*This check-list is provided for reference purposes only for the preparation of the Technical Dossier accompanying the application for product certification for AVCP systems 1, 1+ and 2+ pursuant to CPR 305/11 in order to allow ITC-CNR as a Notified Body to carry out an initial documentary assessment*

*To be drawn up on the Applicant’s letterhead by specifying the name and role of the compiler*

# SECTION 1 – INFORMATION ABOUT THE APPLICANT for CERTIFICATION (MANUFACTURER)

* Name and corporate name
* Registered address
* Tax Code/VAT number
* Telephone number
* Fax number
* E-mail address
* Address of the plant/s
* Address of the branches (meant as different factories)
* Address of the warehouse/s
* Address of the licensees
* Contact Person in charge of maintaining relations with ITC (full address, telephone number, fax number and e-mail address)
* Organization chart
* Any other useful information

# SECTION 2 – INFORMATION ABOUT THE PRODUCT/SYSTEM UNDER CERTIFICATION

**2.1 General**

* Trade name
* Intended use of the product/system
* Identification of product/system type
* Relevant harmonized technical specification
* Description of the product/system
* Starting year of production of the product/system
* Annual production capacity of the product/system
  1. **Characteristics of the materials/components of the product/system**

Each component shall be identified by reference to harmonized standards or, in their absence, their materials shall be described in detail.

**2.2.1 Components of the product/system that are not directly manufactured by the Manufacturer**

* Trade name
* Supplier
* Place of production
* Main characteristics (and relevant tolerances)

Alternatively, submit the order specifications by which the required product characteristics are identified.

**2.3 PERFORMANCE OF THE PRODUCT/SYSTEM**

All the documentation kept by the Manufacturer for the determination of the Product-Type (Test reports and Calculation reports signed by a qualified professional) shall be attached.

Submit full copy of the documents containing the assessment of all the performances already assessed.

Specify normative or literature references used.

## SECTION 3 - INFORMATION ABOUT INSTALLATION

This section is not strictly necessary for the purposes of certification under the CPR. It is however helpful to correctly define the intended use of the product and to identify the best ways to handle it, also for the purposes of sampling and preparation of test samples.

* Installation methods (sequences and timelines) shall be specified and described in detail
* Type of manpower required for installation
* Recommendations for packaging, transport and storage
* Ordinary maintenance operations
* Methods for the repair/replacement of elements/components
* Any other useful information.

## SECTION 4 - INFORMATION ABOUT PRODUCTION PROCESS AND PRODUCTION CONTROLS

* Detailed description of all the steps of the manufacturing process of all the components and plants involved
* Description of Factory Production Control procedures consisting of:
* specification and verification of raw materials and components
* controls and tests to be carried out before, during and after completion of the manufacturing process (minimum frequencies):
* list the controls for the acceptance of the incoming raw materials, the reference standards and indicate the frequency of performance of such controls
* list the controls preformed during production, the reference standards (or any in-house procedure) and indicate the frequency of performance of such controls
* list the controls on the finished product, the reference standards and indicate the frequency of performance of such controls
* handling of non-conforming products
* traceability of products
* list of the equipment used for Factory Production Control and relevant verification and calibration plan
* qualification and training of the personnel involved.

The “Control Plan” shall be attached.