

CERTIFICATION

NF certification
system administrative
management appendix:
Aluminium profiles
with thermal barrier



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All reasonable measures were taken to ensure the accuracy of this translation but no responsibility can be accepted for any error, omission or inaccuracy. In case of doubt or dispute, the original language text only is valid.

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Partie 1

Obtaining the certification

1.1 Lodging an initial admission application

1.1.1 SUBMISSION OF THE APPLICATION DOSSIER

The application shall be submitted in compliance with the conditions and templates provided in part 3 (paragraph 3.1).

The application can only be accepted if the production control set out in 2.4.2 of the certification reference system and part 6 of the technical document in the appendix (1 or 2, depending on product family) has applied to the RPT aluminium profiles for at least 3 months. This period can be adjusted on a case by case basis after validation by the mandated body.

If the product comes from a manufacturing plant located outside the European Economic Area, the applicant shall designate a representative within the EEA as a joint signatory to the application.

When the application is received, the following procedure is initiated:

- an administrative and technical review of the request is undertaken;
- the assessment (audits and tests) is carried out;
- the assessment is reviewed;
- the decision is taken.

1.1.2 ADMINISTRATIVE AND TECHNICAL REVIEW OF THE APPLICATION

When the application dossier is received, CSTB verifies that:

- all documents requested in the application dossier are included
- elements contained in the technical file respect the requirements in the certification reference system.

The request is only receivable if:

- the application letter is complete, signed and accompanied by the signed quote where applicable;
- the applicant manages and assumes responsibility for the following stages: design, production, assembly, quality control, marking, packaging and marketing, and specifies the critical points of the various steps;
- any aspect not carried out by the applicant shall be covered by a contract defining the respective responsibilities with the service provider. The applicant shall remain responsible for all the operations and for ensuring they are consistent;
- the products covered by the application comply with the reference standards and technical specifications set in part 2 of this certification reference system and in technical documents 1 and 2 in the appendix relative to each product family;

- the inspections and tests for the products covered by the application and specified in this certification reference system and in technical documents 1 and 2 in the appendix relative to each product family are implemented;
- all requested documents are enclosed with the application, in particular the contractual documents between the applicant/representative, if applicable.

The applicant undertakes to submit the verified environmental declaration where applicable, or details of where it is available in the case of an environmental claim made in respect of the product on French soil.

CSTB also makes sure that it has all the ways and means to reply to the application and it may be led to request additional information necessary for the receivability of the dossier if it is incomplete.

Once the application is admissible, CSTB plans for the assessment and informs the applicant of the organisational procedures (auditor, audit duration, sites to be audited, laboratories, products to be sampled, etc.).

1.1.3 EVALUATION METHODS

The verifications performed within the framework of the NF mark are generally of two types:

- audits carried out at the production site;
- the tests on the products.

1.1.4 EVALUATION REVIEW AND DECISION

CSTB assesses the test and audit reports that are prepared and sent to the applicant (evaluation review).

The reports are accompanied, as the case may be, by deviation sheets, including a request for a corrective action proposal by the applicant within a prescribed time span.

In certain cases, a complementary inspection operation may be requested by CSTB, based on its analysis of the report.

For each irregularity, the applicant shall describe the actions implemented or planned with the time span for their application consistent with the deviation observed. The persons responsible for the actions to be implemented shall be mentioned too.

CSTB analyses the relevance of the reply and may ask for an additional test to be carried out to check that corrective actions have been set up (partial or complete audit and/or tests/documentation verification).

CSTB may present an anonymous summary of all evaluation results to the Specific Committee for its opinion.

Depending on the results of the entire assessment, CSTB will make one of the following decisions:

- certification agreement with or without comments;
- certification refusal, giving reasons for the refusal.

In case of a positive certification decision, AFNOR Certification shall grant the right to use the NF mark and CSTB shall remit the NF certification to the applicant which, on that occasion, will become the holder of the right to use the NF mark.

The certificates are issued without a validity date.

The applicant can contest the decision taken by sending a request in conformity with the General Rules of the NF mark. The applicant is entitled to present their case formally.

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

The holder can then provide information about his certification using the methods defined in part 2 of the certification reference system.

1.2 Extension/Complementary admission applications

The steps described in paragraph 1.1 above apply along with the following specific requirements:

- in the case of applications for complementary admission for RPT aluminium profiles constituting new systems, the application dossiers can be submitted to the Specific Committee without necessarily possessing all the experimental corroborations. After favourable recommendation from the Specific Committee, contingent upon having the corroborations available, CSTB can then take the certification agreement decision between two meetings of the Specific Committee (the Specific Committee is informed of this afterwards);
- In the following cases, CSTB can take the certification agreement decision without prior submission of the application dossiers to the Specific Committee (the Specific Committee is informed of this afterwards, if need be):
 - in the case of applications for complementary admission for RPT aluminium profiles constituting systems that have already been examined - new RPT aluminium profiles listed in the system, RPT aluminium profiles that are already NF approved in another system -
 - in the case of complementary admission applications submitted by a production unit for identical RPT aluminium profiles that have already been NF certified in a unit belonging to the same group (the units possessing similar manufacturing ways and means and quality assurance systems), it will not be required that they carry out shear strength T and transversal tensile strength Q tests in the laboratory of the mark (although the shear strength T and transversal tensile strength Q tests must still be provided in the application dossier). A test specimen of 20 cm per RPT aluminium profile will be kept by the applicant in view of additional shear strength T tests to be carried out in the unit in the presence of the auditor within the framework of the follow-up inspection audit. The auditor will have the shear strength T tests carried out on at least one reference per system (window system, entrance door system, etc.), not exceeding 5 references during the audit.
 - in the case of an extension application for a modified certified product (notably modifications to the thickness of the thermal barriers), the tests are defined depending upon the planned modification.

The application shall be submitted in compliance with the conditions and templates provided in part 3 (paragraphs 3.2 to 3.4).

1.3 New admission application subsequent to withdrawal of the right to use the NF mark

The steps described in paragraph 1.1, above, apply.

The application shall be submitted in compliance with the conditions and templates provided in part 3 (paragraph 3.5).

The new application for admission applies to applicants submitting a product that has been subject to withdrawal of the right to use the NF mark as a result of a sanction in the specific event of deceptive marketing practices in application of Articles L 121-1 and subsequent articles from the Consumer Code, and of deception in application of Article L 155-30 of the Consumer Code.

Partie 2

Maintaining certification: terms and conditions for follow-up

Throughout the certification period, the holder shall:

- comply with the requirements and marking procedures described in part 2 of the certification reference system;
- update their certification file using the models supplied in part 3 of this Appendix;
- systematically inform CSTB of any modification to one of the characteristics of the certified product and/or of its organisation that is likely to have an impact on the certification.

In addition, CSTB reserves the right to carry out any controls (visits, tests, verifications, etc.) it deems necessary as a result of:

- a modification affecting the certified product or the quality organisation of manufacturing entities (manufacturing factory, manufacturing workshops, etc.);
- complaints, disputes, legal actions, etc. about which it becomes aware related to use of the NF mark;
- checks (including sampling) may be made in trade outlets.

In case of disputes with users, the verifications may include samplings or tests on the utilisation premises (in that case, the holder is invited to be represented so as to witness the operations).

2.1 Conditions for follow-up inspection

The monitoring of the certified products includes follow-up audits to the production unit and tests on the products.

It also involves surveillance of the usage of the mark and the logos on the products, packaging and any communication materials.

The follow-up conditions (for audits and tests) depend upon the following:

- whether or not the holder holds the ISO 9001 certification, in compliance with Part 2 of this certification reference system;
- decisions made following previous controls (audits and tests);
- any applicable reductions.

Before initiating the follow-up process, CSTB completes an administrative and technical review of the certification dossier to make sure no modifications affecting certification need to be taken into account.

2.2 Evaluation review and decision

CSTB assesses the test and audit reports that are prepared and sent to the holder (evaluation review).

The reports are accompanied, where appropriate, by deviation sheets, including a request for a proposal of corrective action by the holder, within a prescribed time span.

In certain cases, a complementary inspection operation may be requested by CSTB, based on its analysis of the report.

For each irregularity, the holder shall present the actions implemented or envisaged with a relevant time span for bringing into application with regard to the deviation observed. The persons responsible for the actions to be implemented shall be mentioned too.

CSTB analyses the pertinence of the reply and can request the implementation of a complementary check.

CSTB may present the conclusion of the assessments to the Specific Committee for its opinion.

Depending on the results of all the checks, CSTB makes a conclusion about the evaluation and notifies the holder about the conclusion, which may be:

- a decision to renew the certificate, or
- a decision to sanction in accordance with the General Rules of the NF mark.

In the event of a penalty, this will be operative dating from its notification. The choice of penalty depends on the severity of the observed deviation. The sanction notifications which affect the usage right are signed by CSTB Management.

The cost of additional verifications due to the penalties or after analysing the reports is to be borne by the holder.

The holders are responsible for the right to use the NF mark, relative to the product considered and commit themselves to apply the measures which result from the penalties, decided upon in conformity with the certification reference system.

Any suspension or any withdrawal of the right to use the NF mark entails the prohibition to use the NF mark and to make reference to it. This obligation is valid not only for the holder but also for the whole sales network of his company, as well as for the dealers called upon to distribute its products.

All the documentation (technical and sales documents, labels, notices, advertising, Web sites, etc.) shall no longer mention the NF mark for the product subjected to a suspension or a withdrawal (erratum and/or reprinting).

The holder can contest the decision taken by submitting a request in conformity with the General Rules of the NF mark. The applicant is entitled to present their case formally.

Partie 3

Certification files

The application for the right to use the mark must be drawn up by the applicant/holder in one copy in accordance with the examples and templates set out below. **One original of this request shall be made on the applicant's letterhead paper in French** and the entire application shall be sent to CSTB.

In case the product comes from a manufacturing unit located outside the European Economic Area, the applicant designates a delegate within the European Economic Area who co-signs the application.

An application concerning a product which benefits from a foreign conformity mark or from a test certificate issued by a foreign laboratory is processed, taking into account any existing recognition agreements, in conformity with the General Rules of the NF mark.

Note: Electronic versions of model letters and sheets may be obtained from CSTB.

3.1 Case of an initial admission application

Applicants prepare a dossier to include:

- an application and commitment letter in accordance with **standard letter 1A**;
- a general information sheet concerning the applicant, using **standard sheet 1A**;
- a sheet using **standard sheet 2A** listing per designer and per system the RPT aluminium profiles that are manufactured by the applicant in the unit concerned and covered by the application;
- the technical dossier prepared according to **standard sheet 3A**.

STANDARD LETTER 1A
NF MARK - Aluminium profiles with thermal barrier

APPLICATION FORM FOR THE RIGHT TO USE THE NF MARK

(to be drawn up on the applicant/holder's headed paper)

Centre Scientifique et Technique du Bâtiment
Direction Baies et Vitrages
84, avenue Jean Jaurès
Champs sur Marne
F-77447 Marne La Vallée Cedex 2

Subject: **Admission application for the right to use the NF mark - - Aluminium profiles with thermal barrier**

Dear Sir,

I am pleased to apply for the right to use the NF mark:

- for the following product(s) "as set out in the list included with this application";
- produced at the following manufacturing plant: (company name, address);
- and for the trade name (brand name and/or specific retail product name) "as set out in the list included with this application";

For that purpose, I declare that I am familiar with and accept the General Rules of the NF mark, the certification reference system of the NF mark – Aluminium profiles with thermal barrier, and I commit myself to conform to them and to inform my commercial network throughout the duration of usage of the NF mark, and in particular to comply with the decisions taken, without any restriction or reservation, in accordance with the General Rules of the NF mark and with the certification reference system of the NF mark. Aluminium profiles with thermal barrier.

I declare that the products covered by this application:

- are not subject to an environmental declaration; (1)
- < are subject to an environmental declaration > < are subject to an EPD/PEP/other environmental declaration (please specify) > < individual > < collective > < self-declared > < subject to an environmental declaration which has been verified by (name/date):> (1)

This declaration can be viewed at:(attach the declaration)>

I give you permission to display the full version of the certificates issued by CSTB regarding this application:
YES(1) NO(1)

⁽²⁾ <Optional>: <And furthermore, I delegate to the Company (company name) (company legal form), (registered office), represented by (Mr/Ms) (name of the legal representative) in that person's capacity (position) to represent me in the European Economic Area for all questions relative to the use of the NF mark - Aluminium profiles with thermal barrier.*

I undertake to immediately notify CSTB of any new appointment of the representative designated above.

For this purpose, I request that the expenses that are to be borne by me be invoiced directly to him. who will make the payments on my behalf and in my name as soon as the invoices are received, as he/she agreed upon accepting the role of representative.>

Yours faithfully,

**Date and signature of the Applicant's/Holder's
Legal Representative**

**Date and signature of the Representative
in the European Economic Area⁽²⁾**

Preceded by the handwritten words
"Fit for acceptance of representation"

⁽¹⁾ Delete as appropriate

⁽²⁾ Only applies to applicants or holders located outside the European Economic Area (EEA).

STANDARD SHEET 1A
NF MARK - Aluminium profiles with thermal barrier

APPLICANT GENERAL INFORMATION SHEET

PRODUCTION UNIT:

- Company name: _____
- Address: _____
- Country: _____
- Telephone: _____ Fax: _____
- SIRET No. (1): _____ NAF Code (1): _____
- Name and capacity of the legal representative (2):

- Name and capacity of the contact person (if different):

- VAT identification number (3): _____
- Email address: _____
- Web site: _____
- Certified quality management system (4): ISO 9001:2008

MANUFACTURER (if different from the manufacturing plant):

- Company name: _____
- Address: _____
- Country: _____
- Telephone: _____ Fax: _____
- SIRET No. (1): _____ NAF Code (1): _____
- Name and capacity of the legal representative (2):

- Name and capacity of the contact person (if different):

- VAT identification number (3): _____
- Email address: _____
- Web site: _____

REPRESENTATIVE (if requested):

- Company name: _____
- Address: _____
- Country: _____
- Telephone: _____ Fax: _____
- SIRET No. (1): _____ NAF Code (1): _____
- Name and capacity of the legal representative (2):

- Name and capacity of the contact person (if different):

- VAT identification number (3): _____
- Email address: _____
- Web site: _____

CONSULTANCY SERVICES:

If CSTB has undertaken any consultancy work for your company in the 2 years prior to this admission application, please specify:

- The designation of the consultancy service:
- The name of your contact at CSTB:

(1) Only for French companies.
(2) The Legal Representative is the individual who is legally responsible.
(3) Applies to European manufacturers.
(4) Include a copy of the certificate.

STANDARD SHEET 2A
NF MARK - Aluminium profiles with thermal barrier

PRODUCT INFORMATION SHEET
 (Information sheet to be reproduced for each RPT aluminium joinery system of doors and verandas and for each designer)

Applicant's name:
Production Unit:
Official name of the designer:
Trade name of the RPT profile system (RPT aluminium joinery, doors or verandas):

REFERENCES AND CHARACTERISTICS OF THE ASSEMBLED PROFILES

RPT profiles requested			Thermal barrier 1				Thermal barrier 2 (if 2 separate barriers are used)			
Reference	Type declared (A, B or O)	Function	Reference (*)	Manufacturer	Town (place of manufacture)	Country	Reference (*)	Manufacturer	Town (place of manufacture)	Country

(*) indicate the thermal barrier's manufacturer's reference

Is there an Environmental Declaration? YES NO
 If yes: sheet attached to certification application
 location at which this sheet can be viewed:

Date, name and signature of the applicant/holder

STANDARD SHEET 3A

NF MARK - Aluminium profiles with thermal barrier

APPLICANT'S technical dossier

The applicant shall send CSTB the following information and documents in French or English:

- 1) indication of other products of the factory and of other production sites of the Company or of the Group,
- 2) the general organisation chart of the factory and that of the department responsible for quality, separately from the production departments,
- 3) the general organisation of the production, the production means, a diagram describing the manufacturing process (with description of the various production work stations),
- 4) a description of the plan and ways and means of inspection and organisation of the factory inspections in conformity with the requirements of Part 2.4.2 of the certification reference system and technical document in the appendix (No. 1 or 2, depending on product family) ⇒ append to the dossier the written procedures conforming to the requirements of Part 2.4.2 of the certification reference system and the requirements of Part 6 of the technical document 1 or 2 in the appendix (in particular, written procedures relative to the acceptance inspection of the ½ profiles, acceptance inspection of the thermal barriers, inspection of the manufacture of RPT profiles and of finished products: dimensional, shear strength T and marking)
- 5) at least the last three months of self-inspection records for the RPT aluminium profiles manufactured in the unit (verification of finished products as specified in Chapter 6.3 of the technical document in the appendix),
- 6) corroboration of the designer's authorisation, granted to the applicant, to manufacture the RPT aluminium profiles that are the subject of the application,

7) for the various RPT aluminium profiles, subject of the application:

- 7.1) the drawings of the RPT aluminium profiles, prepared by the designer(s) of the RPT aluminium joinery system, of doors or of verandas, scale 1, dimensioned, with reference marking of dimensions "a" and "b" defined in Standard NF EN 14024: 2005 (with referencing of the direction and orientation of the force applied). For each RPT aluminium profile, the type A or O shall be declared with the designer's agreement,

Note: Dimension "a" is located at the middle of the groove receiving the sealing gasket or at 5 mm from the extremity of the RPT aluminium profile's flange.

- 7.2) the production drawings of the assembled RPT aluminium profiles (drawings used in the unit containing the dimensions with the tolerances to be respected after installation of the thermal barrier),

Note: The location of the marking for the traceability of the production of the RPT profile is to be indicated on the drawings.

- 7.3) the extrusion drawings of the ½ aluminium profiles with the details of the crimping grooves dimensioned at full scale (as the case may be),

-
- 7.4) the production drawings of the thermal barriers used (suppliers' drawings of the thermal barriers),
- 7.5) the references and characteristics of the incorporated constituents with indications concerning the source of such constituents and the corroborations (conformity with the standards in force, quality certificates, etc.) concerning them:
- in particular, for the aluminium profiles: extrusion unit, nature of the alloy, metallurgical state; specify the possible surface states of the ½ aluminium profiles before installing the thermal barrier: no treatment (as-extruded), lacquering, anodising. For the profiles lacquered or anodised before the thermal barrier is installed, specify the origin of the treatment (quality certificates relative to the surface treatment, to be attached),
 - in particular, for the thermal barriers: production unit (supplier's name, town, country), material, colour, nature of any wire,
- 7.6) the results of the inspections (shear strength T, transversal tensile strength Q, dimensions, marking for traceability of the production of the RPT aluminium profiles according to Chapter 5.1.1 of the technical document in the appendix) for each reference of RPT aluminium profile manufactured in the unit covered by the application, those results coming from the production unit or, as the case may be, for the transversal tensile strength tests Q, from an outside laboratory independent from the factory,
- 8) a description of the present marking affixed to the RPT aluminium profiles for the traceability of the production of the RPT aluminium profile (production date of the RPT aluminium profile, production line, etc.),
- 9) the certificates of calibration or of metrological verification of the control equipment used,
- 10) a description of the packaging and of the storage conditions.

3.2 Additional admission application for a new product (or range of products)

Holders prepare a dossier to include:

- an application and commitment letter in accordance with **standard letter 1B**;
- a general information sheet concerning the applicant, using **standard sheet 1B**;
- a sheet using **standard sheet 2B** listing per designer and per system the RPT aluminium profiles that are manufactured by the applicant in the unit concerned and covered by the application;
- the technical dossier prepared according to **standard sheet 3B**.

STANDARD LETTER 1B
NF MARK - Aluminium profiles with thermal barrier

EXTENSION FORM FOR THE RIGHT TO USE THE NF MARK
FOR A NEW PRODUCT (ADDITIONAL ADMISSION)

(to be drawn up on the applicant/holder's headed paper)

Centre Scientifique et Technique du Bâtiment
Direction Baies et Vitrages
84, avenue Jean Jaurès
Champs sur Marne
F-77447 Marne La Vallée Cedex 2

Subject: Admission application for the right to use the NF mark - - Aluminium profiles with thermal barrier

Dear Sir,

I am pleased to apply for the right to use the NF mark:

- for the following product(s) "as set out in the list included with this application";
- produced at the following manufacturing plant: (company name, address);
- and for the trade name (brand name and/or specific retail product name) "as set out in the list included with this application";

For that purpose, I declare that I am familiar with and accept the General Rules of the NF mark, the certification reference system of the NF mark – Aluminium profiles with thermal barrier, and I commit myself to conform to them and to inform my commercial network throughout the duration of usage of the NF mark, and in particular to comply with the decisions taken, without any restriction or reservation, in accordance with the General Rules of the NF mark and with the certification reference system of the NF mark. Aluminium profiles with thermal barrier.

I declare that the products covered by this application:

- are not subject to an environmental declaration; (1)
- < are subject to an environmental declaration > < are subject to an EPD/PEP/other environmental declaration (please specify) > < individual > < collective > < self-declared > < subject to an environmental declaration which has been verified by (name/date):> (1)

This declaration can be viewed at:(attach the declaration)>

I give you permission to display the full version of the certificates issued by CSTB regarding this application:
YES(1) NO(1)

(2) <Optional>: <And furthermore, I delegate to the Company (company name) (company legal form), (registered office), represented by (Mr/Ms) (name of the legal representative) in that person's capacity (position) to represent me in the European Economic Area for all questions relative to the use of the NF mark - Aluminium profiles with thermal barrier.*

I undertake to immediately notify CSTB of any new appointment of the representative designated above.

For this purpose, I request that the expenses that are to be borne by me be invoiced directly to him. who will make the payments on my behalf and in my name as soon as the invoices are received, as he/she agreed upon accepting the role of representative.>

Yours faithfully,

**Date and signature of the Applicant's/Holder's
Legal Representative**

**Date and signature of the Representative
in the European Economic Area⁽²⁾**

Preceded by the handwritten words
"Fit for acceptance of representation"

⁽¹⁾ Delete as appropriate

⁽²⁾ Only applies to applicants or holders located outside the European Economic Area (EEA).

STANDARD SHEET 1B
NF MARK - Aluminium profiles with thermal barrier

APPLICANT GENERAL INFORMATION SHEET

PRODUCTION UNIT:

- Company name: _____
- Address: _____
- Country: _____
- Telephone: _____ Fax: _____
- SIRET No. (1): _____ NAF Code (1): _____
- Name and capacity of the legal representative (2):

- Name and capacity of the contact person (if different):

- VAT identification number (3): _____
- Email address: _____
- Web site: _____
- Certified quality management system (4): ISO 9001:2008

MANUFACTURER (if different from the manufacturing plant):

- Company name: _____
- Address: _____
- Country: _____
- Telephone: _____ Fax: _____
- SIRET No. (1): _____ NAF Code (1): _____
- Name and capacity of the legal representative (2):

- Name and capacity of the contact person (if different):

- VAT identification number (3): _____
- Email address: _____
- Web site: _____

REPRESENTATIVE (if requested):

- Company name: _____
- Address: _____
- Country: _____
- Telephone: _____ Fax: _____
- SIRET No. (1): _____ NAF Code (1): _____
- Name and capacity of the legal representative (2):

- Name and capacity of the contact person (if different):

- VAT identification number (3): _____
- Email address: _____
- Web site: _____

CONSULTANCY SERVICES:

If CSTB has undertaken any consultancy work for your company in the 2 years prior to this admission application, please specify:

- The designation of the consultancy service:
- The name of your contact at CSTB:

(1) Only for French companies.
(2) The Legal Representative is the individual who is legally responsible.
(3) Applies to European manufacturers.
(4) Include a copy of the certificate.

STANDARD SHEET 2B
NF MARK - Aluminium profiles with thermal barrier

PRODUCT INFORMATION SHEET
 (Information sheet to be reproduced for each RPT aluminium joinery system of doors and verandas and for each designer)

Applicant's name:
Production Unit:
Official name of the designer:
Trade name of the RPT profile system (RPT aluminium joinery, doors or verandas):

REFERENCES AND CHARACTERISTICS OF THE ASSEMBLED PROFILES

RPT profiles requested			Thermal barrier 1				Thermal barrier 2 (if 2 separate barriers are used)			
Reference	Type declared (A, B or O)	Function	Reference (*)	Manufacturer	Town (place of manufacture)	Country	Reference (*)	Manufacturer	Town (place of manufacture)	Country

(*) indicate the thermal barrier's manufacturer's reference

Is there an Environmental Declaration? YES NO
 If yes: sheet attached to certification application
 location at which this sheet can be viewed:

Date, name and signature of the applicant/holder

STANDARD SHEET 3B

NF MARK - Aluminium profiles with thermal barrier

APPLICANT'S technical dossier
(additional admission for a new product)

The applicant shall send CSTB the following information and documents in French or English:

- 1) corroboration of the designer's authorisation, granted to the applicant, to manufacture the RPT aluminium profiles that are the subject of the application,

2) For the various RPT aluminium profiles, subject of the application:

- 2.1) the drawings of the RPT aluminium profiles, prepared by the designer(s) of the RPT aluminium joinery system, of doors or of verandas, scale 1, dimensioned, with reference marking of dimensions "a" and "b" defined in Standard NF EN 14024: 2005 (with referencing of the direction and orientation of the force applied). For each RPT aluminium profile, the type A or O shall be declared with the designer's agreement,

Note: Dimension "a" is located at the middle of the groove receiving the sealing gasket or at 5 mm from the extremity of the RPT aluminium profile's flange.

- 2.2) the production drawings of the assembled RPT aluminium profiles (drawings used in the unit containing the dimensions with the tolerances to be respected after installation of the thermal barrier),

Note: The location of the marking for the traceability of the production of the RPT aluminium profile is to be indicated on the drawings.

- 2.3) the extrusion drawings of the ½ aluminium profiles with the details of the crimping grooves dimensioned at full scale (as the case may be),

- 2.4) the production drawings of the thermal barriers used (suppliers' drawings of the thermal barriers),

- 2.5) the references and characteristics of the incorporated constituents with indications concerning the source of such constituents and the corroborations (conformity with the standards in force, quality certificates, etc.) concerning them:

- in particular, for the aluminium profiles: extrusion unit, nature of the alloy, metallurgical state; specify the possible surface states of the ½ aluminium profiles before installing the thermal barrier: no treatment (as-extruded), lacquering, anodising. For the profiles lacquered or anodised before the thermal barrier is installed, specify the origin of the treatment (quality certificates relative to the surface treatment, to be attached),

- in particular, for the thermal barriers: production unit (supplier's name, town, country), material, colour, nature of any wire,

- 2.6) the results of the inspections (shear strength T, transversal tensile strength Q, dimensions, marking for traceability of the production of the RPT aluminium profiles according to Chapter 5.1.1 of the technical document in the appendix) for each reference of RPT aluminium profile manufactured in the unit covered by the application, those results coming from the production unit or, as the case may be, for the transversal tensile strength tests Q, from an outside laboratory independent from the factory,

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-
- 3) a description of the present marking affixed to the RPT aluminium profiles for the traceability of the production of the RPT aluminium profile (production date of the RPT aluminium profile, production line, etc.),
 - 4) the certificates of calibration or of metrological verification of the control equipment used, where applicable.

Some elements are requested at the other points in the admission technical dossier (see standard sheet 3A) if there are modifications to be made to the information already communicated at the admission stage.

3.3 Extension application (modified product)

Holders prepare a dossier to include:

- an application and commitment letter in accordance with **standard letter 1C**;
- a sheet using **standard sheet 2C** listing per designer and per system the RPT aluminium profiles that are manufactured by the applicant in the unit concerned and covered by the application;
- the technical dossier prepared according to **standard sheet 3C**.

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STANDARD LETTER 1C
NF MARK - Aluminium profiles with thermal barrier

APPLICATION FORM FOR EXTENSION OF THE RIGHT TO USE THE NF MARK FOR A MODIFIED PRODUCT

(to be drawn up on the holder's letterhead)

Centre Scientifique et Technique du Bâtiment
Direction Baies et Vitrages
84, avenue Jean Jaurès
Champs sur Marne
F-77447 Marne La Vallée Cedex 2

Subject: **Admission application for the right to use the NF mark - Aluminium profiles with thermal barrier for a modified product**

Dear Sir,

As the holder of the NF mark - Aluminium profiles with thermal barrier for product of my manufacture, identified under the following references:

- product name:
- production unit:
- brand name:
- specific retail product name:
- right of use granted on (date) and bearing the following number:

I am writing to apply for the right to use the NF mark for the product we manufacture, derived from the certified product with the following modifications: <description of the modifications>.

The product/product range for which I am seeking an extension will replace the certified product listed above:

- NO (1);
- YES (1).

I declare that the product/product range covered by this application is, with relation to the other characteristics, strictly in conformity with the product already certified and manufactured under the same conditions.

For that purpose, I declare that I am familiar with and accept the General Rules of the NF mark, the certification reference system of the NF mark – Aluminium profiles with thermal barrier, and I commit myself to conform to them and to inform my commercial network throughout the duration of usage of the NF mark, and in particular to comply with the decisions taken, without any restriction or reservation, in accordance with the General Rules of the NF mark and with the certification reference system of the NF mark. Aluminium profiles with thermal barrier.

I declare that the products covered by this application:

- are not subject to an environmental declaration; (1)
- < are subject to an environmental declaration > < are subject to an EPD/PEP/other environmental declaration (please specify) > < individual > < collective > < self-declared > < subject to an environmental declaration which has been verified by (name/date):> (1)

This declaration can be viewed at:(attach the declaration)>

Yours faithfully,

**Date and signature of the Holder's
Representative
Legal Representative**

**Date and signature of the Legal
in the European Economic Area ⁽²⁾**

⁽¹⁾ Delete as appropriate

⁽²⁾ Only applies to applicants located outside the European Economic Area.

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STANDARD SHEET 2C
NF MARK - Aluminium profiles with thermal barrier

PRODUCT INFORMATION SHEET
 (Information sheet to be reproduced for each RPT aluminium joinery system of doors and verandas and for each designer)

Applicant's name:
Production Unit:
Official name of the designer:
Trade name of the RPT profile system (RPT aluminium joinery, doors or verandas):

REFERENCES AND CHARACTERISTICS OF THE ASSEMBLED PROFILES

RPT profiles requested			Thermal barrier 1				Thermal barrier 2 (if 2 separate barriers are used)			
Reference	Type declared (A, B or O)	Function	Reference (*)	Manufacturer	Town (place of manufacture)	Country	Reference (*)	Manufacturer	Town (place of manufacture)	Country

(*) indicate the thermal barrier's manufacturer's reference

Is there an Environmental Declaration? YES NO
 If yes: sheet attached to certification application
 location at which this sheet can be viewed:

Date, name and signature of the applicant/holder

STANDARD SHEET 3C

NF MARK - Aluminium profiles with thermal barrier

APPLICANT'S technical dossier
(extension for a modified product)

The applicant shall send CSTB the following information and documents in French or English:

- 1) corroboration of the designer's authorisation, granted to the applicant, to manufacture the RPT aluminium profiles that are the subject of the application,

2) For the various RPT aluminium profiles, subject of the application:

- 2.1) the drawings of the RPT aluminium profiles, prepared by the designer(s) of the RPT aluminium joinery system, of doors or of verandas, scale 1, dimensioned, with reference marking of dimensions "a" and "b" defined in Standard NF EN 14024: 2005 (with referencing of the direction and orientation of the force applied). For each RPT aluminium profile, the type A or O shall be declared with the designer's agreement,

Note: Dimension "a" is located at the middle of the groove receiving the sealing gasket or at 5 mm from the extremity of the RPT aluminium profile's flange.

- 2.2) the production drawings of the assembled RPT aluminium profiles (drawings used in the unit containing the dimensions with the tolerances to be respected after installation of the thermal barrier),

Note: The location of the marking for the traceability of the production of the RPT aluminium profile is to be indicated on the drawings.

- 2.3) the extrusion drawings of the ½ aluminium profiles with the details of the crimping grooves dimensioned at full scale (as the case may be),
- 2.4) the production drawings of the thermal barriers used (suppliers' drawings of the thermal barriers),
- 2.5) the references and characteristics of the incorporated constituents with indications concerning the source of such constituents and the corroborations (conformity with the standards in force, quality certificates, etc.) concerning them:

- in particular, for the aluminium profiles: extrusion unit, nature of the alloy, metallurgical state; specify the possible surface states of the ½ aluminium profiles before installing the thermal barrier: no treatment (as-extruded), lacquering, anodising. For the profiles lacquered or anodised before the thermal barrier is installed, specify the origin of the treatment (quality certificates relative to the surface treatment, to be attached),

- in particular, for the thermal barriers: production unit (supplier's name, town, country), material, colour, nature of any wire,

- 2.6) the results of the inspections (shear strength T, transversal tensile strength Q, dimensions, marking for traceability of the production of the RPT aluminium profiles according to Chapter 5.1.1 of the technical document in the appendix) for each reference of RPT aluminium profile manufactured in the unit covered by the application, those results coming from the production unit or, as the case may be, for the transversal tensile strength tests Q, from an outside laboratory independent from the factory,

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-
- 3) a description of the present marking affixed to the RPT aluminium profiles for the traceability of the production of the RPT aluminium profile (production date of the RPT aluminium profile, production line, etc.),
 - 4) the certificates of calibration or of metrological verification of the control equipment used, where applicable.

Some elements are requested at the other points in the admission technical dossier (see standard sheet 3A) if there are modifications to be made to the information already communicated at the admission stage.

3.4 Additional admission application (new RPT aluminium profiles already NF-certified in another unit belonging to the same Group)

Holders prepare a dossier to include:

- an application and commitment letter in accordance with **standard letter 1D**;
- a summary table of results as per the standard sheet 5D template document to be appended to **standard letter 1D**;
- the technical dossier prepared according to **standard sheet 3D**.

STANDARD LETTER 1D
NF MARK - Aluminium profiles with thermal barrier

ADDITIONAL ADMISSION APPLICATION FORM FOR RPT PROFILES ALREADY NF-CERTIFIED IN ANOTHER UNIT (within the same Group) (to be drawn up on the holder's letterhead)

Centre Scientifique et Technique du Bâtiment
 Direction Baies et Vitrages
 84, avenue Jean Jaurès
 Champs sur Marne
 F-77447 Marne La Vallée Cedex 2

Subject: **Additional admission application for the right to use the NF mark - Aluminium profiles with thermal barrier for RPT aluminium profiles already NF-certified in another unit belonging to the same Group**

Enclosure(s): a file containing the results of the inspections and the designer's authorisation

Dear Sir,

I am pleased to apply for the right to use the NF mark

- for RPT aluminium profiles manufactured in the following unit: (company name) (address)
- and listed below:

REFERENCES AND CHARACTERISTICS OF THE ASSEMBLED PROFILES

RPT profiles requested			Thermal barrier 1				Thermal barrier 2 (if 2 separate barriers are used)			
Reference	Type declared (A, B or O)	Function	Reference (*)	Manufacturer	Town (place of manufacture)	Country	Reference (*)	Manufacturer	Town (place of manufacture)	Country

(*) indicate the thermal barrier's manufacturer's reference

This application concerns RPT aluminium profiles that are identical and are already NF certified in the production unit(s) (company name) (address): belonging to our GROUP (name):

I declare that I am keeping a sample at least 20 cm long of each RPT aluminium reference above, manufactured in the unit covered by the application so as to perform complementary shear strength T tests in the presence of the auditor as part of the review inspection audit.

The results of the inspections (shear strength T, transversal tensile strength Q, dimensions) for each RPT aluminium profile reference manufactured in the unit covered by the application are communicated in an attached document.

For that purpose, I declare that I am familiar with and accept the General Rules of the NF mark, the certification reference system of the NF mark – Aluminium profiles with thermal barrier, and I commit myself to conform to them and to inform my commercial network throughout the duration of usage of the NF mark, and in particular to comply with the decisions taken, without any restriction or reservation, in accordance with the General Rules of the NF mark and with the certification reference system of the NF mark. Aluminium profiles with thermal barrier.

I give you permission to display the full version of the certificates issued by CSTB regarding this application:
 YES(1) NO(1)

Yours faithfully,

Date, Name and signature of the applicant's legal representative

⁽¹⁾ Delete as appropriate

STANDARD SHEET 3D

NF MARK - Aluminium profiles with thermal barrier

APPLICANT'S TECHNICAL DOSSIER

The applicant shall send CSTB the following information and documents in French or English:

For an additional admission for identical RPT aluminium profiles, of the same type declared (A, B or O), already NF certified in a unit belonging to the same group:

- 1) corroboration of the designer's authorisation, granted to the applicant, to manufacture the RPT aluminium profiles that are the subject of the application,
- 2) the results of the inspections (shear strength T, transversal tensile strength Q, dimensions, marking for traceability of the production of the RPT aluminium profiles according to Chapter 5.1.1 of the technical document in the appendix) for the RPT aluminium profiles manufactured in the unit covered by the application, those results coming from the production unit or, as the case may be, for the transversal tensile strength tests Q, from an outside laboratory independent from the factory,

In addition, a test specimen of 20 cm per RPT aluminium profile will be kept by the applicant in view of additional shear strength T tests to be carried out in the unit in the presence of the auditor within the framework of the follow-up inspection audit,

- 3) the certificates of calibration or of metrological verification of the control equipment used, where applicable.

Some elements are requested at the other points in the admission technical dossier (see standard sheet 3A) if there are modifications to be made to the information already communicated at the admission stage.

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Template document standard sheet 5D to be appended to standard letter 1D

Reference RPT profile	½ profiles		Thermal barrier(s)				Date of installation of the thermal barrier	Shear strength T and dimensional checks carried out by the applicant/holder: Dates of the checks: Carried out by: Transversal tensile strength tests Qc (=average -2 standard deviation) of 10 measurements on test specimens sampled within the same bar, tests carried out by:				Verifications in the presence of the auditor Auditor name NF252: Date: (test specimen 100 mm cut from a sample at least 200 mm long, kept by the applicant/holder and from within the same bar)		
	References of the ½ profiles	Surface state of ½ profiles (and origin, if treated)	Reference (*)	Production batch No.	Manufacturer	Town		Measurement dimension RPT profile (mm)	T Before oven conditioning** (if as extruded) N/mm	T After oven conditioning** (if as extruded) N/mm	Qc After oven conditioning** (if as extruded) N/mm	Measurement dimension (mm)	T After oven conditioning (as extruded) N/mm	Comments
Ref.:	Ref. of the ½ profile:	untreated or lacquered by: or anodised by:	Thermal barrier ref. no. 1:	No.	Name	Location	date	Dimension 1:	T= For test specimen length =	T= For test specimen length =	Qc = Length of test specimens =	Dimension 1:	T= Length of test specimen =	
	Ref. of the ½ profile:	untreated or lacquered by: or anodised by:	Thermal barrier ref. No. 2:	No.	Name	Location		Dimension 2 (if scheduled)				Dimension 2 (if scheduled)		

(*) Reference of the manufacturer of the thermal barrier

** oven conditioning 200°C 20 minutes

Date, name and signature of the applicant/holder.

3.5 New admission application subsequent to withdrawal of the right to use the NF mark

Holders prepare a dossier to include:

- an application and commitment letter in accordance with **standard letter 1A**;
- a general information sheet concerning the applicant, using **standard sheet 1A**;
- a technical data sheet for the product in accordance with **standard sheet 2A**;
- the technical dossier prepared according to **standard sheet 3A**;
- specific items all applicants must submit as part of a new admission application where the usage right has been withdrawn as a result of a sanction in accordance with **standard sheet 4**.

STANDARD SHEET 4
NF MARK - Aluminium profiles with thermal barrier

SPECIFIC ITEMS ALL APPLICANTS MUST PRODUCE AS PART OF A NEW ADMISSION APPLICATION WHERE THE USAGE RIGHT HAS BEEN WITHDRAWN AS A RESULT OF A SANCTION

- Deceptive marketing practices in application of Articles L 121-1 and subsequent articles from the Consumer Code, and of deception in application of Article L 155-30 of the Consumer Code (Issuance of a false attestation and/or a false certificate indicating the products are CSTB-certified when they are not)
 Failure to meet commitments as regards the correct usage of the certification mark

The applicant is responsible for determining and carrying out a course of action that will fully address and remedy the causes and consequences of their commitments as regards the correct usage of the certification mark.

ACTIONS	AS A MINIMUM, PROOFS TO BE SUPPLIED BY THE CSTB APPLICANT SHOWING THE ACTIONS THEY HAVE UNDERTAKEN TO FULLY ADDRESS AND REMEDY THE CAUSES AND CONSEQUENCES	VALIDITY OF THE PROOFS RECEIVED
CURATIVE ACTIONS	<ul style="list-style-type: none"> A list of those affected including full contact details (customers, prospects, technical controllers, etc.) who have received false attestations/false certificates; failing that, a list of those affected (customers, prospects, technical controllers, etc.) who have been contacted over the preceding 24 months. 	<input type="checkbox"/> List sent <input type="checkbox"/> List not sent <i>Comments:</i>
	<ul style="list-style-type: none"> A list of customers including full contact details who have taken delivery of inappropriately marked products or who have been presented with the mark certification(s); failing that, a list of customers during the preceding 24 months. 	<input type="checkbox"/> List sent <input type="checkbox"/> List not sent <i>Comments:</i>
	<ul style="list-style-type: none"> Letter written by the Applicant's manager informing those affected of the invalidity of the false attestations/false certificates they have been sent. 	<p><i>CSTB will verify that this action has been carried out by contacting 5% of those affected or at least 5 customers and technical controllers.</i></p> <input type="checkbox"/> Letter of information duly implemented and corroborated by those affected <input type="checkbox"/> Letter of information not implemented or partially implemented <i>Comments:</i>
	<ul style="list-style-type: none"> Letter written by the Applicant's manager informing the customers of products that are inappropriately marked or products bearing the certification mark(s). 	<p><i>CSTB will verify that this action has been carried out by contacting 5% of the customers or at least 5 customers</i></p> <input type="checkbox"/> Letter of information duly implemented, corroborated by those affected <input type="checkbox"/> Letter of information not implemented or partially implemented <i>Comments:</i>
	<ul style="list-style-type: none"> Action undertaken against the person or persons responsible for approving and issuing the false attestations/false certificates and/or 	<input type="checkbox"/> Action relevant <input type="checkbox"/> Action not relevant

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	delivering inappropriately marked products.	<i>Comments:</i>
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ACTIONS	AS A MINIMUM, PROOFS TO BE SUPPLIED BY THE CSTB APPLICANT SHOWING THE ACTIONS THEY HAVE UNDERTAKEN TO FULLY ADDRESS AND REMEDY THE CAUSES AND CONSEQUENCES	VALIDITY OF THE PROOFS RECEIVED
CORRECTIVE ACTION	<ul style="list-style-type: none"> Proofs that all the personnel in the company have been informed/made aware of the deceptive marketing practices (e.g. signed attendance record, informative media, etc.). 	<input type="checkbox"/> Proof(s) relevant <input type="checkbox"/> Proof(s) not relevant <i>Comments:</i>
	<ul style="list-style-type: none"> Ethical rules. 	<input type="checkbox"/> Defined <input type="checkbox"/> Not defined <i>Comments:</i>
	<ul style="list-style-type: none"> Commitment by all the personnel in the company to abide by the ethical rules (e.g. employment contract, individual commitments, etc.). 	<input type="checkbox"/> Commitments available <input type="checkbox"/> Commitments not available <i>Comments:</i>
	<ul style="list-style-type: none"> Scheduling of internal audits on the observance of the ethical rules: * first internal audit to be scheduled within three months of the date of the CSTB admission application at the latest, * internal audits to be scheduled once a year. 	<input type="checkbox"/> Scheduling in compliance <input type="checkbox"/> Scheduling not in compliance <i>Comments:</i>
	<ul style="list-style-type: none"> Letter from the company manager committing to: * grant the CSTB auditor access to the contact details of all those in receipt of proposals so that a sample of the items received can be examined by the CSTB for period of two years; * agree to being invoiced for two additional auditing days over the course of the year at the applicable rate; Note: the purpose of this audit is to verify the effectiveness of the implementation of the actions on a documentary and in situ basis. 	<input type="checkbox"/> Letter of commitment available <input type="checkbox"/> Letter of commitment not available <i>Comments:</i>
	<ul style="list-style-type: none"> grant the CSTB auditor access to the full contact details of all those in receipt of proposals so that a sample of the items received can be examined by the CSTB for period of two years. 	<i>The CSTB will make enquiries with 5% of the recipients of proposals or at least 5 recipients for a period of two years from the date of the CSTB admission application.</i>
PREVENTIVE ACTION	<ul style="list-style-type: none"> Where applicable, proof of diffusion of the ethical charter in the company's subsidiaries. 	<input type="checkbox"/> proof(s) relevant <input type="checkbox"/> proof(s) not relevant, <i>Comments:</i>

- All the actions required are available, defined, relevant or in compliance. The admission application can proceed.
- Not all the required actions are available. The admission application cannot proceed.

ANALYSIS CARRIED OUT BY (Name of the manager and/or application manager):
 DATE: __ / __ / ____ SIGNATURE:

VALIDATED BY THE OPERATIONS DIRECTOR (Name):
 DATE: __ / __ / ____ SIGNATURE:

Partie 4

Prices

The purpose of this part is to define the total NF certification-related services due and to describe the terms of payment.

The NF certification includes the following services:

- Development and implementation of an application;
- Examination of the certification application;
- Processing of certification application;
- Testing;
- Audits;
- Sampling;
- Right to use the NF mark;
- Complementary or supplementary checks;
- Promotion.

4.1 Services relating to NF certification

Nature of the service	Definition of the service	General terms and conditions
Development and implementation of an application.	Participation in the implementation of the NF mark, including the preparation of the certification reference system.	This service is paid by the applicant when it makes its initial application for the right to use the NF mark. The fee for this service remains due even if the right to use the NF mark is not awarded or if the application is abandoned during the examination.
Examination of the certification application.	Services including examination of the application dossiers, the relations with the applicants, the laboratories, the auditors, and the assessment of the results of the checks.	These services are invoiced when the application is received. It is a single flat amount. The fee for these services remains due even if the right to use the NF mark is not awarded or if the application is abandoned during the examination.
Processing of certification application.	Services of processing the dossiers of certified products and of their holders, preparation of lists of certified products, assessment of the results of the verifications.	

Nature of the service	Definition of the service	General terms and conditions
Testing	Laboratories' testing services.	The laboratories' price lists are provided upon request. The fee for these services remains due even if the right to use the NF mark is not awarded or if the application is abandoned during the examination.
Audit	Services including preparation for the audit, the audit itself as well as the report. Travel expenses are to be added to these services.	The fee for these services remains due even if the right to use the NF mark is not awarded or renewed.
Sampling	Services including preparation and sampling itself.	The minimum amount invoiced will be a half day if the sampling is carried out outside the ambit of the audit.
Fee for the right to use the NF mark	This usage right contributes to: - Registration and protection of the mark, legal counsel, dealing with wrongful usage (justice costs); - the generic promotion of the NF mark; - the general operation of the NF mark (management of the NF mark bodies, quality system, appeals process, etc.).	The share of the AFNOR Certification as regards the right to use the NF marks equates to 5% of the total sales (excluding taxes) of the certification generated by services invoiced by the CSTB, excluding travel costs. CSTB assumes the responsibility of passing on to AFNOR Certification the share that is due to it.
Complementary / supplementary checks.	Services required by the additional checks or complementary verification tests which may turn out to be necessary following insufficiencies or anomalies detected by the current verifications.	These services are to be borne by the applicant/holder according to the prices in force, provided upon request.
Promotion.	Sector promotion actions to promote the NF mark.	The fee for this service is specified each year and invoiced in addition to the other services.

4.2 Paying for the services

The registration fee and the costs relative to the services of examination and audit, invoiced as part of an admission or extension application of the right to use the NF mark are payable in a single payment, at the time the application is submitted, for its official registration.

These fees remain payable even if the right to use the NF mark is not awarded or renewed.

The fees for the annual follow-up services will be invoiced during the first quarter of each year and remain payable if the right to use the NF mark is not renewed, is cancelled or is suspended during the year.

The applicant or holder of the right to use the NF mark must pay all their fees in accordance with the stipulated terms of payment. Any failure on their part constitutes an obstacle to the performance by CSTB of the responsibilities of verification and corrective action that are incumbent upon them under this certification reference system.

In case an initial notification by registered letter, with receipt acknowledgement, should not result, within one month, in the payment of all the sums due, all penalties provided for in the General Rules of the NF mark may be applied for all the products accepted for that holder.

4.3 Prices

Prices are reviewed annually, in the form of a price list drawn up by CSTB. This revision is decided on after consultation with the Specific Committee.

If holders refuse to recognise the annual price review, they will be deemed to have voluntarily terminated the right to use the NF mark for their certified products.