

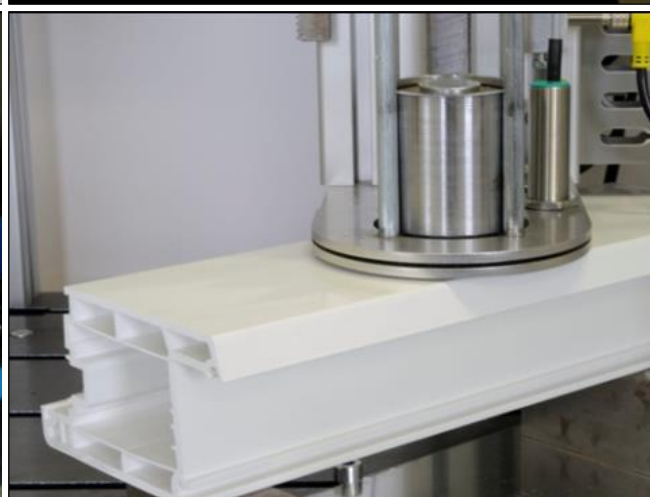
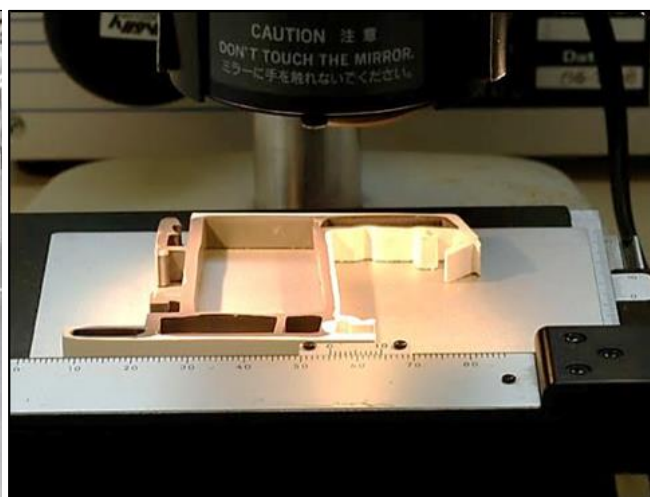


PVC WINDOW PROFILES

CERTIFICATION

# NF Certification Reference System

## PVC window profiles



Identification No.: NF 126

Revision number: 12

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This certification reference system has been submitted for validation by the CSTB Technical Department. It was approved by the Managing Director of AFNOR Certification on 13 September 2018 for acceptance in the NF certification system.

**This document 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 meet appropriate requirements with regard to the quality of the 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. Revisions to the certification reference system are approved by the AFNOR Certification Managing Director.

## MODIFICATION HISTORY

Parts modified	Revision No.	Effective date	Modifications made
Entire document	10	27/02/2012	Revision of the certification reference system
Entire document	11	20/04/2015	Complete revision of the certification reference system according to the new template Creation of a technical appendix Creation of an appendix on administrative management of the certification system
Entire document	12	13/11/2018	Formatting to follow the new template Integrated modifications added by addendum no. 1, dated 15/02/2017 Update to technical specifications following creation of the QB certification reference system for "Vinyl compounds and their manufacture for PVC window profiles" (QB 34)
§2.5.2.1			The "(NF) CSTB" mark becomes "NF126 CSTB"

# Part 1

## Application

### 1.1 Scope of application

This certification reference system applies to ranges of uncoated window profiles made of PVC-U (unplasticised polyvinyl chloride) in light shades, intended for use in the manufacture of joinery (windows and doors), as defined in the NF EN 12608-1 standard and in the additional technical specifications mentioned in technical document 126-01.

The NF mark for “PVC Window Profiles” (NF 126) covers:

- the main profiles (opening leaf, fixed frame, mullion, frame extender, opening leaf or fixed frame rail, central stile, closed sill, elevating support, furring, rolling shutter slide used as furring);
- accessory profiles (including but not limited to beading, trim in the case of rehabilitation, apron, central stile used as a cover strip and base structure panel);
- co-extruded profiles in which the non-visible parts are comprised of processed and/or recycled vinyl compounds from manufacturing sites which have previously been certified with the QB 34 mark,
- profiles containing one or more co-extruded/post-extruded sealing profiles (the adhesion of the sealing profile which cannot be replaced will be verified: see “Adhesiveness of the co-extruded/post-extruded sealing profiles” as in technical document 126-01, part 5).

The vinyl compound and its manufacturing process used for the extrusion of these profiles shall be certified according to the procedures in the QB certification reference system “Vinyl compounds and their manufacture for PVC window profiles” (QB 34) or equivalent (identical certified characteristics and assessment procedures).

The profiles shall belong to a range of profiles defined by reference to:

- a window system covered by a Technical Application Document (DTA) that is currently valid or currently under examination or any other positive technical assessment of a construction procedure(\*) including the product and compatible with the other procedures with which this procedure is combined to build a structure, or
- NF certification for “Exterior PVC, Aluminium, Steel and Composite Doors” (NF412) or equivalent (identical certified characteristics and assessment procedures).

Special cases: this requirement is not mandatory for the following accessory profiles:

- drip sill on an opening leaf,
- applied interior central stile that does not receive the primary sealing gasket,
- base structure panel.

The base structure panel’s suitability for use shall be verified:

- as part of the NF certification procedure for “PVC and RPT Aluminium Windows and Patio Doors” (NF220) or equivalent (identical certified characteristics and assessment procedures), or
- as part of the examination procedure for the DTA or a positive technical assessment of a construction procedure including the product and compatible with the other procedures with which this procedure is combined to build a structure.

**(\*) Note:** a construction system covers the whole process from design to execution, leading to the processing of a product or the use of a service for the execution of parts of a structure.

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

## 1.2 Added value of certification

Certification is recognition by a third party of the conformity of the characteristics demonstrating the added value of the PVC window profile.

The certified characteristics of the NF application “PVC Window Profiles” are the following:

- suitability for use and constant quality of PVC window profiles in compliance with the NF EN 12608-1 standard,
- assessment of durability as covered by the QB certification “Vinyl compounds and their manufacture for PVC window profiles” (QB 34) or equivalent and by the NF EN 12608-1 standard.

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

	Admission	Continued monitoring
<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 management 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>	<b>Yes</b>  Frequency: 2 annual audits (*)
<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’s site.</li> </ul>	<b>Yes</b>	<b>Yes</b>  Frequency: 2 annual test campaigns

**(\*) Note:** the frequency may be reduced to one annual audit. At the holder’s request, this provision may apply only starting from the 3<sup>rd</sup> year following initial admission.

This reduction is possible as long as:

- the holder is ISO 9001 certified 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 at [www.cofrac.fr](http://www.cofrac.fr) – and
- previous audits have not been the subject of a critical or non-critical deviation sheet (during the audit or on the results of follow-up tests), warning or sanction.

In the event of any deviation observed, warning or sanction or if ISO 9001 certification is lost, the audit frequency shall then be brought back to normal monitoring, i.e. 2 annual audits.

### 1.3 Applying for certification/Certification contract

Any legal entity that manufactures products that fall within the scope of application defined above and capable of meeting the technical requirements described in Part 2 of this reference system may request the right to use the NF mark “PVC Window Profiles”.

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

Applicants submit their application to the certifying body. It is accompanied by all the useful information concerning the given products, the production 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 available in the appendix on the administrative management of the certification.

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

The completed and signed application letter, accompanied by a quote, if applicable, forms the certification contract. It is governed by all the documents referenced to this application letter (NF mark general rules, certification reference system, technical documents and the administrative management appendix for certification).

The contract is concluded without limitation of time.

The holder may terminate, with no further legal formality, NF certification for all or some of their certifications for any reason whatsoever, in particular when the relevant 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 the termination takes effect, the holder undertakes to no longer use in any way whatsoever, nor reproduce on any medium whatsoever, the NF mark for the products for which certification has ended.

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

The contract is subject to 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 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: Special case of an admission request in a country subject to special vigilance**

After observing a number of tensions throughout the world, the French Ministry of Foreign Affairs defines 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 reinforced 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 “auditors”), any admission applications for certification made by entities whose sites to be assessed as part of the certification

process are located in the territory of a country classified in orange- or red-alert areas shall not be taken into consideration by CSTB.

For certification applications made by entities whose sites to be assessed as part of the certification process, during the admission or follow-up stages, are located in the territory of a country classified in a yellow-alert area, auditors are allowed to travel provided that the audited entity makes arrangements locally and entirely at their own expense 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: Special case of a new application when a certificate is withdrawn or suspended after a sanction**

When CSTB announces the withdrawal of a certificate following a sanction, the holder loses his/her right to use the NF mark. They become a former holder.

Former holders may not 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.

Likewise, when CSTB announces the suspension of a certificate following a sanction, the holder loses his/her right to use the NF mark until CSTB lifts the suspension. The suspension can be removed when the holder provides CSTB with evidence deemed sufficient to demonstrate that curative and corrective actions have been taken since the suspension decision, so that the product or service or person strictly complies with all certification requirements over the long term.

## 1.4 Applicant's commitment

Before applying, applicants must make sure that they meet the conditions defined in this certification reference system concerning their product and the sites concerned.

It is the applicants' responsibility to make sure that the regulations applicable to their product are respected.

They must undertake to meet the same conditions throughout the entire duration of the 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 in question and, in particular, to:
  - present for certification products that conform to the current regulations concerned,
  - implement the changes required by changes to the certification reference system communicated by the certifying body,
  - use the NF mark in accordance with the conditions defined in the certification reference system and only for the products certified,
  - follow through 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 sanction decision);
- 2 pay the certification fees (management, audit and tests, if applicable) 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 provision 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, as appropriate;
  - 5** examine and record all complaints:
    - provide these records to the certifying body and auditors on request,
    - take all appropriate actions in relation to these complaints and the imperfections observed in the products which have consequences for their compliance with 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 relevant technical requirements;
  - 7** effectively apply the production control system established in order to meet the requirements of the certification reference system;
  - 8** apply the controls for which they are responsible so that maintenance of the right to use the NF mark may be granted;
  - 9** inform the certifying body without delay of any modifications made to the basic file delivered with the application for the right to use the NF mark (in particular, any modifications made to the product(s) that is/are the subject of the application);
  - 10** inform the certifying body of any permanent 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 any abusive way or in any way that does not conform to the current certification reference system,
    - 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 measures;
  - 14** communicate to the certifying body at its request all printed advertising material and catalogues that refer 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** comply with the requirements of the certifying body when making reference to their product certification in communication media, such as documents, brochures or advertising;
  - 17** for all persons involved with the certifying body or its qualified sub-contractors, ensure that all the safety provisions relating to working conditions, sites and equipment conform to current local regulations.



## 1.5 Publication

The certified characteristics and the valid NF certificates are published on the certifying body's website in order to provide the best possible information to users.

## Part 2

# Certification Scheme

The certification scheme for the NF application for “PVC Window Profiles” consists of this certification reference system, which references:

- the General Rules for the NF mark, which set the organisation and conditions for the use of the mark,
- the standards referred to in §2.2.1,
- the additional technical specifications defined in §2.2.2,
- the administrative management appendix to the certification system.

This certification reference system is consonant with the framework of the certification of products and services other than foodstuffs, as provided for in the Consumer Code (articles R433-1 to R433-2 and L433-3 to L433-11). It specifies the conditions for applying the General Rules for the NF mark to the products defined in Part 1.

### 2.1 Regulations

The granting of the right to use the NF mark in no way substitutes CSTB’s responsibility for the legal responsibility on the company which holds the NF mark usage right.

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 Additional standards and technical specifications

For reference documents that indicate a date of implementation or an index, only the version cited is applicable.

For reference documents 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

NF EN 12608-1: Unplasticised poly(vinyl chloride) (PVC-U) profiles for the fabrication of windows and doors - Classification, requirements and test methods – Part 1: Non-coated PVC-U profiles with light coloured surfaces

ISO 9001: Quality management systems – Requirements

#### 2.2.2 ADDITIONAL TECHNICAL SPECIFICATIONS

The products shall meet the additional technical specifications defined in technical document 126-01:

- part 1: thickness of the walls of the main profiles;
- part 2: co-extruded profiles;
- part 3: inspections upon receipt of the vinyl compound certified according to the QB 34 certification receipt;
- part 4: inspection operations during production;
- part 5: inspections and tests on window profiles.

## 2.3 Declaration of modifications

This paragraph specifies the information that the holder 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 any cases not provided for above, CSTB determines whether the modifications bring the certification into question and whether it is necessary to carry out a complementary quality assurance operation.

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

### 2.3.1 MODIFICATION CONCERNING THE HOLDER

The holder shall communicate in writing to CSTB any legal modification of their company or any modification in their company name.

In case of merger, liquidation or absorption of the holder, all rights to use the NF mark from which they might benefit shall automatically stop. A new admission application may be submitted and its examination may be streamlined depending upon the modifications made.

In the case of a merger or takeover bringing about a change of the holder's company name but no modifications to:

- the certified product(s),
- the manufacturing process,
- the technical and human resources,
- the quality organisation and
- the inspection methods,

the certificate can be updated upon receipt of a letter informing us of the change on headed paper bearing the new company name.

### 2.3.2 MODIFICATION CONCERNING THE MANUFACTURING UNIT

#### ➤ **For production transfers**

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

The holder shall declare this transfer in writing to CSTB, which will organise an audit of the new production unit and, where appropriate, have tests carried out. The visit may be streamlined or even cancelled if the new manufacturing unit already has the right to use the NF mark.

The procedures for assessment and for certification renewal decision-making are the same as those for admission, as described in Part 3.

If extrusion is subcontracted to a company which already has the right to use the NF mark, a declaration of intent to transfer equipment and a confirmation that the manufactured product(s) is/are compliant with the NF EN 12608-1 standard and with the additional technical specifications must be provided to CSTB at least 1 month prior to extrusion.

Between the declaration of intent to transfer and the validation of the profile extrusion quality results by CSTB, a transitional marking (defined in §2.5.2) will be affixed to the profiles. These profiles must be stored and cannot be released until after the new certificate is received. If the profiles do not meet the requirements described in the certification reference system, the entire stock shall be discarded.

The transitional marking period may not exceed 6 months. The start date for these 6 months shall be the date on which CSTB receives the extruder's declaration of intent to proceed to the transfer of equipment.

➤ **For modifications to the production process**

The holder shall prove that the modification of the production process does not have an impact on the performances of the product's certified features (cf. §2.4.2 → §8.5.6. of the ISO9001:2015 standard) and shall inform CSTB of this absence of impact.

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

The holder must declare in writing to CSTB any modification relating to their quality organisation that may affect the production process's compliance with the requirements of this certification reference system. In particular, they must declare any changes to the certification of the quality management system.

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

CSTB then communicates to the holder 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, this holder's right to use the NF mark will be withdrawn.

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

Any modification to the certified product relative to the application dossier that is likely to have an effect on the product's compliance with the requirements in the certification reference system must be declared to CSTB in writing. According to the modification declared, CSTB determines whether this is a certification extension application.

Cancellation of the DTA or of the positive technical assessment of the construction procedure, including the product and compatible with the other procedures with which this procedure is combined to build a structure, results in the withdrawal of the NF mark from the profiles linked to the system covered by the DTA or to the technical assessment including the product.

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

Any permanent or temporary halt in the production of the certified product (or range of products) or any abandonment of a right to use the NF mark shall be declared to CSTB in writing, specifying the time necessary to sell off the inventory of the NF-labelled products. CSTB shall notify the holder of the NF mark of the suspension or withdrawal of the right to use the NF mark. When the period indicated by the holder expires, the product is removed from the list of certified products.

Any temporary halt in the manufacture of the certified products (or range of products) shall be subject to suspension of the right to use the NF mark for a maximum period of 6 months, renewable once. The total duration of the suspension of the right to use the NF mark for these products shall not exceed one year. The removal of the suspension may only be announced following one or more assessments.

## 2.4 Quality management provisions: audit rules

### 2.4.1 PURPOSE

The applicant/holder is responsible for the right to use the NF mark for the product under consideration. Applicants/holders shall implement all measures necessary to guarantee the product's conformity with this certification reference system at all times. In addition, they must manage their external service providers by using all appropriate 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 in accordance with this 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 additional technical specifications and standards, if applicable. These measures are described in the following paragraph.

### 2.4.2 MINIMUM REQUIREMENTS FOR QUALITY MANAGEMENT

Applicants/holders shall have implemented their own measures, the existence and effectiveness of which are assessed based on the requirements of the ISO 9001 standard:

- ISO 9001:2008 (applicable until 15 September 2018) and
- ISO 9001:2015 (applicable as of 15 September 2015).

If the manufacturing unit is not ISO 9001-certified, the applicant/holder must document the introduction of a range of organisational provisions and a production control system to ensure compliance with the additional applicable technical specifications and standards for the delivered products that meet at least the requirements in this certification reference system.

The audits are carried out according to the following table. This table indicates the specific requirements in Standard ISO 9001 which must be verified as part of the certification.

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

#### ➤ **Possible reduction**

If the manufacturing unit has a certified quality management system that conforms to the ISO 9001 standard, the audits may be "streamlined" (reduced in scope). Only the requirements identified on a shaded line in the table are audited.

This reduction is possible 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 at [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.

ISO 9001: 2008	ISO 9001: 2015	REQUIREMENTS	MINIMUM EVIDENCE EXPECTED	APPLICATION
<b>5. Leadership</b>				
5.5.1./5.5.2.	5.3. (except 5.3.c. and 5.3.d.)	Organisational roles, responsibilities and authorities	<ul style="list-style-type: none"> <li>- Organisation chart</li> <li>- Description of responsibilities and authorities (e.g. org chart, job sheets, etc.)</li> <li>- Person appointed to be responsible for organising and efficiently implementing the production system</li> </ul>	To be used for persons responsible for the inspection or with a direct impact on critical points in the production of the product
<b>7. Support</b>				
6.4.	7.1.4.	Environment for process implementation	Evidence of maintenance of the work environment (e.g. storage of a product and its components to protect them from bad weather, appropriate ambient conditions, etc.)	To be used for processes linked to the production of the product/execution of the services
7.6.	7.1.5.	Resources for monitoring and measuring	<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 their validity</li> <li>- Planning for the verification or calibration of equipment that has 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>	To be used for processes linked to the production of the product/execution of the services
6.2.	7.2.	Competencies	<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>	To be used for persons responsible for the inspection or with a direct impact on critical points in the production of the product
4.2. (except 4.2.1. and 4.2.2.)	7.5.	Documented information	<ul style="list-style-type: none"> <li>- List of internal and external documented information (e.g. procedures, operating methods, test methods, inspection instructions, quality records)</li> <li>- Evidence of control of internal and external documents (e.g. availability of the applicable version of the test method, reference system, inspection provisions, etc.)</li> </ul>	To be used for processes linked to the production of the product/execution of the services  <i>Note: quality manuals are no longer required.</i>

ISO 9001: 2008	ISO 9001: 2015	REQUIREMENTS	MINIMUM EVIDENCE EXPECTED	APPLICATION
<b>8. Operational activities</b>				
7.4. (except 7.4.1.)	8.4. (except 8.4.1.)	Control of processes, products and services from external providers	<ul style="list-style-type: none"> <li>- List of service providers</li> <li>- Contract/order defining the requirements of the applicant/holder of the certification</li> <li>- Evidence of the verification of raw materials, components <b>(1)</b>, services purchased</li> <li>- Evidence of the verification of subcontracting conditions: transport, handling, etc.</li> </ul>	<p>To be used for raw materials, purchased components and outsourced services affecting the quality of the product/service</p> <p>External providers:</p> <ul style="list-style-type: none"> <li>- supplier of raw materials, components, services integrated into the product/service</li> <li>- subcontractor of external services (e.g. handling, transport, etc.)</li> </ul> <p><i>Note: subcontracting of tests is not permitted.</i></p>
7.5.1./7.5.2.	8.5.1.	Control of production and provision of services	<ul style="list-style-type: none"> <li>- Information defining the characteristics of products and services (e.g. product plan/description of the service, etc.)</li> <li>- Information defining the activities to be conducted and the results to be obtained (e.g. operating procedure(s), working instructions, test method(s), certification reference system (expected performance))</li> <li>- Monitoring and measurement activities (e.g. monitoring plan, inspection procedures and instructions, test methods, etc.)</li> <li>- Conservation of documented information proving the conformity of products/services with the acceptance criteria (same as §8.2.4 ISO 9001:2008 and §8.6 ISO 9001:2015)</li> </ul>	
7.5.3.	8.5.2.	Identification and traceability	<ul style="list-style-type: none"> <li>- Identification/Marking of the product in accordance with the requirements in this certification reference system</li> <li>- Marking of commercial documents in accordance with the requirements of this certification reference system</li> </ul>	To be considered in all cases for identification (and for traceability, where relevant)
7.5.5.	8.5.4.	Preservation	Verification that the product is preserved throughout the production line (identification, handling, storage, packaging, transport)	
-	8.5.6.	Control of changes (in production/provision of services)	<p>Evidence of control of modifications in the manufacturing process/provision of service, in particular the impact of modifications on the product's performance <b>(2)</b>:</p> <ul style="list-style-type: none"> <li>- review of modifications,</li> <li>- person authorising the modification and all necessary related actions.</li> </ul>	

ISO 9001: 2008	ISO 9001: 2015	REQUIREMENTS	MINIMUM EVIDENCE EXPECTED	APPLICATION
<b>8. Operational activities (continued)</b>				
8.2.4.	8.6.	Release of products and services	<ul style="list-style-type: none"> <li>- Provisions for the inspection of products/services; records of inspection results and of conformity with the acceptance criteria <b>(3)-(4)</b></li> <li>- Names of the persons responsible for releasing the finished products/services</li> </ul>	
8.3.	8.7.	Control of nonconforming outputs	<ul style="list-style-type: none"> <li>- Provisions for processing non-conformities, including customer complaints, and implementation of those provisions <b>(5)</b></li> <li>- No dispensation granted for the performance of a certified characteristic</li> </ul>	
<b>9. Performance evaluation</b>				
5.6.	9.3.	Management review	Management review report	<b>Not applicable</b>
<b>10. Improvement</b>				
8.5.2.	10.	Non-conformity and corrective action	<ul style="list-style-type: none"> <li>- Implementation of corrective action to deal with non-conformities pertaining to the certified product, including customer complaints <b>(6)</b></li> <li>- Effectiveness of the actions taken</li> </ul>	

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

- inspection of product components,
- inspection operations during production,
- inspections of finished products.

The methods, frequencies and results of these inspections will be verified during the admission visit for the NF mark and will be monitored by CSTB during audits.

➤ **(1) Inspection of product components**

In addition to the requirements set forth in this reference system, the product components shall meet the specific requirements defined in technical document 126-01 (part 3: inspections upon receipt of the certified vinyl compound).

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

The internal “reception” inspection established by the applicant/holder shall cover:

- inspection methods for products upon receipt that assess their compliance and/or regularity with regard to the expected characteristics,
- the sampling rules for the sampled products, where appropriate.

This inspection shall cover all control actions carried out by the supplier. For example: compliance sheet issued after a systematic pre-delivery inspection which the applicant/holder requires the supplier to perform; supplier certified according to the ISO 9001 standard for relevant products or certified supplies; etc.



➤ **(2) Approach for assessment of the additional requirement in Standard ISO 9001 version 2015 relative 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 the preceding table: “Control of changes (in production/provision of services)”.

If the applicant/holder does not comply with this requirement, the auditor shall give notice of:

- a suggested improvement (if the failure to comply was prior to 15/09/2018);
- a deviation (if the failure to comply was after 15/09/2018).

➤ **(3) Inspection during production**

In addition to the requirements set forth in this reference system, inspections during production shall meet the specific requirements defined in technical document 126-01 (part 4: inspections during production).

These inspections shall be organised by the applicant/holder. They apply to the product in its intermediate states at the main production stages, as well as compliance with the setting instructions for the production tools (production machines, equipment, etc.).

Inspection instructions shall be formalised and made available to the operators. The results of the inspections are recorded upon each inspection.

If these results indicate that the product does not meet the requirements of this certification reference system, the necessary corrective actions must be implemented immediately.

➤ **(4) Inspection of finished products**

In addition to the requirements set forth in the preceding paragraphs, finished products shall meet the specific requirements defined in technical document 126-01 (part 5: inspections and tests on window profiles).

Applicants/holders are required to verify the characteristics of the finished products before delivery and are responsible for arranging this inspection. Inspections of finished products are carried out by the applicant/holder itself in the laboratory of the manufacturing unit, at the production site.

Inspections and tests of finished products manufactured by the applicant/holder are carried out according to the additional technical specifications and standards mentioned in §2.2 of the reference system.

The applicant/holder must take random samples during production in order to carry out inspections and tests in accordance with the additional technical specifications and standards mentioned in §2.2 of the 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 these inspections. If the results of the standard inspections are inconclusive, the inspections must be strengthened and the causes of the fault must be identified so that corrections can be made, by carrying out production controls if necessary.

The applicant/holder shall monitor the consistency and the compliance of each characteristic by means of tables or graphs. A statistical analysis of the data shall be performed in order to prevent any deviations in the manufacturing process and carry out the necessary corrective actions.

Non-compliant profiles cannot receive any dispensation and shall be discarded.

➤ **(5) Provisions for handling non-conformities**

These include:

- an analysis to identify the cause of the anomaly,
- an analysis to determine the impact of the anomaly on production since the previous inspection,
- management to ensure 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 allow this, holders must retain:

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

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

## **2.5 Marking – General provisions**

Marking is an integral part of product certification.

Beyond the identification of a certified product and its traceability, the marking of a product with the NF logo ensures better protection for users and helps to protect holders from wrongful usage and counterfeit products.

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

In addition, the listing of the main certified characteristics is intended to make it clear to consumers and users which technical characteristics the NF mark relates to. It thereby serves to emphasise the certification and its content.

Under no circumstances is it possible 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 described below is to guide the holder in complying with regulatory requirements and certification requirements. The General Rules for the NF mark specify the guidelines for usage, the guidelines for validity and the penalty procedures for wrongful usage of the NF mark.

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

### **2.5.1 THE NF LOGO**

The NF logo must ensure the identification of each 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 designation and identification distinct from those of non-certified products. The holder shall not use the NF logo except to single out certified products without there being any risk of confusion whatsoever with other products, especially 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 submit all documents in which the certification mark appears to CSTB in advance. If the product cannot be marked for technical reasons, CSTB must be contacted to determine a common marking rule.

## 2.5.2 TERMS AND CONDITIONS FOR MARKING

This paragraph describes both the NF logo affixing procedure and the marking of the certified characteristics.

In order to meet the requirements in article R433-2 in the Consumer Code, the marking must include the following elements wherever possible:



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 materials (product, packaging or communication media).

### 2.5.2.1 Marking of certified products

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

The marking must be permanently affixed to each profile bar on the production line, at least once per metre.

It must be visible (in accordance with the NF EN 12608-1 standard), indelible, irremovable and legible or made legible.


Accessory profiles can be marked either on the profile itself or on the packaging.

The means and locations of the marking are left to the holder's discretion.

This permanent marking must include at least the following elements (in no particular order):

Example:

5XX	NF126 CSTB	160	18	A	3XX
①	②	③	④	⑤	⑥

- ① the machine code identifying the holder and the production unit (3-digit code delivered by CSTB),
- ② the mention “NF126 CSTB” or this logo:  

- ③ the date or the day number or day-month-year,
- ④ the year of production (or the last two digits of the year),
- ⑤ the team that carried out production or the time of production,
- ⑥ the code of the certified vinyl compound used for the production of the profile (code delivered by CSTB upon certification of the vinyl compound according to the “QB 34” certification reference system or equivalent).

#### 2.5.2.2 Marking on the packaging of the certified product or on the product’s accompanying document(s), if applicable

All packaging for certified products or accompanying documents must include all the marking components defined in §2.5.2: logo of the mark, name of the application, reference to the website and, if possible, the list of the certified characteristics.

Note: if the product is already marked, marking on the packaging of certified products shall be recommended, given that this is one of the ways to promote the mark.

#### 2.5.2.3 Transitional marking of profiles

In the context of an equipment transfer as described in §2.3.2, the code (TR) replaces the NF126 code specified in point ② of §2.5.2.1.

#### 2.5.2.4 Marking on communication media and documentation (technical or commercial documents, posters, advertising, websites, etc.)

Reproduction of the NF mark on letterhead used for the holders’ correspondence is prohibited, unless the holders have been granted the NF mark for all of 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 §2.5.2 (logo of the mark, name of the application, reference to the valid certificate, reference to the website and, if possible, the list of certified characteristics).

For the French market, this information must be provided in French (Law No. 94-665 of 4 August 1994 regarding the use of the French language). If necessary, the information can also be given in one or more other languages.

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

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## 2.6 Frauds and falsifications

### 2.6.1 INTRODUCTION

For the certification of products or services, fraud and falsification are subject to the penalties set out in Articles L121-2 to L121-5 of the Consumer Code, with the penalties set out in Articles L132-1 to L132-9 of the same code.

If 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 (DGCCRF) for enforcement in compliance with the law.

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

- giving the same trade name to certified products and non-certified products;
- citing or providing information in sales brochures, 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 which is pending but not yet issued;
- to use the NF mark when the right to use the NF mark has not yet been granted.

CSTB communicates all wrongful use to the holder by registered letter with acknowledgement of receipt, and the holder must immediately take all necessary steps to eliminate such wrongful use.

### 2.6.2 LEGAL ACTION

In addition to the actions mentioned above, AFNOR Certification or CSTB reserves the right to initiate any legal action it deems necessary, and all third parties which consider themselves to have suffered damages shall also be free to seek appropriate redress for themselves.

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## Part 3

# Certification process

### 3.1 General

This section defines the different types of applications for the right to use the NF mark:

- admission application,
- extension application.

The concept of an “applicant” is defined in part 5.

#### 3.1.1 ADMISSION APPLICATION

This application originates from a manufacturer of PVC window profiles (extruder) which does not have the right to use the NF mark. It covers PVC window profiles defined by their particular technical characteristics and trade names.

The vinyl compound (characterised by a formulation and a colour) of which the profiles are made and which is submitted for admission as well as its manufacture, must first be certified in accordance with the QB certification reference system for “Vinyl compounds and their manufacture for PVC window profiles” (QB 34) or equivalent.

New production sites and changes in the technologies used in manufacturing the profiles also fall under the admission application procedure.

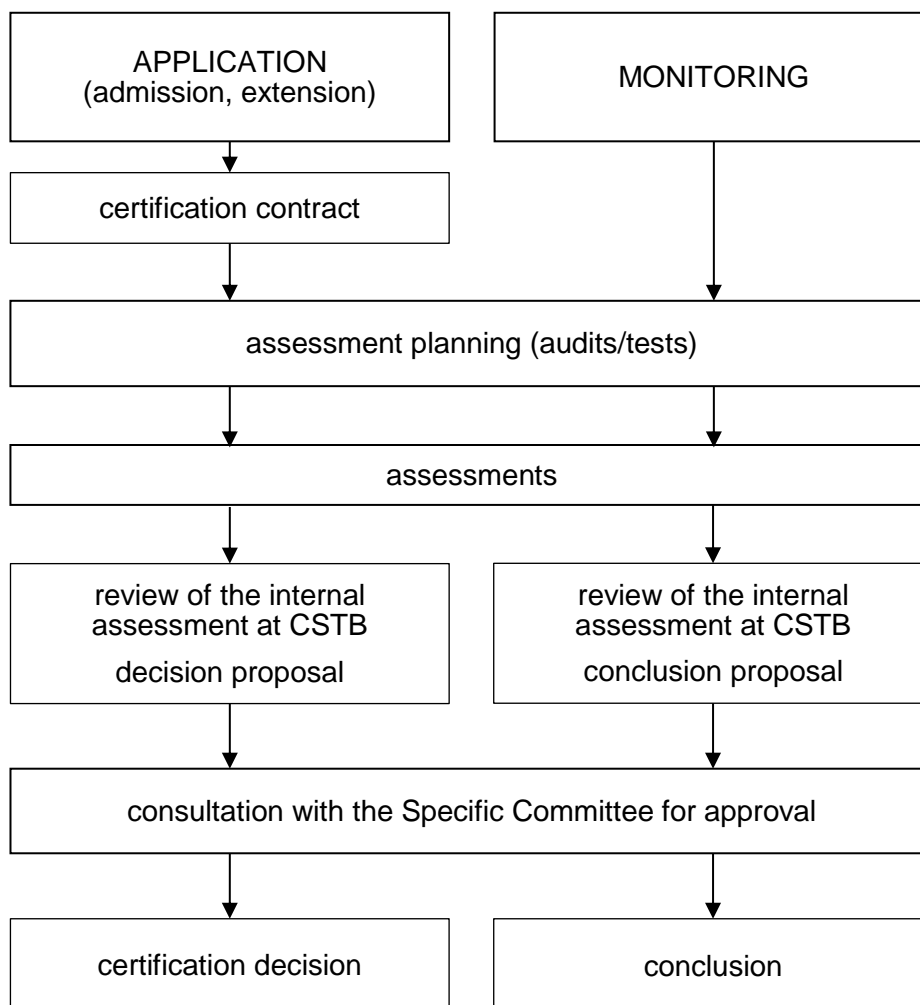
#### 3.1.2 EXTENSION APPLICATION

This application originates from manufacturers of PVC window profiles that hold the mark for a site that has already been admitted and who wish to extend their use of the mark to:

- new extruded profiles with a certified vinyl compound used by this holder, or
- a vinyl compound which has been certified but is not yet used by this holder. In this case, the examination and acquisition of the right to use the NF mark may be granted between two meetings of the Specific Committee (see definition in §4.5).

Any modification made to products covered by the mark shall, prior to use of the mark, be submitted to CSTB and constitutes an application for an extension of the right of use, which will be examined on a case-by-case basis.

## 3.2 Certification application process



The conditions for obtaining a certification and the certification follow-up procedure are described in Parts 1 and 2 of the Administrative Management Appendix to the certification.

## 3.3 Audits

### 3.3.1 ADMISSION AUDITS

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

An “NF 126” admission audit can be carried out jointly with a “QB 34” admission audit.

This entails checking, before admission, the existence and effectiveness of the quality-related measures that have been taken, as well as the product inspections performed by the applicant. These audits shall be carried out by a qualified auditor.

All the resources (premises, installations, equipment) required by the auditor to carry out their mission shall be placed at their disposal free of charge, along with persons qualified to implement them. In the event of any dangerous situation as per the certifying body’s safety requirements, the auditor may exercise the right to withdraw.

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An audit report shall be prepared and addressed to the applicant.

For each deviation detected by the auditor, if any, the applicant shall describe the corrective actions put in place or planned, including the time it will take to enact them and the people responsible. CSTB analyses the relevance of the reply and can request an additional audit if necessary.

#### **3.3.1.1 For an initial admission application**

The audit normally lasts one day per manufacturing unit. This duration is maintained at one day in case of a joint audit with the “QB 34” certification reference system. However, it may be adapted according to the risk: level of development of the quality system, organisation of the company (process, laboratory, etc.).

#### **3.3.1.2 For an extension application**

The steps described in §3.3.1 apply, keeping the following specific considerations in mind:

- 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 according to the risk of the application or accompanied by a follow-up audit if necessary.

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

Follow-up audits are intended to check that the provisions defined in this reference system are still being maintained following admission. All of the provisions described in §3.3.1 apply. These audits shall be carried out by a qualified auditor. An “NF 126” follow-up audit can be carried out jointly with a “QB 34” follow-up audit.

The auditor carries out at least the following audits, taking into account the information collected during the previous audit, the results of recent inspections and any remarks made by the Specific Committee (see definition in §4.5):

- verification of the actual application of the corrective actions announced as a result of any observations made during the previous audit;
- verification of compliance with the holder’s quality requirements as set out in this 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 the mark laboratory’s tests;
- verification of sales documents;
- verification of any changes in the characteristics of the certified products.

An audit report shall be prepared and addressed to the applicant.

For each deviation detected by the auditor, the holder must describe the actions put in place or planned, including the time it will take to enact them and the people responsible. CSTB analyses the relevance of the reply and can request an additional audit, if necessary.

The audit normally lasts one day per manufacturing unit. This duration is maintained at one day in case of a joint audit with the “QB 34” certification reference system. However, it may be adapted according to the risk: level of development of the quality system, organisation of the company (process, laboratory, etc.). The normal frequency is two annual audits for each manufacturing unit benefiting from a right to use the NF mark.



### 3.4 Sampling

The auditor arranges for enough profile samples to be taken on the production or from stock to carry out the tests.

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 mark laboratory responsible for carrying out the tests by the deadline established at the time of sampling, unless the auditor decides to take charge of them.

An information sheet listing 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.

The applicant/holder must provide proof that all the profiles are in compliance with the NF EN 12608-1 standard. The compatibility of weldable profiles must be provided, as well as the weldability results obtained by the applicant on the selected product reference.

For co-extruded profiles, a colouring agent shall be added to one of the two materials to facilitate the measurement of their thicknesses.

If an audit is not conducted in the case of an extension application, the samples are sent by and under the responsibility of the holder to the mark laboratory in charge of conducting the tests.

For follow-up audits only, it is accepted that if these samples cannot be taken, the holder will send the samples requested by CSTB to the mark laboratory, within the time required. If the holder does not send the samples to the mark laboratory within the time required by CSTB, penalties may be applied (sanction, suspension).

➤ **Sampling for an admission application or an extension application for new profiles**

- 5x1m of a main profile, the product reference for which is chosen by CSTB,
- 1x1m of each other profile proposed for certification,
- 3 welded angles, the product reference for which is chosen by CSTB (in order to carry out the weldability test in accordance with the NF EN 12608-1 standard, tensile bending method).

➤ **Sampling for an extension application for a certified vinyl compound**

- 5x1m of a main profile covered by the mark, extruded with the certified vinyl compound,
- 3 welded angles covered by the mark, extruded with the certified vinyl compound (in order to carry out the weldability test in accordance with the NF EN 12608-1 standard, tensile bending method).

➤ **Sampling for follow-up**

In the general case:

- 3x1m of 2 main profiles,
- 3x1m of an accessory profile are sampled.

For co-extruded profiles, a colouring agent shall be added to one of the two materials to facilitate the measurement of their thicknesses.

## 3.5 Tests

### 3.5.1 ADMISSION/EXTENSION TESTS

Tests are performed under the responsibility of the mark laboratory, in accordance with the additional technical specifications and standards set out in part 2 of the reference system.

A test report is drawn up and sent to the applicant/holder.

For an admission application, tests on the vinyl compound are performed as part of the QB 34 mark, in addition to the tests on profiles defined below.

<b>SAMPLING</b> (product references are chosen from the list submitted by the applicant)	<b>TESTS</b>
main profile made of virgin material	resistance to impact by falling mass heat shrinkage appearance after conditioning at 150°C thickness of exterior walls colorimetry linear density <sup>(1)</sup> adhesiveness/cohesion <sup>(2)</sup> , if necessary
co-extruded main profile (reprocessed/recycled material)	<u>on the profile:</u> resistance to impact by falling mass heat shrinkage appearance after conditioning at 150°C thickness of the virgin PVC skin of the exterior wall colorimetry of the virgin PVC wall linear density <sup>(1)</sup> adhesiveness/cohesion <sup>(2)</sup> , if necessary  <u>on the wall made of reprocessed/recycled material:</u> Vicat softening point modulus of elasticity under bending stress (if testing is possible)
other main profile	thickness of exterior walls linear density <sup>(1)</sup> adhesiveness/cohesion <sup>(2)</sup> , if necessary
accessory profile	adhesiveness/cohesion <sup>(2)</sup> , if necessary
welded angles	weldability (tensile method)

<sup>(1)</sup> The upper tolerance of the measured linear density is +5% of the nominal value declared by the applicant.

<sup>(2)</sup> See “Adhesiveness of co-extruded sealing profiles” as in technical document 126-01, part 5).

### 3.5.2 TESTS DURING ADMISSION AUDIT

Tests on products are carried out in the laboratory of the manufacturing unit under the supervision of a qualified auditor.

The results are recorded in the audit report.

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

#### 3.5.3.1 Tests during audit

Tests on certified products are carried out in the laboratory of the manufacturing unit under the supervision of a qualified auditor:

- resistance to impact by falling mass (for main profiles),
- heat shrinkage,
- colorimetry,
- appearance after conditioning at 150°C (for main profiles),
- thickness of exterior walls (for main profiles).

The results are recorded in the audit report.

#### 3.5.3.2 Tests on sampled profiles

Tests are performed under the responsibility of the mark laboratory, in accordance with the additional technical specifications and standards set out in part 2 of the reference system. A test report is prepared and remitted to the holder.

SAMPLING	TESTS
main profile made of virgin material	Vinyl compound as per the QB 34 mark. heat shrinkage thickness of exterior walls verification of the marking
co-extruded main profile (reprocessed/recycled material)	<p><u>on the profile:</u> heat shrinkage thickness of the virgin PVC skin of the exterior wall colorimetry of the virgin PVC wall verification of the marking</p> <p><u>on the wall made of reprocessed/recycled material:</u> Vicat softening point modulus of elasticity under bending stress (if testing is possible)</p>
accessory profile	Vinyl compound as per the QB 34 mark. heat shrinkage verification of the marking

## Part 4

# Stakeholders

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.

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

### 4.1 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 the NF mark to the following organisation, referred to as the Mandated Body:

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

Direction Baies et Vitrages  
84, avenue Jean Jaurès  
Champs sur Marne  
F-77447 MARNE LA VALLEE CEDEX 2  
<http://evaluation.cstb.fr/>

Application Administrator: Myriam Seban ([myriam.seban@cstb.fr](mailto:myriam.seban@cstb.fr)) Tel. +33 (0)1 64 68 88 63

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

### 4.2 Auditing bodies

Audit functions for the manufacturing unit and, where applicable, at the location where the products are used, are carried out by the following body, referred to as the Auditing Body:

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

Direction Baies et Vitrages  
84, avenue Jean Jaurès  
Champs sur Marne  
F-77447 MARNE LA VALLEE CEDEX 2  
<http://evaluation.cstb.fr/>

The auditors have the right of inspection on the premises of any applicant/holder in the context of their mandate.

As part of a subcontracting agreement that CSTB has signed with them, the following bodies can conduct audits in the context of the NF mark upon CSTB's request.

**BUREAU VERITAS**  
PO Box 99102  
F-95310 CERGY PONTOISE CEDEX  
Tel. +33 (0)1 34 64 22 83

**Jean-Yves Mahe**  
9, rue du Vivelay  
95740 FREPILLON  
Tel. +33 (0)7 80 05 96 06

**KIWA NEDERLAND BV**  
P.O. Box 70  
2280 AB Rijswijk - Netherlands  
Tel. +31 88 998 46 16

**VASSEUR AUDITEUR**  
6, rue du Doullens  
F-80300 ALBERT  
Tel. +33 (0)6 30 26 97 26

**SKZ - TeConA GmbH**  
Friedrich-Bergius-Ring 22  
D-97076 Würzburg - Germany  
Tel. +49 931 4104 526

### 4.3 Testing body

When the inspections carried out as part of the holder's use of the NF mark include tests on products, such tests are carried out at CSTB's request by the following laboratory, referred to as the mark laboratory:

**Centre Scientifique et Technique du Bâtiment (CSTB)**  
Direction Baies et Vitrages – Laboratoire Profilés  
84, avenue Jean Jaurès  
Champs sur Marne  
F-77447 MARNE LA VALLEE CEDEX 2  
<http://evaluation.cstb.fr/>

### 4.4 Subcontracting

The different functions described in §4.2 and §4.3 may be carried out, after an opinion from the Specific Committee where appropriate, by other auditing bodies or recognised laboratories with which CSTB has established a subcontracting contract.

### 4.5 Specific Committee

An impartial consultative authority is established, called the "Specific Committee", the secretariat of which is held by CSTB.

The Specific Committee is requested to give its opinion on the following:

- the initial draft certification reference system or the 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 in question and, in particular, about any interpretation of the certification reference system relating to decisions to be taken about application dossiers, in accordance with the certification reference systems and at CSTB's request.

The composition of the Specific Committee is set in such a way as to ensure fair representation between the different parties concerned, which does not lead to any of them dominating and which guarantees their relevance.

It is composed as specified below:

- a chairperson chosen from the members of the colleges defined below;
- a vice-president, a representative of CSTB belonging to the Technical and Administrative Bodies college;
- Manufacturers/ Holders college: from 5 to 7 representatives;
- Users/ Specifiers college: from 5 to 7 representatives;
- Technical and Administrative Bodies college: from 4 to 5 representatives.

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

The representatives of the auditing bodies and the mark laboratories may participate in meetings of the Specific Committee.

The Specific Committee issues decision notifications, and its members may not receive any remuneration for the functions entrusted to them.

Members are appointed for a term of three years. This appointment is renewable by tacit agreement for further successive periods of one year, not exceeding three renewals, unless notice of termination is given without due cause by CSTB or the member, by registered letter with acknowledgement of receipt,

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three months prior to the scheduled end of the ongoing period at the time of renewal. At the end of a renewable term of three years (three times one year), a member of the committee may of course present themselves again for a new term.

The members of the Specific Committee formally undertake to maintain the confidentiality of information, particularly personal data, disclosed to them.

When appropriate, the Specific Committee may decide to set up working groups or subcommittees and define their missions and responsibilities. The composition of working groups must be validated by the Specific Committee. Working groups are composed of at least one representative of the “Manufacturers/holders” College, one representative of the “Users/Specifiers” College 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 makes decisions by simple majority of the members present or represented, under the following dual condition:

- actual representation of the College representing the applicants or holders, on the one hand, and of the College representing the users and specifiers, 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).

If this is not the case, there shall be either a written consultation or a new meeting.

## Part 5

# Glossary

<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 know this certification reference system and undertake to respect it.
<b>Applicant/holder:</b>	<p>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 stages: design, production, assembly, quality control, marking, packaging and marketing as well as specify the critical points of the various stages.</p> <p>Any person who modifies the container and/or content of the product (for example, packaging or bulk distribution of cement) becomes an applicant and may not be considered as a retailer. Therefore, this person must make a usage right admission application.</p>
<b>Audit:</b>	See the ISO 9001 standard.
<b>Certification reference system:</b>	Technical document defining the characteristics that a product, a service or a combination of products and services shall have and the methods for verifying compliance with these characteristics, as well as the methods for communicating about the certification (including the content of the information).
<b>Certification scheme:</b>	Specific certification system for a defined category of products to which the same specified requirements and specific rules and procedures apply.
<b>Extension:</b>	Application by which a holder requests the extension of the right to use the NF mark which it holds to a vinyl compound certified in accordance with the QB reference system for "Vinyl compounds and their manufacture for PVC window profiles" (QB 34) or to new profiles.
<b>Granting of the right to use the NF mark:</b>	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.
<b>Observation:</b>	A comment drawing a holder's attention to a minor non-conformity in order to prevent a deviation that would lead to a warning.
<b>Product:</b>	Element resulting from a process or manufacturing process, coming from a specific manufacturing unit, defined by a specific trademark and/or trade reference, with specific technical characteristics.

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<b>Renewal:</b>	Application by which the holder requests the renewal of their right to use the NF mark before the validity of their NF certificate ends.
<b>Representative:</b>	<p>Legal or natural person based in the European Economic Area (EEA) who represents the applicant/holder outside the EEA and has a written mandate from them signifying that they may act on their behalf and specifying in which context they may so act (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.</p> <p>The representative may be the distributor or importer; their different functions are clearly identified.</p> <p>The concept of a representative is indispensable for all applicants outside the EEA.</p>
<b>Subcontracting:</b>	Company which carries out some of the production steps for the certified products, under the control of the NF mark holder.
<b>Suspension:</b>	<p>Decision communicated by CSTB which cancels the authorisation to use the NF mark temporarily and for a specified period of time. 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.</p> <p>Suspension is accompanied by a prohibition on affixing the mark to future productions. It shall be for a maximum period of 6 months, renewable once, following which a withdrawal of the right to use the NF mark shall be announced if no action has been initiated by the holder.</p> <p>Sanction notifications which affect the right of use (suspension / withdrawal) are signed by CSTB Management.</p>
<b>Warning:</b>	Non-suspensive sanction declared by CSTB. The product is still marked, but the holder must correct the observed deviations within a defined time period. When a warning is accompanied by an increase in the number of inspections, the actions must be initiated within a specified time period. The warning may only be renewed once.
<b>Withdrawal of the right of use:</b>	<p>Decision communicated by CSTB to cancel the right to use the NF mark. A withdrawal can be declared as a sanction or if the holder renounces the right to use the NF mark.</p> <p>Sanction notifications which affect the right of use (suspension / withdrawal) are signed by CSTB Management.</p>