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Ministry of Finance and Economy

HANDBOOK FOR IMPLEMENTATION OF RULEBOOK ON LIFTS SAFETY



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Handbook for implementation of Rulebook on lifts safety

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Content

INSTRUCTIONS FOR IMPLEMENTATION OF RULEBOOK ON LIFTS SAFETY	5
1. Introduction	5
2. Scope of the rulebook	6
2.1. Products within the scope of the Rulebook	6
2.2. Products outside of the scope of the Rulebook	9
3. Essential health and safety requirements	10
4. Reference to Serbian standards transposing EU harmonized standards	11
5. Presumption of conformity	11
6. Technical documentation and risk assessment	12
7. Conformity assessment	12
7.1. Conformity assessment of lifts	13
7.2. Conformity assessment of safety components	14
8. Conformity marking and documentation	15
8.1 Declaration of conformity	15
8.2. Certificates and decisions of conformity assessment bodies	17
8.3. Manuals	18
8.4. Marking of lifts and safety components	19
9. Safeguard clause	19
10. Market surveillance	19
11. Transitional periods (for application of old legislation and for compliance of existing lifts) .	20
12. Regular and special checks of lifts in use	20
13. Maintenance of lifts in use	21
14. Conclusion - obligations of market operators defined in the Rulebook	21
RULEBOOK ON LIFT SAFETY	23

INSTRUCTIONS FOR IMPLEMENTATION OF RULEBOOK ON LIFTS SAFETY

1. INTRODUCTION (LEGAL BASIS, STRUCTURE AND A LINK TO EU LEGISLATION)

The legal basis for the adoption of the Rulebook on lifts safety ("Official Gazette of RS", No. 101/10 - hereinafter referred to as "**the Rulebook**") is defined in Article 6, Paragraph 1, of the Law on Technical Requirements for Products and Conformity Assessment ("Official Gazette of RS", No. 36/09 - hereinafter referred to as "**the Law**"), which stipulates that technical regulations are prepared and adopted by the competent line ministry. This Rulebook was adopted by the Minister of Economy and Regional Development, who is responsible for technical requirements for industrial products. The Rulebook was published on 29, December 2010. It came into force on 6, January 2011, except for the provisions of Articles 27) and 28) of the Rulebook which are applicable as of 1, January 2014.

The Rulebook is in compliance with all principles and essential requirements of **Directive No. 1995/16 of European Parliament and the Council of 29, June 1995 on Approximation of the Laws of the Member States Relating to Lifts**, including the part of Directive of European Parliament and Council No. 2006/42/EU of 9 June 2006. relating to the changes of the Directive of the European Parliament and Council No. 1995/16. This is in line with the obligations of Republic of Serbia under the Stabilization and Association Agreement (SAA), and National Program for Integration of Republic of Serbia to the European Union (NPI). In the process of preparation of the Rulebook, the relevant solutions in the field of EU technical legislation were taken into account, especially the Decision No. 768/2008 of the European Parliament and the Council on a Common Framework for the Marketing of Products.

Useful information on current EU regulations for lifts, including a text of the Directive No. 1995/16, can be found at the following website: <http://ec.europa.eu/enterprise/sectors/mechanical/lifts>

The instructions are not meant to be an official interpretation of the Rulebook, but it should serve to all interested parties in order to facilitate the implementation of the Rulebook. The interested parties are considered to be primarily manufacturers of safety components for lifts, installers of lifts, distributors, owners and users of lifts, as well as designated conformity assessment bodies (hereinafter referred to as: **designated CABs**), designated bodies for lift checks and lift maintenance services.

In accordance with the Directive No. 1995/16, completely new solutions in the field of lifts and safety components for lifts, bodies carrying out the conformity assessment procedures, certificates of conformity and the conformity assessment modules are defined in the Rulebook. This concept differs significantly from the concept of old regulations in Serbia in the field of lifts, which often consisted of outdated, inconsistent and too complex technical and technological solutions and policies, imposing sometimes unnecessary restrictions and encumbrances for manufacturers and installers of lifts.

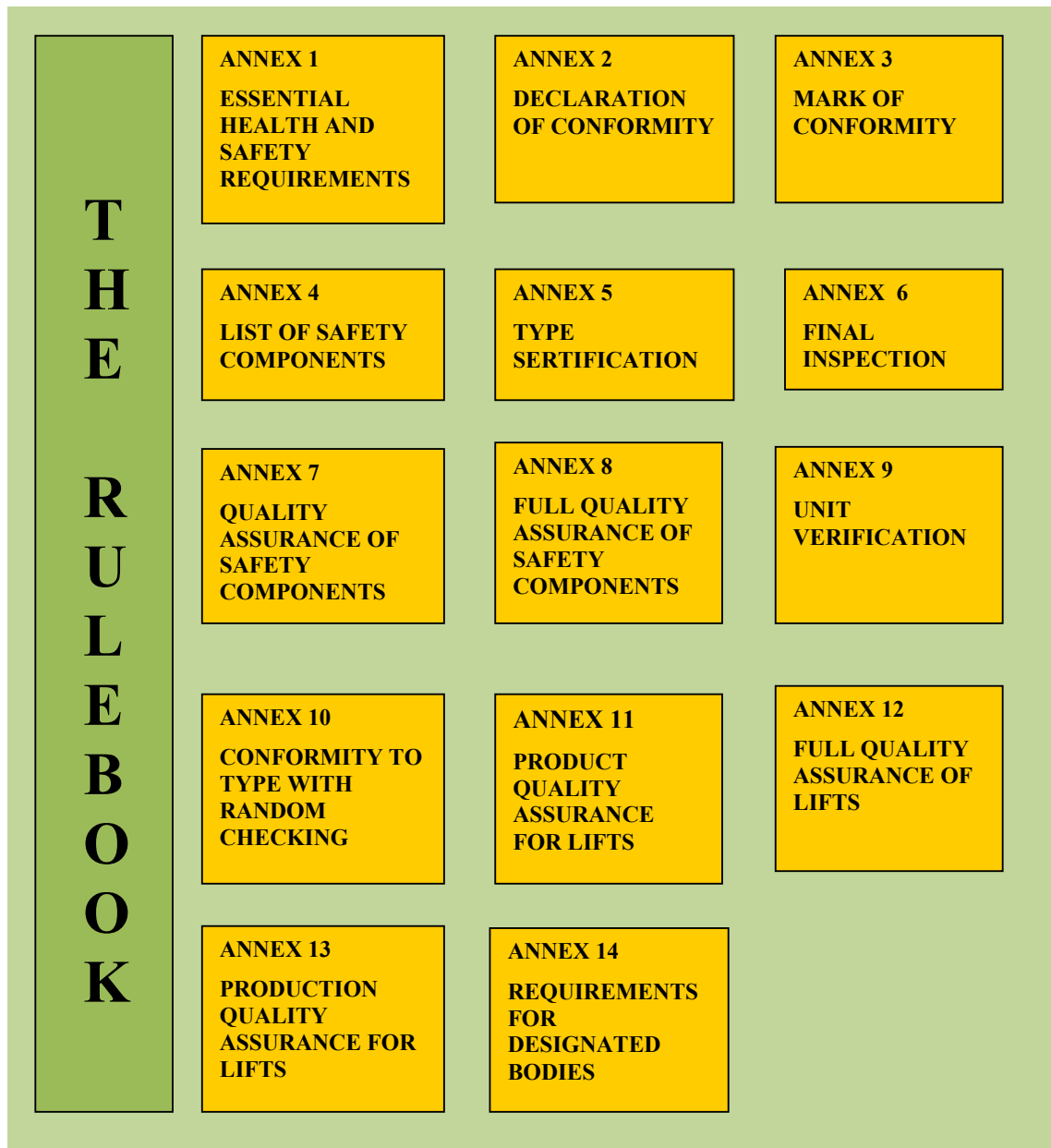
Structure of the Rulebook.

In the first section-introductory provisions, the scope of the Rulebook is defined, i.e. the products to which the Rulebook applies, as well as the products to which the Rulebook does not apply and definitions of key terms.

The second section contains provisions which regulate placing on the market of lifts and safety components, essential requirements for health and safety related to design and manufacturing of lifts and safety components, and free movement of these products.

The third section contains provisions on the presumption of conformity, and reference to Serbian standards transposing harmonized (European) standards and other Serbian standards.

STRUCTURE OF THE RULEBOOK



The fourth section defines mandatory conformity assessment of lifts and safety components, with reference to the relevant Annexes of the Rulebook (Annexes 5-13) and the fifth section contains provisions on designated bodies for conformity assessment of lifts and safety components.

The sixth section contains provisions on conformity mark and marking of lifts and safety components.

The seventh section stipulates provisions on the maintenance of lifts (provisions referring to owners of lifts, regular and special checks of lifts in use, basic changes to a lift, lift maintenance, provision for lifts maintenance services, emergency rescue of people from lifts, lift maintenance logbook, and designated bodies for checks of lifts in use).

The eighth section contains specific requirements for checking of existing (old) lifts and the ninth section contains provisions regarding documentation accompanying the lifts and safety components, and safeguard clause.

The tenth section stipulates transitional and final provisions, relating to the change of terminology upon accession of Serbia to EU and/or the signing of an ACAA agreement, validity and application of old Serbian regulations in the transitional period, activities of conformity assessment bodies in the transitional period and entry into force and start of implementation of the Rulebook.

Annex 1 of the Rulebook contains provisions on essential requirements for health and safety related to the design and manufacturing of lifts and safety components. Annex 2 stipulates the content of declaration of conformity for lifts and safety components and Annex 3 specifies the outline and content of Serbian mark of conformity and of CE mark.

Annex 4 contains the list of safety components for lifts. Annexes 5-13 stipulate provisions on conformity assessment procedures for lifts and safety components, whilst Annex 14 defines requirements for a conformity assessment body to be designated as a CAB for lifts and safety components.

2. SCOPE OF THE RULEBOOK

2.1. Products within the scope of the Rulebook

The Rulebook applies to lifts permanently serving buildings and structures, as well as to the following safety components for use in such lifts:

1. Devices for locking landing doors.
2. Devices to prevent the car from falling or uncontrolled upward movements.
3. Overspeed limitation devices.
4. Shock absorbers:
 - 4.1 Energy-accumulation shock absorbers - either non-linear or with dumping of the return movement
 - 4.2 Energy-dissipation shock absorbers
5. Safety devices fitted to jacks of hydraulic power circuits where these are used as devices to prevent falls.
6. Electric safety devices in the form of safety switches containing electronic components

The Rulebook applies to lifts “permanently serving buildings and structures”. This corresponds to the meaning of the word "lift" that is the most common one. Lifting devices that are used for a similar transport purposes, but are installed in the open areas like in mountains or urban areas are not covered by the Rulebook. Rulebook shall apply only to lifts that are "permanently" used in buildings and facilities. Therefore, Rulebook shall not apply to temporary installed lifts, such as lifts used for transport of construction workers.

It is useful to examine the different elements of the definition of “lift” in order to clarify the scope of the Rulebook:

- lift is an appliance serving specific levels;

This means that a lift moves between fixed, pre-determined levels of the building or construction (landings) where persons can enter or leave the car. Lifting appliances designed for access to positions at a height but

which are not designed to transport persons to and from pre-determined levels or landings are not in the scope of the Rulebook.

- having a carrier;

A lift is defined as an appliance “having a carrier”. The term “car” is not defined in the Rulebook. It is generally understood that a car is a carrier that supports and protects the persons or persons and goods being transported by the lift. Rulebook requires that lift cars must be completely enclosed in order to protect against hazards to persons in the car, however, it should be noted that this is an essential health and safety requirement for lifts and not part of the definition of a lift.

- moving along guides which are rigid;

In general, lifts subject to the Rulebook have carriers “moving along guides which are rigid” in a physical sense. However the definition also includes lifts guided by other means which, while they move along a fixed course, do not have rigid guides in the physical sense.

- inclined at an angle of more than 15 degrees to the horizontal;

The Rulebook applies to lifts with guides “inclined at an angle of more than 15 degrees to the horizontal”. The Rulebook thus includes inclined lifts such as those installed alongside an escalator. Inclined lifts subject to the Rulebook are installations serving buildings or constructions, which distinguishes them from cableways which are excluded from the scope of the Rulebook . Installations for transporting persons at an angle of less than 15° to the horizontal are not considered lifts in the sense of the Rulebook and are therefore subject to the Rulebook on Safety of Machinery ("Official Gazette of RS", No. 13/10).

- intended for the transport of persons, persons and cargo or cargo alone if the carrier is accessible and fitted with controls inside the carrier or within reach of a person inside.

The Rulebook shall apply to:

- 1) lifts intended for transportation of persons;
- 2) lifts intended for transportation of cargo and accompanying persons;
- 3) lifts intended for transportation of cargo only, if the carrier is available to persons and if the carrier is equipped with controls placed inside the carrier or within reach of persons within the carrier.

On the other hand: lifts intended for the transport of cargo only, with a carrier that is inaccessible to persons and lifts intended for the transport of cargo with a carrier that is accessible to persons for the purpose of loading and unloading goods but with controls that are outside the carrier and cannot be reached from within the carrier, are subject to the Machinery Rulebook.

Work platforms used to access the positions at height that are not designed to transport persons from one level to another, do not fall within the scope of the Rulebook. Such work platforms are in the scope of the Machinery Rulebook.

The Rulebook applies to the lifts when they are placed on the market or put into use for the first time. It therefore applies to new lifts only, which is in accordance with the opinion of the EU Committee for lifts. Thus the Rulebook applies to: 1) lifts installed in new buildings ; 2) lifts installed in existing buildings; 3) lifts installed in existing wells in replacement of existing lifts, including when the existing guide rails and their fixings or the fixings alone are retained.

The safety components for lifts subject to the Rulebook are the six categories of safety component listed exhaustively in Annex IV of the Rulebook. Other components for lifts, even if they play an important

role in ensuring the safety of the lift installation, are not subject to the provisions of the Rulebook as such, but their conformity must be assessed together with the lift installation into which they are incorporated.

2.2 Products outside of the scope of the Rulebook

The Rulebook sets out a list of lifts and appliances which are not covered by the Rulebook.

Some of the appliances in the list correspond to the definition of a lift but are nevertheless excluded from the scope. Other appliances in the list do not correspond to the definition, but are included in the list of exclusions for the sake of clarity.

- Cableways

Cableways designed to carry persons are covered by separate regulations. In EU countries they are in the scope of Directive 2000/9 on cableways. Cableway installations include mountain lift systems used in high-altitude tourist resorts such as funicular railways, cable cars, gondolas, chairlifts and drag lifts, and similar installations used in urban transport facilities.

- Lifts for military or police purposes

It should be noted that this exclusion only concerns lifts specifically designed for military or police purposes. Consequently, lifts serving buildings or constructions used by military or police personnel but which are not designed specifically for military or police purposes fall within the scope of the Rulebook.

- Mine winding gear

Mine winding gear, used for transporting persons and goods to and from the working levels of mine shafts, correspond to the definition of lift, but since the market for such equipment is essentially national, it is subject to other national specific regulations. Mine winding gear is excluded from the scope of the Machinery Rulebook also. This exclusion was meant to cover the lifts installed in the mine shaft. If standard, mass-produced lifts, such as rack-and-pinion lifts, are installed in other parts of a mine, they are not concerned by the exclusion of mine winding gear from the Rulebook.

- Theatre elevators

Theatre elevators are excluded from the scope of both the Rulebook and the Machinery Rulebook and therefore remain subject to other national regulations. However, it should be noted that the exclusion of theatre elevators does not extend to lifts installed in theatres to provide access for the public to seating areas or for use by theatre staff for access to other parts of the theatre, which are subject to the Rulebook.

- Lifts fitted in means of transport

Lifts fitted in means of transport (road vehicles, trains, ships, aircraft etc.) are not covered by the Rulebook since they are not installed in buildings or constructions. Such lifts are subject to specific regulations.

- Lifts connected to machinery and intended exclusively for access to the workplace.

This exclusion applies in the following cases:

-Lifts, intended exclusively for access to the workplace, that are connected to machinery which is not a building or construction (such as, for example, lifts for access to the operator's cab connected to tower cranes); such lifts are excluded from the Rulebook and are subject to the Machinery Rulebook.

-Lifts intended exclusively for access to the work place, that are connected to buildings or constructions which are an integral part of machinery (such as, for example, lifts in wind generators): such lifts are excluded from the Rulebook and are subject to the Machinery Rulebook.

The exclusion does not apply in the following cases:

-Lifts intended for access to workplaces on machinery that are connected to buildings or constructions which are not an integral part of the machinery; such lifts are subject to the Rulebook.

-Lifts connected to machinery, that are intended for public transport; such lifts are subject to the Rulebook.

(The wording of this exclusion is modified by the Machinery Rulebook: The Machinery Rulebook shall apply to lifting appliances connected to machinery and intended exclusively for access to workstations including maintenance and inspection points on the machinery.)

- Rack and pinion trains.

Rack and pinion trains are not covered by the Rulebook since, like cableways, they are not installed on buildings or constructions. They are not at present covered by harmonized Community legislation. Rack and pinion trains should not be confused with rack and pinion lifts, which are subject to the Lifts Directive.

- Construction-site hoists

Construction-site hoists are lifts installed temporarily for transporting construction workers and goods to the different levels of a building during construction or repair work. At present, construction-site hoists are excluded from the scope of both the Rulebook and the Machinery Rulebook and therefore remain subject to specific regulations.

3. ESSENTIAL HEALTH AND SAFETY REQUIREMENTS

The Rulebook provides only the essential requirements for health and safety related to the design and manufacturing of lifts and safety components of lifts, whilst detailed safety and other technical requirements for lifts and safety components are defined in Serbian standards which transpose a harmonized (European) standards. The essential requirements for health and safety related to the design and manufacturing of lifts and safety components are stipulated in Annex 1 of the Rulebook.

The installer and manufacturer of lifts is free to choose the way in which these requirements are going to be met, but compliance with the essential requirements for health and safety of the lifts is mandatory.

Essential requirements for health and safety are divided into several sections:

General requirements (the means of suspension and/or support of the car, its attachments and any terminal parts thereof must be selected and designed so as to ensure an adequate level of overall safety and to minimize the risk of the car falling; a fault in the electrical installation shall not give rise to a dangerous situation; lifts must be so designed, constructed and installed as to prevent normal starting if the rated load is exceeded, lifts must be equipped with an overspeed governor, etc.);

Hazards to persons inside the car (cabin door must remain closed and interlocked if the lift stops between two levels, In the event of a power cut or failure of components the lift must have devices to prevent free fall or uncontrolled upward movements of the car, etc.);

Hazards to persons outside the car (lift must be designed and constructed as to prevent the risk of crushing when the car is in one of its extreme positions, the landings at the entrance and exit of the car must be equipped with landing doors of adequate mechanical resistance for the conditions of use envisaged, etc.);

Other hazards (landing doors, where they have to contribute to the protection of the building against fire, including those with glass parts, must be suitably resistant to fire in terms of their integrity, counterweights must be so installed as to avoid any risk of colliding with or falling on to the car, etc.);

Labelling (In addition to the minimum particulars required for any machine pursuant to Section 1.7.3 of Annex I to Rulebook on Safety of Machinery, each car must bear an easily visible plate clearly showing the rated load in kilograms and the maximum number of passengers which may be carried, etc.)

With certain exceptions, the essential requirements for health and safety do not apply directly to the safety components, but the safety components must satisfy the requirements in the sense that they must be designed, manufactured and installed in the lifts as to allow such lifts to satisfy the essential requirements for health and safety.

Manufacturers of safety components, therefore, must clearly specify the characteristics of the lifts in which their safety components can be incorporated.

The lift installer is fully responsible for ensuring that appropriate safety components are incorporated into the lift in such way to enable the lift and lift installation to comply with the essential health and safety requirements.

4. REFERENCE TO SERBIAN STANDARDS TRANSPOSING EU HARMONIZED STANDARDS

The Rulebook is accompanied by the **list of Serbian standards in the field of lifts, which was published in the Official Gazette of RS No. 6/11** in accordance with the law, the Rulebook and special regulation. These are Serbian standards that transpose harmonized (European) standards for lifts and safety components.

Implementation of Serbian standards shall presume conformity of lift and safety components with the essential health and safety requirements covered by the standard(s) that are applied. To get a presumption of conformity, a standard shall be published on the List of Serbian standards for lifts by the Ministry of Economy and Regional Development, as the line ministry responsible for this area.

The List of standards for the lifts published in the Official Gazette of RS is regularly updated.

Application of the Serbian standard transposing harmonized European standard is always voluntary. That is, even when a given essential health and safety requirement is covered by a harmonized standard, a lift installer or safety component manufacturer remains free to apply alternative specifications. This is in order to prevent technical standards to become an obstacle to innovative technical solutions that were not foreseen when the harmonized standard was drafted.

However, a Serbian standard provides an indication of the state of the art at the time when it was adopted and sets the level of safety which can be reasonably expected for a given type of product at a given time. A lift installer or safety component manufacturer who chooses to apply other technical specifications must be able to show that his solution provides a level of safety that it is at least equivalent to that afforded by the specifications of the Serbian standard.

5. PRESUMPTION OF CONFORMITY

When a reference to a harmonized standard has been published on the List of Serbian standards for lifts in the Official Gazette of RS, implementation of its specifications confers a presumption of conformity with the essential health and safety requirements they cover.

This presumption exists from the date on which the reference to the standard is published in the Official Gazette of RS.

The presumption of conformity usually ceases when the standard is replaced by a new or revised standard, namely on the date of cessation of presumption of conformity that is specified in the List of Serbian standards for lifts Official Gazette of RS.

The presumption of conformity conferred by application of a harmonized standard is not absolute, since the conformity of the standard itself can be challenged. However, a product designed and constructed according to a harmonized standard is presumed to comply with the essential requirements it covers unless proved otherwise. Thus the lift installer or the safety component manufacturer who applies a harmonized standard is provided with a legal certainty, since he does not have to provide further evidence of conformity with the essential health and safety requirements covered by the standard.

Furthermore, full application of the relevant harmonized standards makes an additional design inspection unnecessary when a lift installer uses the full quality assurance procedure for the conformity assessment of his design.

6. TECHNICAL DOCUMENTATION AND RISK ASSESSMENT

Technical and other documentation issued by installer of a lift or manufacturer of a safety component shall demonstrate conformity with the requirements of the Rulebook, and the documentation shall be prepared and issued in accordance with the conformity assessment procedure applied in each case. To that end, it is necessary, before starting the process of designing and manufacturing of lifts and/or safety components, to determine the module, i.e. conformity assessment procedure that will be applied.

Installer of a lift and manufacturer of a safety component must assess risks to determine all the hazards related to their products, and to take that assessment into account when designing and manufacturing safety components and lifts.

After identifying the hazards associated with their product and the essential health and safety requirements applicable, installer of a lift and manufacturer of a safety component, **must assess level and type of hazards to determine which protective measures are necessary.** This assessment involves specifying the nature and frequency of exposure to danger, as well as the level and severity of potential damage (i.e. the risk). When designing and manufacturing products, it is necessary to take into account the risk assessment.

The choice of measures to protect against the perceived threat is carried out in accordance with the principles of safety integration, prioritized in accordance with section 1.1.2 of Annex I to the Machinery Rulebook, which applies to the lifts as well. General rules for risk assessment are described in the standard SRPS EN ISO 14121-1.

7. CONFORMITY ASSESSMENT

The Rulebook stipulates the conformity assessment procedures to be applied by the installer of a lift and manufacturer of a safety component to ensure the conformity of a product.

The Rulebook provides the installer of a lift and manufacturer of a safety component with a wide range of conformity assessment procedures, based on the so-called "Global approach", determined by the Decision No. 768/2008 of European Parliament and the Council of 9 July 2008 on a Common Framework for Marketing of Products. Provisions of the Rulebook should be read in conjunction with the relevant annexes of the Rulebook, which regulate in detail the content of each conformity assessment procedure.

Lifts and/or safety components that comply with the requirements of this Rulebook shall be put on the market freely, without any restrictions.

As for components other than six categories of safety components listed in Annex 4, the conformity assessment procedures in the Rulebook shall not apply to such components. Compliance of these components shall be evaluated when assessing the compliance of the lifts installation in a building or a construction. Such components for lifts can move freely in the market with a simple declaration issued by the manufacturer describing the intended use of a component and the method of safe installation of such component in a lift.

When the Rulebook stipulates that a designated CAB conducts or participates in one of the conformity assessment procedures, such procedure is performed only by a designated CAB which is registered at the **Register of designated conformity assessment bodies** for the relevant conformity assessment procedure.

Registry of designated CABs and the scope of designation for each body is available on the following website: www.tehnis.merr.gov.rs.¹

¹ Due to the change of the name of the Ministry of Economy and Regional Development to the Ministry of Finance and Economy, the new web address will be: www.tehnis.mfp.gov.rs

The conformity assessment body for lifts or safety components must meet the requirements of the Rulebook to be designated for the conformity assessment of lifts and safety components.

The installer of a lift and manufacturer of a safety component are free to choose a designated CAB from the Register.

7.1 Conformity assessment of lifts

The Rulebook sets out the choice of conformity assessment procedures for lifts and describes the steps that must be followed before a lift is placed on the market and put into service.

For each lift, the conformity of the lift design with the essential health and safety requirements of the Rulebook must be assessed and the conformity of the lift installation with the approved lift design must be checked. The conformity assessment procedures for lifts thus can be distinguished according to whether they concern the design phase or the installation phase:

Design phase

In order to assess the conformity of a lift design, the lift installer must choose to apply one of the following alternative procedures (1, 2 or 3):

- 1.-the lift or model lift design is submitted to a **type-examination** by a designated CAB;
- 2.-the lift design is subject to **unit verification** by a designated CAB;
- 3.-the conformity of the lift design is assessed under a **full quality assurance system** that has been approved by a designated CAB.

In the case of recourse to a full quality assurance system, if a lift design does not wholly comply with the relevant Serbian standards, a design inspection must also be carried out by a designated CAB to assess the conformity of the lift, in respect of those aspects of the design which deviate from the Serbian standards.

Installation phase

In order to check the conformity of a lift installation with the design, the conformity of which was assessed during the design phase, the lift installer may choose one of the following alternative procedures (1, 2 or 3):

1.-For lift designs or designs of model lifts that are subject to an **type-examination certificate** or that have been designed under a **full quality assurance system**, complemented, if necessary, by a design inspection:

- the lift installation is subject to a **final inspection** by a designated CAB;
- the lift installer carries out the final inspection and testing of the lift installation himself under a **product quality assurance system** approved by a designated CAB;
- the lift installer carries out the final inspection and testing of the lift installation himself under a **production quality assurance system** approved by a designated CAB;

2. -for lift designs that have been subject to **unit verification** by a designated CAB, the same procedure also covers the installation phase.

3. -the lift installer carries out the final inspection and testing of the lift installation under the approved **full quality assurance system** that also covered the design phase.

The unit verification procedure involves a single designated CAB. This is also the case if a full quality assurance system covers both the design and installation phases.

If other procedures are followed, the designated CAB that carries out the conformity assessment procedure for the installation phase may be the same designated CAB that carried out the conformity assessment procedure for the design phase or it may be a different one.

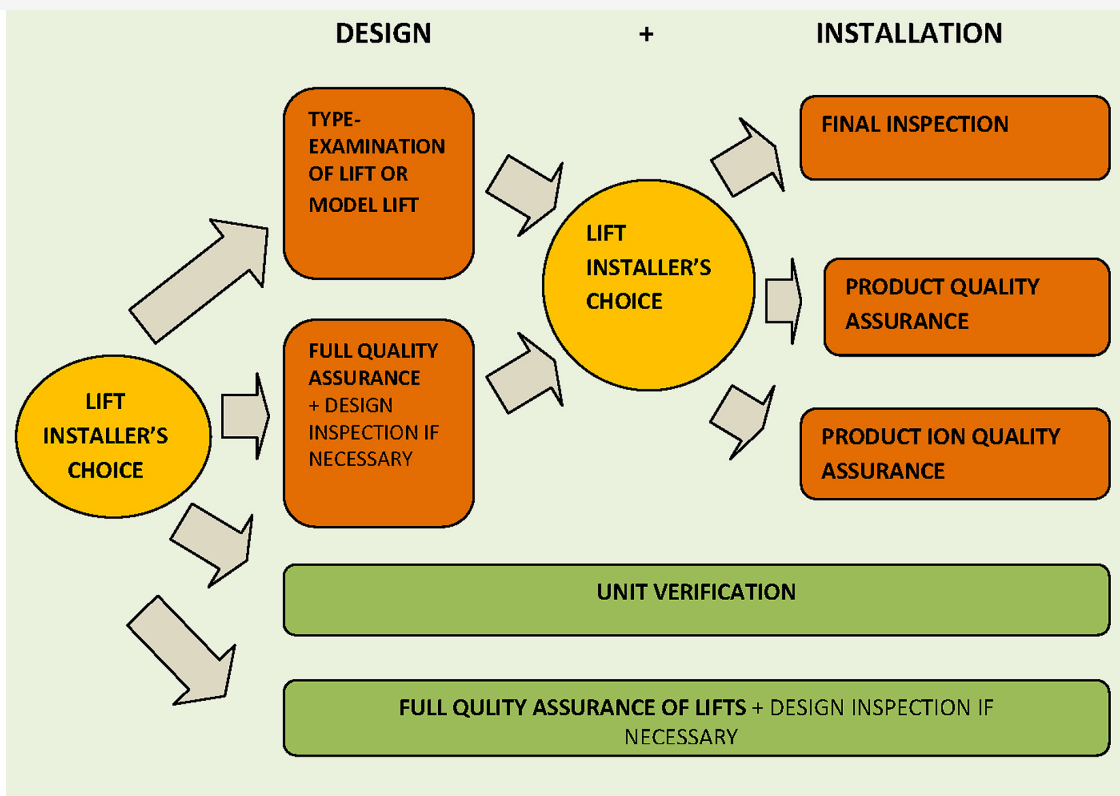
NOTE:

The Rulebook deals with cases where the person responsible for a lift design that is subject to an type-examination certificate or has been designed under a full quality assurance system is different from the person responsible for the installation of the lift.

It is required that the person responsible for the design supplies the lift installer with all the necessary documents and information to ensure safe construction, installation and testing of the lift.

This requirement is particularly important when the lift designer supplies the elements of the lift to the lift installer in the form of a kit ready to install.

CONFORMITY ASSESSMENT OF LIFTS



7.2. Conformity assessment of safety components

The Rulebook sets out the choice of conformity assessment procedure open to manufacturers of safety components and describes the steps that must be followed before a safety component is placed on the market.

The conformity assessment procedures for safety components can be distinguished according to whether they concern the design phase or the production phase:

Design phase

For the design phase, the manufacturer has a choice of the following procedures:

1. - the model of safety component is submitted to an **type-examination** carried out by a designated CAB;
2. - the conformity of the model of safety component is assessed under a **full quality assurance system** that has been approved by a designated CAB.

Production phase

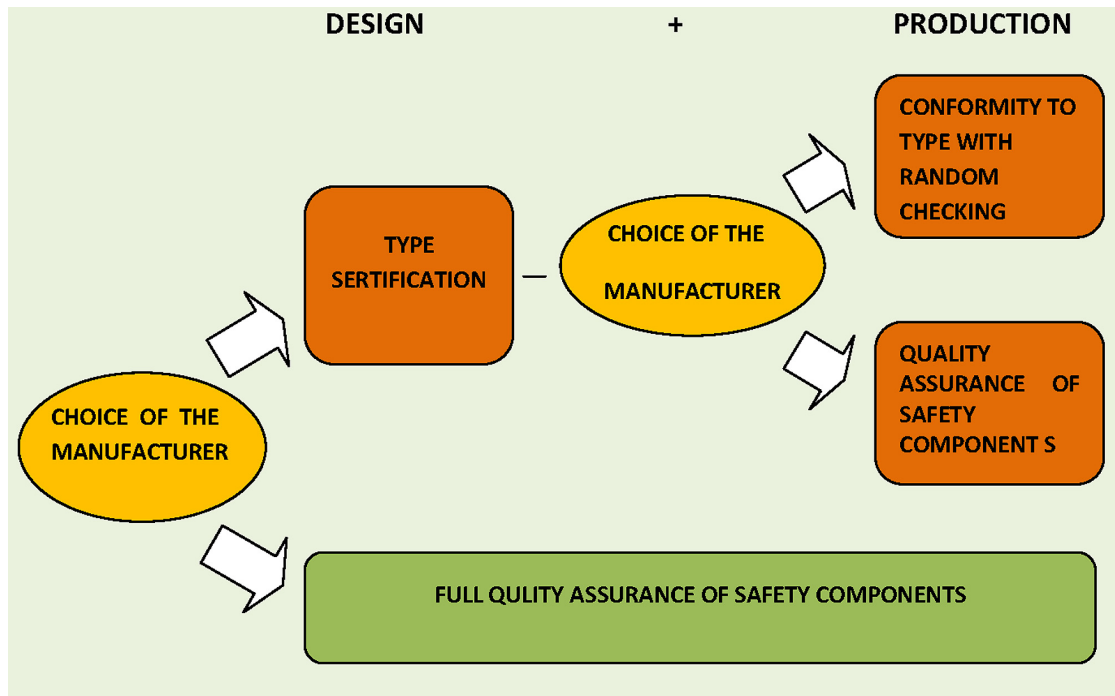
For the production phase, **if the model of safety component is subject to a type examination certificate**, the manufacturer must then apply one of the following procedures (1 or 2) to ensure that the safety components actually produced are in conformity with the approved type:

1. -he has **random checks** carried out by a designated CAB on samples of his production;
2. -he operates a **quality system for safety components** that has been approved by a designated CAB.

When one of these alternatives is chosen, the designated CAB that intervenes in the production phase may be the same as the body that carried out the type-examination of the model of safety component concerned or it may be a different one.

3. - For the production phase, **if the design of the safety components has been carried out under an approved full quality assurance system, the same system covers the manufacture and the final inspection and testing of the safety components.** In this case, only one designated CAB is involved.

CONFORMITY ASSESSMENT OF SAFETY COMPONENTS



8. CONFORMITY MARKING AND DOCUMENTATION

8.1 Declaration of conformity

Declaration of conformity for a safety component.

In any case, after a conformity assessment procedure is completed, the manufacturer must affix a conformity mark on each safety component and draw up a declaration of conformity.

Declaration of conformity must accompany the safety components. Since the safety components are produced in series, the declaration of conformity accompanying the products can be a printed copy of the originals. If several identical safety components are supplied in one box, it is also admissible for the manufacturer to supply one declaration for each box.

The declaration of conformity can also be included in the manufacturer's instruction manuals.

If a lift installer manufactures safety components to be incorporated into the lift he installs, he has the same obligations as other manufacturers of safety components and he must therefore draw up and sign an declaration of conformity for the safety components he manufactures.

The declaration of conformity for a safety component for lift must be supplied by the safety component manufacturer to the lift installer or to person which buys the safety component in order to incorporate it in a lift installation or fit it to an existing lift.

If the safety component is sold through an intermediary such as a wholesaler or distributor, the intermediary must ensure that the declaration of conformity is supplied to the final customer.

The declarations of conformity for the safety components incorporated into a lift installation must be included in the documentation supplied with the lift.

Manufacturer of safety components or his representative must ensure that a copy of the declaration of conformity shall be retained for 10 years from the date on which the safety component was last manufactured.

A model of declaration of conformity for a safety component given below.

DECLARATION OF CONFORMITY FOR A SAFETY COMPONENT

Manufacturer of the safety component
.....
(the name and the address of the registered seat of the manufacturer, or if the declaration is issued by an authorized representative in RoS, also enter the name and the address of the registered seat of the manufacturer of the safety component)

hereby declares that the safety component (the year of production, description of the safety component, type, serial number if existing, and safety function if it's not visible from the description)

is in conformity with the essential requirements of the Rulebook on Lifts Safety („Official Gazette of RoS“ No. 101/10), as well as with the requirements of (list other regulations, if applicable), and in conformity with the following Serbian standards transposing harmonized standards (list also other standards and technical specifications, if applied)

* that the safety component is identical to the safety component for which the type certificate No..... was issued by (enter the name and the address of the CAB which issued the type certificate, as well as the unique registration number of the CAB from the Register of designated CABs),

that the safety component undergone a conformity assessment procedure as stipulated in Article of the Rulebook, (indicate the conformity assessment procedure applied), carried out by (the name and the address of the CAB, as well as the unique registration number of the CAB from the Register of designated CABs) which issued (the conformity document type, number and date of issue)

.....
(place and date of issue of declaration) (signature/identification of the authorized person of the manufacturer or his authorized representative in RoS)

***if applicable**

Declaration of conformity for a lift.

In every case, when the chosen conformity assessment procedures have been carried out, the lift installer must affix the conformity mark on the lift and draw up the declaration of conformity before placing the lift on the market.

Declaration of conformity for a lift is a conformity document whereby the lift installer declares that the lift he installed is in conformity with all requirements stipulated in the Rulebook.

The term "lift installer" means a legal entity or entrepreneur who takes the responsibility for the design, manufacturing, installation and placing on the market of lift, by drawing up a declaration of conformity and affixing a conformity mark on the lift.

The installer must provide the original declaration of conformity to the lift owner when the lift is placed on the market, before it is put into service.

When more than one regulation is applicable to the same product (for instance this Rulebook and EMC Rulebook), it is possible to draw up a single declaration of conformity attesting conformity with all the applicable regulations, providing that the information required by each regulation is included.

The installer must keep a copy of the declaration of conformity for 10 years from the date on which the lift was placed on the market and make it available, on request, to the market surveillance authority, together with the reports of the tests carried out in conformity assessment procedures.

A model of declaration of conformity for a lift given below

DECLARATION OF CONFORMITY FOR A LIFT

The lift installer

.....
(name and the address of the registered seat of the lift installer)
hereby declares that the lift described here (description of the lift, type, serial number)

installed in the building/construction on the following address
....., in..... (year of installation) is in conformity with the requirements of the Rulebook on Lift Safety („Official Gazette of RoS“ No. 101/10) , as well as with the requirements of(list other regulations, if applicable), and in conformity with the following Serbian standards transposing harmonized standards (list also other standards and technical specifications, if applied)

*that the lift is identical to lift for which the Type certificate No.....was issued by (the name and the address of the CAB which issued the Type certificate, as well as the unique registration number of the designated CAB from the Register of designated CABs),

that the lift undergone a conformity assessment procedure as stipulated in Article of the Rulebook on Lift Safety (indicate the conformity assessment procedure), carried out by (the name and the address of the CAB, as well as the unique registration number from the Register of designated CABs), which issued (the conformity document type, number and date of issue)

.....
(place and date of issue of declaration) (signature/identification of the authorized person of the lift installer)

*if applicable

8.2 Certificates and decisions of CABs

Conformity assessment procedure starts with the request submitted by the manufacturer of the safety components (for safety components), or by the lift installer (for lifts) to a designated CAB of his choice.

Unlike some other products, **conformity assessment procedure for lifts and safety components always involves a third party**, that is, a designated CAB.

The outcome of the conformity assessment procedure is a relevant conformity document issued by a designated CAB, namely **certificates** (e.g. type certificate for lift or safety component, final inspection

certificate or unit verification certificate), or **decisions on approval of a relevant quality assurance system** for lifts or safety components, in accordance with conformity assessment procedure applied.

The manufacturer of the safety components (for safety components) and the lift installer have the obligation of providing their product with appropriate conformity document.

It is not mandatory that each lift or safety component is accompanied with a conformity document while placing a product on the market, but a relevant conformity document must be explicitly listed in the declaration of conformity for lift and in the declaration of conformity for a safety component.

8.3. Manuals

The instruction manual for safety components shall be provided by the manufacturer of the safety components to the lift installer who intends to incorporate the components into a lift installation.

If a safety component is manufactured by a lift installer for installation in lifts that he installs himself, the instructions relating to the assembly, connection and adjustment of the safety component must be provided to the staff concerned.

The instruction manual for the lift contains at least the following: instructions drawings and diagrams necessary for normal use of the lift, which are related to maintenance, inspections, repair, periodic checks and rescue procedures, logbook in which repairs and periodic checks are recorded.

The instruction manuals must be given in Serbian language.

Instruction manual and logbook for lifts.

The instruction manuals, including the lift maintenance logbook, must be supplied by the installer of the lift to the owner of the lift before the lift is put into service.

In cases where the person responsible for the design and construction of the lift is different from the person responsible for the installation, the designer and constructor must supply all the necessary documents to the installer so that they can be included in the documentation supplied to the owner. However it should be emphasized that the installer of the lift has the entire responsibility for ensuring that all manual instructions are supplied to the owner when the lift is placed on the market.

Since part of the information included in the documentation relates to the checks and maintenance of the lift, as well as to the tools provided for the release and evacuation of persons in case of a breakdown, the relevant parts of the documentation must be made available to the people in charge of the checks and maintenance of the lift and to the rescue service. This is the responsibility of the owner of the lift, however it is useful for the lift installer to provide a convenient place on the lift installation for the storage of the instruction manual and the logbook.

The lift installers' instruction manual must provide the information necessary to alert the owner of the lift about the need for adequate maintenance. In particular, they must include information relating to the foreseeable lifetime of critical components and criteria for their inspection and replacement.

The lift installer's instructions must provide the information on the use of any special equipment, such as special tools or software, necessary for the safe and effective maintenance of the lift or for rescue operations.

The documentation mentioned in section 6. of Annex 1 shall also include the declarations of conformity for the safety components incorporated into the lift installation.

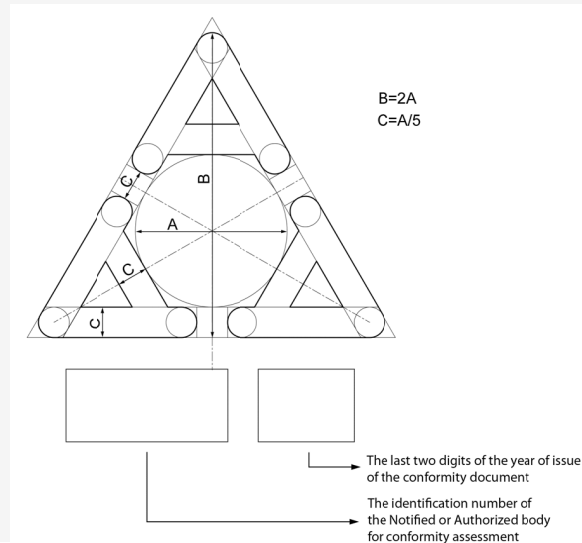
Specifications for the instruction manual and the logbook are given in clause 16 of standards SRPS EN 81, parts 1 and 2. Specifications for the elaboration of maintenance instructions for lifts are given in standard EN SRPS 13015. Additional specifications concerning the information to be provided relating to the accessibility and use of lifts by persons with disability are given in clause 7 of standard SRPS EN 81-70. Additional specifications concerning the information to be provided with vandal-resistant lifts are given in clause 7 of standard SRPS EN 81-71. Additional specifications concerning the information to be provided with fire-fighters' lifts are given in clause 7 of standard SRPS EN 81-72. Additional specifications concerning the behaviour of lifts in the event of fire and the need to maintain and test the fire alarm system are given in clause 7 of standard SRPS EN 81-73.

8.4. Marking of lifts and safety components

Before placing on the market a safety component which undergone a conformity assessment procedure defined in the Rulebook, the safety component manufacturer or his authorized representative affixes a conformity mark to the safety component.

Before placing on the market a lift which undergone a conformity assessment procedure defined in the Rulebook, the lift installer or his authorized representative affixes a conformity mark on the lift.

Lifts and safety components complying with the requirements of the Rulebook shall be marked with the conformity mark as defined in Annex 3 of the Rulebook. The conformity mark shall be affixed on each lift car so that it is visible, legible and indelible, as well as on the each and every safety component, and if that's not possible, on a label that is inextricably linked to the safety component.



Serbian mark of conformity

The identification number of the designated conformity assessment body (unique number from the Registry of Notified Bodies for Conformity Assessment), and the last two digits of the year of issue of the conformity document, if this body performed, or participated in, conformity assessment, shall be placed next to the Serbian mark.

Where the lift or safety component is also the subject to other regulations concerning other aspects and which also provide for the affixing of the conformity mark, the latter shall indicate that the lift or safety component also complies with the provisions of those other regulations.

Each lift car must have an easily visible tag showing the rated load in kilograms and the largest number of passengers that can be transported.

9. SAFEGUARD CLAUSE

Supply or use of lift or safety component being placed on the market in Serbia, which meets requirements of this Rulebook, with conformity mark affixed on, and accompanied by the declaration of conformity, may be restricted or prohibited in accordance with the law. This means that the surveillance authorities have the right and duty to act within their legal powers when the product is supplied with appropriate documentation and marked in accordance with the regulations, if it turns out that it is not safe or does not comply with the requirements of the Rulebook.

10. MARKET SURVEILLANCE

Lifts and safety components supplied with the declaration of conformity and marked with the conformity mark are considered to comply with the provisions of the Rulebook.

However, market surveillance authorities should ensure that conformity assessment procedures are performed correctly and that the conformity mark relates to the actual compliance with the essential health and safety requirements of the Rulebook.

New Law on Market Surveillance ("Official Gazette" No. 92/11) represents, together with the specific regulations in the field of civil engineering and technical legislation, the legal basis for market surveillance and inspection in the field of lifts and safety components for lifts.

11. TRANSITIONAL PERIODS (FOR APPLICATION OF OLD LEGISLATION AND FOR EXISTING LIFTS)

Having in mind that many local manufacturers of safety components and installers of lifts are not able to adjust their capacities and personnel to implement the Rulebook immediately after its entry into force, the transitional/final provisions of the Rulebook allow the possibility for lifts and safety components to be placed on the market prior to 1, January 2014, if they are designed and manufactured, and their conformity assessed, in accordance with the requirements of the old regulations in this area.

Conformity assessment bodies accredited or authorized for conformity assessment of lifts and safety components in accordance with the old regulations, shall continue to perform inspections and checks of existing lifts and checking of the fulfilment of requirements for improvement of existing lifts, in accordance with the old regulations, up to their appointment in accordance with the Rulebook. This possibility is valid until 1, January 2014.

The Rulebook also stipulates that special requirements for improvement of existing (old) lifts shall be applied prior to 1, January 2014. This way, these provisions lay down special requirements for lifts that are installed in buildings and constructions in accordance with the old regulations.

Having in mind that there is a large number of such lifts, as well as that these provisions refer to large number of subjects, it was necessary to provide an additional period for compliance with these requirements.

12. REGULAR AND SPECIAL CHECKS OF LIFTS IN USE

The owner of a lift shall provide regular and special checks of lifts in use, as well as lift maintenance and rescue of people trapped in a lift. The owner of the lift means the owner of a building or construction in which the lift is installed.

Regular and special checks of lifts in use shall be performed exclusively by a designated body for lift checks, which is registered in the **Register of designated bodies**. Register is kept and published by the Ministry responsible for keeping a register of designated bodies.

Registry data on designated bodies, containing also the scope of designation for each individual body, is available on the website www.tehnis.merr.gov.rs or www.tehnis.nfp.gov.rs.

Regular check of a lift must be done at least once a year. A person who performs maintenance of lifts must attend the regular check of the lift, and provide all the necessary assistance to the designated body that is performing a check of lift. The owner of the lift is required to provide all necessary conditions for the checking of the lift.

Special check of a lift is carried in case of:

- 1) basic changes to the lift, or
- 2) putting a lift in use after an accident, or
- 3) request from the surveillance authority.

Regular and special checks of lifts in use must confirm that a lift satisfies the essential health and safety requirements listed in Annex 1 of the Rulebook, and in case of existing lifts, that special requirements for improvement of existing lifts are fulfilled.

In any case, the check shall include the following: checking of correct operation of safety equipment and protection and other equipment that could affect the safety; check whether the change in the lift may affect the safety; check whether the change in environment may affect safety; check if there is a change in the use of a lift that could affect the safety; check whether there are all marks and instructions necessary for use of the lift, maintenance and rescue of people from the lift; check whether all changes made since the last regular check are listed in a logbook; check whether all defects/malfunctions identified in the report following last check of the lift were remedied (if any). Therefore, **a check of a lift must clearly establish that the lift is safe to use.**

Designated body for lift check shall prepare a **report on the lift check**, which contains all defects/malfunctions found and the necessary actions for their elimination, as well as the deadline for the elimination.

At the first regular check of the lift the designated CAB for lift check assigns an **identification number** to the lift checked.

After a check of the lift, the owner of the lift assumes all necessary actions to remedy any defects/malfunctions identified in the report of the designated body for lift checks.

If the lift does not meet the requirements established and presents a significant risk to the safety of users, the designated body for lift checks shall temporarily put a lift out of operation and notify the surveillance authority immediately, as well as the lift maintenance service and the owner of the lift.

The owner of the lift can't replace or change the designated body which performed the lift check and found defects/malfunctions in the lift, before the defects/malfunctions are completely eliminated. The solution is necessary to ensure the removal of malfunctions found.

13. MAINTENANCE OF LIFTS IN USE

The owner of the lift provides regular maintenance of the lift. Regular maintenance of lifts includes procedures and operations to ensure safe and correct use of a lift and its components, which are stipulated in detail in the Rulebook.

Maintenance of a lift and emergency rescue of persons trapped in a lift shall be performed by the **lift maintenance service**. The Rulebook defines lifts maintenance activities, the scope of maintenance, as well as requirements for lift maintenance service and the content of lift maintenance logbook.

The lift maintenance logbook must accompany each lift and shall contain the following: 1) general information on the lift, 2) basic information on the lift, 3) information on changes of general information and basic characteristics of the lift, 4) information on maintenance of the lift and information on each situation when a lift was out of operation due to malfunction, information on each intervention on a lift, i.e. the identified defects/shortcomings and its elimination, information on a replacement of the lift parts, 5) information about lifts maintenance service, 6) identification number of the lift; 7) information on persons in charge for rescuing of people from the lift.

14. CONCLUSION-OBLIGATIONS OF MARKET OPERATORS DEFINED IN THE RULEBOOK

The Rulebook elaborates the provisions of the Law on a content and elements of a technical regulation, defining hereby a specific requirements for lifts and safety components for lifts. In this sense, the market operators referred to in the Rulebook are primarily lift installers and safety components manufacturers, their representatives in Serbia, as well as importers and distributors of these products. The

Rulebook also stipulates provisions relating to lifts maintenance service and designated conformity assessment bodies.

In addition, the companies, governmental bodies and private individuals (as the owners of lifts to which the Rulebook applies, i.e. the owners of buildings and/or constructions in which the lifts were installed), also have to ensure that the corresponding obligations are implemented as defined in the Rulebook. This is an elaboration of the provisions of the Law which stipulates that the owner of a technically complex product, for which a technical regulation defines the obligation of regular or special checks to verify the safety of product in use, may put the product into use, or allow the use of the product, only if mandatory checks confirming the product safety were carried out.

Obligations of the lift owner are closely defined in sections of the Rulebook on regular and special checks of lifts, maintenance of lifts, and special requirements for existing lifts.

Lift installers and safety components manufacturers are required to ensure that a product complies with the requirements of the Rulebook; to ensure the implementation of the conformity assessment procedure as stipulated in the Rulebook; to issue a declaration of conformity and keep it within the required period of time; to ensure that the product is supplied with the documentation as defined in the Rulebook and to keep such documentation within a required period of time; and finally to mark the product in the prescribed manner.

All suppliers of the products, including importers and distributors are obliged to check whether a product is supplied with a declaration of conformity; whether a product is marked with a conformity mark; whether a product is labelled in a manner that allows the identification of the product/manufacturer and whether a product is accompanied with the documentation required.

RULOOK ON THE SAFETY OF LIFTS

(Official Gazette of RS, No 101/2010 from 29 December 2010)

I INTRODUCTION

Scope

Article 1

This Rulebook sets out essential health and safety requirements relating to design and construction of lifts and safety components in lifts, and other requirements and conditions to be met with respect to their design, construction, installation and placing on the market; the content of the declaration of conformity; conformity assessment procedures; conformity mark and conformity marking; safeguard clause and requirements to be met by the conformity assessment bodies which shall be designated for the assessment of conformity and the inspection of lifts.

Application

Article 2

This Rulebook shall apply to the lifts permanently serving buildings and constructions, including the safety components for use in such lifts listed in Annex IV – List of safety components for lifts, printed with this Rulebook as an integral part hereof.

Equipment and lifts not covered by this Rulebook

Article 3

This Rulebook shall not apply to:

- 1) lifting equipment the speed of which is less than 0.15 m/s;
- 2) construction-site hoists;
- 3) cableways, including funicular railways, for the public or private transportation of persons;
- 4) lifts specially designed and constructed for military or police purposes;
- 5) lifting equipment from which it is possible to carry out work;
- 6) mine winding gear;
- 7) lifting equipment intended for lifting performers during artistic performances;
- 8) lifting appliances fitted in means of transport;
- 9) lifting appliances connected to machinery and intended exclusively for access to workplaces, including maintenance and inspection points on the machinery;
- 10) rack and pinion trains;
- 11) escalators and mechanical walkways.

Where risks to lifts and/or safety components referred to in this Rulebook are partly or entirely covered by specific regulations, such regulations shall apply to those risks.

Specific terminology

Article 4

For the purposes of this Rulebook, some specific terminology is used, such as:

- 1) *'lift'* shall mean a lifting appliance serving specific levels, having a car moving along guides which are rigid and inclined at an angle of more than 15 degrees to the horizontal, intended for the transport of:

a) persons, or
b) persons and goods, or
c) goods alone if the car is accessible, that is to say, a person may enter it without difficulty, and fitted with controls placed inside the car or within reach of a person inside the carrier. Lifting appliances moving along a fixed course even where they do not move along guides which are rigid shall be considered as lifts falling within the scope of this Rulebook;

2) '*carrier*' shall mean a part of the lift by which persons and/or goods are supported in order to be lifted or lowered.

3) '*installer of a lift*' shall mean entrepreneur or legal person who takes responsibility for the design, manufacture, installation and placing on the market of the lift and who affixes the conformity mark and draws up the declaration of conformity with requirements laid down in this Rulebook;

4) '*placing the lift on the market*' shall mean putting of the lift in the use for the first time by the installer of the lift;

5) '*placing the safety component on the market*' shall mean fitting of the safety component into lift prior to putting the lift into service, and every fitting of the safety component into lift during its life of use;

6) '*safety component*' shall mean a component as listed in Annex IV;

7) '*manufacturer of safety components*' shall mean the entrepreneur or legal person who takes responsibility for the design and manufacture of safety components and who affixes the conformity mark and draws up the declaration of conformity;

8) '*model lift*' shall mean a representative lift whose technical documentation shows the way in which the essential safety requirements will be met for lifts which conform to the model lift defined by objective parameters and which uses identical safety components. All permitted variations between the model lift and the lifts derived from the model lift shall be clearly specified (with maximum and minimum values) in the technical documentation. By calculation and/or design documents it is permitted to demonstrate the similarity of a range of equipment to satisfy the essential safety requirements;

9) '*harmonised standard*' shall mean a standard adopted by European Standards Bodies, namely: the European Committee for Standardisation (CEN), the European Committee for Electrotechnical Standardisation (CENELEC) or the European Telecommunications Standards Institute (ETSI) on the basis of an order issued by the European Commission, which has been published in the Official Journal of the European Commission;

10) '*representative*' shall mean any legal entity or entrepreneur established in the Republic of Serbia who is resident of the Republic of Serbia and who has been authorised by the manufacturer of lifts or safety components to perform on his behalf all or part of the obligations laid down in this Rulebook.

Terms used in this Rulebook which are not defined under Paragraph 1 of this Article shall have meanings stipulated by the law governing technical requirements for products and conformity assessment, general safety of products and standardisation.

II PLACING ON THE MARKET

Essential health and safety requirements

Article 5

Lifts must satisfy the essential health and safety requirements set out in Annex 1 – Essential health and safety requirements relating to the design and construction of lifts and safety components, printed with this Rulebook as an integral part hereof.

Safety components must satisfy the essential health and safety requirements set out in Annex 1 of this Rulebook, and enable the lifts in which they are installed to satisfy these essential requirements.

Specific regulations may lay down other requirements for protection of people when lifts are put into service or during their use, provided that provisions of said regulations do not contravene the provisions of this Rulebook.

When the lift is installed in a building or a construction, that building or construction shall, in addition to the essential requirements specified in Paragraph 1 of this Article, also meet the conditions set out under specific regulations governing buildings or constructions.

Placing on the market

Article 6

Lifts may be placed on the market:

1) only if they are not liable to endanger the health or safety of persons or, where appropriate, the safety of property;

2) if they are properly installed and maintained;

3) if they are used for their intended purpose.

Safety components listed in Annex 4 of this Rulebook may be placed on the market:

1) only if they are designed and constructed so that after their proper installation into lifts, they are not liable to endanger the health or safety of persons or, where appropriate, the safety of property;

2) if they are properly installed and maintained;

3) if they are used for their intended purpose.

Persons responsible for work on the building or construction and the installer of the lift shall take the appropriate measures to ensure the proper operation and safe use of the lift, and keep each other informed of the measures taken and other facts relevant for proper operation and safe use of the lift.

Lift shafts shall not contain any piping or wiring or fittings other than that necessary for the proper operation and safe use of the lift.

The installer of the lift and the manufacturer of safety components, or his authorised representative shall ensure that lifts and safety components that are placed on the market of the Republic of Serbia or put into service shall meet the requirements laid down in this Rulebook.

Lifts and safety components manufactured for exclusively personal use must satisfy the requirements laid down in this Rulebook.

Free movement

Article 7

Lifts and/or safety components complying with the requirements and conditions set out in this Rulebook shall be placed on the market freely, without any restrictions.

Lifts and/or safety components which do not comply with the requirements set out in this Rulebook, may be displayed at fairs, exhibitions, demonstrations and other similar manifestations, provided that a visible sign clearly indicates that such lifts or safety components do not comply with the requirements under this Rulebook and are not to be placed on the market and are not for sale until they have been brought into conformity with the requirements of this Rulebook by the installer of the lift, the manufacturer of the safety components or his authorised representative.

During the exhibitions and demonstrations of lifts and/or safety components referred to in Paragraph 2 of this Article, adequate safety measures shall be taken to ensure the protection of persons.

III PRESUMPTION OF CONFORMITY

Serbian standards transposing harmonised standards

Article 8

A lift or a safety component shall be presumed to comply with the essential health and safety requirements laid down in Annex 1 of this Rulebook, if it is designed and constructed in accordance with Serbian standards relating to lifts which transposed the corresponding harmonised standards and covered one or more essential health and safety requirements, the list of which (hereinafter referred to as: the List of

Standards) is being made and published in accordance with the law governing technical requirements for products and conformity assessment and the legislation adopted based thereon.

Safety component designed and constructed in accordance with Serbian standards specified in Paragraph 1 of this Article, shall be presumed to enable that the lift in which it is properly installed complies with the essential health and safety requirements referred to in Annex 1 of this Rulebook.

Other Serbian standards

Article 9

In the absence of the harmonized standards relating to lifts or safety components, procedures for adoption of other Serbian standards and/or similar documents relating to lifts or safety components which are regarded as relevant for proper implementation of the essential health and safety requirements specified in Annex I of this Rulebook shall be carried out in accordance with the law governing standardisation.

The list of other Serbian standards and/or similar documents referred to in Paragraph 1 of this Article shall be integral part of the list of standards as specified in Article 8 of this Rulebook.

IV CONFORMITY ASSESSMENT PROCEDURES

Procedures for assessment of conformity of safety components

Article 10

Before placing the safety component listed in Annex IV on the market, the manufacturer of safety component or his authorised representative must:

1) submit the model of the safety component for a type-examination in accordance with Annex 5 – Type examination, printed with this Rulebook as an integral part hereof and provide supervised testing of the safety component at random intervals by a conformity assessment body in accordance with Annex 10 – Conformity to type based on internal production control and supervised testing of the safety components at random intervals, printed with this Rulebook and its integral part, or

2) submit the model safety component for a type-examination in accordance with Annex V of this Rulebook and carry out a quality assurance system in accordance with Annex VII of this Rulebook - Quality assurance of safety components, printed with this Rulebook as an integral part hereof, or

3) carry out a full quality assurance system for the safety component in accordance with Annex VIII – Full quality assurance of safety components, printed with this Rulebook and its integral part.

Before placing the safety component on the market, having undergone one of the conformity assessment procedures as specified in Paragraph 1 of this Article, the manufacturer of the safety component or his authorised representative:

1) shall draw up a declaration of conformity for the safety component containing the information listed in Annex 2 – Content of the declaration of conformity, printed with this Rulebook as an integral part hereof, taking account of the specifications given in Annex VII, Annex VIII or Annex X to this Rulebook, depending on the conformity assessment procedure applied;

2) shall affix a conformity mark on the safety component.

The safety component manufacturer or his authorised representative shall keep a copy of the declaration of conformity specified in Paragraph 2 (1) of this Article, for 10 years after the last safety component has been manufactured.

Procedures for assessment of conformity of lifts

Article 11

Before being placed on the market, a lift must have undergone one of the following conformity assessment procedures:

1) if the lift has been designed in accordance with a lift having undergone a type-examination as referred to in Annex V of this Rulebook, the lift shall be constructed, installed and tested by applying one of the following procedures:

(1) the final inspection referred to in Annex VI – Final inspection, printed with this Rulebook as an integral part hereof, or

(2) the quality assurance system for lifts referred to in Annex XI - Quality assurance system for lifts, printed with this Rulebook as an integral part hereof, or

(3) the quality production assurance referred to in Annex XIII – Quality production assurance, printed with this Rulebook as an integral part hereof.

Conformity assessment procedures referred to in this Paragraph during design and construction stages, as well as the construction, installation and testing stages, may be carried out on the same lift;

2) if the lift has been designed in accordance with a model lift having undergone a type-examination as referred to in Annex V of this Rulebook, the lift shall be constructed, installed and testing by applying one of the following procedures:

(1) the final inspection referred to in Annex VI of this Rulebook, or

(2) the quality assurance system for lifts referred to in Annex XI of this Rulebook, or

(3) the quality production assurance referred to in Annex XIII of this Rulebook;

3) if the lift has been designed in accordance with a lift for which a full quality assurance system for lifts pursuant to Annex XII has been implemented – Full quality assurance system for lifts, printed with this Rulebook as an integral part hereof, supplemented by an examination of the design if the latter is not wholly in accordance with the Serbian standards referred to in Article 8 of this Rulebook, the lift shall be installed and constructed and tested by applying one of the following procedures:

(1) the final inspection referred to in Annex VI of this Rulebook, or

(2) the quality assurance system for lifts referred to in Annex XI of this Rulebook, or

(3) the quality production assurance referred to in Annex XIII of this Rulebook;

4) the unit verification procedure referred to Annex IX of this Rulebook, carried out by a designated conformity assessment body, or

5) having been subject to the full quality assurance pursuant to Annex XII of this Rulebook, an additional examination of the design shall be carried out if the design is not wholly in accordance with the Serbian standards referred to in Article 8 of this Rulebook.

In the cases referred to in Item (i), (ii) and (iii) above, the person responsible for the design must supply to the person responsible for the construction, installation and testing all necessary documents and information for the latter in order to be able to operate in absolute security.

Before placing on the market of the lift having undergone one of the conformity assessment procedures specified in Paragraph 1 of this Article, the installer of a lift shall:

1) draw up a declaration of conformity for the installed lift, containing the information listed in Annex II of this Rulebook, taking account of the specifications given in Annex VI, IX, XI, XII or XIII of this Rulebook, depending on the conformity assessment procedure applied;

2) affix a conformity mark on the lift. The installer of a lift shall keep a copy of the declaration of conformity described in Item 1) of this Paragraph, for 10 years from the date on which the lift was placed on the market.

V DESIGNATED BODY FOR ASSESSING THE CONFORMITY OF LIFTS AND SAFETY COMPONENTS

Designated body

Article 12

A conformity assessment body may carry out the assessment of conformity of safety components and lifts referred to in Article 10 and 11 of this Rulebook, if it complies with requirements set out in Annex XIV-Requirement that shall be met by a conformity assessment body to be designated for assessing the conformity, printed with this Rulebook as an integral part hereof, and if it is designated in accordance with the law governing technical requirements for products and assessment of conformity and the legislation adopted based thereon (hereinafter referred to as: the designated body).

VI CONFORMITY MARK

Conformity marking

Article 13

Lifts and safety components complying with the requirements of this Rulebook shall be marked with a conformity mark which shall have appearance and contents stipulated in Annex III – Conformity mark, printed with this Rulebook and its integral part.

The conformity mark shall be affixed on every lift car so as to be visible, easy legible and indelible, in the manner stipulated in Annex I, Chapter 5 of this Rulebook, as well as on every safety component listed in Annex IV of this Rulebook, and where it is not possible, on the label that is inextricably linked to the safety component.

Lifts or safety components may be affixed other marks, symbols and designations provided the latter do not affect visibility, legibility and/or meaning of the conformity mark.

It shall be prohibited to affix the marks, symbols and designations the affixing on lifts or safety components of which is forbidden by the law governing technical requirements for products and conformity assessment is prohibited..

Conformity mark and other regulations

Article 14

Where a lift or safety component is also subject to other regulations concerning other aspects and which also provide for the affixing of the conformity mark, the latter shall indicate that the lift or safety component also complies with the provisions of those other regulations.

When one or more other regulations mentioned in Paragraph 1 of this Article allows the manufacturer to choose which conformity assessment procedure to apply, the affixed conformity mark shall indicate the conformity only with the regulations laying down the conformity assessment procedure applied by the installer of the lift or the manufacturer of the safety components.

In the case of Paragraph 2 of this Article, particulars about regulations applied shall be given in documents, notices or instructions required by such regulations and which accompany the lift or safety component.

Unduly affixed marking

Article 15

Unduly affixed marking shall be deemed to be the marks, symbols and other designations on a lift or safety component the affixing of which is forbidden by the law governing technical requirements for products and conformity assessment, as well as:

- 1) affixing conformity mark on a lift or safety component to which this Rulebook is not applicable;
- 2) lack of a conformity mark on the lift or safety component which is in conformity with the requirements under this Rulebook.

Affixing and use of the conformity mark, and other marks, symbols and designations specified in Article 13 of this Rulebook shall be performed in accordance with the law governing technical requirements for products and conformity assessment.

VII LIFT MAINTENANCE

Lift owner

Article 16

The lift owner, in terms of this Rulebook, means the owner of the building or construction housing the lift installed.

The lift owner shall provide safe use and maintenance of the lift, as well as emergency rescue of persons from the lift, in accordance with the manual for use and maintenance of the lift, and in accordance with the manual for emergency rescue of persons from the lift.

The lift owner shall provide special check of lifts, regular check of lifts, lift maintenance, and emergency rescue of persons from the lift.

Special check of lifts

Article 17

Special check of lifts shall be performed by a designated body for lift check.

The request for special check of lifts shall be submitted to the designated body for check of lifts in writing, and shall contain the name of the person responsible for lift maintenance or title of lift contractor, as well as the name of the designated body which performed the check of lifts and issued the check report according to which the lift was changed.

The owner of a lift must submit all necessary documentation to the designated body prior to the check of lifts.

The special check of lifts must be performed by the same designated body which issued the negative check Report.

The special check of lifts shall be performed in the following cases:

- 1) Basic changes to the lift; or
- 2) The lift is put into service after an accident; or
- 3) Upon request by the surveillance authorities.

The special check of lifts shall take into consideration the risk assessment and shall confirm compliance with all essential health and safety requirements as listed in Annex I of this Rulebook, and in the case of existing lifts, compliance with special requirements for the check of existing lifts, as well as additional special requirements for the inspection of existing lifts, as set out in this Rulebook.

The designated body for the check of lifts shall draw up an check Report and enter the date of inspection, as well as inspection results, into the Lift Maintenance Logbook, pursuant to Section 6.2 of Annex I to this Rulebook.

The designated body for the check of lifts shall keep a record of check performed, containing data identical to data entered into the Lift Maintenance Logbook.

The designated body shall communicate the data referred to in Paragraph 8 of this Article to the Ministry responsible for notification of conformity assessment bodies in accordance with this Rulebook (hereinafter referred to as: Ministry) and surveillance authorities upon their request.

Basic changes to the lift

Article 18

Basic changes to the lift are:

- 1) Modifications:
 - (1) rated speed;
 - (2) rated load;
 - (3) weight of the car and counterweight;
 - (4) lifting height.
- 2) Changes or replacements of:
 - (1) control system;
 - (2) guide rails;
 - (3) type of door (or additional installation of one or more landing or car doors);
 - (4) driving system or traction sheave ;
 - (5) safety components listed in Annex 4 of this Rulebook (replacement of locking devices for landing doors of the same type shall not be regarded as basic change of the lift);
 - (6) bearing cables.

Regular check of lifts

Article 19

The lift owner shall provide regular check for lifts.

Regular check of lifts shall be performed at least once per year. Regular check shall be performed by a designated body for the check of lifts.

Person performing lift maintenance services shall be present during regular check of lifts.

The lift owner shall provide conditions necessary for the check of lifts upon request from the designated body.

Regular check of lifts shall include all activities necessary to check that existing lifts comply with special requirements for the check of existing lifts as per this Rulebook, or in case of reconstruction, with additional special requirements for the check of existing lifts set out in this Rulebook, and that lifts put into service after this Rulebook has come into effect satisfy the essential health and safety requirements listed in Annex 1 of this Rulebook.

The following shall be inspected during a regular check of lifts:

- 1) Proper operation of safety and protection equipment;
- 2) Integrity of other equipment which may affect safety;
- 3) Whether any changes which may affect safety have occurred on the lift;
- 4) Whether any changes which may affect safety have occurred in the surrounding environment;
- 5) Whether changes occur during lift use which may affect safety;
- 6) Whether all labels and manuals for use, maintenance and emergency rescue of persons from the lift are placed on the lift;
- 7) Whether all changes which occurred since the previous regular check of lifts have been recorded in the Lift Maintenance Logbook;
- 8) Whether all defects which were ascertained in the i check report have been remedied since the previous regular check of lifts.

Upon the inspection of the lift, the designated body shall draw an i check report detailing any potential defects on the lift and activities required for their remedy, as well as the deadline for their remedy.

The lift owner shall, after submission of the check report, take all necessary actions to remedy all defects noted in the check report.

During the first regular check of lifts, the designated body for the check of lifts shall assign an identification number to each inspected lift.

The identification number as per Paragraph 10 of this Article shall be permanent and shall be placed by the designated body for the check of lifts on the inner side of the cabinet controlling the lift.

The designated body shall enter the identification number into the Lift Maintenance Logbook.

Once assigned, the lift identification number shall remain permanent, regardless of the change of the designated body that performs later regular check of such lift.

In the Lift Maintenance Logbook, the designated body shall enter the date of the check of lifts, name of the body, lift number, any defects which may affect safety of the lift users and the deadline for their correction, and state whether the lift may or may not be used.

The check report shall be kept along with technical documentation of the lift.

If the lift fails to comply with requirements as per Paragraph 7 of this Article so as to significantly affect the safety of lift users, the designated body for the check of lifts shall temporarily put the lift out of service and immediately notify the surveillance authority, lift maintenance service and lift owner.

As an exception from Paragraph 16 of this Article, if the safety of lift users is not seriously affected, the designated body may allow use of the lift for a certain period, during which the lift owner shall remedy all defects noted.

The designated body for the check of lifts referred to in Paragraph 17 of this Article shall determine whether all defects have been corrected in defined period.

The lift maintenance service shall enter data on removed defects into the Lift Maintenance Logbook and inform the lift owner and the designated body for the check of lifts.

If the lift owner fails to remedy defects within the term, the designated body for the check of lifts shall notify the surveillance authority.

The lift owner is not allowed to replace the designated body which performed the regular check of lifts and determined the defects, until all the defects have been corrected.

Provisions of Paragraphs 15 to 21 of this Article shall also apply to special check of lifts.

Lift maintenance

Article 20

The lift owner shall provide lift maintenance.

Lift maintenance shall include all activities and measures to be undertaken during its life of use which are required to ensure the safe operation of the lift and its components, and in particular the inspection of the lift plant and control of its operation in accordance with the user manual and maintenance manual, correction of any defects present, as well as replacement of faulty and damaged lift components.

Each lift shall have a user manual, maintenance manual, and a manual for emergency rescue of persons from the lift.

The lift maintenance service shall adhere to the manuals as per Paragraph 3 of this Article while performing maintenance services and rescue operations.

If for the lift there are no accompanying manuals specified in Paragraph 3 of this Article or if they are incomplete, the lift owner shall obtain such manuals from the installer of the lift or provide their drawing or amending, with the consent of the designated body for the check of lifts.

Scope of lift maintenance

Article 21

Lift maintenance shall particularly cover:

1) Check of operation of all safety devices, and in particular the safety devices of the brake on the drive mechanism, grip device, overspeed governor, safety switches for end floors, shock absorbers, landing door and locking device for landing door;

2) Inspection of ropes or chains, and other bearing cables and their connections to the car and counterweight;

3) Inspection of the pull created by traction;

4) Inspection of insulation of all electrical circuits and their connection to electrical grounding;

5) Inspection of connections to the lightning protection system;

6) Cleaning and lubrication of lift components;

7) Inspection of lift operation between stop stations, vertically along the shaft in both directions, and during levelling at floor stop;

8) Inspection of emergency exits;

9) Inspection of integrity of driving devices and control devices of the lift.

Lift maintenance shall be performed at least once per month.

During maintenance activities, all defects relating to lift operation shall be corrected without delay, and faulty and damaged lift components shall be replaced.

If, during maintenance activities, any defects are noted which may result in unsafe driving conditions, the lift must be put out of service temporarily (the drive mechanism is to be turned off) until such defects are corrected.

Lift maintenance activities

Article 22

Lift maintenance service:

1) draws up a lift maintenance plan;

2) performs maintenance activities in accordance with maintenance manuals and the inspection report prepared by the designated body upon performing regular inspection of lifts;

- 3) maintains the lift so that it meets requirements under this Rulebook during its life of use;
- 4) puts the lift out of service temporarily (turn off the drive mechanism) if defects which affect the safety of users cannot be corrected immediately, and inform the owner about such temporary discontinuation of service;
- 5) keeps the Lift Maintenance Logbook;
- 6) provides necessary spare parts for repairs and replacements;
- 7) notifies the lift owner about necessary changes to the lift;
- 8) notifies the lift owner about required regular inspection of lifts;
- 9) shall be present during regular inspection of lifts;
- 10) performs emergency rescue of persons from the lift, even without special request of the lift owner.

The lift owner shall be familiar with all manuals as per Article 20 of this Rulebook.

If defects cannot be corrected immediately, the lift maintenance service shall inform the lift owner immediately and record said defects in the Lift Maintenance Logbook.

If defects specified in Paragraph 3 of this Article are of such nature as to prevent safe use of the lift, the lift maintenance service shall immediately temporarily put such lift out of service and notify the lift owner and the designated body for the check of lifts.

Conditions for lift maintenance service

Article 23

The following shall be also required for lift maintenance service:

- 1) A minimum of two employees, one of which is a technically skilled person, with sufficient and appropriate experience for performing lift maintenance activities;
- 2) Equipment necessary for performing lift maintenance activities.

Conditions for emergency rescue of persons from the lift

Article 24

During the rescue operation, contact shall be established between the person performing the evacuation (hereinafter: rescue personnel) and the person inside the lift car.

For performing emergency rescue of persons from the lift, the lift maintenance service must:

- 1) have a sufficient number of rescue personnel, depending on the number of lifts being maintained;
- 2) have an appropriate vehicle or other means of transport in order to be able to reach the building and the lift where persons are being rescued on time;
- 3) ensure that the rescue personnel is able to establish contact with persons inside the lift car within the shortest time possible upon receiving the emergency rescue call;
- 4) ensure that the rescue personnel reaches the building and the lift where persons are for a period not longer than 60 min. upon receiving the emergency rescue call, except in the case of force majeure (traffic jam, flood, heavy traffic congestion due to snowfalls or unremoved snow from roads etc.), as well as in the case when the lift maintenance service is not in the same town where the building and the lift where persons are from are.

In the cases referred to in Paragraph 4 of this Article, the lift maintenance service shall call another closest lift inspector on that territory.

Data on emergency rescue operations shall be recorded in the Lift Maintenance Logbook.

Lift Maintenance Logbook

Article 25

Each lift shall have a Lift Maintenance Logbook. The Logbook shall include:

- 1) general data on the lift regarding:
 - (1) the owner of the lift;
 - (2) the location of the installation;

- (3) the installer of the lift;
 - (4) the year of installation of the lift.
- 2) basic data on the lift regarding:
- (1) type of the lift;
 - (2) rated load and speed;
 - (3) maximum number of calls per hour;
 - (4) number of operating hours within 24 hours timeframe;
 - (5) number of stops and marking of the main stop;
 - (6) lifting height, type of electrical energy and power for electric circuits, and data on protection against high touch voltage;
 - (7) type of the car, its size and material it is constructed of, structure of the car and the car floor, as well as dimensions and data on hanging of car guide rails and counterweight guide rails;
 - (8) structure of grip devices and size of the course;
 - (9) area of ventilation with machine controls and car ventilation;
 - (10) type of reduction gear, number of starts on the worm and teeth on the worm wheel;
 - (11) traction sheave diameter, wrap angle and angle groove;
 - (12) technical characteristics of steel ropes for the car and counterweight;
 - (13) compensation device, speed governor, copying device and end switches and technical characteristics of drive engine (type, power, number of rotation cycles, rated current, flywheel moment and ventilation);
 - (14) safety devices, number of control boards, the section of main electrical line and type of shock absorbers beneath the car and counterweight.
- 3) data on changes of general data and basic characteristics of the lift;
- 4) data on lift maintenance and putting the lift out of service due to faults, inspections of lifts, any interventions on the lift, and established defects and their correction, as well as replacement of lift components;
- 5) data on the lift maintenance service;
- 6) lift identification number;
- 7) data on the person responsible for rescue operations.

Designated body for check of lifts

Article 26

The designated body for the check of lifts must perform special and regular check of lifts and check whether existing lifts comply with special requirements for the check of existing lifts as per this Rulebook, or in case of reconstruction, with additional special requirements for the check of existing lifts as per this Rulebook.

The designated body for the check of lifts, to be designated for the check of lifts, shall, in addition to requirements for notification specified in Annex XIV of this Rulebook, meet requirements set out in Serbian standard SRPS ISO IEC 17020, and to employ or engage personnel, involving at least:

- 1) graduate electrical or mechanical engineer with at least five-year professional experience in the inspection of lifts and testing activities and managing of check and/or testing activities;
- 2) graduate electrical or mechanical engineer with at least three-year professional experience or electrical or mechanical engineer with at least five-year experience in the check of lifts and testing activities;
- 3) electrical or mechanical technician with at least five years of professional experience in the check of lifts and testing activities.

The designated body shall be designated in accordance with the law governing technical requirements for products and conformity assessment and the regulation enacted based on that law.

The designated body for the check of lifts shall maintain a record of lifts on which special or regular check was performed.

The record of lifts mentioned in Paragraph 4 of this Article shall be communicated to the surveillance authority and the Ministry which designated the designated body for the check of lifts.

The designated body for the check of lifts which performed an special or a regular check of lifts shall report to other Designated bodies for the check of lifts, and to the surveillance authority and the Ministry referred to in Paragraph 5 of this Article, upon their request, data on lifts where defects or fault were established during check. The data from Paragraph 6 of this Article shall include data on the owner of faulted lift and the building wherein the lift is installed, manufacturing number and identification number.

The designated body for the check of lifts shall provide the lift owner with the Check Report, with established defects.

If the process for the check of lifts has been initiated by one designated body for the check of lifts, another designated body for the check of lifts, being aware of such information, shall not accept a new request for the check of the same lift.

VIII SPECIAL REQUIREMENTS FOR THE CHECK OF EXISTING LIFTS

Special requirements for the inspection of existing lifts

Article 27

The existing lifts in terms of this Rulebook means the lifts installed in buildings and constructions and lifts put into service, in accordance with regulations that cease to have effect on the date of the entry into force of this Rulebook.

During regular and special check of existing lifts, the designated body for the check of lifts shall check whether:

- 1) car door is installed at the entrance of car of lifts for transportation of persons, and car of lifts for transportation of persons and goods, or, in the case when a car door is not possible to be installed due to dimensions or rated load, a presence detection system (for example light curtain) is installed;
- 2) the lift car is fitted with the indicator or other car position gauge;
- 3) interlocking devices for landing door meet the essential safety requirements listed in Annex I of this Rulebook;
- 4) car suspension cables (ropes, chains, strips etc.), on which the car and counterweight are suspended are regularly inspected and replaced where necessary;
- 5) stop controls of lift machinery provides high degree of precision in the stopping levels of the car at stop stations;
- 6) lining of breaks on the drive mechanism do not contain asbestos;
- 7) overspeed governors are regularly inspected and replaced where necessary;
- 8) accesses to machine controls are safe and easy approachable;
- 9) control openings on the station doors are made of such material and have such dimensions to prevent injury.

If the existing lifts satisfy requirements for inspection set out under Paragraph 2 of this Article, it shall be presumed that the existing lifts meet the essential and safety requirements listed in Annex I of this Rulebook.

Additional special requirements for the check of existing lifts

Article 28

If the building or construction, in which the existing lift is installed, is reconstructed in accordance with specific regulation governing constructions or buildings, and if the reconstruction of such building or structure includes reconstruction of the lift, during regular and special check of lifts the designated body for the check of lifts, in addition to requirements specified in Article 27 of this Rulebook, shall check the following:

1) whether automatic car doors are fitted with human or animal presence detectors if automatic landing door has been installed;

2) whether the lift car is provided with emergency lighting and alarm system that operate in the event of power supply failure;

3) whether the lift car must be fitted with control devices, and at the entrance landing door, call devices which may be used by disabled persons in accordance with special regulations;

4) whether lifts, whose speed is greater than 0,63 m/s, are fitted with a parachute system;

5) whether the lift is fitted with a device to prevent uncontrolled ascending movements of the car in case of the lift without reduction gear drive, or in the case of the lift with reduction gear drive, such lift is fitted with a device preventing uncontrolled ascending movements when replacing the support frame of the car or grip device.

Lift reconstruction means the changes on the lift specified in Article 18 (1) of this Rulebook.

If the reconstructed lifts satisfy the requirements for check set out under Paragraph 1 of this Article, it shall be presumed that said lifts meet the essential health and safety requirements listed in Annex I of this Rulebook.

IX DOCUMENTATION ACCOMPANYING LIFTS AND SAFETY COMPONENTS AND SAFEGUARD CLAUSE

Documentation accompanying lifts and safety components to be placed on the market

Article 29

The manufacturer, his authorised representative or importer, if the authorised representative is not established in the Republic of Serbia, or the installer of a lift or other supplier of the lift or safety component shall provide each lift and safety component that are placed on the market of the Republic of Serbia with the user manual, maintenance manual, manual for emergency rescue of persons from the lift, as well as with the declaration of conformity.

The instruction manuals and certificates specified in Paragraph 1 of this Article shall be drawn up in Serbian language.

Exceptionally, if the lift or safety component is not manufactured in the Republic of Serbia, the translation of original instruction manuals and declaration of conformity into Serbian language shall be provided for such lift and safety components, for the purposes of their proper and safe operation.

Safeguard clause

Article 30

Supply or use of lift or safety component being placed on the market in the Republic of Serbia, which meets requirements of this Rulebook, with conformity mark affixed on, and accompanied by the declaration of conformity, may be restricted or prohibited in accordance with the law governing technical requirements for products and conformity assessment.

Conformity with EU regulations

Article 31

This Rulebook is in compliance with all principles and essential requirements under Directive No. 1995/16/EC of the European Parliament and Council on lifts of 29 June 1995, including Directive No. 2006/42/EC of the European Parliament and Council of 9 June 2006, in the part amending Directive of the European Parliament and Council No. 1995/16/EC.

X TRANSITIONAL AND FINAL PROVISIONS

Article 32

From the day when the ratified international Agreement on Conformity Assessment and Acceptance of industrial products with the EU comes into force (ACAA agreement), in this Rulebook, for products to which this Rulebook applies, the term: "conformity mark" in Articles 1, 4, 10, 11, 12, 14, 15 and 32 of this Rulebook, and in Annexes VI to XII of this Rulebook, shall mean: "CE marking"; the term: "declaration of conformity" in Articles 1, 4, 10, 11, 31 and 32 of this Rulebook, and in Annexes II, VI, VII, VIII, X, XI, XII and XIII of this Rulebook, shall mean: "EC declaration of conformity"; the term: "type-examination" in Article 11 of this Rulebook, and in Annex V of this Rulebook shall mean: "EC type-examination"; and the term: "type-examination certificate" in Annex V, VI, IX, X, XI, XII and XIII of this Rulebook shall mean: "EC type-examination certificate"; the term: "final inspection certificate" in Annex 6 of this Rulebook shall mean: "EC final inspection certificate"; the term: "certificate of conformity" in Annex IX of this Rulebook shall mean: "EC certificate of conformity"; and the term: "type-testing certificate" in Annex X and XI shall mean: "EC type-testing certificate".

If the Agreement under Paragraph 1 of this Article shall not be concluded, meanings of terms: "conformity mark", "declaration of conformity", "type-examination" and "type-examination certificate", "final inspection certificate", "certificate of conformity" and "type-testing certificate" under Paragraph 1 of this Article shall apply as from the day of accession of the Republic of Serbia to the European Union.

Article 33

From the day when this Rulebook enters into force till the ratified international Agreement on Conformity Assessment and Acceptance of industrial products with the EU enters into force, conformity marking of lifts and safety components to which this Rulebook applies, shall be performed by affixing the Serbian conformity mark in accordance with this Rulebook and relevant legislation.

If the Agreement under Paragraph 1 of this Article shall not be concluded, conformity marking by affixing the Serbian conformity mark shall be performed till the day of accession of the Republic of Serbia to the European Union.

From the day when the ratified international Agreement on Conformity Assessment and Acceptance of industrial products with the EU for lifts and safety components to which this Rulebook applies, conformity marking shall be performed by affixing CE marking in accordance with this Rulebook and relevant legislation.

If the Agreement under Paragraph 3 of this Article shall not be concluded, conformity marking by affixing the CE marking shall be performed as from the day of accession of the Republic of Serbia to the European Union.

Article 34

Following regulations shall cease to have effect as from the day when this Rulebook enters into force:

- 1) Rulebook on technical standards for electric lifts for vertical transportation of persons and goods (Official Gazette of SFRY, Nos 16/86, 28/89, 22/92 and Official Gazette of FRY, Nos 47/95 and 14/96);
- 2) Rulebook on mandatory testing and certification of electric lifts for vertical transportation of persons and goods and requirements to be met by the organisations authorised to attest such products (Official Gazette of SFRY, No 27/90);
- 3) Rulebook on technical standards for electric lifts for inclined transportation of persons and goods (Official Gazette of SFRY, No 49/86);
- 4) Rulebook on mandatory testing and certification of interlocking devices for landing doors and requirements that shall be met by the organisations authorised to attest such products (Official Gazette of SFRY, No18/91);
- 5) Rulebook on mandatory testing and certification of grip devices for lifts and requirements that shall be met by the organisations authorized to attest such products (Official Gazette of SFRY, No18/91);

6) Rulebook on mandatory testing and certification overspeed governors for lifts and requirements that shall be met by the organisations authorised to attest such products (Official Gazette of SFRY, No18/91);

7) Rulebook on mandatory testing and certification of shock absorbers used in lifts and requirements that shall be met by the organisations authorised to attest such products (Official Gazette of SFRY, No18/91);

Article 35

Conformity assessment bodies accredited or authorised to assess conformity of lifts and safety components in accordance with provisions under Article 34 of this Rulebook, shall continue to examine lifts and check compliance of the requirements for improvement of existing lifts, pending their designation in accordance with Article 26 of this Rulebook.

Article 36

The installer of a lift, the manufacturer of a safety component or his authorised representative in the Republic of Serbia may, not later than 1 January 2014, place on the market and/or put into service the lifts and safety components to which this Rulebook is applicable, provided that such lifts and safety components are designed, constructed and have had their conformity assessed in accordance with the requirements under the regulation referred to in Article 34 of this Rulebook.

The certificate of conformity issued on the basis of the conformity assessment carried out under Paragraph 1 of this Article or other documents accompanying the product shall include the information about the regulations with which such product conforms (the title of the regulation concerned and the number of the Official Gazette in which it was published).

Article 37

This Rulebook shall enter into force on the eighth day following its publication in the Official Gazette of the Republic of Serbia, except for provisions of Articles 27 and 28 of this Rulebook which shall apply from 1 January 2014.

ESSENTIAL HEALTH AND SAFETY REQUIREMENTS RELATING TO THE DESIGN AND CONSTRUCTION OF LIFTS AND SAFETY COMPONENTS

INTRODUCTORY REMARKS

1. Obligations under essential health and safety requirements shall apply only where the lift or safety component is subject to the hazard in question when used as intended by the installer of the lift or the manufacturer of the safety components.

2. The manufacturer of the safety component and the installer of the lift are under an obligation to assess the hazards in order to identify all those which apply to their products; they must then design and construct them taking account of the assessment.

1. GENERAL REMARKS

1.1. Application of Rulebook on Machine Safety (Official Gazette of RS, No 13/10)

Where the relevant hazards are not covered by this Rulebook, the essential health and safety requirements under Annex I to Rulebook on Machine Safety shall apply.

The essential requirements under Section 1.1.2 of Annex I to Rulebook on Machine Safety must apply in any event.

1.2. Carrier

The carrier of each lift shall be a car. The car must be designed and constructed to offer the space and strength corresponding to the maximum number of persons and the rated load of the lift set by the installer.

In the case of lifts intended for the transport of persons, and where its dimensions permit, the car must be designed and constructed in such a way that its structural features do not obstruct or impede access and use by disabled persons and so as to allow any appropriate adjustments intended to facilitate its use by them.

1.3. Means of suspension and means of support

The means of suspension and/or support of the car, its attachments and any terminal parts thereof must be selected and designed so as to ensure an adequate level of overall safety and to minimize the risk of the car falling, taking into account the conditions of use, the materials used and the conditions of manufacture.

Where ropes or chains are used to suspend the car, there must be at least two independent cables or chains, each with its own anchorage system. Such ropes and chains must have no joins or splices except where necessary for fixing or forming a loop.

1.4. Control of loading (including overspeed)

1.4.1. Lifts must be so designed, constructed and installed as to prevent normal starting if the rated load is exceeded.

1.4.2. Lifts must be equipped with an overspeed governor.

These requirements do not apply to lifts in which the design of the drive system prevents overspeed.

1.4.3. Fast lifts must be equipped with a speed-monitoring and speed-limiting device.

1.4.4. Lifts driven by traction sheaves must be designed so as to ensure stability of the traction cables on the pulley.

1.5. Machinery

1.5.1. All passenger lifts must have their own individual lift machinery. This requirement does not apply to lifts in which the counterweights are replaced by a second car.

1.5.2. The installer of the lift must ensure that the lift machinery and the associated devices of a lift are not accessible except for maintenance and in emergencies.

1.6. Controls

1.6.1. The controls of lifts intended for use by unaccompanied disabled persons must be designed and located accordingly.

1.6.2. The function of the controls shall be clearly indicated.

1.6.3. The call circuits of a group of lifts may be shared or interconnected.

1.6.4. Electrical equipment must be so installed and connected that:

- there can be no possible confusion with circuits which do not have any direct connection with the lift,
- the power supply can be switched while on load,
- movements of the lift are dependent on electrical safety devices in a separate electrical safety circuit,
- a fault in the electrical installation does not give rise to a dangerous situation.

2. HAZARDS TO PERSONS OUTSIDE THE CAR

2.1. The lift must be designed and constructed to ensure that the space in which the car travels is inaccessible except for maintenance or in emergencies. Before a person enters that space, normal use of the lift must be made impossible.

2.2. The lift must be designed and constructed to prevent the risk of crushing when the car is in one of its extreme positions.

The objective specified in Paragraph 1 of this Section will be achieved by providing free space or shelter beyond the extreme positions.

However, in specific cases, particularly in the existing buildings and the structures already in use, where it is impossible to implement the solutions specified in Paragraphs 1 and 2 of this Section, other appropriate means must be provided to avoid this risk.

2.3. The landings at the entrance and exit of the car shall be equipped with landing doors of adequate mechanical resistance for the conditions of use intended.

An interlocking device must prevent during normal operation:

- starting movement of the car, whether or not deliberately activated, unless all landing doors are shut and locked,
- the opening of a landing door when the car is still moving and outside a defined landing zone.

However, all landing movements with the doors open shall be allowed in specified zones on condition that the levelling speed is controlled.

3. HAZARDS TO PERSONS IN THE CAR

3.1. Lift car must be completely enclosed by full-length walls, fitted floors and ceilings included, with the exception of ventilation apertures, and with full-length doors. These doors must be so designed and installed that the car cannot move, except for the landing movements referred to in Section 2.3 (3) of this Rulebook, unless the doors are closed, and comes to a halt if the doors are opened.

The doors of the car must remain closed and interlocked if the lift stops between two levels where there is a risk of a fall between the car and the shaft or if there is no shaft.

3.2. In the event of a power cut or failure of components the lift shall have devices to prevent free fall or uncontrolled ascending movements of the car.

The device preventing the free fall of the car must be independent of the means of suspension of the car.

The device referred to in Paragraph 2 of this Section must be able to stop the car at its rated load and at the maximum speed anticipated by the installer of the lift. Any stop occasioned by this device shall not cause deceleration harmful to the occupants whatever the load conditions.

3.3. Shock absorbers must be installed between the bottom of the shaft and the floor of the car.

In the case referred to in Paragraph 1 of this Section, the free space referred to in Paragraph 2 of Section 2.2 shall be measured with the shock absorbers totally compressed.

This requirement does not apply to lifts in which the car cannot enter the free space referred to in Paragraph 2 of Section 2.2 by reason of the design of the drive system.

3.4. Lifts must be so designed and constructed as to make it impossible for them to be set in motion if the device provided for in Section 3.2 of this Annex is not in an operational position.

4. OTHER HAZARDS

4.1. The landing doors and car doors or the two doors together, where automatic, shall be fitted with a device to prevent the risk of crushing when they are moving.

4.2. Landing doors, where they have to contribute to the protection of the building against fire, including those with glass parts, must be suitably resistant to fire in terms of their integrity and their properties with regard to insulation (containment of flames) and the transmission of heat (thermal radiation).

4.3. Counterweights shall be so installed as to avoid any risk of colliding with or falling onto the car.

4.4. Lifts must be equipped with means enabling people from the car to be released and evacuated.

4.5. Cars shall be fitted with two-way means of communication allowing permanent contact with a rescue service.

4.6. Lifts must be so designed and constructed that, in the event of the temperature in the lift machine exceeding the maximum set by the installer of the lift, they can complete movements in progress but refuse new commands.

4.7. Cars shall be designed and constructed to ensure sufficient ventilation for passengers, even in the event of a prolonged stoppage.

4.8. The car should be adequately lit whenever in use or whenever a door is opened; there must also be emergency lighting.

4.9. The means of communication referred to in Section 4.5 of this Annex and the emergency lighting referred to in Section 4.8 of this Annex shall be designed and constructed so as to function even without the normal power supply. Their period of operation should be long enough to allow normal operation of the rescue procedure.

4.10. The control circuits of lifts which may be used in the event of fire must be designed and manufactured so that lifts may be prevented from stopping at certain levels and allow for priority control of the lift by rescue teams.

5. MARKING

5.1. In addition to the minimum requirements required to be met pursuant to Section 1.7.3 of Annex I to the Rulebook on Machine Safety, each car shall bear an easily visible plate clearly showing the rated load in kilograms and the maximum number of passengers which may be carried.

5.2. If the lift is designed to allow people from the car to escape without outside help, the relevant instructions must be clear and visible in the car.

6. INSTRUCTIONS FOR USE

6.1. The safety components referred to in Annex IV shall be accompanied by an instruction manual drawn up in Serbian language, so that assembly, connection, adjustment, and maintenance, can be carried out effectively and without danger.

6.2. Each lift must be accompanied by documentation drawn up in Serbian language. The documentation referred to in Paragraph 1 of this Section shall contain at least:

- an instruction manual containing the plans and diagrams necessary for normal use and relating to maintenance, inspection, repair, periodic checks and the rescue operations referred to in Section 4.4 of this Annex,

- a logbook in which repairs and, where appropriate, periodic inspections can be recorded.

CONTENT OF THE DECLARATION OF CONFORMITY

A. CONTENT OF THE DECLARATION OF CONFORMITY FOR SAFETY COMPONENTS

The declaration of conformity for safety components must contain the following information:

- name and address of the manufacturer of the safety components;
- where appropriate, name and address of his authorised representative;
- description of the safety component, details of type or series and serial number (if any);
- safety function of the safety component, if not obvious from the description of safety component;
- year of manufacture of the safety component;
- all relevant provisions with which the safety component complies,
- where appropriate, reference to Serbian standards used referred to in Article 8 of this Rulebook;
- where appropriate, name, address and identification number of the designated body, or registration number assigned to the designated body in accordance with special regulation, which carried out the type-examination in accordance with Article 10 (1) (a) (i) and (ii) of this Rulebook;
- where appropriate, reference to the type-examination certificate or certificate of conformity issued by that designated body,
- where appropriate, name, address and identification number of the designated body, or registration number assigned to the designated body in accordance with special regulation which carried out the assessment of conformity in accordance with Article 10 (1) (i) of this Rulebook;
- where appropriate, name, address and identification number of the designated body, or registration number assigned to the designated body in accordance with special regulation which checked the system of quality assurance implemented by the manufacturer in accordance with Article 10 (1) (ii) (iii) of this Rulebook;
- identification of the signatory empowered to act on behalf of the manufacturer of the safety components or his authorised representative to issue the declaration of conformity.

If the declaration of conformity for safety component is drawn up by the authorised representative of the manufacturer, in addition to his name and address, the name and address of the manufacturer of the safety component must be indicated.

B. CONTENT OF THE DECLARATION OF CONFORMITY FOR INSTALLED LIFTS

The declaration of conformity must contain the following information:

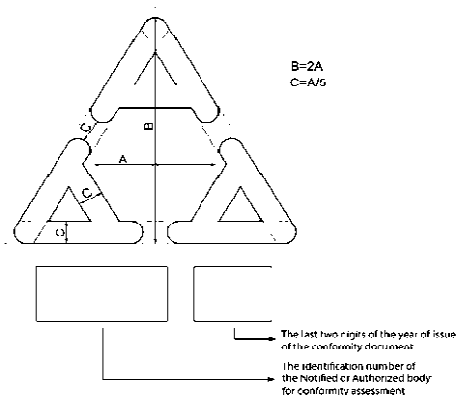
- name and address of the installer of the lift;
- description of the lift, details of the type or series, serial number and address where the lift is installed;
- year of installation of the lift;
- all relevant provisions to which the lift conforms;
- where appropriate, reference to Serbian standards used referred to in Article 8 of this Rulebook;
- where appropriate, name, address and identification number of the of the designated body, or registration number assigned to the designated body in accordance with special regulation which carried out the type-examination of the model of the lift in accordance with Article 11 (1), (i) and (ii) of this Rulebook;
- where appropriate, reference of the type-examination certificate or certificate of conformity issued by the designated body;
- where appropriate, name, address and identification number of the designated body, or registration number assigned to the designated body in accordance with special regulation which carried out the unit verification of the lift in accordance with Article 11 (1) (iv) of this Rulebook;

- where appropriate, name, address and identification number of the designated body, or registration number assigned to the designated body in accordance with special regulation which carried out the final inspection of the lift in accordance with Article 11 (1), (i), (ii) and (iii) of this Rulebook;
- where appropriate, name, address, and identification number of the designated body, or registration number assigned to the designated body in accordance with special regulation which inspected the quality assurance system implemented by the installer of the lift in accordance with Article (11) (1) (i), (ii), (iii) and (v) of this Rulebook;
- identification of the signatory empowered to issue the declaration of conformity on behalf of the installer of the lift.

CONFORMITY MARK

1. SERBIAN CONFORMITY MARK

The Serbian conformity mark consists of three capital letters 'A' interconnected in the shape of an equilateral triangle (3A), of appearance and contents as in the figure below:



Size of the mark shall be determined by the height V of the mark which may only have values of standard numbers rounded up, to the order of magnitude R10 expressed in millimetres (mm), as per Serbian standard – Standard numbers, numerical values and definitions – SRPS A.A0.001.

The height V of the mark shall be, as a rule, at least five millimetres.

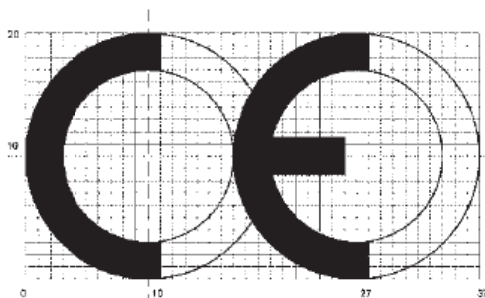
The identification number of the Designated conformity assessment body from the Registry of Designated bodies for conformity assessment, and the last two digits of the year of issue of the conformity document, if this body performed, or participated in, conformity assessment, shall be placed next to the Serbian mark.

If the Serbian conformity mark is reduced or enlarged the proportions given in the above drawing shall be respected.

Exceptionally, it may be excepted from the height V specified in Paragraph 3 of this Section only when safety components of small dimensions are in question.

2. CE CONFORMITY MARK

The CE conformity mark shall consist of the initials 'CE' taking the following form:



If the CE mark is reduced or enlarged the proportions given in the above drawing shall be respected.

The various components of the CE mark shall have substantially the same vertical dimension, which may not be less than 5 mm. This minimum dimension may be waived for small-scale safety components.

LIST OF SAFETY COMPONENTS FOR LIFTS

1. Devices for locking landing doors.
2. Devices to prevent the car from falling or unchecked upward movements.
3. Overspeed limitation devices.
4. Shock absorbers
 - 4.1 Energy-accumulation shock absorbers - either non-linear or with dumping of the return movement
 - 4.2 Energy-dissipating shock absorbers
5. Safety devices fitted to jacks of hydraulic power circuits where these are used as devices to prevent falls.
6. Electric safety devices in the form of safety switches containing electronic components.

TYPE-EXAMINATION

A. TYPE-EXAMINATION OF SAFETY COMPONENTS

1. Type-examination is the procedure whereby a designated body ascertains and certifies that a representative specimen of the safety component will permit the lift to which it is correctly fitted to satisfy the relevant requirements of this Rulebook.

2. The application for type-examination must be lodged by the manufacturer of the safety component, or his authorised representative, with a designated body of his choice.

The application referred to in Paragraph 1 of this Section must include:

- the name and address of the manufacturer of the safety component and of his authorised representative, if the application is made by the authorised representative, and the place of manufacture of the safety components,
- a written statement by the applicant that the same application has not been lodged with any other designated body.

Following must be enclosed to the application referred to in Paragraph 1 of this Section:

- a technical documentation,
- a representative specimen of the safety component or details of the place where it can be examined.

The designated body may make reasoned requests for further samples if the test programmes so requires. The designated body may make reasoned requests for further specimens.

3. The technical documentation must allow an assessment of the conformity and adequacy of the safety component to enable a lift to which it is correctly fitted to conform to all provisions of this Rulebook.

In so far as is necessary for the purpose of assessing conformity, the technical documentation must include the following:

- a general description of the safety component, including its area of use (in particular possible limits on speed, load and power) and conditions (in particular explosive environments and exposure to the elements);
- design and manufacturing drawings or diagrams;
- essential requirement(s) taken into consideration and the means adopted to satisfy it (them) (e.g. reference to relevant Serbian standard referred to in Article 8 of this Rulebook which is applied);
- results of any tests or calculations performed or subcontracted by the manufacturer;
- a copy of the assembly instructions for the safety components;
- steps, measures or actions taken at the manufacturing stage to ensure that series-produced safety components conform to the safety component examined.

4. The designated body must:

- examine the technical documentation to assess how far it can meet the set aims;
- examine the safety component to check its compliance with the technical documentation;
- perform or have performed the appropriate checks and tests necessary to check whether the solutions adopted by the manufacturer of the safety component meet the requirements of this Rulebook allowing the safety component to perform its function when correctly fitted on a lift.

5. If the representative specimen of the safety component complies with the provisions of this Rulebook applicable to it, the designated body must issue a type-examination certificate to the applicant.

The certificate referred to in Paragraph 1 of this Section must contain the name and address of the manufacturer of the safety component, the conclusions of the check, any conditions of validity of the certificate and the particulars necessary to identify the approved type.

The Ministry responsible for notification of conformity assessment bodies, surveillance authorities and other designated bodies may obtain a copy of the certificate and, on a reasoned request, a copy of the technical documentation and reports of examinations, calculations and tests carried out.

6. The manufacturer of the safety component or his authorised representative must inform in writing the designated body of any alterations, even of a minor nature, which he has made or plans to make to the approved safety component, including new extensions or variants not specified in the original technical documentation (see the first indent of Section 3 of this Rulebook). The designated body must examine the alterations and inform the applicant whether the type-examination certificate remains valid.

7. The designated body must communicate to the Ministry responsible for designation of conformity assessment bodies for lifts and surveillance authority, at their request, the relevant information and documents concerning:

- type-examination certificates issued,
- type-examination certificates withdrawn.

The designated body as per Paragraph 1 of this Section must also communicate to the other designated bodies the relevant information concerning the type-examination certificates it has withdrawn.

8. The manufacturer of the safety component or his authorised representative must keep with the technical documentation copies of type-examination certificates and accompanying documents for a period of 10 years after the last safety component has been manufactured.

Where neither the manufacturer of the safety component nor his authorised representative is established in the Republic of Serbia, the person who places the safety component on the market of the Republic of Serbia must be obliged to keep available documents and certificates mentioned in Paragraph 1 of this Section for defined period.

If the designated body deems necessary, it may issue another type-examination certificate, in addition to the original copy of the type-examination or request from the manufacturer or his authorised representative to submit a new application for type-examination.

B. TYPE-EXAMINATION OF LIFTS

1. Type-examination is the procedure whereby the designated body ascertains and certifies that a model lift, or that a lift for which there is no provision for an extension or variant, satisfies the requirements under this Rulebook.

2. The application for type-examination must be lodged by the installer of the lift with a designated body of his choice.

The application referred to in Paragraph 1 of this Section must include:

- the name and address of the installer of the lift;
- a written statement by the applicant that the same application has not been lodged with any other designated body.

Following must be enclosed to the application referred to in Paragraph 1 of this Section:

- a technical documentation,
- details of the place where the model lift can be examined. The model lift submitted for examination must include the terminal parts and be capable of serving at least three levels (top, middle and bottom).

3. The technical documentation must allow an assessment of the conformity of the lift with the provisions laid down in this Rulebook and an understanding of the design and operation of the lift.

In so far as is necessary for the purpose of assessing conformity, the technical documentation must include the following:

- a general description of the representative model of the lift. The technical documentation should indicate clearly all possible extensions to the representative model of the lift under examination;
- design and manufacturing drawings or diagrams etc;
- essential requirements taken into consideration and the means adopted to satisfy them (e.g. a relevant Serbian standard referred to in Article 8 of this Rulebook which is applied);
- a copy of the declarations of conformity of the safety components used in the manufacture of the lift;
- results of any tests or calculations performed or subcontracted by the manufacturer;
- a copy of the lift instruction manual;
- steps, measures or actions taken at the installation stage to ensure that the series-produced lift conforms to the provisions under this Rulebook;

- necessary steps taken at the installation stage to ensure that the series-produced lift conforms to the provisions under this Rulebook.

4. The designated body must:

- examine the technical documentation to assess how far it can meet the planned aims;
- examine the representative model of the lift to check that it has been manufactured in accordance with the technical documentation;
- perform or have performed the appropriate checks and tests necessary to check that the solutions adopted by the installer of the lift meet the requirements under this Rulebook and allow the lift to comply with them.

5. If the model lift complies with the provisions of this Rulebook applicable to it, the designated body must issue a type-examination certificate to the applicant.

The certificate referred to in Paragraph 1 of this Section must contain the name and address of the lift installer, the conclusions of the check, any conditions of validity of the certificate and the particulars necessary to identify the approved type.

The Ministry responsible for notification of conformity assessment bodies, surveillance authorities and other designated bodies may obtain a copy of the certificate and, on a reasoned request, a copy of the technical documentation and reports of examinations, calculations and tests carried out.

6. The installer of the lift must inform the designated body of any alterations, even of a minor nature, which he has made or plans to make to the approved lift, including new extensions or variants not specified in the original technical documentation.

The designated body must examine the alterations and inform the applicant whether the type-examination certificate remains valid.

7. The designated body must communicate to the Ministry responsible for notification of conformity assessment bodies for lifts and surveillance authority, at their request, the relevant information and documents concerning:

- type-examination certificates issued,
- type-examination certificates withdrawn.

The designated body referred to in Paragraph 1 of this Section must also communicate to the other designated bodies the relevant information concerning the type-examination certificates it has withdrawn.

8. The installer of the lift must keep the technical documentation, copies of type-examination certificates and accompanying documents for a period of at least 10 years after the last lift has been manufactured in conformity with the representative model of the lift.

If the designated body deems necessary, it may issue another type-examination certificate, in addition to the original copy of the type-examination or request from the installer of the lift to submit a new application.

FINAL INSPECTION

1. Final inspection is the procedure whereby the installer of the lift who satisfies requirements laid down in Section 2 of this Annex ensures and declares that the lift which is being placed on the market satisfies the requirements under this Rulebook.

The installer of the lift shall affix the conformity mark in the car of each lift and draw up an declaration of conformity.

2. The installer of the lift shall take all activities, actions or measures necessary to ensure that the lift being placed on the market conforms with the model lift described in the type-examination certificate and the essential health and safety requirements applicable to it.

3. The installer of the lift must keep a copy of the declaration of conformity and the final inspection certificate referred to in Section 6 of this Annex for 10 years from the date when the lift was placed on the market.

4. A designated body chosen by the installer of the lift shall carry out or have carried out the final inspection of the lift about to be placed on the market. The appropriate tests and checks defined by the applicable Serbian standard(s) referred to in Article 8 of this Rulebook, or equivalent tests, must be carried out in order to ensure conformity of the lift with the relevant requirements under this Rulebook.

These checks and tests as per Section 4 of this Annex carried out by the designated body shall cover in particular:

(1) examination of the documentation to check that the lift conforms with the representative model of the lift approved in accordance with Annex V, Chapter B;

(2) operation of the lift both empty and at maximum load to ensure correct installation and operation of the safety devices (end stops, locking devices, etc.);

(3) operation of the lift at both maximum load and empty to ensure the proper functioning of the safety devices in the event of power failure;

(4) static test with a load equal to 1.25 times the nominal load. The nominal load must be that referred to in Annex I, Section 5 of this Rulebook.

After these testing, the designated body shall check that no distortion or deterioration which could impair the use of the lift has occurred.

5. The designated body must receive the following documents:

- the plan of the complete lift;

- the plans and diagrams necessary for final inspection, in particular control circuit diagrams;

- a copy of the instruction manual referred to in Annex I, Section 6.2 of this Rulebook.

The designated body may not require detailed plans or precise information not necessary for verifying the conformity of the lift about to be placed on the market with the model lift described in the type-examination declaration.

6. If the lift satisfies the requirements under this Rulebook, the designated body shall affix or have affixed its identification number or unique registration number from the relevant register kept in accordance with special regulation, next to the conformity mark in accordance with Annex III of this Rulebook and must draw up a final inspection certificate which lists the checks and tests carried out.

The designated body shall fill in the corresponding pages in the Logbook referred to in Annex I, Section 6.2 of this Rulebook.

If the designated body refuses to issue the final inspection certificate, it must state the detailed reasons for refusal and recommend means whereby acceptance may be obtained. Where the installer of the lift again applies for final inspection, he must apply to the same designated body.

QUALITY ASSURANCE OF SAFETY COMPONENTS

1. Quality assurance of safety components is the procedure whereby the manufacturer of the safety component who satisfies requirements laid down in Section 2 of this Rulebook ensures and declares that the safety component is in conformity with the type as described in the type-examination certificate and satisfies the requirements under this Rulebook that apply to the component and ensures and declares that the safety component will enable a lift to which it is correctly fitted to satisfy the requirements under this Rulebook.

The manufacturer of the safety component or his authorised representative must affix the conformity mark to each safety component and draw up a declaration of conformity. The conformity mark must be accompanied by the identification number of the designated body or its unique registration number from the relevant registry kept in accordance with special regulation, responsible for carrying out conformity assessment procedure as specified in this Annex.

2. The manufacturer must apply an approved quality assurance system for final inspection of the safety component and testing as specified in Section 3 of this Annex. The approved system must be subject to surveillance as specified in Section 4 of this Annex.

3. Quality assurance system

3.1. The manufacturer of the safety component must lodge an application for assessment of his quality assurance system for the safety components concerned with a designated body of his choice.

The application referred to in Paragraph 1 of this Section must include:

- all relevant information for the safety components proposed;
- the documentation on the quality assurance system;
- the technical documentation of the approved safety components and a copy of the type-examination certificates.

3.2. Under the quality assurance system, each safety component must be examined and appropriate tests as set out in the relevant Serbian standards referred to in Article 8 of this Rulebook or equivalent tests must be carried out in order to ensure its conformity to the relevant requirements of the Rulebook.

All the elements, requirements and technical specifications adopted by the manufacturer of the safety components must be documented in a systematic and orderly manner in the form of written measures, procedures and instructions. This quality assurance system documentation must ensure a common understanding of the quality programmes, plans, manuals and records.

Documentation referred to in Paragraph 2 of this Section must contain in particular an adequate description of:

- (1) the quality objectives;
- (2) the organisational structure, responsibilities and powers of the management with regard to safety component quality;
- (3) the examinations and tests that will be carried out after manufacture;
- (4) the means to verify the effective operation of the quality assurance system;
- (5) quality records, such as Inspection Reports and test data, calibration data, reports on the qualifications of the personnel concerned, etc.

3.3. The designated body must assess the quality assurance system to determine whether it satisfies the requirements as per Section 3.2 of this Annex.

If the requirements specified in Section 3.2 of this Annex are in conformity with the relevant Serbian standard, it must presume that the quality assurance system is also in conformity with said requirements.

The designated body, or namely an adequate team of said body, must have at least one member with experience of assessment in the lift technology concerned. The assessment procedure must include a visit to the premises of the safety component manufacturer.

Having carried out assessment of conformity referred to in this Section 3.3, the designated body must make an appropriate decision that must be reasoned and submitted to the manufacturer. The decision must contain the conclusions of the surveillance and decision clarifications.

3.4. The manufacturer of the safety component must undertake in a written statement to discharge the obligations arising from the quality assurance system as approved.

The manufacturer of the safety component must ensure that the quality assurance system is maintained in an appropriate and efficient manner.

The manufacturer of the safety component or his authorised representative must keep the designated body which has approved the quality assurance system informed of any intended changes of the quality assurance system.

The designated body must assess the modifications proposed and decide whether the modified quality assurance system still satisfies the requirements referred to in Section 3.2 of this Annex or whether a reassessment is required.

Having assessed proposed modifications referred to in Paragraph 4 of this Section, the designated body must make an appropriate decision that shall be reasoned and submitted to the manufacturer. The decision shall contain the conclusions of the assessment.

4. Surveillance under the responsibility of the designated body

4.1. The purpose of surveillance is to make sure that the manufacturer of the safety component duly fulfils the obligations arising out of the approved quality assurance system.

4.2. The manufacturer of the safety component shall allow the designated body access for inspection purposes to the inspection, testing and storage locations and provide it with all necessary information, in particular:

- the quality assurance system documentation,
- the technical documentation,
- the quality records, such as Inspection Reports and test data, calibration data, reports on the qualifications of the personnel concerned, etc.

4.3. The designated body must periodically perform audits of the approved quality assurance system to ensure that the manufacturer of the safety components maintains and applies the quality assurance system and draw up a report. The Surveillance Report shall be communicated to the manufacturer of the safety components.

4.4. In addition to the audits referred to in Section 4.3 of this Annex, the designated body may pay unexpected visits to the manufacturer of the safety component.

At the time of visits specified in Paragraph 1 of this Section, the designated body may carry out tests or have them carried out in order to check the proper functioning of the quality assurance system where necessary.

The designated body shall provide the manufacturer of the safety components with a Visit Report and, if a test has been carried out, with a Test Report.

5. The manufacturer of the safety component shall, for a period of 10 years after the last safety component has been manufactured, keep at the disposal of the national authorities:

- the documentation referred to in the third indent of the second paragraph of Section 3.1;
- the documentation about modifications referred to in the second paragraph of Section 3.4 of this Annex,
- the decisions and reports from the designated body which are referred to Sections 3.3, 3.4, 4.3 and 4.4 of this Annex.

6. Each designated body must forward to the other designated bodies the relevant information concerning the quality assurance system approvals issued and withdrawn.

FULL QUALITY ASSURANCE OF SAFETY COMPONENTS

1. Full product quality assurance of safety components is the procedure whereby the manufacturer of the safety component who satisfies requirements laid down in Section 2 of this Annex ensures and declares that the safety components are in conformity with the requirements laid down in this Rulebook that apply to them and ensures and declares that the safety component will enable a lift to which it is correctly fitted to satisfy the provisions of this Rulebook.

The manufacturer of the safety component or his authorised representative must affix the conformity mark to each safety component and draw up a declaration of conformity. The conformity mark must be accompanied by the identification number of the designated body responsible for carrying out conformity assessment procedure as specified in this Annex or its unique registration number from the relevant registry kept in accordance with special regulation.

2. The manufacturer of the safety component must operate an approved quality assurance system for design, manufacturing and final inspection of the safety component and testing as specified in Section 3 of this Annex. The approved quality assurance system is subject to audit as specified in Section 4 of this Annex.

3. Quality assurance system

3.1. The manufacturer of the safety component must lodge an application for assessment of his quality assurance system with a designated body of his choice.

The application referred to in Paragraph 1 of this Section shall include:

- all relevant information for the safety components;
- the documentation on the quality assurance system.

3.2. The quality assurance system must ensure conformity of the safety component with the requirements under this Rulebook that apply to it and enable the lift to which it has been properly fitted to satisfy the requirements under this Rulebook.

All the elements, requirements and technical specifications adopted by the manufacturer of the safety components shall be documented in a systematic and orderly manner in the form of written measures, procedures and instructions.

This quality assurance system documentation must ensure a common understanding of the quality programmes, plans, manuals and records.

The documentation referred to in Paragraph 3 of this Section shall contain in particular an adequate description of:

- the quality objectives and the organisational structure, responsibilities and powers of the management with regard to the design and quality of the safety components;
- the technical design specifications, including Serbian standards referred to in Article 9 of this Rulebook, that will be applied and, where such standards will not be applied in full, the means that will be used to ensure that the essential requirements of this Rulebook that apply to the safety components will be met;
- the design control and design verification techniques, processes and systematic actions that will be used when designing the safety components;
- the corresponding manufacturing, quality control and quality assurance techniques, processes and systematic actions that will be used;
- the examinations and tests that will be carried out before, during and after manufacture, and the frequency with which they will be carried out;
- the quality records, such as Inspection Reports and test data, calibration data, reports on the qualifications of the personnel concerned, etc.;
- the means of monitoring the achievement of the required design and product quality and the effective operation of the quality assurance system.

3.3. The designated body shall assess the quality assurance system to determine whether it satisfies the requirements referred to in Section 3.2 of this Annex.

If the requirements specified in Section 3.2 of this Annex are in compliance with the relevant Serbian standards, it shall presume that the quality assurance system is also in conformity with said requirements.

The designated body or an adequate team of said assessment body shall have at least one member with experience of assessment in the lift technology concerned. The assessment procedure shall include a visit to the premises of the safety component manufacturer.

After carrying out assessment of conformity specified in this Annex, the designated body shall make an appropriate decision that shall be reasoned and submitted to the manufacturer. The decision shall contain the conclusions of the audit and decision clarifications.

3.4. The manufacturer of the safety component must undertake in a written statement to discharge the obligations arising from the quality assurance system as approved..

The manufacturer of the safety component shall ensure that the quality assurance system is maintained in an appropriate and efficient manner.

The manufacturer of the safety component or his authorised representative shall keep the designated body which has approved the quality assurance system informed of any intended changes of the quality assurance system.

The designated body must assess the modifications proposed and decide whether the modified quality assurance system still satisfies the requirements referred to in Section 3.2 of this Annex or whether a reassessment is required.

Having assessed proposed modifications referred to in Paragraph 4 of this Section, the designated body shall make an appropriate decision that shall be reasoned and submitted to the manufacturer. The decision shall contain the conclusions of the examination..

4. Surveillance under the responsibility of the designated body

4.1. The purpose of surveillance is to make sure that the manufacturer of the safety component duly fulfils the obligations arising out of the approved quality assurance system.

4.2. The manufacturer of the safety component must allow the designated body access for inspection purposes to the inspection, testing and storage locations and provide it with all necessary information, in particular:

- the quality assurance system documentation,
- the quality records provided for in the design part of the quality system,
- the quality records, such as Inspection Reports and test data, calibration data, reports on the qualifications of the personnel concerned, etc.

4.3. The designated body must periodically perform audits to ensure that the manufacturer of the safety components maintains and applies the quality assurance system and draw up a report. The Audit Report shall be communicated to the manufacturer of the safety components.

4.4. In addition to the audit referred to in Section 4.3 of this Annex, the designated body may pay unexpected visits to the manufacturer of the safety component.

At the time of visits specified in Paragraph 1 of this Section, the designated body may carry out tests or have them carried out in order to check the proper functioning of the quality assurance system where necessary.

The designated body shall provide the manufacturer of the safety components with a Visit Report and, if a test has been carried out, with a Test Report.

5. The manufacturer of the safety component shall, for a period of 10 years after the last safety component has been manufactured, keep at the disposal of the national authorities:

- the documentation referred to in the third indent of the second paragraph of Section 3.1;
- the documentation about modifications referred to in Section 3.4 (3) of this Annex,
- the decisions and reports from the designated body which are referred to Sections 3.3, 3.4, 4.3 and 4.4 of this Annex.

6. Each designated body shall forward to the other designated bodies the relevant information concerning the quality assurance system approvals issued and withdrawn.

UNIT VERIFICATION

1. Unit verification is the procedure whereby the installer of a lift ensures and declares that a lift which is being placed on the market and which has obtained the certificate of conformity referred to in Section 4 of this Annex complies with the requirements under this Rulebook. The installer of the lift must affix the conformity mark in the car of the lift and draw up a declaration of conformity.

2. The installer of the lift shall apply to a designated body of his choice for unit verification.

The application referred to in Paragraph 1 of this Section shall contain the name and address of the installer of the lift and the location where the lift is installed.

Following shall be enclosed to the application referred to in Paragraph 1 of this Section:

- a written declaration to the effect that a similar application has not been lodged with another designated body,

- a technical documentation.

3. The purpose of the technical documentation is to enable the conformity of the lift with the requirements of this Rulebook to be assessed and the design, installation and operation of the lift to be understood.

The technical documentation shall contain the following:

- a general description of the lift;

- design and manufacturing drawings and diagrams;

- the essential requirements and the solution adopted to meet them (e.g. Serbian standards referred to in Article 8 of this Rulebook);

- the results of all tests or calculations carried out or subcontracted by the installer of the lift;

- a copy of the user manual for the lift;

- a copy of the type-examination certificates of the safety components used.

4. The designated body must examine the technical documentation and the lift and carry out the appropriate tests as set out in the relevant Serbian standard referred to in Article 8 of this Rulebook, or equivalent tests, to ensure its conformity with the relevant requirements of this Rulebook.

If the lift meets the requirements under this Rulebook, the designated body shall affix, or have affixed its identification number or unique registration number from the relevant registry kept in accordance with special regulation next to the conformity mark and shall draw up a certificate of conformity relating to the tests carried out.

The designated body shall fill in the corresponding pages of the Maintenance Logbook referred to in Section 6.2 of Annex I to this Rulebook.

If the designated body refuses to issue the certificate of conformity, it shall state in detail its reasons for refusing and indicate how conformity can be achieved. When the installer of the lift reapplies for unit verification, he shall apply to the same designated body.

5. The installer of the lift shall keep the technical documentation and a copy of the certificate of conformity for a period of 10 years from the date on which the lift has been placed on the market.

CONFORMITY TO TYPE BASED ON INTERNAL PRODUCTION CONTROL AND SUPERVISED TESTING OF SAFETY COMPONENTS AT RANDOM INTERVALS

1. Conformity to type is the procedure whereby the manufacturer of the safety components or his authorised representative ensures and declares that the safety component is in conformity with the type as described in the type certificate and satisfy the requirements of this Rulebook that apply to such component and enable any lift to which it is correctly fitted to satisfy the essential health and safety requirements of this Rulebook.

The manufacturer of the safety component, or his authorised representative, must affix the conformity mark to each safety component and draw up a declaration of conformity.

2. The manufacturer of the safety component must take all measures necessary to ensure that the manufacturing process assures conformity of the manufactured safety components with the type as described in the type-examination certificate and with the requirements of this Rulebook that apply to it.

3. The manufacturer of the safety component or his authorised representative must keep a copy of the declaration of conformity for a period of 10 years after the last safety component has been manufactured.

Where neither the manufacturer of the safety components nor his authorised representative is established in the Republic of Serbia, the obligation to keep the technical documentation available falls to the person who places the safety components on the market of the Republic of Serbia.

4. A designated body chosen by the manufacturer must carry out or have carried out checks on safety components at random intervals. An adequate sample of the finished safety components, taken on site by the designated body, shall be examined and appropriate tests as set out in the relevant Serbian standard referred to in Article 8 of this Rulebook, or equivalent tests, shall be carried out to check the conformity of production to the relevant requirements of this Rulebook. In those cases where one or more of the safety components checked do not conform, the designated body shall take appropriate measures.

The points to be taken into account when checking the safety components will be defined by joint agreement between all the designated bodies responsible for this procedure, taking into consideration the essential characteristics of the safety components referred to in Annex IV of this Rulebook.

The manufacturer of the safety components must affix on such component, during the manufacturing process, the identification number of the designated body or its unique registration number from the relevant registry kept in accordance with special regulation, individually or based on instructions of such body, but always on the responsibility of such body during the manufacturing process.

PRODUCT QUALITY ASSURANCE FOR LIFTS

1. Product quality assurance is the procedure whereby the installer of a lift who satisfies requirements laid down Section 2 of this Annex, ensures and declares that the lifts installed are in conformity with the type as described in the type-examination certificate and satisfy the requirements of this Annex that apply to them.

The installer of a lift shall affix the conformity mark to each lift and draw up a declaration of conformity. The conformity mark shall be accompanied by the identification number of the designated body responsible for audit as specified in Section 4 of this Annex or its unique registration number from the relevant registry kept in accordance with special regulation.

2. The installer of a lift shall apply an approved quality assurance system for final inspection of the lift and testing as specified in Section 3 of this Annex. The selected system shall be subject to audit as specified in Section 4 of this Annex.

3. Quality assurance system

3.1. The installer of a lift shall lodge an application for assessment of his quality assurance system for the lifts concerned with a designated body of his choice.

The application referred to Paragraph 1 of this Section shall include all relevant information for the lifts proposed.

Following shall be enclosed to the application referred to in Paragraph 1 of this Section:

- the documentation on the quality assurance system,
- the technical documentation on the approved lifts and a copy of the type-examination certificates.

3.2. Under the quality assurance system, each lift must be examined and appropriate tests as set out in the relevant Serbian standards referred to in Article 8 of this Rulebook or equivalent tests shall be carried out in order to ensure its conformity to the relevant requirements of this Rulebook.

All the elements, requirements and technical specifications adopted by the installer of a lift shall be documented in a systematic and orderly manner in the form of written measures, procedures and instructions. This quality assurance system documentation shall ensure a common understanding of the quality programmes, plans, manuals and quality records.

The documentation referred to in Paragraph 2 of this Section shall contain in particular an adequate description of:

- (1) the quality objectives;
- (2) the organisational structure, responsibilities and powers of the management with regard to lift quality;
- (3) the examinations and tests that will be carried out before placing on the market, including at the very least the tests laid down in Annex VI, Section 4 (b) of this Rulebook;
- (4) the means to verify the effective operation of the quality assurance system;
- (5) quality records, such as Inspection Reports and test data, calibration data, reports on the qualifications of the personnel concerned, etc.

3.3. The designated body must assess the quality assurance system to determine whether it satisfies the requirements referred to in Section 3.2 of this Annex.

If the requirements specified in Section 3.2 of this Annex are in conformity with the relevant Serbian standards, it shall presume that the quality assurance system is also in conformity with said requirements.

The designated body or an adequate team of said assessment body shall have at least one member with experience of assessment in the lift technology concerned. The assessment procedure shall include a visit to the premises of the lift installer, as well as a visit to the building or structure where the lift is installed.

Having carried out assessment of conformity specified in this Annex, the designated body shall make an appropriate decision that shall be reasoned and submitted to the installer of the lift. The decision shall contain the conclusions of the audit and decision clarifications.

3.4. The manufacturer of the safety component must undertake in a written statement to discharge the obligations arising from the quality assurance system as approved.

The installer of the lift must ensure that the quality assurance system is maintained in an appropriate and efficient manner.

The installer of the lift must keep the designated body which has approved the quality assurance system informed of any intended changes of the quality assurance system.

The designated body shall assess the modifications proposed and decide whether the modified quality assurance system still satisfies the requirements referred to in Section 3.2 of this Annex or whether a reassessment is required.

Having assessed proposed modifications referred to in Paragraph 4 of this Section, the designated body shall make an appropriate decision that shall be reasoned and submitted to the installer of the lift. The decision shall contain the conclusions of the audit.

4. Surveillance under the responsibility of the designated body

4.1. The purpose of surveillance is to make sure that the installer of the lift duly fulfils the obligations arising out of the approved quality assurance system.

4.2. The installer of the lift shall allow the designated body access for inspection purposes to the inspection and testing locations and provide it with all necessary information, in particular:

- the quality assurance system documentation,
- the technical documentation,
- the quality records, such as Inspection Reports and test data, calibration data, reports on the qualifications of the personnel concerned, etc.

4.3. The designated body shall periodically carry out audits to ensure that the installer of the lift maintains and applies the quality assurance system and draw up a report. The Audit Report shall be communicated to the installer of the lift.

4.4. In addition to the audit referred to in Section 4.3 of this Annex, the designated body may pay unexpected visits to the installer of the lift.

At the time of visits specified in Paragraph 1 of this Section, the designated body may carry out tests or have them carried out in order to check the proper functioning of the quality assurance system where necessary.

The designated body shall provide the installer of the lift with a Visit Report and, if a test has been carried out, with a Test Report.

5. The installer of the lift shall, for a period of 10 years after the last lift has been manufactured, keep at the disposal of the national authorities:

- the documentation referred to in Section 3.1 (3) of this Annex;
- the documentation about modifications referred to in Section 3.4 (3) of this Annex;
- the decisions and reports from the designated body which are referred to in Sections 3.3, 3.4, 4.3 and 4.4 of this Annex.

6. Each designated body shall forward to the other designated bodies the relevant information concerning the quality assurance system approvals issued and withdrawn.

FULL QUALITY ASSURANCE FOR LIFTS

1. Full quality assurance is the procedure whereby the installer of a lift who satisfies the requirements laid down in Section 2 of this Annex ensures and declares that lifts satisfy the requirements under this Rulebook that apply to them.

The installer of a lift shall affix the conformity mark on each lift and draw up a declaration of conformity. The conformity mark shall be accompanied by the identification number of the designated body responsible for conformity assessment as specified in this Annex, or its unique registration number from the relevant registry kept in accordance with special regulation.

2. The installer of a lift must apply an approved quality assurance system for design, manufacture, assembly, installation and final inspection of the lifts and testing as specified in Section 3 of this Annex. The approved quality assurance system shall be subject to audit as specified in Section 4 of this Annex.

3. Quality assurance system

3.1. The installer of a lift shall lodge an application for assessment of his quality assurance system with a designated body.

The application referred to in Paragraph 1 of this Section shall include all relevant information on the lifts, in particular information which makes for an understanding of the relationship between the design and operation of the lift and enables conformity with the requirements of this Rulebook to be assessed.

The quality assurance system documentation shall be enclosed to the application referred to in Paragraph 1 of this Section.

3.2. The quality assurance system shall ensure conformity of the lifts with the requirements of this Rulebook that apply to them.

All the elements, requirements and technical specifications adopted by the lift installer shall be documented in a systematic and orderly manner in the form of written measures, procedures and instructions. This quality assurance system documentation shall ensure a common understanding of the procedures such as programmes, plans, manuals and quality records.

The documentation referred to in Paragraph 2 of this Section shall contain in particular an adequate description of:

- the quality objectives and the organisational structure, responsibilities and powers of the management with regard to the design and quality of the lifts;
- the technical design specifications, including Serbian standards specified in Article 8 of this Rulebook that will be applied and, where the standards will not be fully applied, the means that will be used to ensure that the requirements of this Rulebook that apply to the lifts will be met;
- the design control and design verification techniques, processes and systematic actions that will be used when designing the lifts;
- the examinations and tests that will be carried out on acceptance of the supplies of materials, components and sub-assemblies;
- the corresponding assembly, installation and quality control techniques, processes and systematic actions that will be used;
- the examinations and tests that will be carried out before (inspection of installation conditions: shaft, housing of machinery, etc.), during and after installation (including at the very least the tests laid down in Annex VI, Section 4 (2)) of this Rulebook;
- the quality records, such as Inspection Reports and test data, calibration data, reports on the qualifications of the personnel concerned, etc.;
- the means of monitoring the achievement of the required design and installation quality and the effective operation of the quality assurance system.

3.3. Design inspection

When the design is not entirely in accordance with Serbian standards specified in Article 8 of this Rulebook, the designated body shall ascertain whether the design conforms to the provisions of this Rulebook and, if it does, issue an ' design examination certificate' to the installer, stating the limits of the certificate's validity and giving the details required for identification of the approved design.

3.4. Assessment of the quality assurance system

The designated body shall assess the quality assurance system to determine whether it satisfies the requirements referred to in Section 3.2 of this Annex.

If the requirements specified in Section 3.2 of this Annex are in conformity with the relevant Serbian standards, it shall presume that the quality assurance system is also in conformity with said requirements.

The designated body or an adequate team of said assessment body shall have at least one member with experience of assessment in the lift technology concerned. The assessment procedure shall include a visit to the premises of the lift installer, as well as a visit to the building or structure where the lift is installed.

Having carried out assessment of conformity specified in Paragraph 3 of this Annex, the designated body shall make an appropriate decision that shall be reasoned and submitted to the installer of the lift. The decision shall contain the conclusions of the audit and decision clarifications.

3.5. The manufacturer of the safety component must undertake in a written statement to discharge the obligations arising from the quality assurance system as approved

The installer of the lift shall ensure that the quality assurance system is maintained in an appropriate and efficient manner.

The installer of the lift shall keep the designated body which has approved the quality assurance system informed of any intended changes of the quality assurance system.

The designated body shall assess the modifications proposed and decide whether the modified quality assurance system still satisfies the requirements referred to in Section 3.2 of this Annex or whether a reassessment is required.

Having assessed proposed modifications referred to in Paragraph 8 of this Section, the designated body shall make an appropriate decision that shall be reasoned and submitted to the installer of the lift. The decision shall contain the conclusions of the audit

4. Surveillance under the responsibility of the designated body

4.1. The purpose of surveillance is to make sure that the installer of the lift duly fulfils the obligations arising out of the approved quality assurance system.

4.2. The installer of the lift shall allow the designated body access for inspection purposes to the design, production, assembly, installation, inspection and storage locations and provide it with all necessary information, in particular:

- the quality assurance system documentation;
- the quality records provided for in the design part of the quality assurance system, such as results of analyses, calculations, tests, etc.;
- the quality records provided for in the part of the quality assurance system concerning acceptance of supplies and installation, such as Inspection Reports and test data, calibration data, reports on the qualifications of the personnel concerned, etc.

4.3. The designated body shall periodically carry out audits to ensure that the installer of the lift maintains and applies the quality assurance system and draw up a report. The Audit Report shall be communicated to the installer of the lift.

4.4. In addition to the audit referred to in Section 4.3 of this Annex, the designated body may pay unexpected visits to the installer of the lift.

At the time of visits specified in Paragraph 1 of this Section, the designated body may carry out tests or have them carried out in order to check the proper functioning of the quality assurance system where necessary.

The designated body shall provide the installer of the lift with a Visit Report and, if a test has been carried out, with a Test Report.

5. The installer of a lift must for a period of 10 years after the lift has been placed on the market, keep at the disposal of the national authorities:

- the documentation referred to in Section 3.1 (3) of this Annex;
- the modifications referred to in Section 3.5 (3) of this Annex;
- the decisions and reports from the designated body which are referred to Section 3.3, 3.4, 3.5, 4.3 and 4.4 of this Annex. Where the installer of the lift is not established in the Republic of Serbia, this obligation falls to the designated body.

6. Each designated body must forward to the other designated bodies the relevant information concerning the quality assurance systems issued and withdrawn.

PRODUCTION QUALITY ASSURANCE

1. Production quality assurance is the procedure whereby the installer of a lift who satisfies the obligations laid down in Section 2 of this Annex ensures and declares that the lifts satisfy the requirements of this Rulebook that apply to them.

The installer of a lift shall affix the conformity mark on each lift and draw up a declaration of conformity. The conformity mark shall be accompanied by the identification number of the designated body responsible for conformity assessment as specified in this Annex, or its unique registration number from the relevant registry kept in accordance with special regulation.

2. The installer of a lift shall apply an approved quality assurance system for production, installation, final inspection of lifts and testing as specified in Section 3 of this Annex. The approved quality assurance system shall be subject to audit as specified in Section 4 of this Annex.

3. Quality assurance system

3.1. The installer of a lift shall lodge an application for assessment of his quality assurance system with a designated body.

The application referred to in Paragraph 1 of this Section shall include all relevant information on the lifts.

Following shall be enclosed to the application referred to in Paragraph 1 of this Section:

the documentation on the quality assurance system;

the technical documentation of the approved type and a copy of the type-examination certificate.

3.2. The quality assurance system must ensure conformity of the lifts with the requirements of this Rulebook that apply to them.

All the elements, requirements and technical specifications adopted by the lift installer shall be documented in a systematic and orderly manner in the form of written measures, procedures and instructions. This quality assurance system documentation shall ensure a common understanding of the procedures such as programmes, plans, manuals and quality records.

The documentation referred to in Paragraph 2 of this Section shall contain in particular an adequate description of:

- the quality objectives and the organisational structure, responsibilities and powers of the management with regard to the design and quality of the lifts;

- the manufacturing, quality control and quality assurance techniques, processes and systematic actions that will be used;

- the examinations and tests that will be carried out before, during and after installation (including at least the testing specified in Section 4 (2)) of Annex 6 of this Rulebook;

- the quality records, such as Inspection Reports and test data, calibration data, qualification reports of the personnel concerned, etc.,

- the means to monitor the achievement of the required lift quality and the effective operation of the quality assurance system.

3.3. The designated body must assess the quality assurance system to determine whether it satisfies the requirements referred to in Section 3.2 of this Annex.

If the requirements specified in Section 3.2 of this Annex are in conformity with the relevant Serbian standards, it shall presume that the quality assurance system is also in conformity with said requirements.

The designated body or an adequate team of said assessment body shall have at least one member with experience of assessment in the lift technology concerned. The assessment procedure shall include a visit to the premises of the lift installer.

Having carried out assessment of conformity specified in Paragraph 3 of this Annex, the designated body shall make an appropriate decision that shall be reasoned and submitted to the installer of the lift. The decision shall contain the conclusions of the audit and decision clarifications.

3.4. The installer of the lift shall undertake to discharge the obligations arising from the quality assurance system as approved.

The installer of the lift shall ensure that the quality assurance system is maintained in an appropriate and efficient manner.

The installer of the lift shall keep the designated body which has approved the quality assurance system informed of any intended changes of the quality assurance system.

The designated body shall assess the modifications proposed and decide whether the modified quality assurance system still satisfies the requirements referred to in Section 3.2 of this Annex or whether a reassessment is required.

Having assessed proposed modifications referred to in Paragraph 8 of this Section, the designated body shall make an appropriate decision that shall be reasoned and submitted to the installer of the lift. The decision shall contain the conclusions of the audit.

4. Surveillance under the responsibility of the designated body

4.1. The purpose of surveillance is to make sure that the installer of the lift duly fulfils the obligations arising out of the approved quality assurance system.

4.2. The installer of the lift shall allow the designated body access for inspection purposes to the production, inspection, assembly, installation, testing and storage locations and provide it with all necessary information, in particular:

— the quality assurance system documentation;

- the quality records, such as Inspection Reports and test data, calibration data, reports on the qualifications of the personnel concerned, etc.

4.3. The designated body shall periodically carry out audits to ensure that the installer of the lift maintains and applies the quality assurance system and draw up a report. The Audit Report shall be communicated to the installer of the lift.

4.4. In addition to the audit referred to in Section 4.3 of this Annex, the designated body may pay unexpected visits to the installer of the lift.

At the time of visits specified in Paragraph 1 of this Section, the designated body may carry out tests or have them carried out in order to check the proper functioning of the quality assurance system where necessary.

The designated body shall provide the installer of the lift with a Visit Report and, if a test has been carried out, with a Test Report.

5. The installer of a lift shall, for a period of 10 years after the lift has been placed on the market, keep at the disposal of the national authorities:

- the documentation referred to in Section 3.1 (3) of this Annex;

- the modifications referred to in Section 3.4 (3) of this Annex;

- the decisions and reports from the designated body which are referred to Section 3.3, 3.4, 3.5, 4.3 and 4.4 of this Annex.

6. Each designated body shall forward to the other designated bodies the relevant information concerning the quality assurance systems issued and withdrawn.

**REQUIREMENTS TO BE MET BY A BODY FOR THE ASSESMENT OF CONFORMITY
IN ORDER TO BE NOTIFIED FOR CONFORMITY ASSESMENT**

1. The conformity assessment body, its director or members of the executive board of directors or members of the management board of the said body and the staff responsible for assessing the conformity, checks-audits and inspections of lifts and safety components (hereinafter referred to as: staff) may not be the designer, builder, supplier or manufacturer of safety components or installer of the lifts which are subject to the conformity assessment, checks-audits or inspections they perform, nor the authorised representative of any of these parties. They may not become involved either directly or as authorised representatives in the design, construction, marketing or maintenance of the safety components or in the installation of lifts. This does not preclude the possibility of exchanges of technical information between the manufacturer of the safety components or the installer of the lift and the designated bodies.

2. The conformity assessment body and its staff must carry out assessment of the conformity with the highest degree of professional integrity and technical competence and must be free from all pressures and inducements, particularly financial, which might influence their judgment or the results of the inspection, especially from persons or groups of persons with an interest in the result of conformity assessment.

3. The conformity assessment body must have at its disposal the necessary staff and the facilities to enable it to perform properly the technical and administrative tasks connected with conformity assessment; it shall also have access to the equipment required for certain conformity assessment procedures or examination of lifts and safety components.

4. The staff responsible for the assessment of conformity, checks-audits or inspection of lifts shall have:

- adequate technical and professional training;
- satisfactory knowledge of the requirements for the tests they carry out and adequate experience of such tests;
- the ability to draw up the certificates, records and reports required to authenticate the performance of the tests.

5. The impartiality of the staff carrying out the assessment of conformity or checks-audits or the inspection of the lift and safety components must be guaranteed. Their remuneration shall not depend on the number of tests carried out or audits or inspections of lifts and safety components or results thereof.

6. The conformity assessment body must have damage liability insurance.

7. The staff of the conformity assessment body shall be bound to observe professional secrecy with regard to all information obtained in carrying out its tasks relating to conformity assessment, audit or inspection in accordance with its General Confidentiality Act, this Rulebook and other regulations.