



---

# CONFORMITY ASSESSMENT OF CONSTRUCTION PRODUCTS WITH CE MARKING



---

# MANUAL FOR CLIENTS



INSTITUTE FOR TESTING AND CERTIFICATION, Inc.

[WWW.ITCZLIN.CZ](http://WWW.ITCZLIN.CZ)



Effective from: 21. 2. 2019  
Prepared by: Ing. Petr Karlík  
Approved by: Ing. Pavel Vaněk  
Manual's version: 2

Date of issue: 21. 2. 2019  
Place of issue: Zlín  
Division of certification

## 1. ÚVOD

The Institute for Testing and Certification (hereinafter referred to as ITC) carries out a wide range of professional services, whose implementation is significantly influenced by the criteria for accreditation, authorisation and satisfying legal norms, without respecting which, it would not be possible to meet the exacting requirements of both domestic and foreign customers. This Client Manual is designed to simplify communication both with accredited laboratories and certification bodies and with notified or authorised bodies. We believe that the "Manual" will, together with information on [www.itczlin.cz](http://www.itczlin.cz), provide a practical guide for your successful cooperation with our company.

## 2. APPLICATION

- An application form can be downloaded from the website [www.itczlin.cz/en/construction-products-itc](http://www.itczlin.cz/en/construction-products-itc)
- The client can deliver the completed form in person, by mail or e-mail to the contact person:

### **Institute for testing and certification**

#### **Head of department construction product certification**

Ing. Petr Karlík

trida Tomase Bati 5264, building 113, area Svit, 760 01 Zlin, Czech Republic

phone: +420 572 779 944

e-mail: [pkarlik@itczlin.cz](mailto:pkarlik@itczlin.cz)

- At the same time with the application it is appropriate to deliver technical documentation and samples – see articles 5 and 6.
- The language of the submitted application and documentation is Czech or English. Use of other official languages of the European Union is possible only after prior agreement with ITC.
- Completion of the application in case of uncertainty can be discussed with experts - see contacts in the Appendix 2.
- EU legislation does not allow a manufacturer or authorised representative to file an application for performance of notified or authorised body for the same product with different entities.

## 3. ORDER (APPLICATION) REVIEW

- Application is reviewed in terms of accuracy and completeness of data and it's registered.
- If the application or the submitted documentation are incomplete, ITC specifies the missing items in writing (by letter or e-mail) and requires completion of the details.

## 4. DETERMINATION OF PRICE AND DELIVERY DATE

- The service price and delivery date are usually calculated after providing all the details necessary for specification of the range of expert works – such as test samples and technical documentation.

## 5. TECHNICAL DOCUMENTATION

The technical documentation must be produced in such an extent as allow the conformity assessment of the product with the technical requirements contained in the standards and the technical regulations.

Technical documentation with regard to the nature of the product contains:

- detailed description of the product and determination of the manner of its use in construction;
- identification of their manufacturer;
- reference to the harmonized standards or European technical assessment (ETA), which will be used for the conformity assessment prior the introduction of the product on the market;
- design and production drawings of the product, or other documentation specifying the characteristics of the product with regard to its use, technological process of its production and use in construction, data concerning the technical characteristics of the product related to the basic requirements;
- descriptions and explanations requisite for the clarity of the drawings and the product features, instructions for use in construction and any warnings, alerting to either dangers or limitations of the application and instructions for its safe use must be in the Czech language;
- the results of design and construction calculations and results of any tests carried out;
- test reports or certificates, if these were issued prior to the conformity assessment.

## 6. TEST SAMPLES

Samples are delivered in a case where is in harmonized rule prescribed process of assessment and verification of constancy of performance of “3”.

Samples must represent a type intended for assessment and verification of constancy of performance. The same “type” can include several versions (models) of the product assuming that the differences between versions do not affect the level of safety, quality characteristics or specification of the product. Construction products of the same type must be mainly produced from the same material, same technology and must be based on the same design solution. It is optimal to deliver samples together with the request but after an agreement with contact people it is possible to transmit samples later.

## **7. CONTRACT**

- The commercial relationship between the client and ITC is negotiated according to the nature, demandingness and price level of the service - order.
- In case of the orders of the notified body, contracts containing the following details are concluded with the clients:
  - specification of the contractual parties;
  - range of contracted works;
  - price information and terms of payments;
  - delivery date of the service;
  - breach of contractual obligations and consequences thereof;
  - rules for withdrawal from the contract.
- Commencement of works is subject to bilateral written approval of conditions of cooperation and payment of a proforma invoice. Advance payments are requested from all clients, with some exceptions, which are agreed in special framework agreements on cooperation.

## **8. ASSESSMENT AND VERIFICATION OF CONSTANCY OF PERFORMANCE OF CONSTRUCTION PRODUCTS**

### **8.1 Legislation in regard to construction products**

Construction products are in accordance with Act 22/1997 Coll. about technical requirements for products, as amended the “specified product” and placing on the market of the European Union and ESVO countries is regulated by the technical regulations from which there are specific obligations implied for manufacturers, importers, authorized agents and distributors. Conditions for placing on the market are partially harmonized (similar for the whole EU) and partly governed by the national legislation of each EU country.

Group of products for which there are harmonized technical specifications fall under REGULATION OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL (EU) No. 305/2011 of 9 March 2011 laying down harmonized conditions for placing of construction products on the market and repealing Council Directive 89/106/EEC. For this regulation is used acronym CPR (Construction Product Regulation). Regulation as opposed to Council Directive has a direct effect and requires and adaptation of the content of the national law of EU member states.

Construction products which were launched on the market before 1 July 2013 in accordance with Council Directive 89/106/EHS (Construction Products Directive – CPD) are considered to be satisfactory by CPR.

Construction products for which there is no harmonized technical specification, are assessed by the law of the country where the product is placed on the market. In the Czech Republic we act according to the Government Regulation 163/2002 Coll., which determines technical requirements for specific construction products as amended by Government Regulation No.312/2005 Coll. and No. 215/2016 (NV 163).

The process of assessment uses specific standards and system of construction technological certification. The result is a product certificate, certificate of quality management systems or test report. From the date of publication of the harmonized standard construction product may be assessed under both regulations (NV 163, CPR), but at the end of the transitional period, the product is not under NV 163, but only CPR.

## 8.2 Harmonized technical specifications

### Harmonized technical specifications are:

a) harmonized European standards (hEN) established by CEN/CENELEC3

*or*

b) European documents for assessment (EAD) made by European organisation for technical assessment (EOTA) as a base for publication of ETA (European technical assessment) for products not covered by harmonized standards.

Harmonized technical specifications define the methods of assessment and information on all essential characteristics that affect the ability of construction products to meet seven basic requirements for construction works:

- Mechanical resistance and stability
- Safety in case of fire
- Hygiene, health and environment
- Safety and accessibility in use
- Protection against noise
- Energy economy and heat retention
- Sustainable use of natural resources

The most commonly used harmonized technical specifications are harmonized standards. If the harmonized standards do not exist or if the product departs from the range of harmonized standard, it can be on the basis of European Document for assessment (EAD) issued a document for European technical assessment (ETA).

European standards can consist of not only safety characteristics but also qualitative and aesthetic characteristics, which fulfilment is voluntary.

For the purposes of assessment and verification of constancy of performance is used informative appendix ZA, which in its part ZA. 1 shows the regulated requirements for construction products marked as CE.

## 8.3 Assessment and verification of constancy of performance

### 8.3.1 Systems of Assessment and Verification of Constancy of Performance according to CPR

The system of Assessment and Verification of Constancy of Performance (AVCP) is the term applied to the degree of involvement of third parties in assessing the conformity of the product according to the relevant technical specifications.

To achieve this CPR uses five main elements:

- factory production control (FPC) on the basis of documented, permanent and internal control of production in a factory, in accordance with the relevant harmonized technical specifications;
- initial inspection of the manufacturing plant and of FPC;
- continuous surveillance, assessment and evaluation of FPC;
- assessment of the characteristics of the construction products by testing, calculation, tabulated values or descriptive product documentation;
- audit testing of samples taken before placing the product on the market.

**The five systems of AVCP and the level of involvement of notified bodies in each is as follows:**

**System 1+** assessment of product comprising the issuing of a certificate of constancy of performance, continuous surveillance and audit testing by a notified product certification body

**System 1** assessment of product comprising the issuing of a certificate of constancy of performance and continuous surveillance by a notified product certification body

**System 2+** factory production control certification with continuous surveillance by a notified factory production control certification body

**System 3** assessment of product characteristics by the notified laboratory

**System 4** manufacturer's tasks only

### 8.3.2 The release of "declaration of performance" and CE marking in accordance with CPR

After the successful completion of all relevant tasks of assessment and verification of constancy of performance a manufacturer shall prepare a "declaration of performance" that archives with the technical documentation of the construction product for 10 years. The concept of the declaration of performance is given in CPR Article 6 and the example is in the Appendix III CPR.

The manufacturer shall mark the product with CE indication which expresses the consistency of product parameters with the declaration of performance. The CE marking allows launching the product on the market in any EU member state and ESVO. However, this does not automatically ensure the suitability of the product for installation in construction in all member states.

## **9. RULES FOR RECOGNITION OF RESULTS FROM THE DOCUMENTATION SUBMITTED BY THE APPLICANT**

- Recognition of results obtained by other laboratories and presented in the documentation depends solely on the decision of ITC.
- Usually, results given in tests reports of accredited laboratories are recognized provided that no more than 3 years have elapsed from the issuance date of the report.
- In principle, results of tests carried out in the manufacturer's or non-accredited laboratories are not recognized. Tests carried out on unique testing equipment, which is not commonly accessible, may constitute an exception. In such cases, ITC prefers conducting the test under supervision of its own experts.

## **10. RELATED SERVICES OF ITC**

- Construction product testing in the Accredited laboratories:  
No. 1004, No. 1004.3, No. 1007.1., No. 1007.4
- Granting a licence for the voluntary certification mark "ITC Certified Quality", which is granted to products where high level of safety and quality parameters was proved by certification and where the manufacturer's capability to continuously maintain the quality was proved by inspection visits.
- Technical assessment bodies (TABS)
- Standardization services and technical information.
- Management systems certification (ISO 9001, ISO 14001, ISO 45001).
- Technical inspection.
- Laboratory and certification documents as a basis of selection procedures, tender.

## **11. APPENDICES**

Appendix 1 Definitions

Appendix 2 Contacts in accordance with the categories of construction products

## Appendix 1 – Definitions

- **Construction product** – a product or a set which is produced or placed on the market for permanent installation in construction or in its part and its properties affect the characteristics of the building with respect to the basic requirements for construction works.
- **Construction** – structural and engineering constructions
- **Delivery on the market** – delivery of the construction product for distribution or use on the Union market in the course of a commercial activity, whether in return for payment or free of charge
- **Placing on the market** – first delivery of construction product on the European market + Turkey + EFTA (Iceland, Liechtenstein, Norway + Switzerland).
- **Manufacturer** – natural or legal persons launching a product on the market under his name or company or trademark the construction product that produce or is designed or manufactured (also a product from China becomes my product if I put my name, logo or address on it).
- **Importer** – natural or legal person established in the EU who launches a construction product from the third country on the market (the product must be marked with the name of the manufacturer from the third country).
- **Distributor** – natural or legal person in the supply chain, apart from the manufacturer or the importer, who supplies the construction product on the Union market.
- **Authorized representative** – natural or legal person established in the EU which was written mandate from a manufacturer to act on his behalf in relation to specified tasks.
- **Economy subject** – manufacturer, importer, distributor and authorized representative.
- **Withdrawal from the market** – regulation aimed at preventing a supply of a construction product which is in a supply chain (It cannot be sold).
- **Withdrawn from circulation** – regulation aimed at restoration of the construction product that has already been supplied to the end user.
- **Production control** – a documented permanent internal control of production at the factory in accordance with the relevant harmonized technical specifications (management - control).
- **The European Technical Assessment (ETA)** – documented assessment of the performance of a construction product in relation to its essential characteristics, in accordance with the European Assessment Document shall be issued only on the basis of EAD – European assessment documents.
- **The European Assessment Document (EAD)** – document adopted by the Organization of technical assessment for the purposes of issuing European Technical Assessments.
- **Notified body** – legal person who in administrative proceedings maintained by Czech office for standards, metrology and testing demonstrated that accomplished requirements for bodies providing activities for assessment and verification of constancy of performance.
- **Technical assessment bodies (TABS)** – are subjects authorized to carry out third party tasks for issuing European Technical Assessment (ETA).



- **The declaration of performance** – a document issued by the manufacturer, in which the form level (figures), class (category) or a description specifies properties that apply to the fulfillment of basic requirements for construction works. CPR provides exceptions where the manufacturer may refrain from drawing up a declaration of performance.
  - is produced individually or non-mass to a specific order and the manufacturer is responsible for the safe incorporation of the product into a particular construction
  - is made on the construction site for incorporation into the building constructed there
  - is manufactured in a traditional or historical way for reconstruction of listed buildings.
- **The intended use of the construction product** – as defined in the relevant harmonized technical specification
- **Basic characteristics** – the characteristics of the construction product which relate to the basic requirements for construction works.
- **Characteristics of a construction product** – features related to the relevant essential characteristics expressed by level, class or description.
- **Level** – result of the performance of a construction product in relation to its essential characteristics expressed by numerical value (e.g. 32 MPa, 2800 kg/m<sup>3</sup>).
- **Class** – range of levels of a construction product, bounded by the minimum and maximum value (e.g. “strength class XY includes values from 30 to 45 MPa”).
- **Set** – a construction product stated on the market by one producer of at least two separate components that need to be incorporated in construction works.
- **Micro enterprise** – micro enterprise within the meaning specified in the Commission Recommendation of 6 May 2003 concerning the definition of micro enterprises, small and medium enterprises. OJEC L 124, 20 May 2003, page 36  
(**company fulfilling two conditions** – they have a maximum of 9 employees and together annual sales to 2 million EUR ~ 50 million CZK)
- **Product life cycle** – as successive and interlinked stages of construction product’s life, from raw material acquisition or generation from natural resources to final disposal.

## Appendix 2 – Contacts in accordance with the categories of construction products

<p><b>Ing. Petr Karlík</b> phone: +420 572 779 944 pkarlik@itczlin.cz</p>	<p><b>Head of the Construction Products Certification Department</b></p> <ul style="list-style-type: none"> <li>— Road bitumens, bituminous products, fillers and sealants for pavements and expansion joints</li> <li>— Bituminous mixtures</li> <li>— Surface dressing for surface treatment of roads</li> <li>— Slurry surfacing</li> <li>— Sealants</li> </ul>
<p><b>Ing. Vladimír Sedláček</b> phone: +420 572 779 937 vsedlacek@itczlin.cz</p>	<p><b>Deputy Head of the Construction Products Certification Department</b></p> <ul style="list-style-type: none"> <li>— Construction products for sewage systems</li> <li>— Distribution of liquids and gases including accessories</li> <li>— Products for sealing of sewerage system elements of materials other than the vulcanized rubber, TPE, PUR and microporous rubber</li> <li>— Ledge and gutter elements</li> <li>— Distribution systems of cooling and air-conditioning facilities</li> <li>— Prefabricated drainage products</li> <li>— Hot water and central heating installations, with the exception of gaseous fuel burning appliances</li> <li>— Heat pumps</li> <li>— Indoor space heating appliances without their own power source</li> </ul>
<p><b>Ing. Lubomír Martiník, Ph.D.</b> phone: +420 572 779 945 lmartinik@itczlin.cz</p>	<p><b>Deputy Head of the Construction Products Certification Department</b></p> <ul style="list-style-type: none"> <li>— Cement, lime</li> <li>— Fly ash for concrete, fly ash and mixtures with fly ash, materials for backfilling and embankments</li> <li>— Backfilling material for disposal of main and old mine works by pouring</li> <li>— Granulate for railbeds and service roads of mining operations, granulate and additive granulate into the surface mines for embankments and backfills during mining operations, granulating material for reclamation of mining dumps</li> <li>— Recyclates for construction use</li> <li>— Separators, domestic wastewater treatment plants, septic tanks</li> <li>— Tanks and containers (with a capacity exceeding 300 l) for the storage of substances which may be environmentally hazardous</li> <li>— Equipment for waste-water pumping stations</li> <li>— Steel constructions</li> </ul>
<p><b>Ing. Filip Gregovský</b> phone: +420 572 779 943 fgregovsky@itczlin.cz</p>	<ul style="list-style-type: none"> <li>— Waterproofing and damp-proofing materials made of plastic or rubber</li> <li>— Waterproofing bitumen sheets</li> <li>— Geotextiles, geosynthetics</li> <li>— Aggregates</li> <li>— Lightweight aggregates, hydraulic road binders</li> <li>— Products for paved outdoor surfaces</li> <li>— Products for rigid floor surfaces</li> <li>— Stone facing elements</li> <li>— Fume cupboards</li> </ul>

<p><b>Bc. Josef Vaněk</b> phone.: +420 572 779 941 jvanek@itczlin.cz</p>	<ul style="list-style-type: none"> <li>— Concrete and precast concrete products</li> <li>— Concrete and pre-stressing reinforcement</li> <li>— Fibres for concrete</li> <li>— Construction products for sanitary facilities</li> </ul>
<p><b>Ing. Milan Kovář</b> phone: +420 572 779 940 mkovar@itczlin.cz</p>	<ul style="list-style-type: none"> <li>— Thermal and acoustic insulation materials</li> <li>— Construction products for opening fillings</li> <li>— Resilient / textile floor coverings, wood floorings</li> <li>— Panels, tiles, wall coverings, boards and profiles</li> <li>— Sealing cements, adhesives</li> <li>— Anti-vibration isolators and dampers</li> <li>— Construction bearings</li> <li>— Anti-noise devices and walls, anti-glare screens</li> <li>— Rubber seals</li> <li>— Wall coverings in rolls</li> <li>— Internal partition kits</li> <li>— Curtain walling kits</li> </ul>
<p><b>Martina Červenková</b> phone: +420 572 779 935 mcervenkova@itczlin.cz</p>	<ul style="list-style-type: none"> <li>— Construction products for sewage systems</li> <li>— Distribution of liquids and gases including accessories</li> <li>— Cooling and air-conditioning equipment, air-conditioning units</li> <li>— Distribution systems for air conditioning systems</li> <li>— Regulating, mixing and sanitary fittings, filters and separators of systems for the transport and distribution systems of water intended for human consumption and other liquids</li> </ul>
<p><b>Ing. David Mikulášek</b> phone: +420 572 779 941 dmikulasek@itczlin.cz</p>	<ul style="list-style-type: none"> <li>— Internal and external finishes for walls and ceilings</li> <li>— Interior and exterior surface treatment of walls and ceilings</li> <li>— Mortars</li> <li>— Additives and admixtures for concrete and mortars</li> <li>— Thermo-insulation systems</li> <li>— Products and systems for the protection and repair of concrete structures</li> <li>— Liquid waterproofing materials</li> <li>— Binders of synthetic resins</li> <li>— Screed materials</li> <li>— Plastic anchors for concrete</li> <li>— Products for rock and soil stabilisation</li> <li>— Containers</li> </ul>
<p><b>Ing. Jiří Růžička</b> phone: +420 572 779 901 jruzicka@itczlin.cz</p>	<ul style="list-style-type: none"> <li>— Roof coverings</li> <li>— Prefabricated sandwich roofing elements</li> <li>— Gypsum products</li> </ul>

<p><b>Ing. Marcela Sovišová</b> phone: +420 572 779 938 msovisova@itczlin.cz</p>	<ul style="list-style-type: none"> <li>— Interior and exterior surface treatment of walls and ceilings</li> <li>— Mortars</li> <li>— Additives and admixtures for concrete and mortars</li> <li>— Products and systems for the protection and repair of concrete structures</li> <li>— Liquid waterproofing materials</li> <li>— Masonry elements</li> <li>— Fired ceiling products</li> <li>— Ceramic tiles</li> <li>— Shingles (other than wood)</li> <li>— Self-supporting translucent roof assemblies (excluding glass-based assemblies)</li> <li>— Plastic and laminate roofing</li> <li>— Binders of synthetic resins</li> </ul>
<p><b>Ing. Radim Pšenka</b> phone: +420 572 779 903 rpsenka@itczlin.cz</p>	<ul style="list-style-type: none"> <li>— Wall ties, drawers, ceiling hinges, brackets, supporting angles, reinforcement of loading joints and lintels</li> <li>— Fasteners and fastening systems for piping and ventilation ducts</li> </ul>
<p><b>Ing. Radim Mikač</b> phone: +420 572 779 902 rmikac@itczlin.cz</p>	<ul style="list-style-type: none"> <li>— Non-load-bearing formwork assemblies</li> </ul>
<p><b>Ing. Pavel Vávra</b> phone: +420 572 522 242 pvavra@itczlin.cz</p>	<ul style="list-style-type: none"> <li>— Electrical cables, household sockets and plugs</li> </ul>
<p><b>Ing. Petr Ptáček, Ph.D.</b> phone: +420 605 238 308 pptacek@itczlin.cz</p>	<ul style="list-style-type: none"> <li>— Structural solid wood products</li> <li>— Structural glued laminated and solid timber products</li> <li>— Wood-based panels</li> <li>— Wooden shingles</li> <li>— Wood poles for overhead lines</li> <li>— Wood impregnation products for buildings</li> </ul>