**Affirmed by**

**Manager:........................................**

**Asen Hristov**

**10.01.2019г.**

**SC.PR.CPR[SYS1,1+]**

GENERAL PROCEDURE

Certification of construction products by systems for assessment and inspection of the consistency of performances ”1+” and ”1”

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This procedure is developed and adopted by the members of the Association of the persons for assessment the conformity of construction products /APACCP/ and is valid till the change of the applicable standards and requirements for the certification scheme.

**1.Purpose and scope of the procedure**

1.1.This procedure is developed in accordance with REGULATION (ЕU) No 305/2011 OF THE EUROPEAN PARLIAMNET AND OF THE COUNCIL dated 9 March 2011 on the specification of harmonized conditions for marketing of construction products and on the cancellation of Directive 89/106/EEC of the Council.[1], ORDINANCE No OD-02-20-1 of 5 February 2015 on the conditions and the order to introduce construction products in the constructions of the Republic of Bulgaria[2], the national applications to the harmonized standards from Attachment 1 of order No OD-02-14-1329/03.12.2015, by the Minister of the Regional Development of Bulgaria [3].

1.2.The Procedure regulates the order and the rules for certification of construction products, intended for lasting introduction in the constructions falling into the system for assessment and inspection of the consistency of the performances „1+” and „1”, according to Regulation 305/11, the mandates of the EC and attachment No 1 of the order [3] and the applicable technical specifications.

1.3.For the assessment and inspection of the consistency of the performances of a construction product with the requirements of the technical specifications operational procedures are being developed and affirmed in accordance with the managements of the group of the notified bodies (GNB) and the requirements of the applicable standard. This procedure is applied inseparably with the operational procedure for the corresponding construction product or group of construction products.

2.Responsibilities

2.1.The body for certification of products (BCP) is responsible for all actions during аpplying the certification scheme and issuing of a certificate for consistency of the performances according to the rules specified by this procedure.

2.3.The participants in the process of assessment and inspection of the performances, including also those under civic contract are responsible for the protection of the professional secrecy regarding the information which they receive during the implementation of their activities.

3. Terms, definitions and abbreviations

3.1. OCOICPCRB – ORDINANCE No OD-02-20-1 of 5 February 2015 on the conditions and the order of introducing construction products in the constructions of the Republic of Bulgaria;

3.2.Body on product certification (BPC)- governmental or nongovernmental notified body of the necessary competency and responsibility for the conduct of product certification according to given rules for procedure and management;

3.3.NB – Notified Body . –BPC within the meaning of i.3.2, that has got permission for the certification of construction products and production control with harmonized European technical specifications and announced before the European Commission;

3.4.GNB – Group of Notified Bodies;

3.5.Economic operator – manufacturer, importer, distributor or authorized representative;

3.6.Manufacturer – every physical or legal entity producing a construction product or who assigns the design or the production of such a product and offers this product on the market with its name or trade mark;

3.7.Importer – every physical or legal entity, instituted in the Union, who releases on the market of the Union a construction product from a third country;

3.8.Mandate – a document, developed by the EC which represents an assignment for working out of a harmonized standard or European technical approval;

3.9.Provision to the market – means every supply of a construction product for distribution or use on the market of the Union in the process of a commercial activity against payment or free of charge;

3.10.Placing on the market – means providing a construction product to the market of the Union for the first time;

3.11.Technical specifications – technical documents according to Art.8 (1) of the Ordinance;

3.12.Specifying the type of the product – a system of activities to define the performances of representative for the type of the product samples on the basis of the testing of the type (including selection of a sample), calculation of the type, tabular values or descriptive documentation of the product;

3.13.Production control in the enterprise – means the documented constant internal control of the production in the production enterprise according to the corresponding harmonized technical specifications;

3.14.SPC – system for production control;

3.15.Documentation of the system for production control – documents which provide information for the control of the production process in the factory, performed by the manufacturer in order to ensure the conformity of the construction product with the requirements of the respective technical; specification;

3.16.Conformity – performing certain requirements to a product or a process;

3.17.Non-conformity – non-performance of a requirement;

3.18.Insignificant non-conformity – non- conformity which does not affect the efficient functioning of the system for production control or the technical characteristics of the product and can be eliminated for a short term;

3.19.Essential non-conformity – non-conformity which affects the efficient functioning of the system for production control or the technical characteristics of the product and requires a repeated audit of the whole system for production control or parts of it;

3.20.Certificate for consistency of the performances – a document for assessment, issued by a body for product certification, which certifies the consistency of the performances of the manufactured product or group of products with the requirements of the technical specification;

3.21. Efficiency – a level to which the planned activities are fulfilled and the planned results are achieved;

3.22. Efficiency – correlation between received results and used resources;

3.23. Rebranding Manufacturer – A manufacturer (see CPR Article 2(19)) who does not himself physically produce the rebranded construction products he places on the market under his own name or trademark. - NB-CPR/17-743r4, Issued 29 November 2017.;

3.24. Physical Producer – according NB-CPR/17-743r4, Issued 29 November 2017 – Any natural or legal person who manufactures a product intended to be placed on the market as a rebranded construction product under the name or trademark of a rebranding manufacturer. In case of rebranding, the physical producer is not the manufacturer as defined by CPR.

3.25. Significant manufacturing process – Process of which the controlling is likely to have a significant influence on the conformity of the construction product with the declared performance.

**4. Description of the procedure**

Responsibility of the person, that has received a permission for the certification of construction products by systems for assessment and control of the consistency of the performances “1+” and “1” , is certification of construction product on the basis of:

* Defining the type of the product;
* Initial inspection of the production and the production control;
* Surveillance, assessment and approval of the production control;
* Control testing (audit) of samples taken from the production, from the warehouse or from the construction site (only for products for which an assessment system is defined 1+);

**Activities during product certification**

**During contractual activities with economic operators (rebranding producers), which do not physically produce the product, but place such products on the market by own name or trade mark, and are considered as manufacturers acc. CPR, SZUTEST applies and the following guidelines for such cases - NB-CPR/17-743r4, Issued 29 November 2017 [14].**

**In such cases SZUTEST:**

* **Check concluded contracts between the rebranding producer and physical manufacturer.**
* **Evaluates the conformity acc. (systems 1 and 1+ for products under harmonized standards)**
* **Conducts initial inspection (system 1, 1+ and 2+);**
* **Conducts surveillances (system 1, 1+ and 2+);**
* **Audit testings (system 1+ );**

**4.1.Application form**

* Receiving an application form/review;
* Confirmation of the adoption/ refusal oft he application;
* Conclusion of a contract for certification;   
  The detailed process is shown hereunder in the procedure.

**4.2.Initial inspection (audit) of the production and the production control**

* Assessment of the documentation of the SPC- stage I;
* Initial inspection of the production and the production control – stage II;
* Defining of the type of the product on the basis of the testing (including selection of a sample), calculation of the type , tabular values or descriptive documentation of the product;
* Report on the results of the initial inspection;

**4.3.Certification of the product,**

* Assessment of the results of defining the type of the product and the initial inspection of the production and the production control;
* The Lead Assessor takes decision for certification, fills in a Report SC.FR.-03-03 with stated decision for certification;
* Taking a decision and issue of a certificate for consistency of the performances of the product;

**4.4.Surveillance, assessment and approval of the production control**

* Surveillance of the production and the production control;
* Report on the results of the surveillance;
* Management of non-conformities/corrective actions;

**4.5.Control(audit) testing of samples, taken from the production, the warehouse or the construction site**

* Taking samples for a control (audit) testing of the product;
* Conduct of a control(audit) testing;
* Assessment of the results from a control (audit) testing;

**4.6.Decision for validity of the certificate for consistency of the performances of the product;**

**4.1.Application form for certification of a product**

To start a procedure on product certification the manufacturer or an authorized person,called for short ‘Assignor’, file an application filled according to a sample to SZUTEST Ltd ( called also APC) (SC.FR.CPR[SYS1/2+]-01), provided to him by SZUTEST Ltd. The application form has to include at least the following information:

* Name and address of the manufacturer and of his authorized representative (if any) and the site of the product production;
* Identification of the concrete product or a group of products for which assessment of the conformity has been requested (the scope of the certification;
* Declaration that an assignment for assessment of the conformity of the same product or a group of products has not been made to another ACPC.

The application form comprises:

* Document for company registration (when applicable);
* A certificate of good standing (when applicable);
* Technical documentation for the construction product(s);
* Documentation of the system for production control.

After the review of the attached to the application form documents, but not later than 10 days upon their receipt, the Manager of SZUTEST Ltd confirms, by sending an email and/or attached signed scanned copy of the application form to the manufacturer, the adoption of the application. Upon receipt of the application form a proposal to the applicant is being sent for the conclusion of a contract. (SC.FR.07-01). With an Order by the Manager the team is appointed to work on the contract, including the Lead assessor and the Lead auditor.

In case that the documentation, part of the application form, is not complete, the applicant is notified in written that he fills in or corrects in a 10 days period the documentation for production control. In such a case a proposal for the conclusion of a contract is forwarded after providing the necessary documents.

Denial for the conclusion of a contract for the assessment of the conformity is done in the following cases:

* Absence of a documented system for production control;
* Essential deviations oft he provided documentation from the requirements of the Ordinance and/or the technical specification fort he product.

The manufacturer can use a sample for an application (SC.FR.CPR[SYS1/2+]-01) requesting an expansion of the scope of the certificate for additional types of product, produced according to the requirements of the applicable product standard, under the provisions of one and the same SPC and one and the same production site.

**4.2.Initial inspection (audit) of the production and the production control for systems**

Before performing an initial inspection of the production control the Lead auditor prepares a plan for audit (SC.FR.03-01), he distributes the tasks, appoints experts and subcontractors (In case there are such) and the duration of the audit. [4,5]

In order to avoid conflict of interest they are coordinated with the manufacturer. Every team member signs a Declaration for lack of contacts (participation in the preparation of SPC, internal audits or other contacts) with the manufacturer for the former two years; (SC.FR.CPR[SYS1/2+]-06)

The initial inspection of the production and the production control is realized into two stages according to the regulation of BDS ЕN ISO/IEC 17021, which covers:

**4.2.1. Stage I**

* Review and assessment of the documentation of SPC and the production;
* Compilation of information regarding the envisaged application of the product, the management and technological processes, the applicable normative documents;
* The contents of the Manual for production control;
* Reflection of the applicable clauses of the respective product standard;
* Review of documented claims;
* Review and assessment of conducted internal audits and reviews by the management;
* Coordination of dates and plan for implementation, resources for implementation and II stage of the inspection;

If the team considers that the documentation does not meet entirely the requirements, it informs the manufacturer for the documented non-conformities, demands specification and implementation of corrective actions and updated version of the documents, the team offers and coordinates with the manufacturer date and plan (SC.FR.03-01) for implementation of the initial inspection of the production and the production control – stage II .

At the initial inspection (audit) of the production control it is checked whether the documented system for production control is introduced and if it is applied in accordance with the requirements of the technical specification.

When the manufacturer maintains an acting system for quality management (QMS) in accordance with the requirements of standard BDS EN ISO 9001[7], for which it has a valid certificate, the auditing team checks the part of QMS referring to the production control. In this case the system for production control should be integrated in the system for quality management.

**4.2.2. Stage II**

The purpose of the audit at stage II is to assess on the site the level of introduction and the efficiency of the system for management of the production and the production control.

The inspection of the system for the production control includes at least the following elements:

* Incoming control of the materials;
* Management of the production processes and an intermediate control;
* Control of the finished product;
* Results from the control;
* Metrological provision of the technical means;
* Domestic transport, storage, identification and marking of the raw materials and the finished products;
* Frequency of taking and testing of samples from the production;
* The laboratory performing testing of the product in the process of production and of the finished product SC.FR.CPR[SYS1/2+]-07;
* Management of a nonconformity product;
* Claims and study of the customer satisfaction;
* Corrective and preventive actions;
* Management of the documents;
* Training and qualification of the personnel;
* Internal audits and review of the management.

During the initial inspection of the production and the production control the auditor use Report/Checklist for inspection (SC.FR.CPR[XX]) according to specific technical specifications, which is to reflect the specificity of the production and the requirements of the respective technical specification. The questionnaire can be compliant also with the management of GNB-CPD-NB-CPD/AG/03/004r2.[8]

The auditor checks the implementation of the procedures as regards the requirements to the respective technical specification and use of methods for testing which are prescribed in the respective technical specifications (standards).

In case of non-conformities the manufacturer is being informed at the end of the inspection (SC.FR.CPR[SYS1/2+]-03).The manufacturer has to inform ACP regarding the corrective actions undertaken by him within three months after receipt of the report from the initial inspection.

The records from the initial inspection of the SPC are summarized in a report referring to all issues which have been covered during the audit and containing all findings, notes and non-conformities , in case any. The Checklist/Report (SC.FR.CPR[XX]) is prepared in 2 copies, one of them sent to the Lead auditor and the other copy is sent to the manufacturer not later than 4 weeks from the implementation of the inspection if any other term is not prescribed by the management of GNB for the concrete product.

The Lead auditor may require performing of an extra audit for which also a plan is defined (SC.FR.03-01) and a checklist/report (SC.FR.CPR[XX]) is being drafted.

When the manufacturer has not observed the coordinated deadlines for undertaking of corrective actions or the auditor considers them as non-efficient, he proposes temporary suspension of the certification process.

**4.2.3.Specifying the type of the product**

During the implementation of AVCP 1,1+ SZUTEST Ltd is responsible for the specification of the type of the product on the basis of the testing of the type (including selection of a sample), calculation of the type, tabular values or descriptive documentation of the product.

The performances of the product are defined as follows:

* According to attachment ZA, when there is a harmonised standard for the product;
* According NA, when there is a national application for the product to the harmonized standard included in order No OD-02-14-1329/03.12.2015
* According ЕТО, when fort he product there is issued ЕТО.

When the product is produced according to European technical approval (EТА) or BTA,the results from the testing are accepted on the basis of which the respective ETA is issued for the initial testing of the type.

The responsibility for taking samples for initial specification of the type belongs to SZUTEST Ltd.

Taking a sample is done by a representative of SZUTEST Ltd in the presence of the manufacturer or his authorized representative and is documented in an appropriate way. The selection of samples for testing and the testing itself are based on rules given in the respective technical specification. The test samples are marked by the representative of SZUTEST Ltd in order to guarantee the originality of the tested samples. A protocol is drafted taking samples SC.FR.CPR[SYS1/2+]-05.

If other is not mentioned in the technical specification three samples are taken or one united which is divided into three parts. The first one is tested in a laboratory of the manufacturer the second one is tested by ACP and the third is stored as a control one under appropriate conditions by the manufacturer for testing in case of dispute between the two parties or under unforeseen damages, losses or contamination in some of the other two samples till the issue of the certificate. The testing of the sample is performed according to the requirements in the corresponding technical specifications.

The selection of representative samples for specifying the type of the product is based on the rules specified in the applicable standard i.3.4.3-NB-CPR/AG/03/002r3[9]

The samples are tested in a laboratory with which SZUTEST OOD has a concluded contract for a subcontractor.

In case that the product is subjected to a cumulative AVCP, a responsibility of the manufacturer is the testing of samples regarding characteristics according to AVCP 2+, 3

As an exception and in connection with Art. 46 from Regulation 305/2011 the samples for testing for specifying the type of the product may be tested also in the laboratory of the manufacturer under the observation of representatives of PAC under the conditions of the management NB-CPR/14/594r2.[10]

Under conditions specified in the applicable harmonized standard or documents GNB-CPR Sector Group, (used procedure for taking samples, the tested product is similar to the assessed one, the laboratory that has conducted the testing is qualified for its conduct) can be used as existing, as well as shared data referring also to NB-CPD/AG/03/006r1; NB-CPD/AG/06/007 [11,12]

After completion of the testing the respective laboratory issues a protocol according a sample in two copies. One of the copies of the protocol is submitted to the Lead assessor who attaches it ti the file of the assessed product having the corresponding identification number. The second copy is stored in the archive of the laboratory that has conducted the test.

In case of non-consent the manufacturer objects in written. The objection is reviewed by ACP. In case that the arguments are accepted as justified a testing of the third sample is made in the presence of a representative of the manufacturer the characteristics only being defined, object of the objection. The results of this testing are considered for final.

Upon negative results from the initial defining of the type , proved by testing, the manufacturer is notified in written.

After provided evidence from the manufacturer within 6 months testing of the type of the product is implemented again to achieve conformity with the technical specifications of the product.

If the requirements of the technical specification after the repeated testing of the type of the product are not achieved, the manufacturer is sent a motivated proposal for the suspension of the procedure.

When the manufacturer has not kept the agreed terms for undertaking of corrective actions or the lead auditor finds them inefficient, he proposes a temporary suspension of the certification process.

4.3. Issue of a certificate

On the grounds of the results of specifying the type of the product, of the report from the conducted audit and of the technical documentation, the Lead auditor drafts a report with a proposal SC.FR.03-03. The report from the Lead auditor is submitted to the Manager for taking a decision, for approval and for signature.

Upon positive results from the conducted inspection of the production and the production control and when the results from specifying the type of the product meet the requirements of the standard, the applicant is issued a **Certificate for consistency of the performances** by system 1,1+. SC.FR.CPR.13-01

Upon refusal to issue a certificate the assigner is notified in written within 10 days after the decision is taken. The assigner has the right to draft a written objection within 14 days from the receipt of the notification for refusal.

Certificate for consistency of the performances is issued for a given product or a group of products as regards one technical specification(s) and for one production site/factory.

The certificate has its unique identification number, the contents is coordinated with the manual NB-CPR 14-612r7 . [13]

In case that it is refused to issue (or to suspend an issued) certificate for consistency of the performances, the Manager informs for this the remaining proclaimed persons and the Ministry of Regional Development of Bulgaria, as well as the necessary data for refusal.

SZUTEST Ltd maintains an up-dated register of the issued certificates and submits it to the Ministry of Regional Development, the Association of the entities assessing the conformity of the construction product and of the interested persons.

On the grounds of the received certificate for the product the manufacturer has the rights to issue a declaration for the performances for the product manufactured by him and to place the marking on it or the accompanying documents together with the identification number of the ACP.

Manufacturer wishing to receive expansion of the certificate for consistency of the performances of other products produced in accordance with the same technical specification or other technical specification but on the same production site and covered by the same system for production control, applies before кандидатства пред ACP by filling in a new application form. In this case ACP decides whether to conduct a complete or a partial audit of the production and the production control but he is obliged to check the protocols from specifying the type of the product.

**4.4.Surveillance, assessment and approval of the production control**

The purpose of the surveillance of ACP is to assure himself that the manufacturer confirms all requirements specified in the approved documentation of FPC, the applicable technical specification, to declare the consistency of the performances and to identify eventual changes in the production process or FPC. If the frequency of the surveillances is not regulated by the technical specifications of the respective products, then a surveillance under the form of an audit is implemented at least once a year according to a preliminary specified plan (SC.FR.03-01) and a checklist/report (SC.FR.CPR[XX]), as the lead auditor informing in advance the manufacturer for the period of the surveillance and the members of the team.

The surveillance of the production control includes:

* Inspection of the documentation of the production control and the created records with which it is documented the conformity of the performances of the manufactured product with the requirements of the technical documentation;
* Records of the conducted ingoing control of the materials;
* Records of conducted internal audits and undertaken corrective actions;
* Records on management of the technical means;
* Received complaints, objections and the undertaken actions;
* Reflection of occurred changes ( in the technical documentation in the documentation of FPC, in the outgoing raw materials and materials, in the technology of the production, interruption of the production and etc.);
* Comparison of the data, received during the initial inspection or during the former surveillance audit;
* Taking and testing of samples for current control, according to the approved plan of the manufacturer;
* The methods and means for testing
* Upon found essential nonconformities or a signal ACP may require the conduct of extra audits (SC.FR.CPR[SYS1/2+]-0.3).

The auditor prepares a checklist/report (SC.FR.CPR[XX]) acc. relevant technical specification for on the results of the surveillance in two copies, one is sent to the Lead assessor and the other copy is sent to the manufacturer not later than 4 weeks from the conduct of the audit.

Within 3 months upon receipt of the report the manufacturer informs for all undertaken corrective actions and the term for being fulfilled. When the manufacturer has not kept the coordinated terms for undertaking corrective actions or the auditor considers them inefficient, then the Lead auditor proposes a temporary interruption of the certification process.

The Lead auditor may require conduct of an extra audit for which plan is also specified (SC.FR.03-01) and shall be prepared an audit checklist/report (SC.FR.CPR[XX]).

The manufacturer has to inform ACP for each change in the system of production control which may lead to a change in the characteristics of the product. In such cases ACP takes a decision whether the realized changes demand undertaking of actions on his part (to demand from the manufacturer an extra testing of the product and/or extraordinary inspection of the production control).

The manufacturer has not the right to place marking CE on the products manufactured under the changes conditions, until ACP does not inform him in written for the decision taken by him.

**4.5.Control(audit) testing of samples, taken from the production, from the storehouse or the construction site at system 1+**

During surveillance audits or during other time a representative of ACP chooses samples for testing from the current production, from the storehouse or from the construction site at his discretion. Taking of samples is documented and every sample is marked in an appropriate way by ACP.

The way of taking samples, the transportation and the storage are in conformance with the corresponding technical specification.

The samples are tested in one’s own laboratory of ACP, in a laboratory with which ACP has a concluded contract as a subcontractor or a laboratory acc.to Art.46 of Regulation 305/2011. The characteristics and the methods of testing are according to the requirements of the corresponding technical specifications.

After completion of the testing of the samples a protocol of the control testing is issued in three copies – one of them is handed to the Lead assessor to prepare a report after which it is archived in the file of the manufacturer, the second one is sent to the manufacturer for information, and the third copy is stored in the laboratory archive that has implemented the testing.

Upon non-satisfactory results from audit-tests ACP requires that the manufacturer undertakes corrective actions. For a certain period of time ACP requires increase of the frequency of taking samples for self control. After expiry of the defined by ACP period, an audit of the system for production control is being conducted. In case that the results from the self control prove compliance with the requirements of the corresponding technical specifications, the manufacturer adjusts the frequency of the conducted control in compliance with the plan for testing.

**4.6.Decision for validity of the certificate for consistency of the performances of the product;**

On the basis of the report of the conducted surveillance audit the Lead auditor prepares a report for maintenance, suspension (temporary suspension) or withdrawal of the certificate for compliance of the production control, which provides to the Manager to take a decision, for approval or for signature.

Upon positive decision of ACP the manufacturer is informed in written for confirmation of the validity of the issued certificate.

Upon negative decision the manufacturer is informed for temporary suspension or withdrawal of the certificate for compliance till withdrawal of the nonconformity and restraint from referring to the certification. In the above cases the manufacturer is obliged to return the originals of the issued to him certificates within three days after the date of withdrawal of the certificates.

Issued certificate for compliance with production control is withdrawn in one of the following cases:

* Noncompliance in the agreed period of corrective actions for established essential nonconformities under surveillance of SPC, leading to nonconformity of the product with the technical specification;
* Upon established nonconformities in the consistency of the performances;
* Lack of production activity for over a year,;
* Upon obstruction of conducting planned surveillance of SPC;
* Upon proved unlawful use of the certificate;
* Not keeping the provisions of the contract on certification;

Upon temporary suspension or withdrawal of the issued certificate for production control ASPC informs the Ministry of Regional Development, Directorate for National Construction Control, Association of the Bodies for Assessment of Construction Products and the organs for surveillance on the market. In the cases when an issued certificate for consistency of performances has to be suspended temporary or withdrawn, issued to a manufacturer in another country – member of the EU, the bodies of market surveillance are also informed for this in the respective member-country.

If the applicant as objections on the assessments and actions on this procedure, written objection to the Objection Committee can be submitted, after which it is proceeded in accordance with the procedure SC.PR.04 of the Management system of SZUTEST Ltd.[14]

**5. Documentation and Archiving**

The documentation collected during the certification procedure is stored in a file of the company-assignor, identified in an appropriate way.

All documents connected with the activity on the product certification, on a paper or an electronic bearer, are stored according to procedure SC.PR.02 “Records management” [15]of the quality management system of ACP.

**Reference**

[1] REGULATION (ЕU) No 305/2011 OF THE EUROPEAN PARLIAMNET AND OF THE COUNCIL of 9 March 2011 ;

[2] ORDINANCE No OD-02-20-1 of 5 February 2015 on the conditions and order for introduction of construction products in the constructions of the Republic of Bulgaria;

[3], Order No OD-02-14-1329/03.12.2015, of the Minister of Regional Development;

[4] SC.PR.03 Management of audits on site;

[5] IAF MD 5:2015-issue3- IAF Mandatory Document for Duration of QMS and EMS Audits;

[6] BDS EN ISO/IEC 17021-1:2015 Assessment of the conformity.requirements to the organs, performing an audit and certification of management systems(ISO/IEC 17021-1:2015);

[7] BDS EN ISO 9001:2008 Quality management systems. Requirements (ISO 9001:2008);

[8] NB-CPD/AG/03/004r2 Checklists for initial inspection of factory and factory production control

and continuous surveillance of factory production control;

[9] NB-CPR/AG/03/002r3 Guidance to notified bodies on the assessment and verification of constancy of performance under the Construction Products Regulation 305/2011/EU;

[10] NB-CPR/14/594r2 Use of facilities outside the testing laboratory of the notified body;

[11] NB-CPD/AG/03/006r1 The use of historic data by NBs for CE marking purposes against hENs;

[12] NB-CPD/AG/06/007 Shared and cascading ITT;

[13] NB-CPR 14-612r7 Issuance of certificates under CPR;

[14] SC.PR.04 Management of disputes, complaints and objections;

[15] SC.PR.02 “Records management”.

**6.Accompanying documents-Attachments**

**Attachment No1** - SC.FR.CPR[SYS1/2+]-01 – application form for assessment the conformity of construction products;

**Attachment No2** - (SC.FR.CPR[XX]) - Checklist/ Report from inspection / surveillance of the manufacturing according to specific technical specification;

**Attachment No3** - SC.FR.CPR[SYS1/2+]-03-Report for non-consistency;

**Attachment No4** - SC.FR.CPR[SYS1/2+]-05-Protocol for taking samples;

**Attachment No6** - SC.FR.CPR[SYS1/2+]-06- Declaration for lack of contacts with the manufacturer;

**Attachment No5** - SC.FR.CPR[SYS1/2+]-07- Questionnaire for audit of laboratories;

**Attachment No6** - SC.FR.07-01 – Draft contract for certification;

**Attachment No7** - SC.FR.03-01 – Plan for conduct of inspection/surveillance on site;

**Attachment No8** - SC.FR.CPR.13-01 – Certificate for consistency of the performances.

**Attachment No9** - SC.FR.03-03 – Report by a Lead Assessor.