



> CERTIFICATION

CSTBat certification administrative management appendix Water distribution or drainage pipes

Identification No.: RT 15-1

Revision No.: 11

Application date: 10 March 2016

The English version is provided for information. In case of doubt or dispute, the French version only is valid.

CSTB

84 avenue Jean Jaurès – Champs-sur-Marne

77447 Marne-la-Vallée Cedex 2

www.cstb.fr



CONTENTS

CONTENTS	2
PARTIE 1 MAINTAINING CERTIFICATION: TERMS AND CONDITIONS FOR FOLLOW-UP	3
1.1 CONDITIONS FOR FOLLOW-UP INSPECTION.....	3
1.2 Evaluation review and decision	4
PARTIE 2 CERTIFICATION FILES.....	5
2.1 admission request.....	5
PARTIE 3 FEES.....	8
3.1 Services relating to CSTBat certification.....	8
3.2 Paying for the services.....	9
3.3 Prices	10
3.4 Fees for examination of the certification application.....	10
3.5 Annual contribution.....	10
3.6 Annual follow-up fees.....	10
3.7 Additional expenses.....	11
3.8 Re-issuing a certificate.....	11
3.9 Coordinated certification.....	11
3.10 Contribution to the development and promotion of the mark	12
3.11 Commercial extensions.....	12

Partie 1

MAINTAINING CERTIFICATION: terms and conditions for follow-up

Throughout the certification period, the holder shall:

- comply with the requirements defined 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 the manufacturing entities (manufacturing plant, production workshops, subcontractors' plants, etc.)
- complaints, disputes, legal actions, etc. about which it becomes aware related to use of the CSTBat 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).

1.1 CONDITIONS FOR FOLLOW-UP INSPECTION

Monitoring of the certified products includes follow-up audits of 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 9001:2008 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.

1.2 EVALUATION REVIEW AND DECISION

CSTB assesses the test and audit reports prepared and sent to the holder in accordance with current procedures.

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.

Le CSTB may submit **an anonymous summary of all the results of the assessment or the findings of the assessments to the Assessment Committee for approval.**

Depending on the results of all these controls, CSTB issues a decision on the assessment and notifies the holder of its findings, which might be:

- decision to maintain the certificate (for certificates with no validity date), or
- decision to renew the certificate (for certificates with validity date), or
- decision to sanction in accordance with the General Requirements of the CSTBat 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. Sanction notifications concerning the right of use are signed by the legal representative, the decision maker of the certifying body.

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

The holders and their distributors that benefit from the right to use the mark being maintained are each responsible for the right to use the CSTBat mark relative to the product considered and undertake to apply the measures which result from the penalties, decided upon in accordance with the certification reference system.

Any suspension or any withdrawal of the right to use the CSTBat mark leads to a ban on use of the CSTBat mark and making reference to it. This obligation is valid not only for the holder but also for the whole of its company sales network as well as for the dealers called upon to distribute its products.

All the documentation (technical and sales documents, labels, notices, advertising, websites, etc.) must no longer mention the CSTBat mark for the product subject to a suspension or a withdrawal (erratum and/or reprinting).

Holders can contest the decision made by submitting a request in accordance with the General Requirements of the CSTBat mark.

Partie 2 CERTIFICATION FILES

The application for the right to use the CSTBat mark must be submitted for each production site according to one of the templates below, on the applicant's headed notepaper and addressed to CSTB for the attention of the application manager.

Examination of a certificate application linked to a Technical Assessment is simplified, with the validation of the Technical File, the visit to the establishment and performance of the tests by the Mark laboratory being conducted as part of the Technical Assessment procedure. The official application for CSTBat certification is sent to the applicant and returned before the examination or admission audit is scheduled.

Any changes concerning certified products (extensions, commercial extensions, requests to maintain the right to use the mark, etc.) go through the relevant Specialised Group.

2.1 ADMISSION REQUEST

Each application covers the following:

- a named component or a system manufactured in a production centre which is also named,
- a named procedure implemented by one or more companies which is/are also named.

In the case of a review of a Technical Assessment which does not lead to the modification of the holder's commitment, it is not necessary to submit a new application, the initial application being naturally renewed.

The application template is given on pages 6 and 7.

APPLICATION FOR A CSTBat CERTIFICATE**WATER DISTRIBUTION OR DRAINAGE PIPES SUBJECT TO A TECHNICAL ASSESSMENT.**

(Application to be made out **for each production centre** on the applicant's headed notepaper and to be returned to CSTB, to the secretariat for the application*)

1 - I, the undersigned (1) Mr/Ms.....

representing the Company (2).....

the manufacturer of (3).....

compliant with Technical Assessment No./.....-....., request a CSTBat CERTIFICATE from CSTB

for family (a), (b), (c), (d), (e) or (f) (*Delete those that do not apply*).

2 - Manufacture of this component or system (4) is carried out in the following factory:

.....

(address of the factory)

3 - Implementation of this procedure (for family d), is performed by the following company or companies:

.....

(Name and address of the company or companies)

4 - I declare that I have read the "General Requirements of CSTBat certificates for building products" and its appendix and the "Specific Requirements" specific to "Water distribution or drainage pipes" RT 15-1.

5 - I undertake to comply with the requirements of these documents.

7 - I appoint (5) Mr/Ms.....

as my representative for everything concerning the examination of my application.

8 - I undertake to pay all sums which may subsequently be required of me in accordance with the Technical Regulation.

9 - I give you permission to display the full version of the certificates issued by CSTB regarding this application:

YES(4)

NO(4)

9 - Have you benefited from the CSTB consultancy service over the past two years:

YES(6)

NO

I declare that the products/product range covered by this application ⁽¹⁾:

- are not subject to an environmental declaration
- are subject to an Environmental and Health Declaration Sheet (FDES)
- are subject to an EPD/OEO or other (please specify) < individual> < collective> < self-declared> environmental declaration which has been verified by (name/date):> ⁽¹⁾

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

⁽²⁾ <Optional>: <And furthermore, I delegate to the Company (company name) (company legal form), (head 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 CSTBat mark – **Water distribution or drainage pipe.**

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,

Signed at

Add the handwritten statement

On (date)

"Read and approved"

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

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

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

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

- (1) Last name, first name, address, telephone number
- (2) Corporate name and address, telephone number
- (3) Nature and trademark of the component or system
- (4) Line out the inapplicable item
- (5) Last name, first name and position in the Company, telephone number, fax number
- (6) If yes: give details

* **Direction Hydraulique et Equipements Sanitaires**

Division Canalisations Fluides et Matériaux

Centre Scientifique et Technique du Bâtiment

84, avenue Jean Jaurès - CHAMPS SUR MARNE

FR-77447 MARNE-LA-VALLÉE Cedex 2

Partie 3 FEES

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

The CSTBat 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 CSTBat mark;**
- Complementary or supplementary checks;
- Promotion.

3.1 SERVICES RELATING TO CSTBat 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 CSTBat mark, including the preparation of the certification reference system.	This service is paid for by the applicant when it makes its initial application for the right to use the CSTBat mark. The fee for this service will not be refunded even if the right to use the CSTBat mark is not awarded or if the application is abandoned during 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 will not be refunded even if the right to use the CSTBat mark is not awarded or if the application is abandoned during 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.	The annual fee for using the CSTBat mark is invoiced to the holder after certification of a product. Whenever the CSTBat mark is granted during the year, the amount of the usage fee is calculated pro-rata of the number of months following the decision to grant the right of use.
Tests	Laboratories' testing services.	The laboratories' price lists are provided upon request. The fee for these services will not be refunded even if the right to use the CSTBat mark is not awarded or if the application is abandoned during examination.

Nature of the service	Definition of the service	General terms and conditions
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 will not be refunded even if the right to use the CSTBat 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 CSTBat mark	This usage right contributes to: <ul style="list-style-type: none"> - protection of the CSTBat mark: registration and protection of the mark, legal counsel, appeals process and dealing with wrongful usage (justice costs); - the generic promotion of the CSTBat mark; - the general operation of the CSTBat mark (management of the CSTBat mark governing bodies, quality system, etc.). 	The annual fee for using the CSTBat mark is invoiced to the holder after certification of a product. Whenever the CSTBat mark is granted during the year, the amount of the usage fee is calculated pro-rata of the number of months following the decision to grant the right of use. The fee for using the CSTBat mark will not be refunded even if the right to use the CSTBat mark is withdrawn or suspended during the year.
Complementary / supplementary checks.	Services required by the additional checks or complementary verification tests which may prove 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.	Sectoral promotion operations for the CSTBat mark.	The fee for this service is determined each year and invoiced in addition to the other services.

3.2 PAYING FOR THE SERVICES

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

These fees will not be refunded even if the right to use the CSTBat mark is not awarded or renewed.

The fees for the annual services pertaining to follow-up and the right to use the CSTBat mark will be invoiced during the first half of each year and will not be refunded if the right to use the CSTBat mark is not renewed, is cancelled or is suspended during the year.

The applicant or holder of the right to use the CSTBat 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 system and corrective action that are incumbent upon them under this certification reference system.

If initial notice served by registered letter with acknowledgement of receipt should not result in the payment of all the sums due within one month, all penalties provided for in the

General Requirements of the CSTBat mark may be applied for all the products accepted for that holder.

3.3 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 CSTBat mark for their certified products.

It includes the fees described below.

3.4 FEES FOR EXAMINATION OF THE CERTIFICATION APPLICATION

These fees are to be paid in a single payment when the application is submitted and will not be refunded if the application is withdrawn or refused by the Specific Committee.

If the application is submitted at the same time as the application for the Technical Assessment and can therefore be processed at the same time, the fees are reduced to the management fees.

These fees are common to all types of product under CSTBat certification.

3.5 ANNUAL CONTRIBUTION

This is the contribution towards the general costs of the certification and right to use the CSTBat mark.

These fees are common to all types of product under CSTBat certification.

3.6 ANNUAL FOLLOW-UP FEES

These fees are payable in advance each year and will not be refunded if the certificate is suspended or withdrawn.

In the event of notification during the year, the annual verification fees are calculated based on the number of verifications to be made.

It includes:

- management fees,
- fees for visit(s),
- test fees,
- promotion fees,

The amount invoiced each year is calculated on the one hand according to the measures in article 4.4 of these "Specific Requirements" which determine the verification frequency, and on the other hand according to the requirements in the Technical Assessments which determine the nature and number of tests to be performed.

Management fee

The management fee is a fixed amount per certificate. It corresponds to one manager day.

From the 2nd certificate for the same holder (other site, other product, etc.), this amount is reduced and corresponds to 1/2 a day per certificate.

Audit fee

The fee for the audit visit includes a part covering time spent which varies according to the distance to travel to the production site, and a part covering the travelling expenses which is a fixed rate per country.

If several certified products are manufactured on the same site, the audit fees are globalised for the audit of this site and then equally distributed over all the different products/certificates checked during this audit.

Test fees

Test fees are calculated based on the current scale according to the number of tests to be performed to check the characteristics specified in Appendix B.

3.7 ADDITIONAL EXPENSES

In the event of a malfunction caused by the holder and hindering verification (e.g. Failure to comply with the dates for sending samples and requiring several reminders and/or changes to the laboratory schedule), additional management expenses will be calculated pro-rata based on the time spent by the manager (or other person) and invoiced to the holder.

If additional audits or tests prove necessary due to shortcomings or anomalies detected by the routine checks, or due to changes to the manufacturing process, these visits or tests are at the manufacturer's expense. The amount is calculated in the same way as for a routine inspection, according to the service performed.

3.8 RE-ISSUING A CERTIFICATE

If a new certificate needs to be issued during the year following commercial or administrative changes (new commercial name, change of corporate name, change in holder's address, etc.) management fees will be invoiced.

These fees are invoiced after the event as part of the annual invoice for verification or follow-up services.

3.9 COORDINATED CERTIFICATION

If the services relative to this certification are part of a coordinated certification application, the invoice for these services is integrated into a global invoice for all the certifications in question and is calculated on a case-by-case basis.

3.10 CONTRIBUTION TO THE DEVELOPMENT AND PROMOTION OF THE MARK

The cost of these fees is a fixed price per holder (for one or more certificates). It includes costs related to work linked to developments of these Specific Requirements, in particular following European work, the development of the Technical Assessment, new conditions for implementation of pipe systems and promotion of the CSTBat mark with installers, dealers, wholesalers and audit offices. It is invoiced annually to certificate holders.

3.11 COMMERCIAL EXTENSIONS

Certificates established in the name of distributors are subject to initial and then annual invoicing, including management fees of an amount and the annual contribution defined in § 2 above.