

**GRAVITY DRAINAGE SYSTEMS MADE OF
THERMOPLASTIC MATERIALS**

Technical document 442-08

Specifications applicable to stand-by
plants

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21/12/2018

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With over 900 employees, its subsidiaries and networks of national, European and international partners, the CSTB group works for all the stakeholders in the construction sector to advance building quality and safety.

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MODIFICATION HISTORY

Revision No.	Application date	Modifications
00	21/12/2018	Creation of Technical Document 442-08

§1.3. Applying for certification

For the special case of a preliminary admission application for a “stand-by” plant

A force majeure event¹ could result in the halting of a production line for a long period of time with a significant and detrimental impact on a holder with a certified plant. The force majeure event may involve halting one line or multiple lines or bringing the entire production unit to a halt.

When a production line in a certified plant is halted following a force majeure event, a “stand-by” plant could take over all or part of the halted production line(s) of that plant for a very short period of time.

As part of the preventive management of the industrial risk of production line inoperability in a certified plant, a holder with a certified plant may request a preliminary admission application for a non-certified “stand-by” plant.

The purpose of the preliminary admission application is to ensure that the quality of the products manufactured in the “stand-by” plant is identical to the quality of the products manufactured by the certified plant and respects the requirements of the reference system in all points.

All of the following conditions must be met in order to submit an admission application for a “stand-by” plant:

- The “stand-by” plant belongs to the holder of the mark or is contractually linked to the holder of the mark:
To be “contractually linked” means that several entities have signed an agreement or contract between them that defines their rights and obligations.
For example: As a result of a force majeure event, the holder of the certified plant (Company A) contractually entrusts a production unit to a stand-by plant (Company B).
The purpose of the contract is to define the conditions under which Company B undertakes to manufacture a unit (technical, financial and deadline conditions, quality requirements, etc.).
- The product range submitted for preliminary admission for the “stand-by” plant must be included in the same range as the certified plant.
- The products manufactured in the “stand-by” plant must be manufactured by the same manufacturing process as the certified plant.
- The range produced by the “stand-by” plant must be certified by a third-party European certifying body (KIWA, DWGV, IIP, etc.) and in accordance with the same European standard for the product under consideration.

¹ As defined in Article 1218 of the French Civil Code and French case law: *External and unstoppable event* (which is beyond control and the effects of which cannot be prevented by appropriate measures), *unforeseeable event* (which could not reasonably have been foreseen).

Administrative appendix to the reference system

Part 1:

OBTAINING CERTIFICATION

§1.5. Preliminary admission application for a “stand-by” plant

1.5.1. PRELIMINARY ADMISSION APPLICATION

The preliminary admission application shall be submitted in compliance with the conditions and templates provided in Part 3 (paragraph 3.6).

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 performed;
- the assessment (audits and tests) is carried out;
- the assessment is reviewed;
- the preliminary admission process is concluded.

1.5.2. 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 application is only admissible if:

- the application letter is complete, signed and accompanied by the signed quote where applicable;
- the “stand-by” plant manages **the entire production process** 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;
- the products covered by the application comply with the reference standards and technical specifications set out in Part 2 of this certification reference system;
- the inspections and tests for the products covered by the application, as specified in this certification reference system, are implemented.

CSTB also ensures that it has all the resources it needs to reply to the application and may therefore request additional information needed to ensure the admissibility of the dossier.

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.).

1.5.3. ASSESSMENT METHODS

The assessment methods are identical to the normal admission process.

During the admission audit, the “stand-by” plant manufactures the certified products mentioned in the preliminary admission application.

1.5.4. ASSESSMENT REVIEW AND CONCLUSION

The assessment review methods are identical to the normal admission process.

Depending on the results of the entire assessment, CSTB issues a conclusion:

- acceptance of preliminary admission, or
- refusal of preliminary admission.

CSTB sends the holder a letter indicating its conclusion. CSTB does not issue a certificate.

Part 2:

MAINTAINING CERTIFICATION: FOLLOW-UP PROCEDURES

§2.3. For the special case of the follow-up audit and issuance of a certificate for a “stand-by” plant

FOLLOW-UP:

The methods for the follow-up audit in the stand-by plant are identical to the normal follow-up audit procedures.

The frequency of follow-up audits in a “stand-by” plant is once every 3 years. This frequency may be increased in case of changes to the product standard or test standards.

During the follow-up audit, the “stand-by” plant does not necessarily manufacture the certified products mentioned in the preliminary admission application. In such cases, the auditor shall sample products from the same range as the products mentioned in the preliminary admission application and which hold a third-party certification. These sampled products are tested at the mark laboratory.

ISSUANCE OF THE CERTIFICATE AFTER DECLARATION OF A FORCE MAJEURE EVENT:

In case of a force majeure event as defined in §1.3. of this reference system, the holder must send the following documents to CSTB:

- A declaration of the force majeure event and documentation thereof, with an estimation of the period of time for which production will be halted and the list of products from the affected production line,
- The positive audit and test reports from the third-party certifying body for the “stand-by” plant for the affected products; these reports must be written in either French or English,
- The elements serving to corroborate the validity of the “type” tests provided for the admission of the stand-by plant or the appropriate test reports,
- The production control system provisions applied by the stand-by plant, mentioning the actions incumbent upon the affected plant, **where applicable**.

Upon receiving this complete set of documents, CSTB issues the NF certificate so that the “stand-by” plant can manufacture the products as quickly as possible and be authorised to mark them “NF”. The plant that is unable to run a production line is suspended.

CASE 1: the force majeure event involves halting one or multiple lines: the products that the holder plant is unable to produce are withdrawn from the certificate,

CASE 2: the force majeure event involves halting the entire production unit: the certificate is suspended.

In both cases, the holder is asked to declare their stocks in order to determine a period for the exhaustion of stocks.

An audit is scheduled in the months following the issuance of the certificate, and a series of tests will be performed at the mark laboratory in accordance with the NF 442 certification reference system, paragraph 3.6.2, “Tests on the certified product (FOLLOW-UP)”.

When production resumes for the halted production unit, it is subject to a readmission procedure and the certificate of the “stand-by” plant is suspended.

Part 3:

CERTIFICATION FILE

§3.6. Preliminary admission application for a “stand-by” plant

The holder shall prepare a file consisting of the following:

- A preliminary admission application letter from the holder, based on standard letter 7,
- An information sheet on the product / group of products / family of products in accordance with the minimum conditions defined above and based on standard sheet 4 from the certification reference system,
- A general information sheet on the “stand-by” plant, using standard sheet 3 from the certification reference system,
- Additional elements set out in standard sheet 5 from the certification reference system,
- The certificate from the third-party body indicating the range of admitted products and the reference product standard.

STANDARD LETTER 7

NF MARK – Gravity drainage systems made of thermoplastic materials

PRELIMINARY APPLICATION FORM FOR ADMISSION TO THE MARK FOR A “STAND-BY” PLANT

(to be drawn up on the applicant/holder’s letterhead paper)

Centre Scientifique et Technique du Bâtiment
Direction XX / Division YY
84, avenue Jean Jaurès
Champs sur Marne
F-77447 Marne La Vallée Cedex 2

Subject: Preliminary application for admission to the <application name> mark for a “stand-by” plant

Dear Sir, Madam,

I am pleased to submit my preliminary application for the right to use the mark:

- for the following product/range of products:..... (detailed list of the product/range of products or specify “as set out in the list included with this application”);
- produced in the production unit of the following stand-by plant: (company name, SIRET, address¹);
- and for the following trade name: (trademark and/or specific trade reference, which may be on the list included with this application).

For that purpose, I declare that I am familiar with and accept the general rules of the mark and the certification reference system for the <application name> mark, and I undertake to conform to them, to inform my commercial network throughout the duration of usage of the mark and, in particular, to comply with the decisions taken, without any restriction or reservation, in accordance with the general rules of the mark and with the certification reference system for the <application name> mark.

I understand that a certificate can only be issued following the declaration of a force majeure event, accompanied by all the supporting documents requested in the certification reference system.

I declare that the stand-by plant identified above:

is a primary or secondary establishment legally dependent on the entity that I represent

OR

is an entity of the same industry group as the entity that I represent, and I declare that I am contractually linked to this stand-by plant; I guarantee that this stand-by plant will comply with the general rules of the mark and with the certification reference system for the <application name> mark, which I undertake to make binding on this stand-by plant.

is a third-party entity to the entity that I represent, and I declare that I am contractually linked to this stand-by plant; I guarantee that this stand-by plant will comply with the general rules of the mark and with the certification reference system for the <application name> mark, which I undertake to make binding on this stand-by plant.

⁽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 mark for <application name>.

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

In this regard, I request that the expenses that are to be borne by me be invoiced directly to the representative. He/she 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

² Date and signature of the representative in the European Economic Area

Preceded by the handwritten words
“Fit for acceptance of representation”

¹ If the stand-by plant is a third-party entity to the holder, please specify: Name, Legal Form, SIREN/SIRET, head office.

² Cross out all inapplicable items ⁽²⁾ Only applies to applicants or holders located outside the European Economic Area (EEA).