and testing performed even if the equipment is not eligible for certification. The invoice for these services will be sent by the Test Institute.
4. Upon completion of the evaluation and appropriate testing, and provided that satisfactory results have been obtained, all of the pertinent information necessary for certification will be sent to EHEDG Headquarters by the testing institute.

5. EHEDG Headquarters will send a copy of the EHEDG Certification Contract and an invoice for the certificate fee to the client.
6. Upon receipt of the signed contract and the remittance of the invoiced fees, EHEDG Headquarters will issue a valid certificate to the client.

A certified client seeking to receive an annual prolongation of an existing certificate is similar to the process for a new certification:

1. EHEDG Headquarters will send a notice and invoice for the prolongation fee to the client.
2. The notice will require the client to certify that no changes have been made to the equipment design or materials of construction.
3. Upon receipt of the certified notice and remittance of the appropriate fee, EHEDG Headquarters will take one of the following actions.
 - A. If no changes were made and the fees were remitted, an up-dated certificate will be issued to the client.
 - B. If changes are indicated no fees should be remitted and the indicated changes will be sent to the appropriate Test Institute / AEO for evaluation. The Test Institute will then inform the client of any additional cost for evaluation and additional testing necessary to assure conformance. When all additional evaluation and associated testing has been successfully completed, the Test Institute will provide the necessary documentation to EHEDG Headquarters. Clients are strongly encouraged to maintain a relationship with the Testing Institute to assure any changes made can be properly evaluated prior to the annual prolongation notice in order to perform any additional evaluation or testing. A notification of a change at the time of the prolongation notice will most likely delay the issuance of a new certificate.

Five Year Recertification

EHEDG will implement a **Five Year Recertification** policy on 1 January 2018, following the successful completion of the certification centralization. Every 5 years from the anniversary date of the original certification issued, each piece of equipment will have to apply for recertification. At the beginning of this new requirement, there will be a transition period during which EHEDG Headquarters in coordination with the Test Institutes / AEO will bring all of the existing certified equipment into the 5-year cycle.

The following steps will apply during both the transition phase and the continuation of the 5-year recertification cycles.

1. Immediately on 1 January 2018, all EHEDG certificates issued prior to **1 January 2008** will be cancelled so they will no longer be valid. This is necessary to protect the integrity of the EHEDG certificate, as guidelines and testing protocols have changed significantly from when the certificates were originally issued. Certificate holders who wish to obtain a new certificate are to follow the steps described on page one for a new certificate.
2. Firms that hold certificates issue **from 1 January 2008 to the present** will be notified individually of the requirements to transform these older certificates to new valid certificates. These notifications will be based on the availability of the Testing Institute to perform any additional evaluations necessary. The older certificates will remain valid until a new certificate is issued.
3. EHEDG Headquarters will send out a notice to each client 6 month prior to the 5-year cycle anniversary date of the last 5-year cycle renewal date. The notice will advise the client to contact the Test Institute of their choice to begin the recertification process.
4. The Test Institute will advise the client of the specific information required for recertification. The information and potential retesting will be dependent upon what changes in design or materials of construction have been made by the client, if the covering EHEDG guidelines have been changed, or if the testing procedures have been changed since the last certification.

5. The Test Institute and the client will enter into an agreement for the evaluation and any associated testing required.
6. Upon completion of the evaluation and appropriate testing, and provided that satisfactory results have been obtained, all of the pertinent information necessary for certification will be sent to EHEDG Headquarters by the Test Institutes.
7. EHEDG Headquarters will send a copy of the certification contract and an invoice for the renewed certificate to the client.
8. Upon receipt of the signed contract and the remittance of the invoiced fees, EHEDG Headquarters will issue a valid certificate to the client.

In summary, the process of certification has changed, with focus on transparency, reliability and ownership. The Test Institutes will continue to work directly with you, the client, and invoice you for the costs of providing that service. In addition, EHEDG Headquarters will issue all certificates and invoice you separately for the cost of the certificate. It is important that each certificate holder maintains a close relationship with the Test Institute of the choice so that there is sufficient time to perform all necessary evaluations and testing to assure there is no gap in the dates of valid certificates.

On behalf EHEDG, I look forward to the continued successful association with your company.

Yours sincerely,



Ludvig Josefsberg
EHEDG President