

CSTB
le futur en construction

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**CSTB special operational
procedures
for the issue of certificates
of constancy of performance
of the product
(systems 1)
Structural Sealant Glazing
Systems
Guidelines ETAG 002**



1 PURPOSE

These Special Procedures come as a supplement to the CSTB General operational procedures for the issue of CE marking certificates.

CSTB agrees to be entrusted by the Applicant/Holder with a certification mission pertaining to the constancy of performance of products.

2 These Special Procedures specify the conditions applicable to the issue and the surveillance of certificates of constancy of performance of the product in the particular case of a Structural Sealant Glazing Systems a system of assessment and verification of constancy of performance 1. DOCUMENTS APPLICABLE TO THE APPLICANT/HOLDER

The present Special Procedures shall be drawn up in accordance with the documents referred to in Appendix 1, that are applicable to the Applicant/Holder.

3 APPLICATION

The application shall be made on the Applicant/Holder's letterhead paper. Each application shall concern one or more specifically designated products, manufactured on a production site specifically designated as well.

The application form template and the list of information to be provided in support of an application are shown in Appendices 2 and 3.

Option: Case of a product covered by a certificate of constancy of performance issued by CSTB, which shall be marketed under a different designation by a distributor: The manufacturer shall apply for a new CE marking certificate for the same product, under a different trade name. The designation of the factory shall be submitted by the Holder of the CE marking certificate and validated by CSTB. This procedure shall be conducted by the manufacturer in agreement with the distributor.

The application form template is shown in Appendix 2 bis.

4 CSTB'S MISSIONS

Based on the present Special Procedures, the Applicant/Holder entrusts CSTB, which accepts, with the missions described in Appendix 4.

5 SUBCONTRACTING

The Applicant/Holder hereby agrees that all or part of the audits and/or tests required for the certification of constancy of performance of the product (systems 1) may be subcontracted by CSTB to the organisations identified below (referred to below as the "Subcontractors"):

Audit Organisations:

Le Centre d'Expertise du Bâtiment et des Travaux Publics,
Société par Actions Simplifiée à associé Unique
dont le siège social est au :
12 avenue Gay Lussac
78990 ELANCOURT

Prior to conducting an audit and/or a test, CSTB shall inform the Notifying Authority of the subcontractors it may apply to in accordance with Article 45.4 of the CPR.

CSTB shall then inform the Applicant/Holder that the audit and/or the test is subcontracted to one of the subcontractors listed above.

6 CERTIFICATE OF CONSTANCY OF PERFORMANCE OF THE PRODUCT

In the particular case of a Structural Sealant Glazing Systems, CSTB shall issue a certificate of constancy of performance of the product with an unrestricted period of validity.

APPENDIX 1 - APPLICABLE DOCUMENTS

Title	Date	Revision
Guideline for European Technical Approval for Structural Sealant Glazing kits (SSGK) ETAG 002	05/2012	-
European Technical Approval ETA -05/0005	02/07/2015	-
ETA -05/0005		
NB-CPR 17- 722 General guidance on AVCP	In force	
NB-CPD/AG/03/004 – Check list for inspection and surveillance of FPC	In force	
NB-CPR 15-639 - Sampling in systems 1 and 1+	In force	
NB-CPR 16-684 Surveillance frequencies	In force	
NB-CPD/AG/03/006- The use of historic data	In force if applicable	
NB-CPR 17 744 Subcontracting of NB tasks	In force if applicable	
NB-CPD/AG/06/007- Shared and cascading ITT	In force if applicable	
NB-CPD/AG/07/008- Rebranding and sub-contract manufacture, et NB-CPR 17-734 – Basic conditions for NBs in relation to rebranding and subcontract manufacture	In force	
NB-CPR 14 594 – Use of facilities outside the testing laboratory of the notified body	In force if applicable (Art.46)	
SG/SH 05	In force	

APPENDIX 2 - APPLICATION FOR A CERTIFICATE OF CONSTANCY OF PERFORMANCE OF THE PRODUCT
Structural Sealant Glazing Systems

(Application form to be drawn up for each production site, on the applicant's headed paper)

1 - The Company *(Specify the corporate name, the legal status, the head office address, the RCS registration number)*

Referred to below as the "Company"

Manufacturing *(Specify the type of product(s) and its/their trade name).*

compliant with the European Technical Assessment ETA-..../..... issued by
or compliant with the European Technical Approval ETA¹-..../..... issued by
Compliant with the Guidelines ETG 002 applicable.

Represented by *(Specify the surname and first name of the company's legal representative),* acting in its capacity as

Telephone no.:

Fax no.:

Email:

Duly authorized to sign the present document,

Hereby apply to CSTB for the issue of a certificate of constancy of performance for this/those product(s), and for the purpose entrust it with the missions described in Appendix 4 of the Special Procedures.

2 - The Company hereby attests that this/those product(s) is/are manufactured on the following production site:

(address of the production site)

.....
.....

3 - The Company declares that it has read and approved the CSTB General operational procedures for the issue of CE marking certificates, as well as the CSTB Special operational procedures for the issue of certificates of constancy of performance of the product – Structural Sealant Glazing Systems, appendices included.

4 - The Company undertakes to permanently abide by the provisions contained in the documents listed above.

5 - The Company authorises CSTB to make available on its Web site the content of the CE marking certificate granted to it, and thus to reproduce the trade name of the company and, if need be, the trade mark of the product covered by the certificate.

¹ The European Technical Approval shall be taken into consideration up to its date of end of validity.

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6 - The Company appoints *(It may be the legal representative authorized to sign the Special Procedures, or any other person from the Company, responsible for the administrative monitoring of the CE marking application made by the Company. Specify the person's surname, first name, position, telephone number, fax number and email.)*

Mr.

.....
as its authorized representative in all matters pertaining to the examination of the CE marking certificate application.

7 - The Company undertakes to pay any further amounts for which it may subsequently be liable in accordance with the CSTB Special Procedures, General Procedures and Fees for issuing CE marking certificates specific to the relevant domain.

Prepared at:

Date:

Signature: *(Signature with hand-written mention "Read and approved" followed by the surname, first name and signature of the Company's legal representative.)*

**APPENDIX 2 bis – APPLICATION FOR A TRADE MARK EXTENSION OF THE
CERTIFICATE OF CONSTANCY OF PERFORMANCE OF THE PRODUCT**

Structural Sealant Glazing Systems,

MANUFACTURER’S APPLICATION

(Application form to be drawn up for each certificate and production concerned, on the manufacturer’s headed paper)

The Company *(Specify the manufacturer’s corporate name, the legal status, the head office address, the RCS registration number, the telephone number and fax number)*

.....

Represented by

Acting in its capacity as

Referred to below as the **“Manufacturer”**,

Attests that it manufactures the following (Products X (Specify the manufacturer’s type of product(s) and the products’ trade name))

Covered by the CE certificate no.

And requests that the CE marking certificate whose references are mentioned below be used by the following Company *(Specify the distributor’s corporate name, the legal status, the head office address and the RCS registration number)*.....

Represented by, acting in its capacity as

Referred to below as the **“Distributor”**

For the Distributor’s products mentioned in the following table.

The Manufacturer attests that the Distributor’s products mentioned in the table below are identical to the products covered by a certificate of constancy of performance of the product, and that they only differ in their reference and trade mark.

Manufacturer’s products covered by a certificate of constancy of performance of the product		Designation and reference of the Distributor’s products
Certificate No.	Designation and reference of the product	

The Manufacturer undertakes to immediately report to CSTB any changes made to the distribution of those products, and in particular any halt in the Distributor’s supply.

The Manufacturer authorizes CSTB to inform the Distributor of any sanctions taken in accordance with the CSTB General operational procedures for the issue of CE marking certificates, related to the products referred to in this document.

Prepared at:

For the Manufacturer

Date:

(Signature with hand-written mention “Read and approved” followed by the name of the Manufacturer’s legal representative and its position)

DISTRIBUTOR’S APPLICATION

(Application form to be filled in on the distributor’s headed paper)

The Company *(Specify the manufacturer’s corporate name, the legal status, the head office address, the RCS registration number, the telephone number and fax number)*

.....

Represented by

Acting in its capacity as the Distributor’s legal representative,

Referred to below as the “**Distributor**”

Hereby undertakes:

- Not to make any technical modification that may affect in particular the type and/or the operating characteristics of the products mentioned below:

Manufacturer’s products covered by a certificate of constancy of performance of the product		Distributor’s products (Designation and reference of the product)
Certificate No.	Designation and reference of the Manufacturer’s product	

- Not to make any minor modifications to the Manufacturer’s products except the following ones:

.....

Any subsequent modification shall be previously notified to CSTB for approval following agreement by the Manufacturer.

- Not to modify the above-mentioned trade names except when agreed with the Manufacturer that holds the certificate of constancy of performance no.;
- To distribute under those trade names only the products delivered by the Manufacturer that holds the certificate of constancy of performance no.;
- To lend CSTB its assistance for any verifications pertaining to the products hereby covered and their marketing;
- To meet the CSTB General operational procedures for the issue of CE marking certificates, and in particular to apply, where appropriate, the measures resulting from penalties, and to pay the admission fees provided for in the CSTB’s Fees for the issue of CE marking certificates specific to the relevant domain.

Prepared at:

For the Distributor

Date:

(Signature with hand-written mention “Read and approved” followed by the surname, first name and position of the Distributor’s legal representative.)

APPENDIX 3 – LIST OF INFORMATION TO BE PROVIDED

1. GENERAL INFORMATION ABOUT THE APPLICANT

1.1 Production site(s)

- Corporate name:
- Address:
- Country:
- Tel.: (...)- Fax: (...)- Email:
- SIRET No.: APE Code:
- Name and position of the legal representative.....

1.2 Manufacturer and/or Distributor (if different from the production site(s))

- Corporate name:
- Address:
-
-
- Country:
- Tel.: (...)- Fax: (...).....- Email:
- SIRET No.: APE Code:
- Name and position of the legal representative.....
- Name and position of the contact person (if different):

2. INFORMATION ABOUT THE PRODUCT(S) CONCERNED

2.1 Designation, intended use(s), essentials characteristics and performances:

Please attach your project of Declaration of Performances.

or Characteristics defined in the European Technical Assessment ETA-.../..... issued by The European Technical Approval ETA-.../..... issued by

.....

.....

.....

.....

.....

2.2 Complementary identification of the product(s)

.....

.....

.....

.....

3. TECHNICAL DATA PERTAINING TO THE PRODUCTION PROCESS AND CONTROL PROCEDURES

- Control plans,
- Technical specifications and compositions,
- ISO 9001 management system certificate if factory is certified,
- Reports of initial tests indicating product references,
- List of references of Structural Sealant Glazing Systems by the factory for the CE marking application level 1
- Performance declarations
- REACH Statements and Hazardous Substances

APPENDIX 4 - MISSIONS ENTRUSTED TO CSTB BY THE APPLICANT/HOLDER

This Appendix sets out the procedures to be followed during inspections performed by CSTB as part of either the examination of an application, or the surveillance relative to the products covered by certificates of constancy of performance of the product.

As a general rule, during any inspection at any location, and whatever the main purpose of its mission, the auditor shall inquire about any questions related to the application of the CSTB General operational procedures and Special operational procedures for the issue of certificates of constancy of performance of the product.

The mission entrusted to CSTB by the Applicant/Holder consists of the following:

- Prior to the granting of a certificate of constancy of performance of the product, conducting an initial audit of the production site and tests (in that case, the samples shall be taken during the initial audit);
- After the granting of the certificate of constancy of performance of the product, conducting periodic audits of the production site and, where needed, tests (in that case, the samples shall be taken during the audits);
- Should the reports reveal major non-conformities with regard to the harmonized technical specification and, as the case may be, to the European assessment documents or the specific technical documentation, CSTB may decide to carry out an additional inspection audit to verify the implementation and the effectiveness of the corrective measures and, if necessary, additional tests in agreement with the Applicant. The costs of additional inspection audits or tests shall be borne by the Applicant;
- The verification of corrective measures initiated to address minor non-conformities may be carried out during a surveillance inspection audit (if applicable) or during sampling tests (if need be).

The audit duration is normally 1 day per production unit. This time is flexible depending on the risk: quality system development level, company organization (process, laboratory, etc.) and in the case of a combined audit with another application.

The periodic surveillance audits shall be performed according to a frequency of 2 audits per year.

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The following inspection and test procedures shall be applied:

The following control and test conditions will be applied:

1) GEOMETRICAL AND MECHANICAL CHARACTERISTICS OF PRODUCTS	
Initial audit	Periodic surveillance audit
<p><u>Geometrical characteristics:</u></p> <p>Systematic checking of the products; in the event of non-conformity, additional verification of products.</p> <p>Systematic checking of the inspection records for the products verified.</p> <p>Systematic checking of the use of calibrated equipment.</p> <p>Examination of records of non-conformities and corrective measures.</p>	<p><u>Geometrical characteristics:</u></p> <p>Systematic checking of the products; in the event of non-conformity, additional verification of products.</p> <p>Systematic checking of the inspection records for the products verified.</p> <p>Systematic checking of the use of calibrated equipment.</p> <p>Examination of records of non-conformities and corrective measures.</p>
<p><u>Mechanical characteristics:</u></p> <p><i>Examples to be adapted to the specific circumstances of individual cases</i></p> <p>Systematic examination of the records of the conformity of input products.</p> <p>Systematic testing of the products.</p> <p>Systematic checking of the products.</p> <p>Systematic checking of the inspection records for in-process and finished products.</p> <p>Examination of records of non-conformities and corrective measures</p>	<p><u>Mechanical characteristics:</u></p> <p><i>Examples to be adapted to the specific circumstances of individual cases</i></p> <p>Systematic examination of the records of the conformity of input products.</p> <p>Systematic testing of the products.</p> <p>Systematic checking of the products.</p> <p>Systematic checking of the inspection records for in-process and finished products.</p> <p>Examination of records of non-conformities and corrective measures</p>
<p><u>Sampling for testing by an external laboratory:</u></p> <p>Sampling in accordance with the initial type-testing file.</p>	<p><u>Sampling for testing by an external laboratory:</u></p> <p>Tests to verify the behavior of the products.</p>
2) MARKING, ASSOCIATED DOCUMENTATION AND STORAGE	
Initial audit	Periodic surveillance audit
<p><u>Marking proposal:</u> existence, general content, and using of NB number.</p>	<p><u>Marking:</u> existence, general content, and using of NB number.</p> <p>Systematic checking of the products.</p>
<p><u>Associated documentation:</u></p> <p>Where available, possibility of checking the existence of the declaration of performances of product or its draft.</p>	<p><u>Associated documentation:</u></p> <p>Declaration: existence.</p> <p>Technical data supplied (type of characteristics quoted): content.</p>

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Storage: Verification that the storage conditions make it possible to prevent any damage to the packaged products.	Storage: Verification that the storage conditions make it possible to prevent any damage to the packaged products.
Making sure there is a customer complaint handling process	Making sure there is a customer complaint handling process
3) QUALITY MANAGEMENT SYSTEM	
Verification of the control of: Input products Process: adapted and properly maintained installations expertise available Inspection and testing Inspection and testing equipment Non-conforming products Non-conformities and measures Records	

APPENDIX 5 – FINANCIAL TERMS FOR SUBCONTRACTORS

5.1 Subcontracting audits

Financial terms for Company is appearing in the subcontracting contract.