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AVCP System 1+ and System 1

Documentation for the certification of product based on a harmonised standard (hEN)

- Description and intended use of the product.
- 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.
- 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.
- Chamber of commerce company registration report.
- Draft of the DoP that the Manufacturer intends to supply when placing the construction product(s) on the market.
- In the case of multi-site production only: ITC Form "DOCc No.91 Mapping of activities performed in the production sites of the Manufacturer" completed;
- 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 Certification contact persons (those who are in contact with the Notified Body) and their telephone/PEC/email contact details;
 - 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 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.
- Chamber of commerce company registration report.
- Draft of the DoP that the Manufacturer intends to supply when placing the construction product(s) on the market.
- In the case of multi-site production only: ITC Form "DOCc No.91 Mapping of activities performed in the production sites of the Manufacturer" completed;
- 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 Certification contact persons (those who are in contact with the Notified Body) and their telephone/PEC/email contact details;
 - 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 2+
<p>Documentation for the certification of factory production control based on a harmonized standard (hEN)</p> <ul style="list-style-type: none"> - Description and intended use of the product. - 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. - 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. - Chamber of commerce company registration report. - Draft of the DoP that the Manufacturer intends to supply when placing the construction product(s) on the market. - In the case of multi-site production only: ITC Form "DOCc No.91 Mapping of activities performed in the production sites of the Manufacturer" completed; - 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"> 1 FPC manual and/or technical dossier relating to the product to be certified 2 production system management procedures: <ol style="list-style-type: none"> 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 Certification contact persons (those who are in contact with the Notified Body) and their telephone/PEC/email contact details; 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.

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 2+
<p>Documentation for the certification of factory production control based on an ETA issued according to a specific EAD</p> <ul style="list-style-type: none"> - 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. - Chamber of commerce company registration report. - Draft of the DoP that the Manufacturer intends to supply when placing the construction product(s) on the market. - In the case of multi-site production only: ITC Form "DOCc No.91 Mapping of activities performed in the production sites of the Manufacturer" completed; - 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"> 1 FPC manual and/or technical dossier relating to the product to be certified; 2 production system management procedures: <ol style="list-style-type: none"> 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 Certification contact persons (those who are in contact with the Notified Body) and their telephone/PEC/email contact details; 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.

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+ for the Rebranding Manufacturer

Documentation for the certification of factory production control based on a hEN or an ETA issued according to a specific EAD (the ETA is a reproduction of an ETA from another manufacturer)

System 1+ also requires tests for the verification of constancy of performance. In accordance to Article 36 of the CPR, it is not possible to share the results of the tests carried out for production control, while it is allowed to use the results of the tests for the evaluation of the product-type.

- ETA (where relevant).
- Information relating to the production site(s) and external warehouses (address of the sites where the production phases take place and of those where the product is stored before it is placed on the market, specifying whether the sites are under the control of the Rebranding Manufacturer or of another entity to be specified), their address and annual forecast of the quantity, percentage of finished and ready-to-market product stored in each individual warehouse with respect to the total marketed;
- Chamber of commerce company registration report.
- Draft of the DoP that the Manufacturer intends to supply when placing the construction product(s) on the market.
- Documents relating to Factory Production Control (FPC) to allow the Notified Body to carry out the initial inspection and audit tests:
 - 1 FPC manual and/or technical dossier relating to the product to be certified (the Rebranding Manufacturer must, after defining the product-type, specify his own procedures by which he fulfils the minimum obligations set out in the Table 'Task of Manufacturer' of the EAD or in Annex ZA of the hEN);
 - 2 Production system management procedures
 - a) Main procedures of the Quality Management System;
 - b) Organization chart of the company and factories involved in the verification activities foreseen by the FPC (e.g. laboratory managers, statistical analysis managers, etc.) of the product subject to certification;
 - c) Training procedures for the personnel involved on behalf of the Rebranding Manufacturer in FPC activities;
 - d) Procedures and modules for the management of internal and external Non-Conformities (NC) (e.g. if the product manufactured by the Physical Manufacturer does not conform to the product-type defined by the Rebranding Manufacturer);
 - e) Procedures and modules for the management of customer complaints;
 - 3 list of available documents relating to FPC;
 - 4 list of Certification contact persons (those who are in contact with the Notified Body) and their telephone/PEC/email contact details;
 - 5 control checks on the finished product carried out directly by the Rebranding Manufacturer (acceptance criteria, frequency and number of samples to be tested);
 - 6 if tests/calculations/evaluations are entrusted to external laboratories or to the Physical Producer, the procedure for the qualification of the external laboratory and the procedure used to evaluate the test reports or other incoming documentation;
 - 7 if tests and verifications are carried out by the Rebranding Manufacturer, the

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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scheduling of internal and external maintenance and checks on the equipment used in production and quality control as well as; the calibration schedule of the instruments used for AVCP activities.		

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 System1 or 2+ for the Rebranding Manufacturer

Documentation for the certification of factory production control based on an ETA issued according to a specific EAD (the ETA is a reproduction of an ETA from another manufacturer)

- ETA (where relevant).
- Information relating to the production site(s) and external warehouses (address of the sites where the production phases take place and of those where the product is stored before it is placed on the market, specifying whether the sites are under the control of the Rebranding Manufacturer or of another entity to be specified), their address and annual forecast of the quantity, percentage of finished and ready-to-market product stored in each individual warehouse with respect to the total marketed;
- Chamber of commerce company registration report.
- Draft of the DoP that the Manufacturer intends to supply when placing the construction product(s) on the market.
- Documents relating to Factory Production Control (FPC) to allow the Notified Body to carry out the initial inspection and audit tests:
 - 1 FPC manual and/or technical dossier relating to the product to be certified (the Rebranding Manufacturer must, after defining the product-type, specify his own procedures by which he fulfils the minimum obligations set out in the Table 'Task of Manufacturer' of the EAD or in Annex ZA of the hEN);
 - 2 Production system management procedures
 - a) Main procedures of the Quality Management System;
 - b) Organization chart of the company and factories involved in the verification activities foreseen by the FPC of the product subject to certification;
 - c) Training procedures for the personnel involved on behalf of the Rebranding Manufacturer in FPC activities;
 - d) Procedures and modules for the management of internal and external Non-Conformities (NC) (e.g. if the product manufactured by the Physical Manufacturer does not conform to the product-type defined by the Rebranding Manufacturer);
 - e) Procedures and modules for the management of customer complaints;
 - 3 list of available documents relating to FPC;
 - 4 list of Certification contact persons (those who are in contact with the Notified Body) and their telephone/PEC/email contact details;
 - 5 any control checks on the finished product carried out directly by the Rebranding Manufacturer (acceptance criteria, frequency and number of samples to be tested);
 - 6 if tests/calculations/evaluations are entrusted to external laboratories or to the Physical Producer, the procedure for the qualification of the external laboratory and the procedure used to evaluate the test reports or other incoming documentation;
 - 7 if tests and verifications are carried out by the Rebranding Manufacturer, the scheduling of internal and external maintenance and checks on the equipment used in production and quality control as well as the calibration schedule of the instruments used for AVCP activities.

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 3
<p>Documentation for Test Report issued under the Notification scheme based on a harmonized standard (hEN)</p> <ul style="list-style-type: none"> - Description and intended use of the product. - 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. - Chamber of commerce company registration report. - Technical description and drawings of the sample(s) to be tested. - If sampling is required, indicate the address of the production sites and of any warehouse. <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"> - Reason for the request. - Indication of the laboratory where the test is to be carried out. - Name of the Laboratory Manager (telephone number and email address).

Test Report under the voluntary scheme
<p>Documentation for Test Report issued under the Notification scheme based on a harmonized standard (hEN)</p> <ul style="list-style-type: none"> - Description and intended use of the product. - 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. - Technical description and drawings of the sample(s) to be tested. - If sampling is required, indicate the address of the production sites and of any warehouse.

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/>)