



PLAQUES EN MATIERES  
ACRYLIQUES

**CERTIFICATION**

# NF Certification Reference System: Acrylic Sheets



Identification No.: NF116  
Revision No.: 11  
Application date: 26/10/2017

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This certification reference system was submitted to the CSTB Technical Department for validation. It was approved by the Managing Director of AFNOR Certification on **07/09/2017** for acceptance in the NF certification system.

It cancels and replaces all previous versions.

As a certifying body accredited by the COFRAC under number 5-0010, scope of accreditation available at [www.cofrac.fr](http://www.cofrac.fr), CSTB undertakes to draft certification reference systems that guarantee an appropriate level of requirements for the quality of products, their suitability for use and their durability.

This certification reference system may therefore be revised, in whole or in part, by CSTB, after the interested parties have been consulted in accordance with the requirements in Standard NF X 50-067. The revision of the certification reference system is approved by the AFNOR Certification Managing Director.

**MODIFICATION HISTORY**

<b>Part modified</b>	<b>Revision No.</b>	<b>Application date</b>	<b>Changes made</b>
The whole document	11	26/10/2017	- Updating the new certification reference system according to the new outline
§ 2.4.6	10	09/07/2015	The inspection on finished products may now be subcontracted to an external laboratory
§ 2.5.3.4	10	09/07/2015	Information on the certified characteristics updated
§ 7.3	10	09/07/2015	Standard letters updated and a CONTRACT form introduced for subcontracting the inspection of finished products
The whole document	9	22/02/2013	Revision of the certification reference system: <ul style="list-style-type: none"> <li>• To take into consideration the mandate given to CSTB for this application</li> <li>• To bring it into conformity with the new template</li> </ul>
The whole document	8	04/04/2011	<ul style="list-style-type: none"> <li>- The new certification reference system updated according to the new template</li> <li>- AFNOR Certification information note added about the new NF logo</li> <li>- Normative references updated (with deletion of Doc.03 and Doc.04 in Appendix 1)</li> <li>- Quality system requirements simplified (deletion of "quality control" and "quality assurance" options)</li> <li>- Precisions concerning the committee recommendations and its setting up</li> </ul>

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Part modified	Revision No.	Application date	Changes made
			(indication of the "range") - Contact information for bodies and stakeholders updated - Deviation sheet templates deleted (Appendix 6) - Clarifications regarding maintaining the right to use the NF mark - Appendix 1 –Doc.05 NF "Scope of the offer "deleted
Appendix 1	7	30/06/2001	Appendix 1 –Doc.05 "Scope of the offer " added
The whole document	0	30/04/1991	Certification reference system created

# Part 1

## Application

### 1.1 Scope

At this time, this certification reference system concerns cast acrylic sheets mainly used to manufacture baths and shower trays.

The NF mark strives to inspect the safety characteristics for people and goods, the suitability for use and the durability of the products, as well as any complementary characteristics to enable them to stand out in the market.

### 1.2 Certification added value

Certification is recognition by a third party of the conformity of the characteristics demonstrating the added value of the product.

The certified characteristics of the Acrylic sheets application, in accordance with the NF EN 263 and NF EN ISO 7823-1 standards, are as follows:

- Compliance with thicknesses and their tolerances
- A VICAT softening point  $\geq 105^{\circ}\text{C}$
- Water absorption  $\leq 40$  mg
- Thermal stability during its transformation (no surface deterioration)
- Tensile strength greater than 60 MPa
- Colour stability in light and hot water
- Resistance to chemicals, hot water and staining
- Resistance to wet and dry cycling
- Verification of crosslinking

#### Other characteristics:

- Availability of product buyers and an operating procedure concerning transport and storage of sheets

CSTB is responsible for assessing the certified characteristics, with the following control measures:

	<b>Admission</b>	<b>Continued monitoring</b>
<p><b>Production audit carried out by a qualified technical auditor:</b></p> <ul style="list-style-type: none"> <li>- Verification that the production inspections and records have been completed: raw materials, production, finished products;</li> <li>- Verification of the quality control provisions: metrology, packaging, storage, traceability, product marking, processing of non-conformities and customer complaints;</li> <li>- Supervision of certified characteristics tests carried out by the applicant, where applicable.</li> </ul>	<b>Yes</b>	<p><b>Yes</b></p> <p><b>Frequency:</b></p> <p><b><i>In the 12 months immediately following admission, 2 audits are organised per year, then 1 annual audit*</i></b></p>
<p><b>Tests carried out by a laboratory recognised by the certifying body (independent and competent):</b></p> <ul style="list-style-type: none"> <li>- Samples taken by the certifying body and completed on the applicant/holder's site.</li> </ul>	<b>Yes</b>	<p><b>Yes</b></p> <p><b>Frequency:</b></p> <p><b><i>In the 12 months immediately following admission, 2 annual test campaigns, then 1 annual test campaign</i></b></p>

\*The audit frequency can be increased to 2 annual audits if critical non-conformities are observed.

### 1.3 Applying for certification / Certification contract

Any legal entity:

- manufacturing products within the scope defined above and that can comply with the technical requirements described in Part 2 of this document,
- distributing products within the scope defined above for which the manufacturer complies with the technical requirements described in Part 2 of this document,

may request the right to use the NF mark –Acrylic Sheets.

Such requests are referred to as “applications” while the entities making them are referred to as “applicants”.

Applicants submit their applications to the certifying body. The application is accompanied by all the useful information concerning the given products, the operating conditions and quality control to ensure compliance of the products with this certification reference system.

An application form and the list of information to be supplied to support an application are appended to this certification reference system.

For a period of 10 working days, beginning on the date of receipt by the certifying body of their applications for certification, applicants have the right to withdraw from their commitments, for any reason whatsoever, by sending a registered letter with acknowledgement of receipt to the certifying body.

The Certification contract is composed of the completed and signed application letter, possibly accompanied by the estimate; it is governed by all the documents referenced to this application letter (NF mark general rules, certification reference system, complementary technical requirements, etc.).

The Contract is entered into for an unlimited term.

Holders may, with no further legal formality, terminate NF certification for all or some of their certifications, for any reason whatsoever, in particular, when activity has ceased.

Such termination takes effect only after the expiration of a period of 15 days beginning on the date of receipt by CSTB of the registered letter with acknowledgement of receipt, remitted by the holder, communicating the termination with no further legal formality of the NF certification for one of the reasons defined above.

Beginning at the date when termination takes effect, the holder undertakes to no longer use, in any way whatsoever, nor reproduce on any medium whatsoever, the NF mark for products, the certification of which has ceased.

The certifying body reserves the right to halt an NF certification. The certifying body then specifies the transitional procedures and conditions before the definitive halting of the certification concerned.

The contract is governed by French law. If there is any problem with interpretation, execution or validity of the Contract, the Parties agree to solve their differences out of court unless there is an emergency that justifies calling in a competent jurisdiction acting in summary proceedings.

If the Parties are unable to resolve their differences within three (3) months from their emergence, the dispute will be taken by the most diligent Party before the competent French courts.

Note 1: Particular case of an admission request in a country subject to special vigilance

Observing a number of tensions throughout the world, the French Ministry of Foreign Affairs defined alert areas for each country under the following conditions:

<http://www.diplomatie.gouv.fr/fr/conseils-aux-voyageurs/conseils-par-pays/>

- green areas for normal vigilance;
- yellow areas for increased vigilance;
- orange areas inadvisable unless for imperative reasons;
- red areas highly inadvisable.

In accordance with the recommendations of the French Government, with a view to ensuring the safety of CSTB personnel and its subcontractors (hereafter referred to as “the Auditors”), any admission applications for certification made by entities whose sites to be assessed within the framework of certification are situated on the territory of a country classified in orange- or red-alert areas shall not be taken into consideration by CSTB.

As regards certification applications made by entities whose sites to be assessed within the framework of certification, during the admission or follow-up stages, are situated on the territory of a country classified in a yellow-alert area, Auditors are allowed to travel provided the audited entity makes arrangements locally and entirely at its own expenses for the transport and accommodation of Auditors so that their safety may be ensured.

Within 10 days prior to any travel, the applicant/holder shall provide CSTB with the Auditors’ travel and accommodation conditions required to ensure their safety. CSTB may make observations and justify additional requests; it reserves the right to cancel any business trip if the conditions submitted do not provide sufficient guarantees for safety.

Note 2: Specific case of production subcontracting by an applicant

Applicants may subcontract part of the manufacture of their products covered by this certification reference system.

If so, they undertake to:

- be responsible for the effectiveness of the production control system as a whole in accordance with this certification reference system;
- be able to provide, on the one hand, the specifications that define the inspection operations that they impose on their subcontractors in order to comply with the requirements of this certification system and, on the other hand, evidence regarding the subcontractor’s skills in complying with those requirements.

Note 3: Specific case of a new application in the context of a withdrawal or suspension of a certificate following a penalty

If CSTB announces the withdrawal of a certificate following a penalty, holders lose their right to use the NF mark. They become a former holder. The former holder cannot submit a new certification application for a product, service or person that is identical to the product, service or person at the source of the decision to withdraw the certificate, unless they provide CSTB with evidence deemed satisfactory demonstrating that curative and corrective actions have been implemented since the withdrawal decision, bringing the product, service or person into strict and sustainable compliance with all the Certification requirements.

Similarly, if CSTB announces the suspension of a certificate following a penalty, the holder loses the right to use the NF mark until CSTB lifts this suspension. By lifting the



suspension, it is assumed that the holder has supplied CSTB with evidence deemed satisfactory, demonstrating that curative and corrective actions have been brought in following the suspension decision, bringing the product, service or person into strict and sustainable compliance with all the Certification requirements.

## **1.4 Applicant's commitment**

Before making their request, applicants shall ensure that they meet the conditions set down in this certification reference system concerning their product and the sites concerned. It is the responsibility of applicants to ensure that the regulations applicable to their products are followed.

They shall commit to respecting those same conditions during the entire duration of use of the NF mark.

Applicants undertake to:

- 1 accept and comply with the conditions set down and defined in the certification reference system specific to the field of products concerned and, in particular, to:
  - present the products for certification in compliance with the existing regulations concerned,
  - implement the modifications required by the changes in the certification reference system communicated by the certifying body,
  - use the NF mark under the conditions set down in the certification reference system and only for the certified products,
  - responsibly follow up on the decisions taken by the certifying body as part of certification (in particular, to specify and implement corrective actions in response to any disparity detected or apply a decision of sanction).
- 2 pay the certification fees (management, audit and tests, if need be) in accordance with the price list in force;
- 3 not submit any counterfeited products for certification;
- 4 take the necessary measures:
  - to conduct the audit, including the supply of elements to be examined such as: documentation and records, access to the relevant equipment, locations, production areas, staff and client's subcontractors,
  - for the participation or non-participation of third-party observers during the audit, where appropriate.
- 5 examine and record all complaints:
  - make these records available to the certifying body and to the auditors, upon request,
  - take any appropriate action related to these complaints or defects observed in the products affecting their conformity to the certification requirements,
  - provide documents pertaining to the actions undertaken.
- 6 reserve the trade name of the product presented only for certified products in compliance with the Technical Requirements concerned;
- 7 efficiently apply the production control system established in order to meet the requirements of the certification reference system;
- 8 carry out the verifications incumbent upon them so that continuation of the right to use the NF mark may be granted;

- 9 immediately inform the certifying body of any modification to the original file submitted during the application for the right to use the NF mark (in particular, any modification to the product(s) related to the application);
- 10 inform the certifying body of any definitive or temporary halt in production that concerns the certificate;
- 11 make statements and provide communication on certification consistent with the scope of certification;
- 12 neither use their product's certification in such a manner as to bring the certification body into disrepute nor make any statement regarding their product certification that the certification body may consider misleading or unauthorised, in particular:
  - not use the NF mark in a way that is improper or not in compliance with the certification reference system in force,
  - not use the certifying body's logo.
- 13 upon suspension, withdrawal or termination of certification, discontinue their use of all advertising materials that contain any reference thereto, take action as required by the certification reference system and take any other required measure;
- 14 communicate to the certifying body, at its request, all the printed advertising materials and catalogues referring to the NF mark;
- 15 if copies of the certification documents are provided to others, reproduce them in their entirety or as specified in the certification reference system;
- 16 in making reference to their product certification in communication media, such as documents, brochures or advertising, comply with the requirements of the certifying body;
- 17 for all the associated personnel of the certifying body or of its qualified subcontractors, ensure that all the safety provisions concerning the working conditions, sites or equipment are in compliance with the regulations in force at the locations concerned.

## **1.5 Publication**

The certifying body reserves the right to publish the certificates to provide the best possible information to users.

The characteristics certified, the list of holders of the NF mark and/or the NF certificates are made public via the certifying body's website.

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## Part 2

# The Certification Scheme

The certification scheme for the Acrylic Sheets application consists of this certification reference system, which references:

- the NF mark General Rules, which set the organisation and conditions for the use of the mark;
- the standards referred to in § 2.2.1;
- the complementary specifications referred to in § 2.2.2.

This certification reference system is in line with the framework of the certification of products and services, other than food-related, as provided for in the Consumer Code (articles R-433-1 to R 433-2 and L 433-3 to L 433-11). It specifies the conditions for applying the General Rules of the NF mark to products defined in Part 1.

### 2.1 Regulations

The granting of the right to use the NF mark can in no way substitute CSTB's responsibility for the legal responsibility on the company holding the NF mark usage right.

As regards the regulatory requirements covered by this certification reference system, applicants/holders shall submit to the certifying body, during the certification audits, the documentary evidence defined in the regulations and attesting to the compliance of their product with the regulatory requirements.

Note: If the documentary evidence is not handled or available on the site where the audit is being conducted, this evidence shall be submitted to the certifying body, using any appropriate means, before the certifying body ends its assessment.

Applicants/holders are held responsible to the certifying body for any inaccurate, deceptive and/or non-compliant documentary evidence with regard to the definition of documentary evidence as laid down in the regulations.

The certifying body's tasks do not lie in proving conformity of a product to the regulatory requirements listed in this document. Those tasks are strictly incumbent upon the bodies approved by the authorities in charge of applying each of the regulations concerned.

## 2.2 The standards and complementary specifications

For the references that indicate a date of implementation or an index, only the version cited is applicable. For references that do not indicate a date of implementation or index, the most recent version of the reference document applies (including any amendments).

### 2.2.1 APPLICABLE STANDARDS

The products concerned by this certification reference system shall meet the requirements set out in the standards mentioned hereafter.

NF EN 263 (May 2008): Sanitary appliances – Crosslinked cast acrylic sheets for baths and shower trays for domestic purposes

NF EN ISO 7823-1 (October 2003): Plastics – Poly-(methyl methacrylate) sheets – Types, dimensions and characteristics - Part 1: Cast sheets

### 2.2.2 COMPLEMENTARY SPECIFICATIONS

In addition to the requirements set out in the previous paragraph, the products shall meet the complementary specifications defined below.

#### 2.2.2.1 SPECIFIC PROVISIONS AND FURTHER DETAILS REGARDING STANDARD NF EN 263 (May 2008)

The purpose of this section is to provide an interpretation of certain articles of the standard and specify the complementary specifications.

The values to be used for this application are those that are found in this standard, if the same characteristics appear in the NF EN ISO 7823-1 standard.

- ◆ § 3.1 Tensile strength: each individual result from the series of five tests shall be higher than or equal to 55 MPa

- ◆ § 4.5.2 Determination of resistance to wet and dry cycling / Operating procedure

A 10 g/l concentration of eosin is used rather than a 100 g/l concentration.

- ◆ § 4.6 Verification of crosslinking

The test can also be carried out by using dichloromethane for 1 hour.

The sample must swell, but shall not show any signs of dissolution or adhesion to the container walls. When touched by a glass rod or a spatula, the sample must not stick or cling to it.

- ◆ § 4.7.3 Determination of water absorption / Test specimens

Machining the test specimens to reduce thickness leads to a deterioration of the surface condition which may modify results. This requirement was removed following a committee recommendation recorded on 07/10/2004.

### 2.2.2.2 DEFINITION OF COLOUR RANGES

The following table gives, in the CIE (Y), Lab (1976) and Hunter (L) systems, the colour classification based on the brightness index:

Colour	Brightness index	
	Y	L
Light	$\geq 37$	$\geq 60.8$
Medium	$\geq 7$ and $< 37$	$\geq 26.5$ and $< 60.8$
Dark	$< 7$	$< 26.5$

A colour range has been defined based on this classification for colours and appearance.

### 2.2.2.3 OTHER SPECIFICATIONS

The applicant/holder shall send the following information to their acrylic sheet buyers:

- The pallets must be stored in a dry place away from direct sunlight and rain. Nevertheless, the pallets can remain outside for a maximum duration of 24 hours after unloading.
- It is recommended that sheets be stored horizontally on their original pallets.
- It is strongly recommended that pallets are not stacked so as not to create internal stresses and alter the flatness of sheets.
- An excessive thermoforming temperature may deteriorate the sheets 'protective film making it more difficult to remove.

## 2.3 Modification declaration

This paragraph specifies the information that holders of the right to use the NF mark must provide to CSTB and the procedures they must follow in the event of any modifications to:

- the holder;
- the manufacturing plant;
- the quality organisation of the manufacturing plant;
- the product.

Failure to respect this obligation as observed by CSTB may lead to a suspension or withdrawal of the right to use the NF mark.

In the cases not provided for earlier, CSTB determines whether the modifications call the certification into question and whether it is necessary to carry out an additional inspection.

Depending on the results of the examination, CSTB communicates the appropriate decision.

### **2.3.1 MODIFICATION CONCERNING THE HOLDER**

Holders must notify CSTB in writing of any legal changes to their company or any changes to their corporate name.

In case of merger, liquidation or absorption of the holder, all rights to use the mark, from which the latter might benefit, automatically stop.

A new admission application may be submitted and its examination may be moderated depending upon the modifications made.

### **2.3.2 MODIFICATION CONCERNING THE MANUFACTURING UNIT**

- Regarding production transfers

Any transfer (total or partial) of the manufacturing unit of a certified product to another production site entails an immediate halt in NF marking by the holder on the products concerned.

The holder shall declare this transfer in writing to CSTB, which will organise an audit of the new production site and, as the case may be, have tests carried out.

The inspection visit can be simplified or even eliminated when the new production unit is already well known to CSTB.

The procedures for assessment and for a renewal decision of the certification are the same as those for admission as described in Part 3 of this certification reference system.

- Regarding production process modifications

The holder shall prove that modifying the production process does not have an impact on the performances of the product's certified features (See § 2.4.2: § 8.5.6. 9001 V15); they inform CSTB of this.

### **2.3.3 MODIFICATION CONCERNING THE PRODUCTION UNIT'S QUALITY ORGANISATION**

Holders shall declare in writing to CSTB any modification relative to their quality organisation that might affect the conformity of the production to the requirements of this certification reference system.

In particular, they shall declare any modification in the certification of their quality management system. If distribution is carried out by a third party, as the case may be, holders shall undertake to immediately inform CSTB of any modification made to the distribution of their products and, in particular, any halt in supply by the designated third parties.

Any temporary halt in the internal quality assurance operation for a certified product entails an immediate halt in the NF marking of this product by the holder, which must inform CSTB of this.

CSTB then informs the holder of a decision to suspend the right to use the NF mark for a specific duration following which, if the right of use cannot be re-established, the holder's right to use the NF mark will be withdrawn.

Upon the request of the holder, the right of use will be reinstated after an audit on the production unit has been carried out or the elements supplied by the holder have been assessed.

#### **2.3.4 MODIFICATION CONCERNING THE CERTIFIED PRODUCT**

Any modification to the certified product, when compared with the application dossier, likely to have an effect on the product's compliance with the requirements in the certification reference system shall be declared in writing to CSTB.

According to the modification declared, CSTB determines whether this is a certification extension application and whether the holder must stop marking the modified product while waiting for the right of use to be awarded.

#### **2.3.5 TEMPORARY OR DEFINITIVE HALT IN PRODUCTION**

Any definitive or temporary halt in the manufacture of the certified product (or range or products) or any abandonment of a right to use the NF mark shall be declared in writing to CSTB, specifying the time necessary to sell off the inventory of the NF-labelled products. The suspension or withdrawal of the right to use the NF mark is communicated by CSTB to the holder of the NF mark. Following the time span given by the holder, the product shall be removed from the list of certified products.

Any temporary halt in the manufacture of the certified product (or range of products) must be the subject of a suspension of the right to use the NF mark for a maximum period of 6 months, renewable once, if applicable. The total duration of the suspension of the right to use the NF mark for these products must not exceed one year. The lifting of the suspension may only be announced following one or more assessments that may be in the form of an audit and/or tests.

#### **2.3.6 MODIFICATION CONCERNING THE DISTRIBUTION CHANNEL**

Holders shall commit to informing CSTB of any modification to the distribution of the certified products as soon as they become aware of such modifications and, in particular, whenever they stop supplying a distributor that holds the right to use the NF mark, which means that the right to use the NF mark is no longer maintained.

Distributors who's right to use the NF mark has been maintained shall commit to informing CSTB of any modifications in their supplies that would result in the right to use the NF mark no longer being maintained. The distributor's right to use the NF mark can only be validated after a new examination in accordance with Part 3 of this certification reference system.

## **2.4 The quality management provisions: audit reference system**

### **2.4.1 PURPOSE**

Applicants/holders and their distributors holding a right of use are each responsible for the right to use the NF mark for the relevant product.

Applicants/holders shall implement all necessary means to guarantee that the products comply with this certification reference system at all times. In addition, they must ensure the command of their external service providers using all methods to assess all the component elements of a product or external service(s) for which they are the applicant or holder of the right to use the certification mark.

This paragraph sets the minimum provisions that the applicant/holder shall implement in terms of quality management to ensure that the products are manufactured respecting the certification reference system at all times.

The quality system depends in part on the establishment by the applicant/holder of a set of organisational measures ensuring conformity of the delivered products with the standards and additional specifications, if applicable. These measures are described in Paragraph 2.4.2 below.

### **2.4.2 MINIMUM REQUIREMENTS FOR QUALITY MANAGEMENT**

Applicants/holders shall have implemented the ways and means that they possess, the existence and effectiveness of which have been assessed based on the requirements of Standard NF EN ISO 9001:

- NF EN ISO 9001 revision 2008 (applicable until 15 September 2018); and
- NF EN ISO 9001 revision 2015 (applicable as of 15 September 2015).

If the manufacturing unit is not NF EN ISO 9001-certified, the applicant/holder must justify the introduction of a range of organisational provisions and a production control system to control conformity with the standards and complementary specifications for the delivered products that meet at least the requirements in this certification reference system.

The audits are carried out according to Table 1, as follows. This table indicates the specific requirements in Standard NF EN ISO 9001 that must be verified in the context of the certification.

As part of an audit, all the necessary requirements identified on the shaded lines in Table 1 below, shall be audited. All the other requirements pertaining to quality management shall be audited over a period of 3 years.

#### **Possible reduction:**

If the manufacturing unit has a certified quality management system that conforms to Standard NF EN ISO 9001, the audits may be “reduced”. Only the requirements identified on a “shaded” line in Table 1 are to be audited.



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This reduction can be envisaged as long as:

- the ISO 9001 certificate includes within its scope and domain the sites and activities covered by the certification mark; and
- the ISO 9001 certificate is issued by a certifying body accredited by the COFRAC or by a member of the EA (European cooperation for Accreditation) or by a member of the IAF (International Accreditation Forum) - see signatories on the COFRAC website [www.cofrac.fr](http://www.cofrac.fr); and
- the last ISO 9001 audit report from the body is forwarded to CSTB prior to the body's audit or examined during the body's audit.

**Table 1 (Applicable requirements)**

§ ISO 9001: 2008	§ ISO 9001: 2015	REQUIREMENTS	MINIMUM EVIDENCE EXPECTED	APPLICABLE (NA = not applicable)
<b>5. Leadership</b>				
5.5.1 / 5.5.2.	5.3.	Organisational roles, responsibilities and authorities	<ul style="list-style-type: none"> <li>* Organisation chart</li> <li>* Description of responsibilities and authorities (examples: organisation chart, job sheets, etc.)</li> <li>* Person appointed to be responsible for organising and efficiently implementing the production system</li> </ul>	<p style="text-align: center;">■</p> <p>To be used for persons responsible for the inspection or with a direct impact on critical points in making the product</p> <p>All the items except: * ISO 9001 V15: §5.3 c,d</p>
<b>7. Support</b>				
6.4.	7.1.4.	Environment for the implementation of processes	Evidence of the maintenance of the work environment. Examples: storage of a product and its components to protect them from bad weather, adapted ambient conditions, etc.	<p style="text-align: center;">■</p> <p>To be used for processes linked to the production of the products / execution of the services</p>
7.6.	7.1.5.	Monitoring and measuring resources	<ul style="list-style-type: none"> <li>* List of the inspection, measuring and test equipment used on the product/service production site and/or in the laboratory,</li> <li>* Identification of the equipment used to determine its validity,</li> <li>* Planning for the verification or calibration of the equipment having an impact on the validity of the results (in particular, the equipment used to perform tests on certified characteristics),</li> <li>* Evidence of the verification and/or calibration operations (e.g. equipment data sheet, verification or calibration report, etc.),</li> <li>* Evidence of connection to national or international standards (where possible),</li> <li>* Validation of software used to monitor and measure the specified requirements, where appropriate.</li> </ul>	<p style="text-align: center;">■</p> <p>To be used for processes linked to the production of the products / execution of the services</p>
6.2.	7.2.	Competence	<ul style="list-style-type: none"> <li>* Compliance with test methods and inspection provisions.</li> <li>* Actions planned to acquire the necessary competencies (training, tutoring, etc.), where appropriate.</li> </ul>	<p style="text-align: center;">■</p> <p>To be used for persons responsible for the inspection or with a direct impact on critical points in making the product</p>

§ ISO 9001: 2008	§ ISO 9001: 2015	REQUIREMENTS	MINIMUM EVIDENCE EXPECTED	APPLICABLE (NA = not applicable)
4.2.	7.5.	Documented information	<p>* List of the internal and external documented information  Examples: Procedures, operating methods, test methods, inspection examination, quality records</p> <p>* Evidence of control of internal and external documents  Example: Availability of the applicable version of the test method, the reference system, the inspection provisions, etc.</p>	<p>■</p> <p>To be used for processes linked to the production of the products / execution of the services</p> <p>All the items except:  * ISO 9001 v08: § 4.2.1., 4.2.2</p> <p><i>Note: Quality Manuals are no longer required.</i></p>
<b>8. Operation</b>				
7.4.	8.4.	Control of externally provided processes, products and services	<p>* List of the service providers</p> <p>* Contract/order defining the requirements of the applicant/holder of the certification</p> <p>* Evidence of the verification of raw materials, components (1), services purchased</p> <p>* Evidence of the verification of subcontracting conditions: transport, handling, tests (2), etc.</p>	<p>■</p> <p>To be used for raw materials, bought-in components and outsourced services affecting the quality of the product/service</p> <p><u>External providers:</u></p> <p>* supplier of raw materials, components, services integrated into the product/service</p> <p>* subcontractor of external services (ex: tests, handling, transport, etc.)</p> <p><i>(*) Specific case of applicants/holders subcontracting part of their production</i>  <i>CSTB audits the subcontractors (as provided for in the certification reference system)</i></p> <p>All the items except:  * ISO 9001 v08: § 7.4.1.  * ISO 9001 v15: § 8.4.1.</p>
7.5.1 / 7.5.2.	8.5.1.	Control of production and service provision	<p>* Information defining the characteristics of products and services. Examples: product plan / description of the service, etc.</p> <p>* Information defining the activities to be carried out and the results to be obtained.  Examples: operating method(s), working instruction(s), test method(s), certification reference system (expected performance)</p> <p>* Monitoring and measurement activities</p> <p>Examples: monitoring plan, inspection procedures and instruction(s), test method(s), etc.</p>	<p>■</p>

§ ISO 9001: 2008	§ ISO 9001: 2015	REQUIREMENTS	MINIMUM EVIDENCE EXPECTED	APPLICABLE (NA = not applicable)
			* Conservation of documented information proving the conformity of products/services with the acceptance criteria ( <i>Same as § 8.2.4. ISO 9001 v08 and § 8.6. ISO 9001 v14</i> )	
7.5.3.	8.5.2.	Identification and traceability	* Identification / Marking of the product in accordance with the requirements in the Certification reference system  *Marking of commercial documents in accordance with the requirements of this Certification Reference System.	■
7.5.5.	8.5.4.	Preservation	Verification that the product is preserved throughout the production line (identification, handling, storage, packaging, transport, etc.)	■
-	8.5.6.	Control of changes ( <i>in production / service provision</i> )	* Evidence of control pertaining to the modifications in the manufacturing process / service provision, in particular the impact of modifications on the product's performance <b>(3)</b> : - reviewing the modifications, - person permitting modifications and all the necessary related actions.	■
8.2.4.	8.6.	Release of products and services	* Provisions for the control of products/services; records of the results of inspections and compliance with the acceptance criteria <b>(4)</b>  * Name of the persons responsible for releasing the finished products / services	■
8.3.	8.7.	Control of nonconforming outputs	* Provisions for processing non-conformities, including customer complaints, and implementation of these provisions <b>(5)</b>  * No dispensation granted as regards the performance of a certified characteristic	■
<b>9. Performance evaluation</b>				
5.6.	9.3.	Management review	Management review report	■
<b>10. Improvement</b>				
8.5.2.	10.2.	Nonconformity and corrective action	* Implementation of corrective actions to deal with non-conformities pertaining to a certified product as well as customer complaints <b>(6)</b>  * Effectiveness of the actions taken.	■

### **(1) Inspecting product components**

Applicants/holders are required to carry out a control of all components used in the manufacture of their certified products upon reception and, in all cases, prior to use.

The “reception” internal control specified by the applicant/holder shall cover:

- the control methods for products upon reception that assess conformities and/or regularities in relation to the expected characteristics,
- including, as applicable, collection rules for product samples.

This inspection covers all control actions carried out by the supplier. For example: compliance sheet issued after a systematic inspection prior to delivery, which the applicant/holder requires the supplier to perform; supplier certified according to Standard NF EN ISO 9001 for relevant products or certified supplies; etc.

### **(2) Subcontracting tests**

Applicants/holders may subcontract the tests to an external laboratory, on the condition that a contract or an order is put in place. However, tests relating to the process (crosslinking and thermal stability check, determination of VICAT softening temperature) cannot be conducted outside the site where the products are manufactured. Subcontracting is only possible if the following conditions are met:

- subcontracting the tests does not result in a disruption to the production process (due to wait time for results, for example);
- the conditions for subcontracting tests are formalised in the contract or order and must define the applicable test method, the testing frequency, the requested wait times for results, the notification of results in writing, the procedure in the case of non-compliant results and the type of equipment used;
- the subcontractors' laboratory where the test is carried out must be accredited according to Standard NF EN ISO/CEI 17025, otherwise the party requesting the test (holder of the certification mark) must ensure each year that the equipment used is compliant (calibration, test configuration, etc.) and the staff carrying out the test have the necessary skills.

### **(3) Approach to the assessment of the complementary requirement in Standard ISO 9001 version 2015 compared to Standard ISO 9001 version 2008**

Within the framework of the Product Certification audit, the only complementary requirement referred to concerns the requirements of § 8.5.6 in Table 1: “Control of changes in production / service provision”.

If the applicant/holder does not comply with this requirement, the auditor shall notify as follows:

- suggested improvement (if the fact occurred prior to 15/09/18)
- a deviation (if the fact is subsequent to 15/09/18).

### **(4) Inspection during production and on finished products**

The applicant/holder shall possess the necessary ways and means for the controls and tests defined by the standards, reference documents and complementary specifications mentioned in Paragraph 2.2 of this reference system. The applicants/holders agree to carry out reliable and regular verification of their production:

- Control of the product components;
- Inspection during production;
- Verifications and tests carried out on finished products.

During production

In-production inspection must be organised by the applicant/holder. This concerns the product in its intermediate states at the main stages of manufacturing and the review inspection of the set points of the production equipment (production machines, tooling).

Verification instructions shall be formalised and made available to the operators. The results of those verifications shall be recorded upon each check. If the results of the verifications indicate that the product does not meet the requirements of this Certification Reference System, the necessary corrective actions must be implemented immediately.

On finished products

Applicants/holders are required to verify the characteristics of the finished products before delivery and are responsible for putting this check in place. The checks and tests of finished products manufactured by the applicant/holder are carried out according to the standards and additional specifications mentioned in this certification reference system.

The various controlled characteristics are measured using the operating procedures specified in the reference standards mentioned in Paragraph 2.2 of this certification reference system and according to the below frequencies:

<b>Testing</b>	<b>Normal inspection frequency</b>	<b>Reduced inspection frequency</b>
Thickness and appearance inspection (NF EN 263 § 3.2 and NF EN ISO 7823-1 § 5.2)	Unitary	Unitary
Cross-linking inspection (NF EN 263 § 3.1)	Every 150 sheets	Every 300 sheets
Determining the VICAT softening temperature (NF EN 263 § 3.1)	Every 150 sheets	Every 300 sheets
Checking the thermal stability (NF EN 263 § 3.5)	Every 150 sheets	Every 300 sheets
Determining the water absorption (NF EN 263 § 3.1)	Every 6 months for each colour range type	Every 6 months for each colour range type
Determining the tensile strength (NF EN 263 § 3.1)	Every 6 months for each colour range type	Every 6 months for each colour range type
Checking the stability of colours to light (NF EN 263 § 3.6.1)	Every 6 months for each colour range type	Every 6 months for each colour range type
Checking the stability of colours to hot water (NF EN 263 § 3.6.2)	Every 6 months for each colour range type	Every 6 months for each colour range type
Determining the resistance to chemicals and staining (NF EN 263 § 3.7)	Every 6 months for each colour range type	Every 6 months for each colour range type
Checking the resistance to wet and dry cycling (NF EN 263 § 3.8)	Every 6 months for each colour range type	Every 6 months for each colour range type

The applied frequency changes are indicated with the decisions sent and can be applied at the notification date. The frequencies remain valid unless otherwise specified.

Definition of the test frequencies:

- Normal frequency:  
The normal test frequency is implemented for newly certified plants for a 3-year period. Beyond this period, CSTB grants or refuses the application for the plant's reduced test frequency, after having collected the Specific Committee's recommendation.
- Reduced frequency:  
The reduced test frequency is implemented for plants that have proven their suitability for the NF certification system. It can be granted or cancelled on the suggestion of the Specific Committee and by CSTB's decision.

Applicants/holders shall take random samples at the end of the production line and carry out the checks and tests on these samples. The samples taken must be representative of the dimensions of the products covered by this certification reference system.

The method for collecting the samples required for testing must be clearly specified in the applicant's/holder's quality plan and must not be left to the sole discretion of the operator.

Applicants/holders shall record the results of inspections conducted on finished products. Records must include, as a minimum, the dates the tests were conducted, the results, validation and corrective actions taken. Should the results of the normal inspections prove to be insufficient, the latter shall be heightened and the causes of failure shall be identified in order to remedy this by supplementing the production inspections, where appropriate.

#### **(5) Provisions for processing non-conformities**

These notably include:

- an analysis for identifying the cause of the anomaly;
- an analysis to determine the impact of the anomaly on production since the previous control;
- management ensuring that the implementation of the corrective actions is effective;
- in the unlikely event that non-compliant products are delivered to a customer, the latter shall be notified immediately so that appropriate measures can be taken.

#### **(6) Customer complaints**

The customer complaint record is audited; to do this, holders shall keep:

- a record of all the complaints and appeals pertaining to products covered by this certification reference system;
- a record of the corrective measures adopted when the complaints have revealed a production anomaly.

The holder shall be able to show the auditor extracts from these records relating to complaints that involve products covered by this certification reference system.

## **2.5 Marking –General provisions**

Marking is an integral part of the certification of a product.

Marking a product with the NF logo not only identifies it as a certified product and makes it traceable, but also provides improved user protection and enables holders to defend themselves against misuse and infringements/counterfeiting.

The reproduction and attachment of CSTB, AFNOR and AFNOR Certification logos are strictly prohibited without the prior agreement of these bodies.

Furthermore, the purpose of mentioning the main certified characteristics is to make technical characteristics to which the NF mark is applicable transparent for consumers and users. It therefore adds value to the certification and its content.

Under no circumstances is it permitted to make reference to the NF mark before the right to use this mark is obtained or to present counterfeit products for certification.

The purpose of the marking rules below is to guide the holder in complying with the regulation requirements and the certification requirements. The General Rules of the NF mark specify the guidelines for usage, the guidelines for validity and the procedures for penalties for wrongful usage of the NF mark.

Without prejudice to the penalties set down in the General Rules of the NF mark, any erroneous communication of the certified characteristics and any fraudulent use of the NF logo expose the holder to legal action for, in particular, deceptive marketing practices.

### **2.5.1 THE NF LOGO**

The NF logo shall make it possible to identify any certified product.

The holder undertakes to respect the NF mark's graphic charter. The NF logo and its graphic charter are available from the application administrator.

The NF-certified product must have a distinct description and identification from non-certified products.

The holder is only entitled to use the NF logo to distinguish certified products and in such a way that there is no risk of confusion with other products and, in particular, non-certified products.

To prevent any confusion between certified products and non-certified products, applicants/holders must ensure that the trade names used are not identical or similar (for example: "Prod+" for a certified product and "Prod" for a non-certified product).

It is recommended that the holder remit to CSTB in advance all the documents upon which the certification mark appears.

If the product cannot be marked for technical reasons, CSTB must be contacted to determine a common marking rule.



## 2.5.2 THE MARKING PROCEDURES

This section describes both the terms for affixing the NF logo and the marking of certified features.

In order to meet the requirements in article R 433-2 of the Consumer Code, the marking must integrate the following elements whenever possible:



[www.marque-NF.com](http://www.marque-NF.com)

or <http://evaluation.cstb.fr>

Certified characteristics:

- Compliance with thicknesses and their tolerances;
- A VICAT softening point  $\geq 105^{\circ}\text{C}$ ;
- Water absorption  $\geq 40$  mg;
- Thermal stability during its transformation (no surface deterioration);
- A tensile strength greater than 60 MPa;
- Stability of colours to light and hot water;
- Resistance to chemicals, hot water and staining;
- Resistance to wet and dry cycling;
- Verification of crosslinking.

It is recommended that consumers be informed about the primary reasons for and advantages of using a certified product. The certified characteristics must appear on at least one of the supports (product, packaging or communication media).

For technical reasons, the below logo can be replaced with the  logo.

### 2.5.2.1 Marking of certified products

All certified products, manufactured after the date indicated on the approval of the right to use the NF mark (via an admission or extension procedure) and which comply with the requirements of this certification reference system, must be marked with at least the logo of the mark (unless it is technically impossible).

Acrylic sheets cannot be marked given their future use. Consequently, marking must be permanently, legibly and indelibly applied to the protective film and/or sheet packaging.

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**2.5.2.2 Marking on the protective film and/or packaging of the certified product or on the product's accompanying document (if applicable)**

The NF logo must appear on the sheet's protective film and/or packaging, accompanied by the following indications:

- Identification of the holder/manufacturer;
- Identification of the manufacturing unit;
- The month and year of manufacture;
- The colour reference must appear on all sheets of a same production batch.

The NF logo must be reproduced as per the graphic guidelines at any scale, but the length of the oval's major axis must be at least 8 mm.

If the previous indications feature on each sheet's protective film, the following must be indicated under the protective film's NF logo: "The NF Mark is granted to and only concerns this sheet. The NF mark - Sanitary Appliances will certify the quality of the finished product."  
"

If the previous indications appear on the sheets 'packaging, the following must be indicated under the packaging's NF logo: "The NF Mark is granted to and concerns only the sheets contained in this package. The NF mark - Sanitary Appliances will certify the quality of the finished product. "

Note: If there is a code established for some of these indications, the code must be given to CSTB.

**2.5.2.3 Marking on the communication media and documentation (Technical or commercial documents, posters, advertising, websites, etc.)**

Reproduction of the NF mark on letterhead used by the holder for correspondence is prohibited, unless the holder has been granted the NF mark for all their manufactured products.

References to the NF mark in documentation shall be made in a way that does not allow for any confusion between certified products and other products. They shall include all the marking components defined in Paragraph 2.5.2: logo of the mark, name of the application, reference to the website and the list of the certified characteristics.

Example of information to be found on the communication media



### **What is the NF mark?**

The NF mark affixed to a product guarantees that it complies with the relevant standards and, where applicable, additional technical specifications requested by the market.

The characteristics set out by CSTB (Centre Scientifique et Technique du Bâtiment) are specified in the specifications referred to as the certification reference system, drawn up in consultation with parties concerned.

The certification rules concerning acrylic sheets bear the number 116. They can be downloaded from the website [evaluation.cstb.fr](http://evaluation.cstb.fr).

CSTB (Centre Scientifique et Technique du Bâtiment) tests the products and audits the companies within the scope of this certification.

### **On what products can the NF mark be found?**

The NF mark concerns cast acrylic sheets mainly used to manufacture baths and shower trays.

### **What does the NF mark provide?**

The NF mark –ACRYLIC SHEETS certifies the compliance of acrylic sheets with the European standard EN 263 and additional documentation in the NF 116 certification reference system approved by AFNOR Certification.


In particular, for sheets, this guarantees:


- Compliance with thicknesses and their tolerances;
- A VICAT softening point  $\geq 105^{\circ}\text{C}$ ;
- Water absorption  $\leq 40$  mg;
- Thermal stability during its transformation (no surface deterioration);
- A tensile strength greater than 60 MPa;
- Stability of colours to light and hot water;
- Resistance to chemicals, hot water and staining.

All of these tests check the fitness of sheets for sanitary uses.

### How does one recognise an NF product?

In this catalogue, to distinguish products that have been admitted to the NF mark from those that

have not, the  logo is placed next to the certified item<sup>1</sup>.

Moreover, to recognise them during installation, the  logo is placed either on the sheets' protective film or on the sheets' packaging.

**CSTB**

84, avenue Jean Jaurès – Champs-sur-Marne – 77447 MARNE-LA-VALLÉE Cedex 2 – France

For the French market, this information must be provided in French (Law No. 94-665 of 4 August 1994). If necessary, information can be written in one or several other languages.

For the proper interpretation of this paragraph, the holder should be advised to submit to CSTB, in advance, all documentation where the certification mark is expected to be used.

## **2.6 Conditions for terminating marking or for removing the mark in the case of suspension, withdrawal or abandonment**

Any suspension and any withdrawal of the right to use the NF mark lead to a prohibition on using the NF mark and making reference to it as from the date of notification.

Catalogues and other documentation must no longer carry the NF mark for those products for which the mark has been suspended or withdrawn (erratum and/or reprinting).

If a product is not in conformity, neither the said product nor its packaging shall be marked with the NF logo. If they are, the logo in question must be crossed out or concealed to eliminate all risk of confusion.

Should a non-conformity be noticed after marketing the product, the holder must immediately notify CSTB so that, after a risk estimate, conditions for removing the mark can be put in place.

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<sup>1</sup> If the catalogue only presents products accepted for the NF mark, it is necessary to write: "all sheets referenced in this catalogue are NF-certified".

## **2.7 Fraud and falsifications**

### **2.7.1 PREAMBLE**

For the Certification of Products or Services, any frauds and falsifications are subject to the sanctions set down in Articles L. 121-2 to L. 121-5 of the Consumer Code.

In case fraud or falsifications relating to the use of the NF mark are detected, AFNOR Certification or CSTB reserves the right to institute legal proceedings before the Department of Competition, Consumption and Repression of Fraud for enforcement in compliance with the Law.

For example, the following actions are considered as “wrongful usage”:

- to give the same trade name to certified products and to non-certified products;
- to cite or provide information from sales manuals, catalogues or any other medium, that does not comply with the certification reference system.

For example, the following actions are considered as “counterfeit”:

- to cite as valid a certificate that is pending but not yet issued;
- to use the NF mark when the right to use the NF mark has not been granted yet.

By registered letter with acknowledgement of receipt, CSTB communicates all wrongful use to the holder, which shall immediately take all necessary steps to eliminate such wrongful use.

### **2.7.2 LEGAL ACTION**

Other than the abovementioned actions, AFNOR Certification or CSTB reserves the right to institute any legal action that it deems necessary and all third parties that consider themselves to have incurred prejudice shall also be free, for their own account, to seek appropriate redress.

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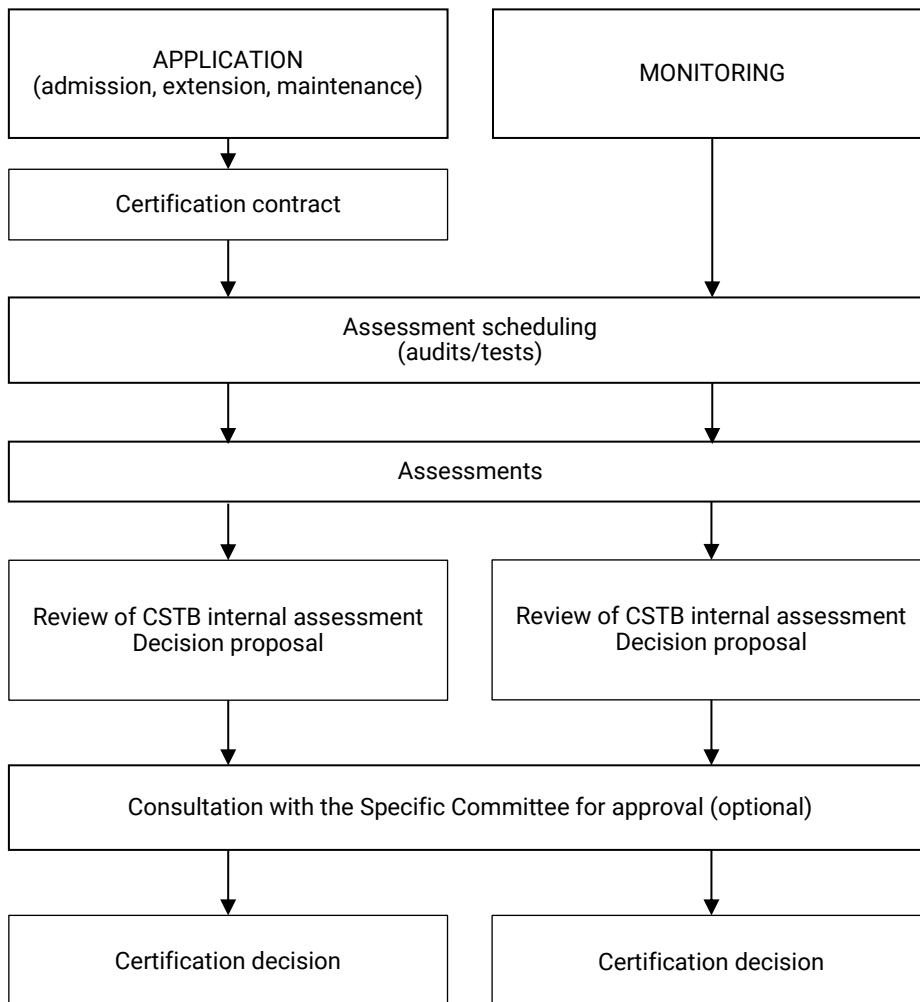
## Part 3

# Certification Process

### 3.1 General

- Definition of the applicant (see Part 5);
- Definitions of the various types of application (admission application / complementary admission application / extension application / maintenance application):
  - An application for admission is made by an applicant not having the right to use the NF mark for the Acrylic Sheets application.  
It corresponds to a product (or a range of products) coming from a specific design process and/or manufacturing unit and/or a specific sales location, defined by a trademark and/or with a specific reference to the product submitted and the technical characteristics;
  - A complementary admission and/or extension application is made by a holder and applies to a new product / a modified product on the same manufacturing site;
  - A maintenance application is made by a holder and applies to an NF-certified product intended to be sold under another trademark and/or with a specific reference to the product without any modification to the certified characteristics;
  - A new application for admission of a product (or a range of products) following the right to use the NF mark being withdrawn as a penalty due to an act of deceptive marketing practices, in application of Articles L. 121-2 to L. 121-5 of the French Consumer Code.

### 3.2 Certification application handling process



The conditions for obtaining certification and the certification follow-up procedure are described in Parts 1 and 2 of the Appendix to this certification reference system.

## **3.3 Audits**

### **3.3.1 ADMISSION AUDITS**

The purpose of the audits is to make sure that the measures defined and implemented by the applicant in the manufacturing unit satisfy the requirements of Part 2 of this certification reference system.

This entails checking, before admission, the existence and effectiveness of the measures taken in the quality field as well as the product quality assurance operations by the applicant. These are the admission audits conducted by the auditor.

If applicants subcontract part of their production, CSTB reserves the right to carry out an audit on the premises of the subcontractor(s) based on this certification reference system.

All the ways and means (premises, installations, equipment) enabling the auditor to carry out the mission incumbent upon him/her, shall be freely placed at his/her disposal, along with persons qualified to implement them.

In the event of any dangerous situation in relation to the certifying body's safety requirements, the auditor reserves the right to withdraw.

An audit report is prepared and remitted to the applicant.

#### **3.3.1.1 Regarding an initial admission application**

The audit normally lasts 1 day per manufacturing unit.

The audit duration may be adapted according to the risk: level of development of the quality system, organisation of the company (process, laboratory, etc.), number of products covered by the application and samples to be taken.

#### **3.3.1.2 Regarding complementary admission applications**

The steps described in Paragraph 3.3.1 above apply, with the specific consideration that the audit may be adapted, accompanied by a follow-up audit or even eliminated.

#### **3.3.1.3 Regarding extension applications**

The steps described in Paragraph 3.3.1 above apply with the following specifics:

- in the context of an extension application for a modified certified product, the tests are defined according to the planned modification;
- the audit can be adapted to meet the purpose of the application, accompanied by a follow-up audit or even eliminated.

### **3.3.2 FOLLOW-UP AUDITS**

The follow-up audits are intended to check, following admission, that the provisions defined are still being maintained.

All of the provisions described in Paragraph 3.3.1 apply.

### **Inspection operations**



The auditor carries out at least the following audits, taking account of the information collected during the previous audit, the results of the last checks and any remarks made by the Specific Committee:

- verification of the effective application of the corrective measures announced as a result of any observations made during the previous audit;
- verification of the compliance with the holder's quality requirements set out in this certification reference system;
- verification of the self-inspection records since the last audit, statistically for at least one certified product and for the products sampled for mark laboratory tests;
- verification of the sales documents;
- verification of the changes to the characteristics of the certified products.

An audit report is drawn up and sent to the holder, either on the site or within 15 days following the audit.

The audit normally lasts 1 day per manufacturing unit.

The audit duration may be adapted according to the risk: level of development of the quality system, organisation of the company (process, laboratory, etc.), number of certified products and samples to be taken.

#### Normal monitoring:

The normal frequency is 1 annual audit for each manufacturing unit benefiting from a right to use the NF mark.

2 audits are organised during the first 12 months following admission.

#### Heightened monitoring:

In the event of breach of the requirements in this certification reference system or if the Specific Committee makes a reasoned request, a heightened monitoring procedure can be initiated for a given period. This monitoring can be adjusted up to double the normal frequency of audits, with or without heightened monitoring of the applicant and sampling for test purposes in the manufacturing unit and/or in the distribution network.

In addition, any critical deviation during an audit, whether or not it is accompanied by a sanction, may justify a transition to the stage of heightened monitoring. This will be triggered on CSTB's initiative, possibly after the opinion of the Specific Committee, for a given period of time, with or without increased checks of the holder or sampling for tests.

### 3.4 Sampling

The auditor has the necessary samples taken as required from stock and/or the manufacturing unit for testing in accordance with the below rules:

During the audit, for each colour range (light matt, medium matt, dark matt, light glossy, medium glossy, dark glossy), a 1000-mm square sheet sample is taken on which the following tests are performed:

- Crosslinking inspection (NF EN 263 § 3.1);
- Determining the VICAT softening temperature (NF EN 263 § 3.1);
- Checking the thermal stability (NF EN 263 § 3.5);
- Determining the water absorption (NF EN 263 § 3.1);
- Determining the tensile strength (NF EN 263 § 3.1);
- Checking the stability of colours to light (NF EN 263 § 3.6.1);
- Checking the stability of colours to hot water (NF EN 263 § 3.6.2);
- Checking the resistance to chemicals and staining (NF EN 263 § 3.7);
- Checking the resistance to wet and dry cycling (NF EN 263 § 3.8).

For each thickness, a 1000-mm square sheet sample is taken on which the thickness is determined (NF EN 263 § 3.2).

For some destructive testing, it is possible to take samples of products eliminated due to minor defects in terms of appearance that do not entail non-conformity of the certified products.

The samples taken are marked with a distinctive symbol by the auditor and are sent by and under the responsibility of the applicant to the laboratory of the mark responsible for carrying out the tests within the deadline set during sampling, unless the auditor decides to take charge of them.

An information sheet recording the samplings carried out is prepared on site and handed over to the applicant/holder.

A copy of this sampling information sheet is automatically sent to the laboratory in charge of carrying out the tests.

It is accepted that if these samples cannot be taken, the holder will send the sample(s) requested by CSTB to the mark's laboratory, within the time required. If the holder does not send the sample(s) to the mark's laboratory within the time required by CSTB, the former may incur penalties (sanction, suspension).

#### Regarding follow-up sampling:

When modifications declared as minor have been made to the products or when changes also declared as minor have been made to the production process for the products and the holder cannot prove that these changes do not affect the certified characteristics, samples are systematically taken and tests are to be performed in the mark's laboratory, in particular to check the characteristics involved.

In the event of an additional audit, the tests resulting from the non-conformity detected are conducted by the mark's laboratory.

## 3.5 Testing

### 3.5.1 ADMISSION TESTS

Tests are performed in accordance with the standards and additional specifications set out in Part 2 of this certification reference system.

For a first admission, all examinations and testing to ensure compliance with the standards and complementary specifications are conducted.

The following table indicates what tests to conduct for complementary admission depending on the added characteristic:

New sheet reference	All tests
New colour range for sheets	Tests depending on colours
New thickness range for sheets	Dimensional tests
New sheet quality	Tests depending on materials

A test report is prepared and remitted to the applicant.

The tests are carried out in the laboratory of the mark.

### 3.5.2 TESTS ON THE CERTIFIED PRODUCT (FOLLOW-UP)

Tests are performed in accordance with the standards and additional specifications set out in Part 2 of the certification reference system.

All colour ranges for plates (light matt, medium matt, dark matt, light glossy, medium glossy, dark glossy) must be checked at least once every year.

A test report is prepared and remitted to the holder.

Those tests on certified characteristics are carried out in the laboratory of the mark.

In the event of an additional audit, the tests resulting from the non-conformity detected are conducted by the mark's laboratory.

## Part 4

# The stakeholders

The organisations involved in the procedure for granting the right to use the NF mark and in monitoring the certified products are specified below.

The NF mark is the property of AFNOR, which has granted AFNOR Certification an exclusive exploitation licence. AFNOR Certification manages and coordinates the NF certification system, which specifies, in particular, the governance rules and the operating conditions applicable to the NF mark.

### 4.1 The certifying body

In conformity with the General Rules of the NF mark, AFNOR Certification assigns the performance of the various functions necessary for the management of this NF certification to the following body, referred to as the mandated body:

**Centre Scientifique et Technique du Bâtiment (CSTB)**

84, avenue Jean Jaurès  
Champs sur Marne  
F-77447 Marne La Vallée Cedex 2  
☎: +33 (0)1 64 68 82 84  
📠: +33 (0)1 64 68 84 44

<http://evaluation.cstb.fr/>

CSTB is responsible to AFNOR Certification for the operations with which it is entrusted and which are the subject of a contract.

### 4.2 Audit bodies

The audit functions for the manufacturing unit and, as the case may be, on the utilisation premises, are carried out by the following organisation, designated the audit body:

**Centre Scientifique et Technique du Bâtiment (CSTB)**

Direction Hydraulique et Equipements Sanitaires  
Division Robinetterie et Appareils Sanitaires  
84, avenue Jean Jaurès  
Champs sur Marne  
F-77447 Marne La Vallée Cedex 2

<http://evaluation.cstb.fr/>

The auditors have the inspection right on the premises of any applicant or holder within the framework of their mission.

As part of a subcontracting agreement that CSTB has signed with the following body, the latter can conduct admission and follow-up audits, as requested by CSTB.

SUBCONTRACTED AUDIT BODY:

**Bureau d'étude d'Assistance et de Conseil (B.A.C.)**  
12, rue Lamdar Adda Oran - ALGERIE

### 4.3 Test bodies

Whenever the quality assurance operations carried out within the framework of NF mark usage include tests on products, such tests are carried out at CSTB's request by the following laboratory, referred to as the laboratory of the mark:

**Centre Scientifique et Technique du Bâtiment (CSTB)**

Direction Hydraulique et Equipements Sanitaires

Division Robinetterie et Appareils Sanitaires

84, avenue Jean Jaurès

Champs sur Marne

F-77447 Marne La Vallée Cedex 2

<http://evaluation.cstb.fr/>

### 4.4 Specific Committee

An impartial consultative authority is established called the Specific Committee, the Secretariat of which is provided by CSTB.

It meets or is consulted by mail at least once a year.

The Specific Committee is tasked with giving its opinion on the following:

- the initial draft certification reference system or the draft revised version, as specified in the Consumer Code;
- the preparation of advertising and promotional activities that fall within its competence;
- the selection of bodies participating in the certification process and the examination and implementation of recognition agreements.

It can be consulted about any other question pertaining to the application concerned and, in particular, about any interpretation of the certification reference system with a view to making decisions regarding dossiers in accordance with the certification reference systems and at CSTB's request.

The composition of the Specific Committee is set to respect representation between the different parties concerned, without leading to the predominance of any one of them and guaranteeing their relevance.

It is composed as shown below:

- A Chairperson chosen from the members of the colleges defined below;
- A Vice Chairperson: a representative of CSTB;
- Manufacturers College (Holders): from 3 to 10 representatives;
- Users'/Specifiers' college: from 3 to 10 representatives;
- College of Technical and Administrative Bodies: from 3 to 10 representatives.

As regards the NF mark, AFNOR Certification is a member of this Specific Committee.

The representatives of audit bodies and mark laboratories participate as of right in the meetings of the Specific Committee.

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The Specific Committee issues decision notifications and its members shall be precluded from receiving any remuneration for the functions entrusted to them. The time span for the appointment of the members is 3 years. This appointment is renewable by tacit agreement. The Specific Committee's President can change every year.

The members of the Specific Committee formally commit themselves to keeping confidential all information, particularly of individual character, that is communicated to them.

The Specific Committee may, where appropriate, decide to set up working groups or subcommittees and define their missions and responsibilities. The composition of the working groups is to be validated by the Specific Committee, those working groups being composed of at least one representative of the "Manufacturers" board, one representative of the "Users/Advisors" board and one representative of CSTB. It may call upon professionals, external individuals or holders that are not members of the Specific Committee.

In the event of decisions or votes, the Specific Committee announces its decision by simple majority of its members present or represented, under the following dual condition:

- real representation of the board representing the applicants or holders, on the one hand, and of the board representing the users and advisors, on the other hand (non-representation of an interest);
- none of the Colleges has a majority of the people present or represented (predominance of an interest).

Otherwise, a written consultation is then instituted or a new meeting is called.

## Part 5 Glossary

### GLOSSARY RELATING TO CERTIFICATION

<b>Admissibility:</b>	Study of a dossier enabling the application to be examined. Admissibility relates to the administrative and technical parts of the dossier.
<b>Admission:</b>	Application by which applicants request for the first time the right to use the NF mark for a product; they declare that they understand this certification reference system and undertake to respect it.
<b>Applicant/Holder:</b>	Legal entity that controls and/or is responsible for respecting all the requirements defined in the NF mark certification reference system. These requirements cover at least the following steps: design, manufacture, assembly, quality control, marking, packaging as well as market release and specify the critical points in the different steps. Any person who modifies the container and/or content of the product (for example, packets or loose cement distribution) becomes an applicant and may not be considered as a distributor. Therefore, this person must complete an admission application for the usage right.
<b>Audit:</b>	See Standard NF EN ISO 9001. Within the framework of the NF mark, the audit corresponds to the part of the manufacturing unit visit that is dedicated to assessing the manufacturer's management.
<b>Certification Reference System:</b>	Technical document that defines the characteristics that a product, a service or a combination of products and services shall have and the methods for inspecting conformity with these characteristics, as well as the methods for communicating on the certification (including the content of the information).
<b>Certification Scheme:</b>	Specific certification system for well-defined products to which the same specified requirements and specific rules and procedures apply.
<b>Complementary admission:</b>	Request in which a holder would like to benefit from the right to use the NF mark for a new product or a new production unit.
<b>Distributor:</b>	Body that distributes the applicant/holder's products and that does not modify the conformity of the product to the requirements of the NF mark. Distributors may be of the following types: - Distributors who distribute the product under the holder's trade name. In this case, nothing needs to be done for the NF mark. - Distributors who distribute the product after changing the trade name. The applicant/holder shall make an application for maintenance of right of use. If the distributor does not wish to have explicit reference

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	<p>to the manufacturer, then an application for admission to the NF mark shall be made by the distributor. In that case, the manufacturing plant is not mentioned on the certificate.</p> <p>Depending on the various operations carried out by the applicant/holder or the distributor, the sites audited and the audit duration within the framework of initial certification or monitoring are to be defined case by case.</p>
<b>Extension:</b>	<p>Application by which holders request the extension of their right to use the NF mark for a certified product the characteristics of which have been modified.</p>
<b>Granting of the right to use the NF mark:</b>	<p>Authorisation granted by AFNOR Certification and communicated by CSTB to an applicant to affix the NF mark on the product for which the application has been made.</p>
<b>Maintenance:</b>	<p>Application by which holders request the maintenance of their right to use the NF mark for a product intended to be marketed by a distributor under a different brand and/or trade reference, but without modifying the certified characteristics.</p>
<b>Observation:</b>	<p>A comment drawing a holder's attention to a minor nonconformity in order to prevent a deviation that would lead to a warning.</p>
<b>Product:</b>	<p>Element resulting from a process or manufacturing process coming from a specific manufacturing unit, defined by a trademark, a specific trade reference and technical characteristics.</p>
<b>Renewal:</b>	<p>Application by which the holder requests the renewal of their right to use the NF mark before the validity of their NF certificate.</p>
<b>Representative:</b>	<p>Legal entity or individual based in the EEA who represents the applicants/holders outside the EEA and has a written mandate from them signifying that they may act on their behalf and specifying under which context (missions and associated responsibilities and financial aspects, complaints, contact for the certifying body, among others) in the NF mark certification process according to the provisions in the certification reference system. The representative may be the distributor or importer; their various duties are clearly identified. The representative concept is vital once applicants are outside the EEA. Depending on the markets, the distributor concept may not be relevant.</p>
<b>Subcontracting:</b>	<p>Company that carries out some of the production steps for the certified products, under the control of the NF mark holder.</p>
<b>Suspension:</b>	<p>Decision communicated by CSTB that provisionally and for a given duration cancels the authorisation of the right to use the NF mark. The suspension may be issued as a sanction or in the event that the right to use the mark is temporarily renounced by the holder. Suspension is accompanied by a prohibition on affixing the mark to future production. It shall be for a maximum of 6 months, renewable once, following which a withdrawal of the right to use the NF mark shall be</p>



announced if no action has been launched by the holder. The sanction notifications that affect the usage right (suspension/withdrawal) are signed by CSTB Management

- Warning:** Non-suspensive penalties communicated by CSTB. The product is still marked but the holder must correct observed deviations within a defined time. When a warning is accompanied by an increase in the number of inspections, the actions must be launched within a defined time period. The warning may only be renewed once.
- Withdrawal of the usage right:** A decision communicated by CSTB, which cancels the right to use the NF mark. A withdrawal can be pronounced as a sanction or in case the holder renounces their right to use the NF mark.

## **GLOSSARY RELATING TO THE PRODUCTS**

- Batch:** A set of sheets, with the same format, thickness or colour, cast according to the same manufacturing cycle and at the same time.
- Colour range:** See paragraph 2.2.2.2 of this certification reference system
- Mark laboratory:** Laboratory in charge of carrying out tests for the NF mark – Acrylic sheets (see § 4.3).
- Quality:** A set of sheets with the same formulation (without taking colour into account).
- Sheet:** A flat piece of material