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**CSTB special operational
procedures
for the issue of certificates
of conformity of the factory
production control (system 2+)**

**Flexible sheets for waterproofing
Plastic and rubber damp proof
sheets including plastic and
rubber basement tanking sheet**



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 conformity of the factory production control, including initial verification and surveillance of this factory production control.

These Special Procedures specify the provisions applicable to the issue and the surveillance of certificates of conformity of the factory production control in the particular case of a "plastic and rubber damp proof sheets including plastic and rubber basement tanking sheet" under a system of assessment and verification of performance 2+.

2 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.

Case of a product covered by a certificate of conformity of the factory production control issued by CSTB, which shall be marketed under a different designation by a distributor:
The manufacturer shall apply for a new CE certificate for the same product, under a different trade name. The designation of the factory shall be submitted by the certificate holder 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 with the missions described in Appendix 4.

5 CERTIFICATE OF CONFORMITY OF THE FACTORY PRODUCTION CONTROL

In the particular case of a "plastic and rubber damp proof sheets including plastic and rubber basement tanking sheet", CSTB shall issue a certificate of conformity of the factory production control with an unrestricted period of validity.

APPENDIX 1 - APPLICABLE DOCUMENTS

Title	Date	Revision
Harmonised European Standard EN 13967	2012	-
Regulation 305/2011/UE – Construction Product Regulation (CPR) and delegated regulations	March 2011	-
Delegated acts – Implementing acts – Decisions (http://www.rpcnet.fr/actes_delegues.php)	Applicable	-
NB-CPR 15-660r6 - Application of guidance from GNB-CPR	Applicable	
NB-CPR 17-722r6 General guidance on AVCP	Applicable	
NB-CPR 17-744r2 - Subcontracting of NB tasks	Applicable	
NB-CPR 18-775r1 - Definitions and terminology of GNB guidance	Applicable	
NB-CPR 14-612r7 Position Paper - issuance of certificate	Applicable	
NB-CPR 16-683r2 Communication between NBs and Market Surveillance authorities	Applicable	
NB-CPR 16-684r3 - Position Paper - Surveillance frequencies	Applicable	
NB-CPR 17-743r4 - Basic conditions for NBs in relation to rebranding and subcontract manufacture	Applicable	
NB-CPR 13-567r8 - What FPC certification means at AVCP system 2+	Applicable	
NB-CPR 18-772r2 - Reissuance of test reports	Applicable	
NB-CPR 16-695r4 - Position Paper - Informative - Conversion of ETAGs into EADs	Applicable	
NB-CPR 17-724r4- Position Paper - The role of Notified Bodies in relation to structural components	Applicable	
NB-CPD/AG/08/009r1 - Corrigenda amendments revisions to harmonized standards	Applicable	
NB-CPD/AG/03/006r1 - The use of historic data	Applicable	
NB-CPD/AG/03/004r2 - Check list for inspection and surveillance of FPC	Applicable	
NB-CPD/AG/07/008r1 - Rebranding and sub-contract manufacture	Applicable	
Follow-up of the documents and work of the Sector Group SG11 Membranes and geotextiles	Applicable	

**APPENDIX 2 – APPLICATION FOR A CERTIFICATE OF CONFORMITY OF THE
FACTORY PRODUCTION CONTROL
Flexible sheets for waterproofing - Plastic and rubber damp proof sheets
including plastic and rubber basement tanking sheet**

(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 harmonized standard EN 13967:2012.

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

Telephone no.

Email:

Duly authorized to sign the present document,

Hereby apply to CSTB for the issue of a factory production control certificate 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 factory production control certificates for the product – Flexible sheets for Plastic and rubber damp proof sheets including plastic and rubber basement tanking sheet, appendices included.

4 – The Company undertakes to permanently abide by the provisions contained in the documents mentioned 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.

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.

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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 CONFORMITY OF THE FACTORY PRODUCTION CONTROL
Flexible sheets for waterproofing - Plastic and rubber damp proof sheets including plastic and rubber basement tanking sheet

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 conformity of the factory production control, and that they only differ in their reference and trade mark.

Manufacturer’s products covered by a certificate of conformity of the factory production control		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 conformity of the factory production control		Designation and reference of the Distributor’s products
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 conformity of the factory production control no.;
- To distribute under those trade names only the products delivered by the Manufacturer that holds the certificate of conformity of the factory production control 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.: (...)- 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.: (...)- 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.

Commercial trade name	Description of products

2.2 Complementary identification of the product(s)

.....
.....
.....

2.3 Characteristics

.....
.....
.....

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 "flexible sheets for waterproofing - Plastic and rubber damp proof sheets including plastic and rubber basement tanking sheet",
- Declaration of performances of the product(s) submit to System 2+.

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 conformity of the factory production control.

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.

CSTB's missions are as follows:

- Prior to the granting of a certificate of conformity, conduct an initial audit of the production site;
- If needed, following the granting of a certificate of conformity, perform periodic surveillance audits of the production site.

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).

The Periodic audits are conducted at a frequency of 2 audits per year.

When CSTB has sufficient knowledge of the production site relevant to the application:

The Applicant/Holder whose quality management system applicable to its production site is certified in accordance with current Standard EN ISO 9001¹ by a body accredited by a member of the EA (European cooperation for Accreditation) or by an EA-recognized body, will benefit, after a probationary period of 1 year, from a reduced audit frequency or reduced audit agenda provided that the quality management system:

- Applies to the manufacturing of the product(s) concerned;
- Meets the requirements of the relevant harmonized technical specification.

Those last two conditions come within CSTB's recognized competence as a notified body.

The reduction provided for is the following one:

In the case where the manufacturing unit has not been subject to any warnings, warnings or penalties during the last 2 years, supervision may be applied. The frequency of audits is reduced to 1 audit every year.

In case of deficiency (s) or anomaly (s) detected during the audit, the alleviation implemented will be eliminated or In the event of loss of the ISO 9001 certificate or the factory is subject "A sanction, the frequency of audits is automatically reassessed to the supervision of two audits per year for a minimum of 1 year. The costs of additional inspection audits or tests shall be borne by the Applicant/Holder.

The verification of corrective measures initiated to address minor non-conformities may be carried out during a surveillance inspection audit (if applicable).

¹ The quality management system certification is not required in the context of the CPR.

The following inspection procedures shall be applied:

1) PRODUCTION CONTROL	
Initial audit	Periodic surveillance audit
<u>Geometrical characteristics:</u> Systematic checking of the inspection records for the products concerned. Systematic checking of the use of calibrated equipment. Examination of records of non-conformities and corrective measures.	<u>Geometrical characteristics:</u> Systematic checking of the inspection records for the products concerned. Systematic checking of the use of calibrated equipment. Examination of records of non-conformities and corrective measures.
<u>Mechanical properties:</u> Systematic checking of the inspection records for the raw materials. Systematic checking of the inspection records for in-process and finished products according to the standard EN 13967:2012. Examination of records of non-conformities and corrective measures.	<u>Mechanical properties:</u> Systematic checking of the inspection records for the raw materials. Systematic checking of the inspection records for in-process and finished products according to the standard EN 13967:2012. Examination of records of non-conformities and corrective measures.
2) MARKING, ASSOCIATED DOCUMENTATION AND STORAGE	
Initial audit	Periodic surveillance audit
<u>Marking proposal:</u> existence, general content, and using of NB number.	<u>Marking:</u> existence, general content, and using of NB number. Systematic checking of <n> products.
<u>Associated documentation:</u> Where available, possibility of checking the existence of the declaration of performances of product or its draft.	<u>Associated documentation:</u> Declaration: existence. Technical data supplied (type of characteristics quoted): content.
<u>Storage:</u> Verification that the storage conditions make it possible to prevent any damage to the packaged <products>.	<u>Storage:</u> 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	
<u>Verification of the control of:</u> Input products Process: adapted and properly maintained installations expertise available Inspection and testing Non-conforming products Non-conformities and measures Records	