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<b>AVCP System 1+ and System 1</b>
<p><b>Documentation for the certification of product based on a harmonised standard (hEN)</b></p> <ul style="list-style-type: none"> <li>- Description and intended use of the product.</li> <li>- Performance (if already known or presumed) of the construction product or essential characteristics of the product, in accordance with the relevant harmonised technical specification, that are to be assessed.</li> <li>- Information relating to the production site/s and external warehouses, their address and annual forecast of the amount in percentage of finished and ready-to-market product stored in each warehouse.</li> <li>- Company Registration information.</li> <li>- Documents relating to Factory Production Control (FPC), to allow the Notified Body to carry out the type tests and the initial audit:             <ol style="list-style-type: none"> <li>1 FPC manual and/or technical dossier relating to the product to be certified;</li> <li>2 production system management procedures:                 <ol style="list-style-type: none"> <li>a) Main procedures of the Quality Management System;</li> <li>b) Organization chart of the company and of the factories involved in the production of the product subject to certification;</li> <li>c) Training procedures for the personnel involved in FPC activities;</li> <li>d) Procedures and modules for the management of internal and external Non-Conformities (NC) (raw materials, production and finished product);</li> <li>e) Procedures and modules for the management of customer complaints;</li> </ol> </li> <li>3 list of available documents relating to FPC;</li> <li>4 list of the names of the Factory Managers (Production, Laboratory, Quality Control and Assurance/FPC, Factory Contact) and their respective telephone numbers/email and certified email addresses;</li> <li>5 list of external Warehouses, their addresses and names of the persons in charge;</li> <li>6 raw material control procedures (acceptance criteria, frequency and number of samples to be tested);</li> <li>7 production process control plans (acceptance criteria, frequency and number of samples to be tested);</li> <li>8 control checks on the finished product (acceptance criteria, frequency and number of samples to be tested);</li> <li>9 if tests/calculations/evaluations are entrusted to external laboratories, the procedure for the qualification of the external laboratory and the procedure used to evaluate the test reports;</li> <li>10 scheduling of maintenance operations and internal and external checks on the equipment used for production and quality control;</li> <li>11 schedule of calibration of the instruments used for AVCP activities.</li> </ol> </li> </ul>

Note: All the documents received by ITC will be treated and managed according to point 9 of PQ 20 "Regulation on the application for the execution of the activities related to the assessment and verification of constancy of performance". (<http://www.itc.cnr.it/home/innovazione/marcatura-ce/>)

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### AVCP System 1+ and System 1

#### Documentation for the certification of product covered by an ETA issued according to a specific EAD

- ETA
- Information relating to the production site/s and external warehouses, their address and annual forecast of the amount in percentage of finished and ready-to-market product stored in each warehouse.
- Company Registration information.
- Documents relating to Factory Production Control (FPC), to allow the Notified Body to carry out the type tests and the initial audit:
  - 1 FPC manual and/or technical dossier relating to the product to be certified;
  - 2 production system management procedures:
    - a) Main procedures of the Quality Management System;
    - b) Organization chart of the company and of the factories involved in the production of the product subject to certification;
    - c) Training procedures for the personnel involved in FPC activities;
    - d) Procedures and modules for the management of internal and external Non-Conformities (NC) (raw materials, production and finished product);
    - e) Procedures and modules for the management of customer complaints;
  - 3 list of available documents relating to FPC;
  - 4 list of the names of the Factory Managers (Production, Laboratory, Quality Control and Assurance/FPC, Factory Contact) and their respective telephone numbers/email and certified email addresses;
  - 5 list of external Warehouses, their addresses and names of the Persons in charge;
  - 6 raw material control procedures (acceptance criteria, frequency and number of samples to be tested);
  - 7 production process control plans (acceptance criteria, frequency and number of samples to be tested);
  - 8 control checks on the finished product (acceptance criteria, frequency and number of samples to be tested);
  - 9 if tests/calculations/evaluations are entrusted to external laboratories, the procedure for the qualification of the external laboratory and the procedure used to evaluate the test reports;
  - 10 scheduling of maintenance operations and internal and external checks on the equipment used for production and quality control;
  - 11 schedule of calibration of the instruments used for AVCP activities.

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<b>AVCP System 2+</b>
<p><b>Documentation for the certification of factory production control based on a harmonized standard (hEN)</b></p> <ul style="list-style-type: none"> <li>- Description and intended use of the product.</li> <li>- Performance (if already known or presumed) of the construction product or essential characteristics of the product, in accordance with the relevant harmonised technical specification, that are to be assessed.</li> <li>- Information relating to the production site/s and external warehouses, their address and annual forecast of the amount in percentage of finished and ready-to-market product stored in each warehouse.</li> <li>- Company Registration information.</li> <li>- Documents relating to Factory Production Control (FPC), to allow the Notified Body to carry out the type tests and the initial audit:             <ol style="list-style-type: none"> <li>1 FPC manual and/or technical dossier relating to the product to be certified</li> <li>2 production system management procedures:                 <ol style="list-style-type: none"> <li>a) Main procedures of the Quality Management System;</li> <li>b) Organization chart of the company and of the factories involved in the production of the product subject to certification;</li> <li>c) Training procedures for the personnel involved in FPC activities;</li> <li>d) Procedures and modules for the management of internal and external Non-Conformities (NC) (raw materials, production and finished product);</li> <li>e) Procedures and modules for the management of customer complaints;</li> </ol> </li> <li>3 list of available documents relating to FPC;</li> <li>4 list of the names of the Factory Managers (Production, Laboratory, Quality Control and Assurance/FPC, Factory Contact) and their respective telephone numbers/email and certified email addresses;</li> <li>5 list of external Warehouses, their addresses and names of the Persons in charge;</li> <li>6 raw material control procedures (acceptance criteria, frequency and number of samples to be tested);</li> <li>7 production process control plans (acceptance criteria, frequency and number of samples to be tested);</li> <li>8 control checks on the finished product (acceptance criteria, frequency and number of samples to be tested);</li> <li>9 if tests/calculations/evaluations are entrusted to external laboratories, the procedure for the qualification of the external laboratory and the procedure used to evaluate the test reports;</li> <li>10 scheduling of maintenance operations and internal and external checks on the equipment used for production and quality control;</li> <li>11 schedule of calibration of the instruments used for AVCP activities.</li> </ol> </li> </ul>


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### AVCP System 2+

#### Documentation for the certification of factory production control based on an ETA issued according to a specific EAD

- ETA
- Information relating to the production site/s and external warehouses, their address and annual forecast of the amount in percentage of finished and ready-to-market product stored in each warehouse.
- Company Registration information.
- Documents relating to Factory Production Control (FPC), to allow the Notified Body to carry out the type tests and the initial audit:
  - 1 FPC manual and/or technical dossier relating to the product to be certified;
  - 2 production system management procedures:
    - a) Main procedures of the Quality Management System;
    - b) Organization chart of the company and of the factories involved in the production of the product subject to certification;
    - c) Training procedures for the personnel involved in FPC activities;
    - d) Procedures and modules for the management of internal and external Non-Conformities (NC) (raw materials, production and finished product);
    - e) Procedures and modules for the management of customer complaints;
  - 3 list of available documents relating to FPC;
  - 4 list of the names of the Factory Managers (Production, Laboratory, Quality Control and Assurance/FPC, Factory Contact) and their respective telephone numbers/email and certified email addresses;
  - 5 list of external Warehouses, their addresses and names of the Persons in charge;
  - 6 raw material control procedures (acceptance criteria, frequency and number of samples to be tested);
  - 7 production process control plans (acceptance criteria, frequency and number of samples to be tested);
  - 8 control checks on the finished product (acceptance criteria, frequency and number of samples to be tested);
  - 9 if tests/calculations/evaluations are entrusted to external laboratories, the procedure for the qualification of the external laboratory and the procedure used to evaluate the test reports;
  - 10 scheduling of maintenance operations and internal and external checks on the equipment used for production and quality control;
  - 11 schedule of calibration of the instruments used for AVCP activities.

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AVCP System 3
<p><b>Documentation for Test Report issued under the Notification scheme based on a harmonized standard (hEN)</b></p> <ul style="list-style-type: none"> <li>- Description and intended use of the product.</li> <li>- Performance (if already known or presumed) of the construction product or essential characteristics of the product, in accordance with the relevant harmonised technical specification, that are to be assessed.</li> <li>- Company Registration information.</li> <li>- Technical description and drawings of the sample/s to be tested.</li> <li>- If sampling is required, indicate the address of the production sites and of any warehouse.</li> </ul> <p>In the case of a request for "Use of the plants outside the testing laboratories of the Notified body" Article 46 of the CPR add:</p> <ul style="list-style-type: none"> <li>- Reason for the request.</li> <li>- Indication of the laboratory where the test is to be carried out.</li> <li>- Name of the Laboratory Manager (telephone number and email address).</li> </ul>

Test Report under the voluntary scheme
<p><b>Documentation for Test Report issued under the Notification scheme based on a harmonized standard (hEN)</b></p> <ul style="list-style-type: none"> <li>- Description and intended use of the product.</li> <li>- Performance (if already known or presumed) of the construction product or essential characteristics of the product, in accordance with the relevant harmonised technical specification, that are to be assessed.</li> <li>- Technical description and drawings of the sample/s to be tested.</li> <li>- If sampling is required, indicate the address of the production sites and of any warehouse.</li> </ul>

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