Procedure for issuing a European Technical Approval

9.1 Introduction

A construction product with a European Technical Approval (ETA), satisfying the Attestation of Conformity provisions, can carry CE marking and can be placed on the market in any of European Economic Area (EEA) countries.

CARES' is a member of The European Organisation for Technical Approvals (EOTA) and is nominated by the UK Government to grant ETAs. The issuing of ETA will be conducted primarily under the rules of EOTA, using the relevant European Technical Approval Guidelines (ETAG) or European Assessment Document (EAD) and applying the certification principles of the United Kingdom Accreditation Service (UKAS) as appropriate.

The following procedure is based on EOTA's Common Procedural Rules (CPR).

9.2 Project Manager

The Project Manager for each European Technical Approval project shall be the Scheme Manager Construction or their designate, and will have the necessary authority to manage the project and ensure that it complies with this procedure.

9.3 Enquiry

The manufacturer or an agent of the manufacturer established in the Community may request information concerning:

- The approval procedure,
- The estimate of time necessary to complete the approval procedure,
- An estimate of cost for the handling of the approval procedure and the method of payment.

This information shall be provided by the Project Manager. Where necessary, a meeting will be held with the applicant to clarify any application details.

9.4 Application.

The manufacturer or agent shall submit an application form. The application shall be accompanied by a description of the construction product, specifications, drawings and test reports, explaining in detail the subject under application and its intended use.

In the application form the applicant shall give details of all the places of manufacture. The manufacture shall ensure that CARES or its representative can visit these places during working hours, in view of the issuing of the ETA. The applicant shall also declare that he pay all the costs of arising from the approval procedure and the establishment of the supporting documents.

If the applicant does not meet the obligations contained in the CPR, the application may be cancelled.

9.5 Review of Application

Each application for an ETA shall be reviewed to determine the feasibility of the project and ensure that the manufacturer's requirements are adequately defined.

The review shall establish whether the product is within or related to the Authority's UKAS scope and whether an appropriate ETAG exists.

The review shall determine the following product related information:

a) The product family and range of product details to be considered.

b) The product name and specification for the proposed product and product range.

c) The use categories for the product including any limitations and restrictions on the product use.

d) Relevant production data including production processes, materials and material sources, location of production facilities, quality system certification.

e) Applicable installation procedures

f) Test data that have been produced to support the suitability of the product and its durability.

g) Product ownership i.e. the company's right to produce and market the products under consideration.

9.6 Review of CARES Resource Requirements

The type and quantity of resources required to undertake the Assessment, e.g. technical experts and test facilities, shall be determined.

9.7 Scope of Assessment

The scope of the product assessment and FPC assessment shall be agreed with the manufacturer and shall be based on the information derived from section 9.5 above.

9.8 Service /Confidentiality Agreement

Following the preparation of the estimate of costs of Approval by the Scheme Manager and subsequent approval by the General Manager, the estimate is sent to the applicant. On acceptance of same a Service / Confidentiality Agreement may be set up as per guidelines laid down by EOTA.

9.9 Assessment

The assessment programme shall comprise the assessment of the product and the assessment of the manufacturer's factory production control (FPC) specified in the appropriate ETAG.

9.10 Assessment: Product

The product shall be assessed in accordance with the requirements specified in the ETAG and shall comprise the following elements:

a) An initial full evaluation of the product to prove the product or system and determine the product characteristics specified in the ETAG,

b) Periodic evaluation of material or product characteristics specified in the ETAG.

Any historical test data held by the manufacturer may be considered when producing the assessment programme.

9.11 Assessment: Factory Production Control

The manufacturer shall exercise permanent internal control of the production (including subcontract facilities where appropriate). All the elements, requirements and provisions adopted by the manufacturer shall be documented in a systematic manner in the form of written policies and procedures. This control system shall ensure that the product is in conformity with the ETA.

FPC systems which comply with EN ISO 9001 and which address the requirements of the ETA / EAD, are recognised as satisfying the FPC requirements of the Directive.

The manufacturer's FPC system shall be assessed in accordance with the Attestation of Conformity (AC) requirements defined in the ETAG and shall comprise the following elements as appropriate:

a) A Preliminary Inspection (optional).
b) An evaluation of the manufacturer's FPC.
c) Surveillances at a predetermined frequency.

Any existing quality system certification held by the manufacturer may be considered when producing the assessment programme.

9.12 Assessment Reports

The personnel responsible for each of the assessment activities, e.g. technical expert(s) and FPC assessor(s), shall report the assessment activities in accordance with the requirements of the ETAG.

9.13 European Technical Approval

The project manager shall produce a draft ETA in accordance with the "general format" requirements agreed by the Commission of European Communities and with the content required by the ETAG or EAD.

A copy of the draft Technical Approval Report shall be circulated to the Supplier and technical experts for comment and initial agreement.

In addition, a formal application will be logged with EOTA prior to producing the final TA report.

9.14 CARES Review of ETA

The project manager shall prepare a summary report of the project covering the assessment reports, draft ETA and any necessary supporting data, which shall be reviewed by the Project Manager in conjunction with the Executive Director (and technical experts if required).

The review shall ensure that:

a) The assessments have been conducted in accordance with the requirements of the ETAG or EAD.

b) The manufacturer's FPC system complies with the AC requirements of the ETAG or EAD.

c) The ETA complies with the format and content requirements of the ETAG or EAD.

9.15 Technical Committee Review of ETA

The draft ETA together with the supporting data may be submitted to the relevant Technical Committee for review. Any points raised at the review shall be satisfactorily resolved before completion of the report.

9.16 EOTA Review of ETA

During a transitional period determined individually for each ETAG or EAD, the draft ETA together with the supporting reports and data shall be submitted to the relevant EOTA bodies and General Secretariat requesting comments within one month.

9.17 Approval

9.18 ETA

Once any issues raised during the comment period have been resolved and written consent of EOTA bodies has been received, the ETA will be issued.

9.19 Certificate of FPC

A Certificate of FPC will be issued in conjunction with the ETA to the manufacturer.

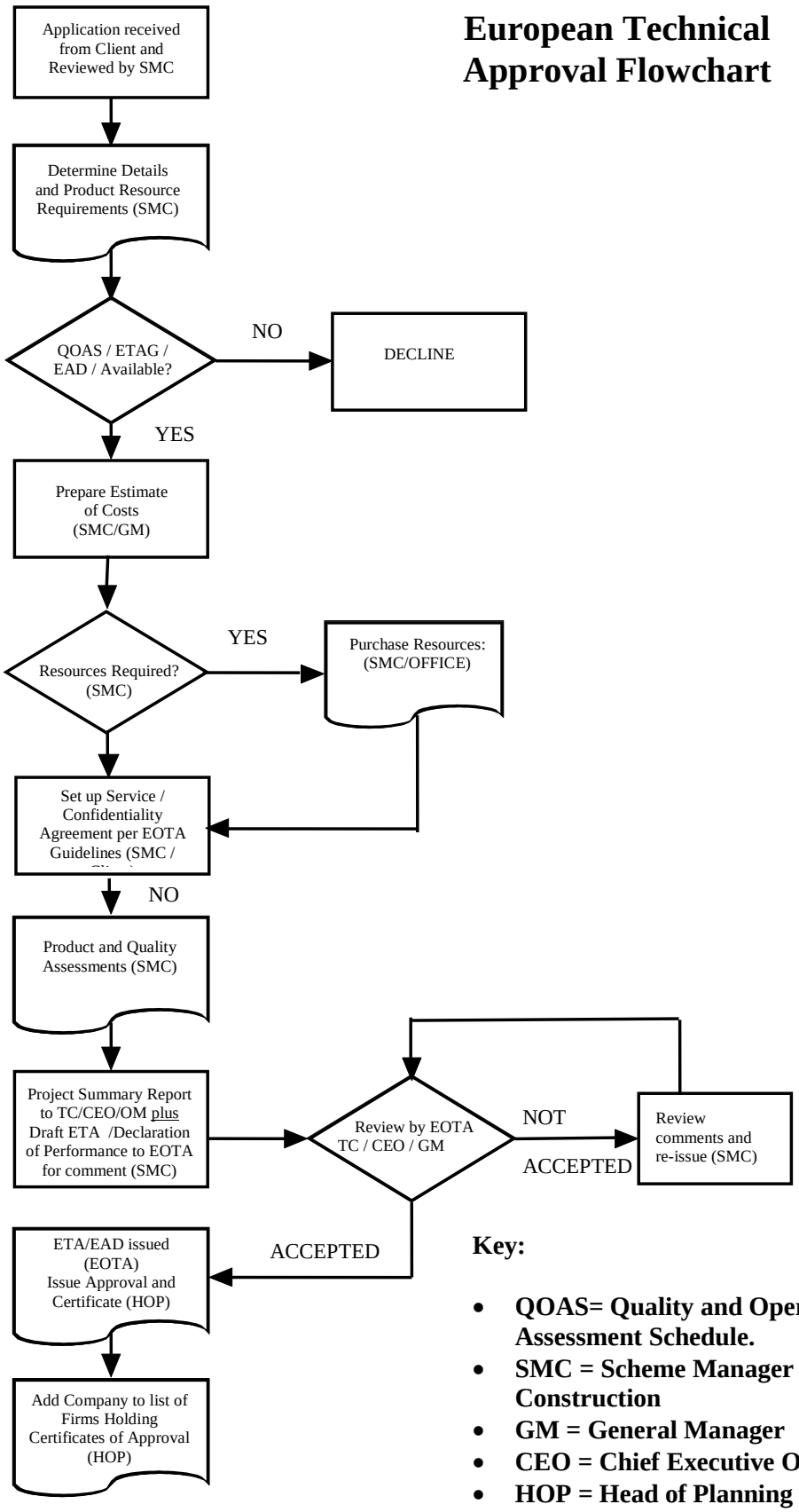
9.20 Maintenance of ETA

The ETA / EAD (Declaration of Performanc)e is considered valid for an indefinite period during which the manufacturer shall demonstrate to the satisfaction of CARES that it continues to comply with the requirements of the ETAG / EAD and that no design changes have been made which could invalidate the original product assessment carried out.

9.22 Withdrawal of ETA.

Where, in the opinion of CARES, the ETA holder or the product fails to meet the requirements of the ETA, CARES shall notify the UK authorities (Office of the Deputy Prime Minister) of the need to withdraw the ETA. The ETA shall be withdrawn if the Commission of the European Communities has informed member states according to article 5, paragraph 1 of the CPD. CARES shall inform other EOTA bodies as required by the CPR.

European Technical Approval Flowchart



Key:

- **QOAS= Quality and Operations Assessment Schedule.**
- **SMC = Scheme Manager Construction**
- **GM = General Manager**
- **CEO = Chief Executive Officer**
- **HOP = Head of Planning**
- **T.C. = Technical Committee**