

S1/01

Technical specification: procedure for application for homologation and renewal of homologation of materials

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1. Scope

This procedure is applicable to all applications for homologation of materials to be included on one of the Synergrid lists of homologated materials. This procedure enters into force as of 1 January 2016.

Homologated materials are materials for which Synergrid has confirmed they are in conformity with the technical requirements applicable and which are included in a Synergrid list of homologated materials on the Synergrid website.

Some of these lists are purely indicative, others are restrictive. In case of materials for which restrictive lists exist, the installation or the use of models other than the ones included on the lists concerned on the grids of the Belgian Distribution Grid Operators¹ is prohibited.

The purpose of the lists with homologated materials is to guarantee the uniformity of the installation and the exploitation of the grids of the DSOs so as to secure the durability and the stability of the grid, the safety of goods and persons, including the personnel of the DSOs and their subcontractors as well as the security of supply of electricity or gas. The lists are open to all manufacturers/importers/distributors wanting to have their material on the lists, subject to introducing an application for homologation in conformity with the requirements of this specification and at the condition that the material concerned meets the specific prescriptions for these homologated materials.

In the case of some materials, the homologation is subdivided in a number of steps.

2. Procedure for homologation

2.1. Step 1 – Application for homologation

With a view to obtain an homologation of materials based on a compliance check with a Synergrid procedure, a technical specification or a Belgian, European or ISO standard, the applicant (manufacturer/distributor/training centre) enters an application with Synergrid:

- preferably by email to the functional mailbox of the competent Synergrid committee, mentioned on the list of homologated materials concerned;
- or by post on the following address: Ravenstein Gallery 3 (box 6) – 1000 Brussels, for the attention of the secretary of the competent committee.

This application shall enclose a correct and complete description of the materials for which the homologation is requested (Synergrid list concerned, mark, commercial name, variant, technical characteristics, existing certificates of conformity ...). In the case of some materials, mandatory application forms are available on the website.

¹ And, as the case may be, the Transmission Grid Operators

2.2. Step 2 – Receipt by Synergrid of the application for homologation

Within a period of 15 working days, Synergrid will:

- register the application if admissible (see step 1);
- communicate the name of the file manager;
- unless this information is already available in the procedure or technical specification concerned, communicate the elements required to open/treat a file by Synergrid;
- send a price offer and the estimated term for the checking of the homologation application to the applicant.

2.3. Step 3 – Order of the check and delivery of the technical file

If the applicant agrees with the price offer, he will:

- send a purchase order containing at least the following information: purchase order number, official name and address of the company, VAT number and details of the contact person, to Synergrid at the attention of the file manager. This can be sent to the functional mailbox of the competent committee or by post (see above).
- after agreement with the file manager, deliver the technical file and, if necessary, the samples, as described in the technical specification or procedure.

2.4. Step 4 – Samples

If specified in the technical specification or procedure concerned, a representative sample needs to be delivered (see step 3)².

After the check, the samples will:

- either be made available again to the applicant for a period of 2 months. If the applicant has not collected the sample at the end of this term, it will be scrapped at his cost.
- or it will be kept by Synergrid as a witness sample during the validity period of the homologated material in question.
- After this period, the applicant must collect the sample within a period of two months failing which it will be scrapped at his cost.

² If applicable, the competent committee will indicate the samples on which the tests will be performed in accordance with the requirements of the Synergrid prescriptions.

2.5. Step 5 – Execution of the homologation check

Synergrid will realise the analysis of the technical file or, as the case may be, appeal to an external consultant or lab.

In case a file or samples need to be returned to the applicant for an adaptation because of a non-conformity, the cost of a possible additional check will be charged to the applicant. At the introduction of an adapted file and/or samples, Synergrid will:

- either deliver a new offer to the applicant, taking into account the test which have already been carried out and are reusable;
- or invoice the additional check in accordance with the additional working hours.

2.6. Step 6 – Invoicing and payment

Synergrid will invoice the applicant for the homologation of the materials.

The administrative cost for the check and management of the application file and of the list of homologation during the validity period of the homologation will be charged at a maximum standard cost of 320€ (excl.VAT).

In addition, as the case may be, the costs for testing and/or check will also be charged.

The homologation check will be invoiced to the applicant after receipt of the order. The lists will not be adapted as long as the invoice remains unpaid.

2.7. Step 7 – Recording on the list with homologated materials

If in accordance with the requirements of the technical specification or procedure and after approval by the competent Synergrid committee, Synergrid will adapt the list of homologated material concerned and publish on the public page of its website.

Being included in the list of homologated material by Synergrid does not mean that the DSO cannot impose additional requirements and verifications.

The validity period of the homologation is fixed for each list and as a consequence, a validity date will be mentioned for each product on the lists.

If the requirements of the technical specification or procedure of Synergrid are not met and the product cannot be included in the Synergrid list of homologated material, Synergrid will communicate this decision to the applicant by way of a written motivation.

3. Validity period and procedure for prolongation

The validity period of a homologation is always limited in time and needs to be renewed in time to avoid that a product is temporarily or definitively removed from the list.

The surveillance of the validity period and the introduction of an application for prolongation are the responsibility of the party putting the material on the market.

The homologation expires on the date of expiration mentioned on the list or at the entry into force of a new Synergrid prescription. Notifications of modifications to Synergrid prescriptions will be sent on timely basis via a newsletter if one subscribes to the Synergrid website.

In case the list is used as a checklist, f.i. for purchase offers or inspection on the construction site, the materials which are no longer on the current lists will be included in a list containing the history of these homologated materials.

3.1. Planned modifications to homologated materials before the end of the validity period of the homologation

If a manufacturer plans to make changes to a material registered on a list of homologated materials before the end of the validity period of the homologation, he is obliged to communicate this intention to Synergrid in advance by way of a message to the functional mailbox of the competent Synergrid committee, accompanied by the necessary technical information relating to the planned modification.

The competent committee will evaluate this information, decide whether or not a partial or complete homologation based on the procedure as aforementioned is necessary and communicate the result to the manufacturer.

3.2. Determination of unannounced modifications and anomalies

If modifications or anomalies are determined during the validity period of the homologation and, according to the competent Synergrid committee, compromise the conformity to the Synergrid prescriptions and therefore also the homologation and yet have not been communicated to Synergrid, the homologation will immediately be revoked, the material will be withdrawn from the list and the applicant will be informed.

If at a given moment, it is determined that a material, when used on site, shows defaults which are not in conformity with the requirements for a continuous and safe grid working, the existence of the homologation will not prevent that Synergrid will suspend the homologation of the material by motivated decision, and will remove it provisionally from the list.

3.3. Prolongation without technical check

If the modifications to the product concerned have no impact on the initial conformity with the Synergrid prescriptions, the manufacturer sends a completed sworn declaration to the functional mailbox of the competent Synergrid commission notifying the modifications at the earliest 18 months and at the latest 6 months prior to the expiration date, unless stated otherwise in the Synergrid prescription concerned. If applicable, this document is accompanied by the necessary test reports demonstrating a prolongation of the validity. Subsequently, this document is submitted to the Synergrid commission concerned and in the case of the positive evaluation by this commission, a prolongation of the homologation is granted for a subsequent validity period as determined.

In case of a prolongation which does not follow the initial validity period, the material will be marked as expired or removed from the list after the date of expiry in accordance with the applicable prescription.

3.4. Prolongation with technical check

A verification of the conformity might be necessary if there has been a technical evolution of the product since the initial homologation. This is obviously also the case of an applicable standard or Synergrid prescription has been modified.

The impact of a modification needs to be analyzed within the competent Synergrid commission who will decide if a partial, complete or no new study or examination of the product is necessary.

The various steps of the homologation procedure need to be partially or completely fulfilled, if necessary based on a reduced technical file, at the charge of the applicant. In case of a positive result, this will result in a prolongation of the homologation for a subsequent period of the validity period applicable to the list. In case of a negative result, the material will be removed from the list after its expiry date.

In case of a prolongation which does not follow the initial validity period, the material will be marked as expired or removed from the list after the date of expiry in accordance with the application prescription.