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1 Premise

This Technical Regulations must be read in conjunction with the General Terms and Conditions (RG-GQ-01-01) published on the www.mtic-group.org website.

2 Purpose and scope

This regulation defines the rules and methods for providing the certification service implemented by MTIC INTERCERT S.r.l. (hereinafter MTIC) in accordance with the provisions of Regulation 305/2011 (construction products).

For the purposes of this Regulation, CE certifications are understood to mean all the activities of assessment and attestation of conformity, according to the various procedures provided for by Regulation 305/2011.

This Regulation applies to construction products for which MTIC has obtained appropriate authorization to carry out the relevant conformity assessment procedures.

The Regulations specify the rights and duties of the Organization and MTIC in the context of the certification process pursuant to the Technical Regulations, without prejudice to the provisions of the General Contractual Conditions referred to in chapter 1.

For all the activities specified in this Regulation, MTIC applies the provisions of the mandatory legislation issued by the competent authorities.

In the event of future updates and amendments to these Technical Regulations, MTIC will make the new document available on the www.mtic-group.org website and will notify the Manufacturer by fax, registered letter or certified email. The Manufacturer will have 60 days to formally communicate any non-acceptance of the changes, which entails the waiver of certification. After the 60-day deadline without communication from the customer, the new edition of these Technical Regulations will be considered accepted by silence - consent.

2.1 Reference documents

In general, the reference documents cited are applicable in the latest valid edition and/or revision.

- Regolamento (UE) 305/2011 sui prodotti da costruzione e che abroga la direttiva 89/106/CEE
- Modifiche al Regolamento (UE) 305/2011:
    - Commission Delegated Regulation (UE) n. 157/2014 of 30 October 2013 Official Journal n° L 52 page 1 date 21-02-2014
    - Commission Delegated Regulation (UE) n. 568/2014 of 18 February 2014 Official Journal n° L 157 page 76 date 27-5-2014
    - Commission Delegated Regulation (UE) n. 574/2014 of 21st February 2014 Official Journal n° L 159 page 41 date 28-05-2014
    - Commission Delegated Regulation (UE) n. 1291/2014 of 16 July 2014 Official Journal n° L 349 page 25 date 05-12-2014
    - Commission Delegated Regulation (UE) n. 1292/2014 of 17 July 2014 Official Journal n° L 349 page 27 date 05-12-2014
    - Commission Delegated Regulation (UE) n. 1293/2014 of 17 July 2014 Official Journal n° L 349 page 29 date 05-12-2014
    - Commission Delegated Regulation (UE) n. 364/2016 of 1st July 2015 Official Journal n° L 68 page 4 date 15-03-2016
- Legislative Decree no. 106 of 16 June 2017 "Adaptation of national legislation to the provisions of Regulation (EU) no. 305/2011, which establishes harmonised conditions for the marketing of construction products and repeals Directive 89/106/EEC". (Published on 10 July 2017 and in force from 9 August 2017).
- List of Harmonised Standards (CPR): Communication from the Commission in the context of the application of Regulation (EU) No 305/2011 on construction products.
- UNI CEI EN ISO/IEC 17065 Requirements for Bodies that certify products, processes and services.
- UNI CEI EN ISO/IEC 17067 Fundamental Elements of Product Certification and Guidelines for Product Certification schemes.
- UNI CEI EN ISO/IEC 17020 General criteria for the operation of the various types of inspection bodies
- UNI CEI EN ISO/IEC 17021-1 Conformity assessment – Requirements for bodies providing audits and certification of management systems
- UNI CEI EN ISO/IEC 17025 General requirements for the competence of testing and calibration laboratories
- UNI EN ISO 9000 Quality Management Systems – Fundamentals and Vocabulary
- UNI EN ISO 9001 Quality management systems – Requirements
- UNI EN ISO 19011 Guidelines for audits of management systems

- RG-01 Regulation for the accreditation of Certification and Inspection Bodies - General Part
- RG-01-01 Regulation for the accreditation of Management System Certification Bodies
- RG-01-03 Regulation for the Accreditation of Product Certification Bodies
- Other applicable EA/IAF documents
- GNB (Group of Notified Bodies) reference documents.

2.2 Terms and definitions

For the purposes of these Regulations, all the definitions set out in the Regulations shall apply, in addition to the following.

- Organization: Company that requires (or has obtained) certification. Where we mean a company, enterprise, firm, entity or association, legally recognized or not, public or private, which has its own functions and its own administration or natural person.
- Establishment: site where the Manufacturer produces its products subject to certification.
- System: conformity assessment procedure set out in the Technical Regulations.
- Approval: recognition, through a specific procedure, that a particular skill (knowledge and experience) is suitable for a specific product/activity.
- Verification: procedure followed by the Notified Body to verify the products manufactured and certify that they comply with the certified type in compliance with the reference legislation used.
- Additional verifications: verifications not provided for during the period of validity of the certification and necessary to verify the continued conformity of the products manufactured, for example, in the case of changes made to the Type, by extension of the certification, because of the changed conditions imposed by the state of the art, etc
- Unannounced visits: procedure by which MTIC ascertains that the production/product complies with the certification issued and the requirements of the Regulation and the proper functioning of the management system.
- OJEC: Official Journal of the European Community.
- Certification: A Third-Party declaration that the requirements applicable to a product/process have been complied with, on a given date.
- Construction product: any product or kit manufactured and placed on the market for permanent incorporation into construction works or parts thereof and the performance of which affects the performance of the construction works in relation to the basic requirements of the construction work.
- Essential characteristics: the characteristics of the construction product that refer to the basic requirements of the construction works.
- Performance of a construction product: performance in relation to the relevant essential characteristics, expressed in terms of level, class or by description.
- Level: the result of the evaluation of the performance of a construction product in relation to its essential characteristics, expressed as a numerical value.
- Class: range of performance levels of a construction product delimited by a minimum value and a maximum value.
- Threshold level: minimum or maximum level of performance of an essential characteristic of a construction product.
- Product-type: the set of performance levels or classes representative of a construction product, in relation to its essential characteristics, manufactured using a given combination of raw materials or other elements in a specific production process.
- Harmonised technical specifications: harmonised standards and documents for European assessment.
- Harmonised standard: a standard adopted by one of the European standardisation organisations listed in Annex I to Directive 98/34/EC, following a request from the Commission in accordance with Article 6 of that Directive.
- European Assessment Document: a document that is adopted by the TAB organisation for the purpose of issuing European Technical Assessments.
- European Technical Assessment: the documented assessment of the performance of a construction product, in relation to its essential characteristics, in accordance with the respective European Assessment Document.
- Intended use: the intended use of the construction product as defined in the applicable harmonised technical specification.
- Specific technical documentation: documentation demonstrating that the methods under the applicable system for assessing and verifying constancy of performance have been replaced by other methods, provided that the results obtained by those other methods are equivalent to the results obtained by the test methods of the corresponding harmonised standard.
- Economic operators: manufacturer, importer, distributors and the authorized representative.
- Manufacturer: any natural or legal person who manufactures a construction product or who has such a product designed or manufactured and markets it under his name or under his trademark.

- Distributor: any natural or legal person in the supply chain, other than the manufacturer or importer, who makes a construction product available on the market.
- Importer: any natural or legal person, established in the Union, who places a construction product from a third country on the Union market.
- Authorised representative: any natural or legal person established in the Union who has received a written mandate from a manufacturer authorising him to act on his behalf in relation to certain tasks.
- Withdrawal: any measure aimed at preventing the making available on the market of a construction product in the supply chain.
- Recall: any measure aimed at obtaining the return of a construction product that has already been made available to the end user.
- Factory production control: the permanent and documented internal control of production in a factory, in accordance with the relevant harmonised technical specification.
- System for the evaluation and verification of constancy of performance "1+": determination of the product-type and declaration of the performance of the essential characteristics of the construction product made by the manufacturer based on the following elements:

A. The manufacturer carries out:
    a. factory production control.
    b. other tests on samples taken at the factory in accordance with the prescribed test plan.

B. The notified body for product certification shall decide on the issuance, restriction, suspension or withdrawal of the certificate of constancy of performance of the construction product based on the outcome of the following assessments and verifications carried out by the same body:
    a. an assessment of the performance of the construction product based on tests (including sampling), calculations, values derived from tables or descriptive documentation of the product.
    b. initial inspection of the production plant and factory production control.
    c. surveillance, evaluation and continuous verification of the control of production in the factor.
    d. control tests of samples, taken by the notified body for the certification of the product at the manufacturer's production plant or warehouse.

System for the assessment and verification of constancy of performance "1": determination of the product-type and declaration of the performance of the essential characteristics of the construction product carried out by the manufacturer based on the following element:

A. The manufacturer carries out:
    a. factory production control.
    b. other tests on samples taken at the factory by the manufacturer in accordance with the prescribed test plan.

B. The notified body for product certification shall decide on the issuance, restriction, suspension or withdrawal of the certificate of constancy of performance of the construction product based on the outcome of the following assessments and verifications carried out by the same body:
    a. an assessment of the performance of the construction product based on tests (including sampling), calculations, values derived from tables or descriptive documentation of the product.
    b. initial inspection of the production plant and factory production control.
    c. surveillance, evaluation and continuous verification of production control in the factory.

System for the evaluation and verification of the constancy of performance "2+": determination of the product-type and declaration of the performance of the essential characteristics of the construction product made by the manufacturer based on the following element:

A. The manufacturer carries out:
    a. an assessment of the performance of the construction product based on tests (including sampling), calculations, values derived from tables or descriptive documentation of the product.
    b. factory production control.
    c. other tests on samples taken at the production plant by the manufacturer in accordance with the prescribed test plan.

B. The notified certification body for factory production control shall decide on the issuance, restriction, suspension or withdrawal of the certificate of conformity for factory production control based on the results of the following assessments and verifications carried out by the same body:
    a. initial inspection of the production plant and factory production control.
    b. surveillance, evaluation and continuous verification of production control in the factory.

System for the assessment and verification of constancy of performance "3": determination of the product-type and declaration of the performance of the essential characteristics of the construction product carried out by the manufacturer based on the following elements:

A. the manufacturer carries out production control in the factory.
B. The notified laboratory evaluates the performance based on sampling carried out by the manufacturer), calculations, values taken from tables or descriptive documentation of the product.

2.3 Affiliates and subcontractors

If MTIC intends to entrust part or all the certification activities to affiliates and/or subcontractors, the organization will be informed in advance and explicit consent will be requested.

In any case, MTIC retains responsibility for the certification decision and ensures that the activities of their affiliates or their subcontractors do not affect the confidentiality, objectivity or impartiality of their conformity assessment activities. Type testing and inspection activities can be entrusted to qualified suppliers.

3 General conditions

3.1 Generality

Organizations wishing to obtain a certificate of constancy of performance and/or a certificate of conformity of factory production control and intending to place a construction product on the market must send a specific request by post or e-mail containing the necessary information, according to the applicable requirements of Regulation (EU) 305/2011, the formulation of the service proposal.

MTIC accepts requests without discrimination, prejudice or favourable conditions, deriving from any membership of associations and/or categories.

MTIC does not carry out and does not provide applicants with advice in relation to the activities for which it operates as a third party and testing laboratory.

MTIC is not directly or indirectly connected and/or involved with companies that carry out consultancy activities for which it operates as a third party and testing laboratory.

MTIC, its management team and the staff responsible for carrying out tasks in the assessment process shall refrain from directly intervening in the design, manufacture or construction, marketing, installation, use or maintenance of the products subject to certification, nor shall they represent the parties engaged in such activities.

MTIC carries out a preliminary examination to verify whether the information provided is sufficient to formulate a service proposal, reserving the right, if necessary, with reference also to what is reported in these Regulations, to request further details.

It should be noted that the certification procedures are always addressed to the Manufacturer, who holds the responsibility deriving from the product placed on the market. All documents relating to certification are always in the name of at least the Manufacturer as reported on the application.

Certification can only be requested by the Manufacturer of the product, or by a person or organization in possession of specific authorization (e.g. the authorized representative), from a single Notified Body of his choice. The application for certification shall contain a declaration to that effect.

Interested parties not directly involved with the production, service or process cannot request any certification procedure, provided for by Regulation (EU) 305/2011.

Assessment activities aimed at certification can only begin after the submission of the certification application and the subsequent acceptance of the economic proposal containing references to these Regulations and to the Certification Application, which is to all intents and purposes a contractual document.

The Manufacturer or his representative retains the responsibility of indicating any harmonised technical specifications that may be used during the design/production/inspection phase of the construction product for which certification is requested.

MTIC shall request, for examination, the documents better specified in these Regulations, applicable according to the chosen form or combination of forms.

3.2 Reporting obligation

MTIC is obliged to inform the Notifying Authority:

- any refusal, restriction, suspension or withdrawal of a certificate.
- any requests for information they have received from market surveillance authorities in relation to conformity assessment activities.
- upon request, the conformity assessment activities carried out as part of their notification and any other activities, including cross-border and subcontracting activities.
- Any circumstances affecting the scope and conditions of notification

In addition, MTIC shall inform its Notifying Authority of the Product Constancy of Performance Certificates and/or Factory Production Control Certificates of Conformity issued or withdrawn by it and, periodically or upon request, shall make available to it the list of such certificates and/or related supplements that have been refused, suspended or otherwise restricted.

MTIC is obliged to provide other Notified Bodies with relevant information on issues related to negative and, upon request, positive results of conformity assessments.

The European Commission, Member States and other Notified Bodies may obtain, upon request, a copy of the Certificates of Constancy of Performance and/or their supplements. The European Commission and the Member States may obtain a copy of the technical documentation, and the results of the examinations carried out by MTIC upon justified request.

3.3 Authorized representative or representative

The Manufacturer may appoint, by means of a written mandate, an authorised representative. The mandate must respect the limits and prerogatives established in Regulation (EU) 305/2011. The mandate must allow the authorised representative to carry out at least the following tasks:

a. Keep the declaration of performance and technical documentation available to the national supervisory authorities for a period of 10 years from the placing of the construction product on the market.
b. Following a reasoned request from a national competent authority, provide that authority with all the information and documentation necessary to demonstrate the conformity of the construction product with the declaration of performance or compliance with other requirements applicable to Regulation (EU) 305/2011.
c. Cooperate with the competent national authorities, at their request, in any action taken to eliminate the risks posed by construction products falling within the mandate of the authorised representative.

Therefore, if the Manufacturer has identified an authorised representative, MTIC will require evidence that the mandate contains at least the above.

The authorised representative can submit the Application for Certification and in general fulfil the administrative obligations provided for by Regulation (EU) 305/2011 instead of the Manufacturer if they are specified in the mandate.

The mandate does not include the obligations to ensure that construction products comply with the requirements of Regulation (EU) 305/2011 and the obligations to draw up the Declaration of Performance referred to in Annex III to Regulation (EU) 305/2011, which are the responsibility of the manufacturer.

For the purposes of these Technical Regulations, any reference to "the Manufacturer" or "the Organisation" shall read as "the Manufacturer or its authorised representative".

3.4 Obtaining and maintaining certification

Certification, and its updating where applicable, are subject to:

- the Customer's willingness to undergo ordinary and supplementary assessments, documentary and at the Customer's premises and/or other locations involved (e.g. the premises of the Customer's subcontractors and critical suppliers), within the timeframe provided and indicated by MTIC;
- the positive outcome of the conformity assessment activities, carried out by MTIC;
- the payment of the amounts due, for any reason, to MTIC (e.g. for certification issuance activities, for the variation/reissue of certificates, etc.).

The maintenance of any type of Certificate and the performance of any surveillance activity are subject to the payment of the amount provided for the surveillance phase and for all other items, as provided for and countersigned in the contract between the Client and MTIC.

Otherwise, MTIC suspends the surveillance activity. The continuation of the suspension of the surveillance activity involves the subsequent revocation of the certificate.

3.5 Maintaining certification

The Organization must maintain the conformity of the products to the applicable reference standards, is required to periodically verify the state of the art, as well as changes to the legislation in force or to the harmonized technical specifications to which conformity is declared.

The Organization undertakes to communicate to MTIC any significant change that may affect the requirements that led to the certification.

The Organization shall keep records of any complaints received from its customers regarding the products covered by the certificate and of the related corrective actions taken and shall make them available to MTIC.

MTIC reserves the right to carry out additional checks at the Organization in the event of complaints or reports, considered particularly significant, relating to the non-compliance of the products with the requirements of the reference standards and with these Regulations, or for the purpose of verifying the conformity of the product. Or for the purpose of verifying the conformity of the product following the changes communicated by the manufacturer himself.

In the event of refusal, without valid reasons, by the Organization, MTIC may initiate the process of suspension of certification.

If complaints and reports are deemed justified by MTIC, the cost of carrying out the additional inspection is borne by the Organization.

If, during the period of validity of the certificate, changes occur to the certification requirements required by the applicable technical specifications or to the certification scheme, MTIC will notify the Organization to define the actions to be taken or any additional verifications.

3.6 Changing and Extending Certificates

In the event of changes to the certification requirements, made necessary because of changes or updates to the legislative landscape, such as revision of Regulation (EU) 305/2011, these changes will be promptly communicated in writing by MTIC to the manufacturers concerned, with an indication of the date on which they will enter into force. For all regulatory changes or updates, it is the responsibility of the manufacturer to adapt its products to any new requirements.

Adaptation to the new provisions will be mandatory by the date of entry into force of the same. If necessary, the certifications issued and the manufacturers holding them may be verified for a supplementary assessment by that date.

The applicant is also required to notify MTIC of the intention to put into production products of new design or with modifications, compared to the certified ones, which may require the adaptation of the certification of the quality assurance of the products or production and is required to prepare the new or modified production plans.

If the outcome of the checks certifies that the variants or the modified type, as well as the changes to the quality system and the production plans, comply with the requirements of the reference standard, MTIC grants an extension of the pre-existing Certificate.

3.7 Waiver, Suspension and Withdrawal of Certification

In the event of suspension, withdrawal, renunciation of the certificate, the manufacturer must notify MTIC of the presence of the products already manufactured and marked ready to be placed on the market whose marketing authorization will be subject to specific evaluation by MTIC.

The manufacturer must also stop the CE marking of the products under manufacture from the date of suspension/revocation.

3.7.1 Renunciation

The certified Organization may send a formal notice of waiver of certification to MTIC, including if the Organization itself is unwilling or unable to comply with changes in the certification conditions communicated by MTIC.

MTIC, upon receipt of this communication, initiates the process to make the status of the certificate invalid.

If surveillance activities are planned, a written request must be sent within three months of the date of surveillance.

After this deadline, it is still possible to renounce the certification, however, the Organization is required to pay 40% of the amount accepted in the offer for the surveillance not carried out.

The manufacturer is required to provide MTIC with the list of products and their factory numbers, made in the period between the last surveillance and the date of renunciation of the certification.

MTIC reserves the right to verify the conformity of these products, according to the applied evaluation form, before they are placed on the market.

The verification will be paid for by the manufacturer, even if he has waived the certification.

In the event of a decision to withdraw, the following conditions shall be established:

- The customer must remove any reference to certification on the product documentation (brochures, advertisements, labels, etc.);
- The customer has the right to put on the market the products that have been manufactured by the expiry date of the certification, for a period not exceeding six months from the expiry date.
- Products that are not in stock on the date of expiry of the validity of the certification cannot refer to the certificate itself and cannot be placed on the market.

The manufacturer shall provide MTIC with a list of products in stock bearing the notification number of MTIC to monitor their marketing.

The manufacturer also undertakes not to allow certifications relating to the same product issued by different Notified Bodies to coexist.

3.7.2 Suspension

A product certification may be suspended due to situations that may compromise the conformity of the product itself with the relevant directive or the legislative instrument applied, the decision is always taken by the deliberation committee, for example, for the following reason:

- The product does not comply with the relevant health and safety requirements.
- The product has modified characteristics compared to the approved type.
- Major Non-Conformities or Minor Non-Conformities whose combination could compromise the safety of the product and/or the integrity of the Quality System, found during surveillance checks, renewals, etc. or during reviews of certification practices.
- Production with inadequate and/or undocumented internal controls to ensure compliance with the approved type.
- Complaints from the field or from the authority in charge of market surveillance.

- Non-conformities in the management system, not resolved within the established time.
- Changes in product, process, place of manufacture without timely communication.
- Refusal of the Manufacturer to provide samples necessary for the repetition of tests for conformity assessment.
- Refusal of the Manufacturer to access the production facilities and/or technical documentation by MTIC staff and/or inspectors of the Accreditation Body or the Authority in charge of market surveillance (if applicable);
- Variation of requirements in relation to mandatory legal changes (considering the adaptation time established by the legislation itself);
- Improper use of the Certificate, in any case in a manner that does not comply with the provisions of the relevant European legislative document (Directive or Regulation);
- failure to comply with contractual obligations including the requirements set by the regulations applied by the Body, the requirements of the European legislative document of reference (Directive or Regulation), the economic conditions and payment deadlines, signed with the Body.
- Exceeding the surveillance date.

The surveillance verification can be postponed for up to three months upon written request of the manufacturer and acceptance by the Technical Manager. This request must contain a valid reason, for example: "*No equipment to be viewed at the time of the surveillance visit".*

The suspension can be accepted if requested by the customer.

If necessary, a procedure for appeal is provided against MTIC's decision, as indicated in the General Terms and Conditions (RG-GQ-01-01) published on the website www.mtic-group.org

The suspension of the certification will be notified to the manufacturer and to the Notifying Authorities by certified email, and to the other Notified Bodies by e-mail. The disclosure will contain the reasons for the suspension and the temporary expiration date for any corrective actions.

During the period of suspension of certification, the manufacturer may not mark the products covered by the certification and may not put them on the market, either directly or through other organizations, placing this prohibition also on any OBL manufacturers, under his responsibility.

If doubts arise about the conformity of the products, or their safety in relation to the requirements of the harmonization legislation of the relevant Union (Directive or Regulation), harmonized standards, etc., the Applicant may be reminded that the recall of products delivered to representatives, distributors, retailers, etc., the recall of products from the market, public information to the owners of such products, etc.

The time taken to resolve the non-conformities that gave rise to the suspension ranges from a minimum of 30 to a maximum of 180 calendar days.

After six months without any solution, the certification will be automatically revoked (see next paragraph).

The customer who believes that he has resolved all the non-conformities asks for verification to confirm the resolution; MTIC carries out the assessment or appoints competent figures to take the decision, notifying the Organization.

The restoration of the certification is subject to the verification of the elimination of the deficiencies that had caused the suspension.

The reinstatement is notified in writing to the Organization and made publicly known by MTIC if the news of the suspension had been made public at the time.

3.7.3 Revocation

MTIC, following the decision of the Resolution Committee, may withdraw a Certificate for the following reasons (in brackets is given the maximum time within which to resolve non-conformities to avoid revocation):

- Violation of the RG-GQ-01-01 "General Contractual Conditions" or Regulation (EU) 305/2011 or these Technical Regulations (30 days);
- Exceeding the suspension period of 180 days (immediate);
- Serious non-compliance in the manufacture of the product and/or raw materials that may affect the safety of the product (immediate);
- Serious non-compliance of the quality management system with process control that may affect product safety (15 days);
- Non-payment of the certification invoice, partial or total (30 days);
- Denial of access to the production site to the staff of the Authority in charge of market surveillance or the accreditation body (15 days);
- If the Organization suspends its activities or services subject to the certified Quality System and/or product Conformity Assessment (6 months);

- Non-acceptance of the new economic amounts relating to surveillance activities, according to the procedures described in RG-GQ-01-01 "General contractual conditions".
- For any other serious reason, in the opinion of MTIC

The organization whose certification has been revoked must:

- Return the revoked certificate by notifying the Body. If the certificate is not received within 30 days, MTIC will consider the destroyed certificate to be the responsibility of the Organization.
- Stop the production and marking of products after the date of revocation of the certificate
- Notify the Notified Body:
  - the number of the last batch/series marked before the date of revocation of the certificate
  - information on the last serial number of the product placed on the market, the number of products accompanied by their serial numbers/lot still unsold at the time of the revocation of the certificate, present in warehouses or importers distributors and retailers
- Stop making the product available on the market
- Remove all references to certification and CE marking, including the notification number of MTIC where applicable.
- If applicable, remove all references to the ACCREDIA mark granted to certified Organizations (see RG-09 on the www.accredia.it website for details);
- Do not use copies and/or reproductions of the revoked certificate.

The revocation of a Certificate may also be requested by the Manufacturer in writing, accompanied by objective reasons.
The Organization that after revocation intends to access the certification again, must submit a new application following the entire procedure provided for by these Technical Regulations.
If necessary, a procedure for appeal is provided against MTIC's decision, as indicated in the General Terms and Conditions (RG-GQ-01-01) published on the website www.mtic-group.org
The revocation of the certification will be notified to the manufacturer and to the Notifying Authorities by certified email, and by the other Notified Bodies by e-mail.

3.8 OBL

A Manufacturer who has obtained a Certificate of Constancy of Product Performance and/or a Certificate of Conformity of Factory Production Control may grant other Organizations the marketing of the product in their name and under their brand under the conditions set out below.
The Manufacturer who has obtained the Certificate of Constancy of Product Performance from MTIC and who manufactures the construction product is called OEM.
The Manufacturer who resells the same product from the OEM in its own name and under its own brand is called OBL.

3.8.1 General Conditions

The OEM Manufacturer must have obtained a Certificate of Constancy of Performance and/or a certificate of conformity of factory production control for the products that will be placed on the market by OBL in its own name and brand.
The OEM Manufacturer and the OBL Manufacturer must enter a joint contract that provides for at least the following.

3.8.2 Contract between OEM, OBL and Organization

Both OEM and OBL organizations must sign a joint document in which in addition to accepting these Technical Regulations they mutually commit themselves to at least:
For L'OEM:

- ensure that the products (including models and variants) supplied to OBL are the same as the Object Type of the Certificate obtained from the OEM (any differences must be listed in the contract).
- Inform the OBL of any suspensions, revocations, expiration of the Certificate or renunciation of the same.
- Provide the minimum technical documentation described below so that the OBL can draw it up in its own name and be responsible for the CE marking of its products.
- Transmission to the OBL of data relating to type tests and self-checks.
- Inform MTIC and the OBL of any changes it intends to make to the certified product (including models and variants) and the related documentation referred to in the previous point before proceeding to produce the modified product.
- Report to OBL and MTIC any complaints you may receive regarding the products.
- Report to the OBL and MTIC any incident involving the products covered by the Certificate.

For OBL:

- Guarantee that you do not make any changes to the products that are the subject of the contract with the OEM, referred to in the Certificate.

- Report any complaints received regarding the products to the OEM and MTIC.
- Report to the OEM and MTIC any incident involving the products covered by the Certificate.
- Take responsibility for the preparation of the Declaration of Performance for the products covered by the Certificate.
- To cease the sale of the products if the OEM communicates the suspension, expiration, revocation or renunciation of the Certificate.
- Declare that you are aware that the Certificate you obtain from MTIC as an OBL will have the same expiration date as the Certificate obtained from the OEM and that the validity of the same will expire at the same time as the OEM's Certificate following the expiration, renunciation, revocation or temporary suspension of the certification.
- Cease selling the products if the OEM reports that they are potentially dangerous to users.

For Manufacturer OEM and OBL

- mutual commitment to sharing major non-conformities and specific corrective actions on products covered by the certification, which may also involve actions on products already sold.
  explicit authorization for the ON to carry out visits at both locations

This document must be provided to MTIC with a table of correspondence between the product names of the OEM and the OBL and a precise indication of the current date of issue of the Certificate of Performance and/or a certificate of conformity of factory production control to which the contract refers

The manufacturer who has obtained a Certificate of Constancy of Performance and/or a certificate of conformity of factory production control from MTIC manufactures the product and guarantees its conformity to the certified type is called an OEM.

The Manufacturer who resells the same product from the OEM in its own name and under its own brand is called OBL.

3.8.3 Application for OBL Certification

The OBL must send the Body a request for Certification for the products covered by the OBL contract and following the acceptance of the offer produced by MTIC, to access the certification process which provides:

- The review of the technical documentation
- The verification of conformity of products to the type by means of production checks, tests, etc.
  The verification of the conformity of the products to the type based on the management system adopted by the OEM

The technical documentation must include:

- the list of production sites (if different from the sites declared by the OEM)
- Declaration of performance / Layout CE marking.
- Index of technical documentation / List of documents.
- Copies of the ITT report, or the current CE certificate of the original manufacturer, including assessment reports from their Notified Body, if possible;
- Signed contract or declaration between the OEM and OBL in which the product is clearly identified with the characteristics stated in §3.9.2;
- Procedure di accettazione, verifica e controllo, imballaggio, conservazione del prodotto e rintracciabilità del produttore OBL;
- Process to identify what is a significant change and related communications to the Notified Body.
- Marking, packaging information and instructions for use (OBL) and copy of the instructions sent by the actual manufacturer regarding use.

All documentation must be produced in the name and under the responsibility of the OBL.

The conformity assessment conducted by MTIC will include the analysis of the above documentation, the certification and surveillance audit carried out both at the OBL headquarters and at the OEM's production plant if the latter is not a direct MTIC customer. If the OEM is a direct MTIC customer, the verification of the production process is to be considered already included in the annual surveillance activities envisaged.

Certification and surveillance checks at the OBL headquarters are to be carried out on an annual basis only if the OBL Manufacturer has a warehouse.

If the OBL Manufacturer does not have a warehouse and shipments to customers are made directly by the OEM Manufacturer, certification and surveillance checks can be carried out on a documentary basis and always on an annual basis.

Following the positive outcome of the conformity assessment, the review and the decision taken by the Resolution Committee, the Body will issue a certificate that will be traceable to the Initial Type Test Reports issued to the OEM manufacturer.

Certificates issued to the OBL will have the same validity as OEM certificates and consequently will be suspended or revoked if certificates issued to the OEM will be suspended or revoked.

Only after the certificate has been issued will the OBL be able to use the notified body number 0068 and the references to MTIC as required by the Regulation.

3.8.4 Ancillary conditions

For the purposes of the Regulation, the OBL is the Manufacturer of the product marked and sold in his own name.
MTIC:

- will keep together with the Certificates issued to the OBL the copy of the OEM certificates.
- will verify during production the data relating to the OBL, the marking, the technical documentation (this may require surveillance at the OBL headquarters).
- If the products covered by the contract refer to a Certificate issued by another Body, MTIC, without prejudice to the adoption of the practices deemed suitable for the acquisition of information relating to the technical documentation, certification, etc. at the OEM, will evaluate the most appropriate methods for the verification of production according to the evaluation procedure required by the OEM and the OBL.
- Will keep track of references between certificates issued to the OEM and OBL even if it is decided not to explicitly reference such references on certificates issued to OBL.

3.9 Advertising – use for CE marking purposes

The Organization may disclose in the most appropriate ways the obtaining of certification by MTIC. The Organization must in any case clearly indicate any limitations and conditions imposed by MTIC at the time of issuing the certification.
The Organization may reproduce the Certificate in its entirety, enlarging or reducing it, if it remains legible and is not altered in any way.
In using the Certificate, the Organization must avoid that the certification can be understood as extended to products not included among those covered by the certification issued by MTIC.
In the event of use of the Certificate that does not comply with the above points or in the event of their unlawful use, MTIC will take appropriate measures against the Organization, including the use of appropriate legal actions.

3.10 Preservation of samples and documentation

MTIC ensures the correct handling of samples during testing. Storage at MTIC or at the manufacturer's premises of samples already subjected to verification is not required.
MTIC ensures the storage of the tested products for a period of at least 3 (three) months from the date of issue of the Certificate of Constancy of Product Performance. At the end of the period, MTIC asks the Manufacturer to take steps to take them back.
If the Manufacturer does not collect the samples, MTIC will be deemed authorized to dispose of them and/or dispose of them without further notice. Any disposal costs are borne by the Manufacturer.
The Manufacturer must ensure the traceability and custody of all certification documentation relating to the construction product for a period of at least 10 years from the date of the last placing on the market of the construction product itself.
Copies of the certificates and the significant files of technical documentation listed in the certificates are kept by MTIC for the time provided for by current legislation. At the end of this period, the paper documentation is digitised and stored together with the relevant documentation already in digital format.
The manufacturer is asked to return the paper documents, in case of no response within 30 days, the documents are destroyed.
Digital documents are archived and stored until MTIC exists, except for unforeseen and extraordinary events that may compromise normal digital archiving techniques.

3.11 Planning and execution of audits

The inspection activities planned for the products are carried out by MTIC inspectors, based on the requirements of the applicable assessment procedures (modules) described in detail later in these Technical Regulations.
Upon successful completion of all examinations and tests required by the certification procedures and these Technical Regulations, applicable according to the chosen module and specified in the service proposal sent to and accepted by the Organization, the technical secretariat sends the complete file with all the documentation to one or more competent and independent MTIC technicians (decision-making committee) for a complete review and a decision on whether to grant certification.
Following the positive outcome of the decision by the deliberation committee, MTIC will issue the certificate required by the chosen assessment system and send it to the Organization following payment of the relevant invoice.
In the event of a negative outcome, MTIC shall notify the Organization of this outcome and agree with it on the procedures for reassessment.
In the event of refusal of the certification, MTIC shall inform the competent authority in accordance with the reporting obligation referred to in point 3.2 of these Technical Regulations.

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necessary, a procedure for appeal is provided against MTIC's decision, as indicated in the General Terms and Conditions (RG-GQ-01-01) published on the www.mtic-group.org website.

3.12 Use of trademarks and logos

MTIC does not provide the granting of the use of its certification mark for conformity assessment activities conducted in the notified field.

For this reason, Organizations that have obtained the certificate from MTIC are not allowed to use the Accredia mark which, according to the provisions of the RG09 of the Accreditation Body, can be granted for use to them exclusively in combination with the Body's mark.

The only marking that can be used by the Organization downstream of obtaining the Certificate by MTIC is the "CE" according to the requirements indicated in Annex II to Regulation (EC) 2008/765.The methods for affixing the marking are defined in Regulation (EU) 305/2011.

3.13 Language

The documents and correspondence relating to the conformity assessment of a construction product and/or the quality system must be in Italian or English. The Technical Documentation and/or the Quality System Documentation may contain, if necessary, some parts in different languages if they are also provided in Italian or English. In particular, the instructions for use are always evaluated in the Italian language only, and only in the absence of this are they evaluated in the English language.

For other Community languages, an additional offer for the translation of documents will be produced, if necessary.

It should be noted that compliance with the obligations regarding the language to be used for the instructions for use and for the declaration of performance of construction products placed on the European market is the responsibility of the Manufacturer. MTIC may examine how this is properly handled during factory production control compliance checks, where applicable.

3.14 Safety in the workplace

On the occasion of visits to its operational headquarters, the Manufacturer, in accordance with current legislation on safety and prevention of accidents at work, undertakes to provide MTIC's employees with the necessary information regarding any risks existing in the working environment in which they are intended to carry out their work, and ensures that all possible precautions are taken for their protection with regard to health and safety.

4 Conformity Assessment Process

The following table defines the main steps under the responsibility of MTIC, applicable to the process of conformity assessment of a product with reference to the harmonized technical specifications and related evaluation systems.

§	Title	VVCP 1+	VVCP 1	VVCP 2+	VVCP 3
4.1	Application for certification	X	X	X	X
4.2	Application's review	X	X	X	X
4.3	Type test	X	X		X
4.3.1	Product sampling	X	X		
4.3.2	Execution of Type tests	X	X		X
4.3.3	Equipment used	X	X		X
4.3.4	Requirements for testing laboratories and related reports	X	X		X
4.3.5	Type test results	X	X		X
4.4	Factory Production Control (FPC)	X	X	X	
4.4.1	Appointment of the assessor or evaluation team	X	X	X	
4.4.2	Audit planning	X	X	X	
4.4.3	Certification audit and Surveillance audit	X	X	X	
4.4.4	Additional surveillance audit	X	X	X	
4.4.5	Visits to Authorities and Bodies with title	X	X	X	
4.4.6	Review of the report	X	X	X	
4.4.7	Non-conformities and corrective actions	X	X	X	
4.5	Review and decision on certification	X	X	X	
4.6	CE Certificate	X	X	X	
4.6.1	Certificate of consistency of product performance	X	X	X	
4.6.2	Factory Production Control Certificate of Conformity	X	X	X	
4.7	Declaration of Performance and CE marking	X	X	X	X
4.7.1	DoP	X	X	X	X
4.7.2	CE marking	X	X	X	X
4.8	Changes to the FPC/Product or harmonized technical specifications	X	X	X	
4.8.1	FPC/Product Changes	X	X	X	X
4.8.2	Amendments to harmonised technical specifications	X	X	X	
4.8.3	Reissue of certificates	X	X	X	
4.8.4	Limitations in the use of the Certification and related CE Marking	X	X	X	

4.1 Application Form

After initial contact with the customer (by telephone or email), all the information necessary to begin the certification process is requested using the appropriate information request form.

MTIC carries out a preliminary examination to verify whether the information provided is sufficient to formulate a service proposal, reserving the right, if necessary and with reference to the provisions of these Technical Regulations, to request further details.

Once the information has been obtained, MTIC prepares a quote for the testing and certification activities based on the price list and sends it to the interested customer together with the forms required to submit the certification application.

If the application is submitted by the authorized representative established in the Community, it must contain, in addition to the name and address of the manufacturer, place of manufacture, designation of the type of product and intended use, the name and address of the authorized representative.

The applicant must submit the application by completing all sections of the form provided by MTIC, completing one form for each model or for each homogeneous series of products.

If the application and the documents provided are incomplete, MTIC will request the necessary additions to continue with the certification process.

The documentation provided by the applicant must include, in accordance with the applicable conformity assessment systems:

- Detailed description of the product, technical specifications and other data deemed necessary.
- List of characteristics/requirements falling within the field of interest of the conformity assessment activity and the list of reference documents (technical regulations, standards, etc.);
- Detailed drawings of the product (general design and manufacturing drawings, diagrams of components, sub-assemblies, circuits, etc.; including descriptions and explanations necessary for the understanding of these drawings and diagrams and of the operation of the product);
- Installation and use instructions.

- Available test reports and certificates relating to the product, technical documentation regarding the materials procured, etc.;
- Description of the FPC implemented by the manufacturer, i.e. Manual, procedures, instructions, internal provisions, etc., (not applicable for system 3);
- Technical documentation relating to the representative "type" of the production and the type tests on the product carried out under the responsibility of the manufacturer (only for 2+ systems);
- the technical documentation relating to the tests carried out on product samples (only for systems 1 and 1+;

Upon acceptance of the offer by the Customer and receipt of the completed application, a file number is assigned and the application is reviewed.

4.2 Review of the application

The review of the certification application is the stage at which the conformity assessment procedure begins. The review of the certification application considers the conditions and information based on which the financial offer was prepared and verifies their continued existence through the application itself, the documentation and the samples received, if applicable.

Upon receipt of the duly completed Certification Application for acceptance of the service proposal issued, MTIC will have 10 working days to comment on or reject said requests.

If the certification application is not accompanied by the elements necessary to start the activities, MTIC will request additional information, and the conformity assessment procedure will be put on hold until the conditions are met.

If these conditions are not met, MTIC will reject the application.

Upon successful review of the certification application, MTIC will send the Customer an order confirmation containing the reference number of the certification file.

4.3 Type Test

For testing at MTIC laboratories, MTIC personnel and equipment are used, in compliance with harmonized technical specifications.

The harmonized technical specifications define, among other things, the operational test methods, the requirements and characteristics to be assessed based on the intended use, and the classification of results; these standards are issued by standardization bodies based on CEN mandates received from the commission.

The specific tests to be carried out are identified and defined in the harmonized technical specifications, also considering the intended use of the products.

In the case of certifications in accordance with attestation method 1 or 1+, MTIC is responsible for determining the product type based on type tests (including sampling), type calculations, values taken from tables or descriptive documentation of the product. In this case, it is the responsibility of MTIC to establish the acceptability of tests carried out by other laboratories, to sample the products to be tested and to establish the qualification criteria for testing laboratories.

4.3.1 Product sampling

Where applicable, MTIC carries out the applicable tests for the products covered by the request. The sampling methods used are as follows:

- Evaluation systems valutazione 1 e 1+: Sampling is carried out under the responsibility of MTIC, which asks the manufacturer for the location where the products are to be sampled. The samples to be tested are identified by the Body's personnel at the customer's premises by means of stamping or affixing countersigned labels. Sampling is not applicable if the harmonized technical specifications or working documents between Notified Bodies allow the use of prototype equipment, which the manufacturer sends directly to the laboratory after approval by MTIC. In this case, the responsibility for selecting the samples lies with the manufacturer and not with MTIC, which, during certification and surveillance inspections, will verify that the product is consistently compliant with the initial type test samples.
- Evaluation system 3: The Manufacturer shall send product samples in accordance with the instructions received from MTIC. Sampling, which is the responsibility of the Manufacturer, must be carried out in accordance with the sampling requirements defined in the harmonized technical specifications. if no precise rules are defined in the above, the Manufacturer must comply with the guidelines issued by the group of notified bodies for that product; in any case, the samples must be representative of the type of product for which the assessment activity has been requested, in terms of technical characteristics, production technologies, assembly methods, etc

4.3.2 Execution of Type tests

Once the necessary samples have been received and the technical documentation accompanying them has been examined, MTIC performs the type tests under its own responsibility in accordance with the applicable technical specifications and the guidelines issued by the Group of Notified Bodies for that product.

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4.3.3 Equipment used

MTIC has internal laboratories for carrying out certification and control tests. Where MTIC does not have the necessary instruments, it may proceed with subcontracting as provided for in the following paragraph, or it may consider using instruments made available by the requested organizations.

These instruments must be suitable for the tests to be carried out.

All instruments used must be accompanied by the relevant calibration certificate, issued by an accredited calibration laboratory, or, where the measurement is not highly critical (non-critical measurements are those where the measurement uncertainty does not affect the quality of the results), they may be accompanied by a non-accredited calibration report that nevertheless ensures metrological traceability.

In general, special and exceptional situations may be assessed, for example, where there is no accredited laboratory for an instrument needed to perform a specific measurement, or where there is no standardized calibration method, or where LAT calibration is not feasible. In such cases, the use of instruments with non-accredited calibration reports may be assessed, if the above conditions are met, and MTIC inspectors may request and obtain copies of, for example, calibration reports, primary calibration certificates, calibration procedures applied and any other reference documents for the instruments (e.g. instrument data sheet and information on the state of use and maintenance). If the instruments necessary to perform the tests are not made available or the adequacy and calibration of such instruments is not.

4.3.4 Requirement for testing laboratories and related reports

Manufacturers may request, where justified by technical, economic or logistical reasons, that the tests be carried out under the supervision of MTIC at the manufacturing facilities. The tests may be carried out using the manufacturer's test equipment or, with the manufacturer's prior authorization, in an external laboratory using that laboratory's test equipment. In this case, before carrying out the tests, MTIC shall verify that:

- The requirements of the test method are met.
- The test equipment is equipped with an adequate calibration system, and the traceability of the measurements is ensured.
- The quality of the test results is guaranteed.

MTIC reserves the right to use the notified/accredited laboratories for the standard subject to certification, qualified according to the internal procedures provided for by the Body and communicated to the competent Administrations. In these circumstances, MTIC will report in the offer document, the request to the applicant for certification, to report any undesirable organizations.

If the laboratory for conducting the initial type tests has been chosen by the manufacturer, MTIC will operate as indicated below.:

- will review the accreditation documentation for the standard covered by the laboratory certification. In the absence of such documentation, the test reports will not be considered acceptable.
  verify the completeness of the test reports and, in the event of any deficiencies, request additions or the repetition of some or all of the initial tests of the type

MTIC reserves the right to use laboratories that are notified/accredited for the standard subject to certification, qualified according to the internal procedures established by the Body and communicated to the competent authorities. In such circumstances, MTIC will include in the tender document a request to the applicant for certification to report to any undesirable organizations (also valid for assessment system 3).

4.3.5 Type Test Results

If the outcome of the tests is positive, the Test Report is issued and the activities described in the following paragraphs are carried out.

If the outcome of the tests reveals any non-conformities, defined as failure to meet the requirement of the harmonized technical specification, the personnel in charge shall notify the Manufacturer in writing and await their resolution. The manufacturer may submit, within 60 calendar days, additional modified samples for the repetition of the tests related to the non-conformity. The maximum time allowed for the issuance of the initial type test report with a positive outcome is one calendar year from the date of commencement of the test activities.

In the absence of a response from the Manufacturer, MTIC may decide to suspend the assessment process, refuse certification and request payment for the activities carried out up to that point.

In this case, MTIC will inform the competent Authorities and other Notified Bodies of this refusal.

Note: The values reported in the test reports are the results of tests carried out on a representative sample of the product or group of products. Therefore, any significant changes made to the product or production process by the manufacturer invalidate its representativeness.

4.4 Factory Production Control (FPC)

Evaluation systems 2+, 1 and 1+ provide for the initial inspection of factory production control and the continuous surveillance, evaluation and verification of factory production control.
In particular, the procedure applied is as follows.

4.4.1 Nomina del valutatore o del gruppo di valutazione

For each request for product or FPC certification, MTIC appoints a specific 'Audit Group'; the audit group as a whole has the necessary expertise in assessment activities, i.e., document review and inspection at the applicant's production site, and, where appropriate, testing activities at the applicant's site; the audit group includes an expert in the production technology being assessed. The members of the audit group are pre-qualified in accordance with applicable internal procedures, provisions laid down by the competent authorities, work experience and qualifications obtained.

4.4.2 Audit planning

MTIC plans the verification activities carried out in advance of the visits and notifies the manufacturer thereof.
MTIC will inform the Organization of the names of the members of the verification team who will carry out the planned field visits. The Organization has the right to request the replacement of the inspector within 5 days, giving written notice to MTIC, which reserves the right to assess the reasons for the challenge and the possibility of replacing the people in charge.

4.4.3 Certification audit and Surveillance audit

The 2+, 1 and 1+ conformity assessment systems require an initial inspection of factory production control, as well as cycles of surveillance, assessment and continuous verification of factory production control for the purpose of maintaining and renewing the conformity documents issued to the applicant.
The FPC system is assessed in accordance with ISO/IEC 17065, ISO/IEC 17021-1, Regulation (EU) 305/2011 and harmonized technical specifications, with a Phase 1 audit involving an initial document review and a Phase 2 field audit. Where there are multiple production sites, all sites will be audited during both the certification and surveillance phases.
The presence of outsourcers involved in critical processes may, at MTIC's sole discretion, necessitate the extension of audits to the premises of such suppliers
The Phase 2 visit consists in:

- an initial meeting with the Organization to agree on the modalities of the visit itself.
- review of documentation of relevant quality for the purposes of Regulation (EU) 305/2011.
- an inspection of the offices, the production site(s), and, where necessary, the raw material storage sites, as well as the laboratory(s) to verify the compliance of the factory production control system with the applicable reference standards
- a final meeting to illustrate the outcome of the visit.

The surveillance audit is carried out according to the frequency indicated in the harmonized technical product specification or as established in the GNB operating guidelines. Surveillance audits cover all aspects of production control subject to MTIC examination in accordance with the harmonized technical specifications.
Product checks are carried out by testing samples taken in accordance with a sampling plan defined by the reference standard (in the case of application of system 1+), depending on the type of product, from production, processing/manufacturing, warehouses and places of marketing.
During surveillance visits, assessors must be able to verify that the conditions that led to the issue of the certification have changed.
During surveillance visits, assessors must be able to verify that the conditions that led to the issue of the Certification have not changed. If, following the visits, deviations from the requirements are found, the Institute shall inform the Manufacturer in writing, inviting them to eliminate the "non-conformities" found. The manufacturer must undertake to eliminate any such "non-conformities" by implementing appropriate corrective and/or preventive actions.

4.4.4 Additional surveillance audit

MTIC may also carry out additional visits to the manufacturer. On this occasion, MTIC may carry out or have carried out, if deemed necessary, tests to verify the correct functioning of the production control in the factory.
MTIC provides the manufacturer with the relevant document of conformity, together with any report on the tests performed.
Audits and any additional tests may be carried out, for example, for the following reasons:

a. following reports or complaints received, considered particularly significant, relating to the certified product/FPC and its compliance with the reference standards and this regulation.
b. for the purpose of revoking the suspension (reactivation) of the certificate.
c. because of changes made by the organization to the certified product or FPC and considered relevant by MTIC or because of other changes that significantly affect the factors that determine the consistency of the performance of the products.

d. in the presence of major non-conformities or other findings, the number of which, in the opinion of the GVI, is such as to cause the delivery of a product whose performance is lower than that declared or does not comply with the regulatory requirements in force for them.
e. to verify the implementation and effectiveness of the treatments (corrections) of non-conformities and corrective/preventive actions implemented by the organization.
f. in the face of needs that emerged during the issuance of the certificate

In the event of refusal of additional audits by the organization without valid reasons, MTIC may initiate the process of suspending the certification/certification activity or revoking the certification.
All expenses related to any additional audits shall be borne by the organization, except for additional audits following reports or complaints, which shall be borne by the organization only if they prove to be justified.
In cases a), b) and c) above, MTIC reserves the right to carry out additional audits even without, or with short notice; for such audits, MTIC does not send the audit plan to the organization and pays particular attention to the appointment of the audit team due to the impossibility for the organization to challenge its members. It should be noted that the competent authorities may request MTIC INTERCERT S.r.l. to participate in such audits without or with short notice.

4.4.5 Accompanying Audit to Authorities and Entities

The activities carried out by MTIC are subject to periodic checks by the Accreditation Body, the licensing authorities, authorization and/or notification bodies, etc. On such occasions, information relating to the services provided to customers may be reviewed by personnel appointed by these bodies and authorities. By signing the offer, the Manufacturer accepts that all documentation and information provided to MTIC may be subject to such checks and reviews in accordance with the Body's transparency obligations.
During periodic checks by the Accreditation Body and the licensing Authorities, authorization and/or notification certificates, etc., the presence of personnel from these Bodies and Authorities may be requested, accompanying MTIC personnel. By signing the offer, the Manufacturer accepts access to the premises by personnel from these Bodies and Authorities.

4.4.6 Non-conformities and corrective actions

The Head of the Audit Group:

- documents, records and communicates to the interested parties the non-conformities/Observations detected during the audits.
- evaluates the corrections and/or corrective actions proposed by the applicant.
- assess the effective implementation of corrective actions taken by the applicant.

The competent MTIC department reviews the findings of the audit team, confirming what is already in the applicant's possession or formalising any addition.

4.4.6.1 Definition and classification of surveys

Major Non conformities (MaNC):

- the total absence of consideration of one or more requirements of the reference regulatory documents.
- the non-compliance of the results of the tests/calculations/verifications/assessments with the criteria established by the reference regulatory documents.
- any non-compliance or situation that could result in the delivery of a product whose performance is inferior to that declared or does not comply with the laws in force for them or that could result in the non-use or reduced use of the product for the purpose for which it is intended.
- failure to comply with one or more requirements of this Regulation.
- a non-compliance or situation that, based on judgment and experience, could cause deficiencies in the FPC and/or materially reduce its ability to ensure controlled products or processes.
- product/FPC variations, construction procedures and/or certified product materials not authorized by MTIC.

Minor Non conformites (MiNC):

- non-conformity/situation which, according to the judgment and experience of the GVI, is not such as to cause deficiencies on the "product" such as to reduce its ability to ensure performance as declared or cause the shipment of a product with performance that does not comply with what is declared.
- non-conformity/situation which, in the opinion and experience of the GVI, is not likely to cause significant deficiencies in the factory production control (FPC) system such as to reduce its ability to ensure controlled products or processes or cause the delivery of a product that does not conform to what is declared.
- the partial absence of an element of the FPC in the face of the applicable reference standard/legislation (lack of application and/or documentation) which, based on available objective evidence, does not affect the constancy of the performance of the product/production.;

- the lack of documentation of an element of the FPC, against the reference technical specification, which is in any case implemented.
- occasional errors requiring prompt action.

Opportunities for Improvement (OPM):

- where rapid management of the detected deviation is not necessary.
- issues which, if not addressed, could develop into non-compliance.
- minor discrepancies in the FPC compared to normal practices, without any negative evidence.
- if one of the three fundamental points on which non-conformities are based is missing:
  - specified requirement;
  - deviation or failure to apply the requirement.
  - objective evidence.

4.4.6.2 Survey Management

Certification cannot be granted or maintained until any major non-conformities have been adequately removed and the GVI/MTIC has verified, with a favorable outcome (through a specific supplementary audit and/or supplementary tests/calculations and/or examination of documentary evidence), the correction/corrective actions and closure of the same. A similar procedure is followed in the case of other findings, the number and extent of which, in the opinion of the GVI/MTIC, are such as to compromise the consistency of the product's performance or the functioning of the FPC and/or to result in the delivery of a product with performance lower than that declared or not complying with the laws in force. During the subsequent audit, the GVI will verify the effectiveness of the corrective action. For findings classified as minor non-conformities, certification may be granted or maintained only after approval by GVI/MTIC of the treatment proposal and AC/AP formulated by the manufacturer and the related implementation times.

For findings classified as "Opportunities for improvement", the manufacturer is not obliged to define and implement any treatments (corrections) and/or corrective/preventive actions. MTIC will simply verify in the subsequent surveillance audit whether and how the manufacturer has taken these observations on board.

The timing for notification and closure of corrections and/or accepted AC/APs and observations, any implementation and effectiveness checks, and related records, follow the application schedule below.

	Type of audit	Actions and root cause	Corrective action times	**Evidence of resolution/efficacy**	Registration
MaNC	Every type	15 days	3 months	Additional audit within 6 months Document analysis within 6 months (*)	Applicable Modules
MiNC	Every type	15 days	---	Subsequent surveillance audit (**)	Applicable Modules
OPM	Every type	---	---	Subsequent surveillance audit (**)	Applicable Modules

(*) The RGVI/Technical Director, in compliance with the indications in the table, defines and formalizes the timing, depending on the specific situation detected and the influence that probably/likely the non-compliance may have on the effectiveness of the FPC and on its ability to ensure products that comply with the applicable prescriptions/requirements and/or to ensure the constancy of their performance.

(**) The periodicity and extent of surveillance is established/confirmed by the resolution (decision) of the Technical Committee (Deliberative Function) for the issuance of the certificate and communicated/confirmed to the manufacturer at the same time as the transmission of the certificate. The periodicity and extent of surveillance audits may be modified by MTIC based on the results of the assessments carried out, these changes, approved/approved by the Technical Committee (Deliberative Function), are communicated to the manufacturer. The CT also approves additional audits and may request documentary evidence.

4.5 Review and decision on certification

Once the assessment activities have been completed, the file is submitted to the technical committee for a decision on certification or review of periodic surveillance.

The technical decision-making committee is composed of the CPR Technical Director, who is supported by one or more technical experts who did not participate in the assessment process.

In the event of a positive decision, the certificate is issued (see following paragraphs) or the validity of the certificates is confirmed in the case of surveillance activities.

In the event of a negative decision, additional information and/or clarifications are requested from the person responsible for the phase in which the deficiencies were found, and a request for information is sent to the manufacturer.

The maximum time allowed for rectifying the deficiencies found during the decision-making process is one calendar year from the date of the communication sent to the manufacturer.
In the absence of a response from the manufacturer, MTIC may decide to block the assessment process, decide to refuse certification and request payment for the activities carried out up to that point.
In this case, MTIC will inform the competent authorities and other notified bodies of this refusal.

4.6 CE Certificate

4.6.1 Certificate of consistency of product performance

Upon successful completion of all the above-mentioned activities, including the evaluation and deliberation activities by the Technical Committee of the Body, MTIC issues to the Manufacturer a Certificate of Constancy of Product Performance applicable to evaluation systems 1+ and 1.
The period of validity of a Certificate is subject to the maintenance of the conditions that allowed it to be issued and to the conditions indicated in these regulations.
The Certificate of Constancy of Product Performance shall contain at least the following information:

- name, address and identification number of MTIC;
- certificate number.
- name and address of the Manufacturer or its authorized representative designated in the EEA;
- address of the production site;
- description of the construction product.
- designation of the product's model/type.
- harmonised technical specification(s) applied.
- conformity assessment system applied.
- the date of first issue, current issue date and index of last revision.
- any conditions related to the issuance of the certificate.
- name and position of the person in charge of signing the certificate.
- references to initial type test reports, date of issue and index of last revision.
- provisions with which the product complies (references to Appendices ZA of the harmonised standards

4.6.2 Factory Production Control Certificate of Conformity

Upon successful completion of all the above-mentioned activities, including the evaluation and deliberation activities by the Technical Committee of the Body, MTIC issues to the Manufacturer a Certificate of Conformity of Factory Production Control applicable to the 2+ evaluation system+.
The period of validity of a Certificate is subject to the maintenance of the conditions that allowed it to be issued and to the conditions indicated in these regulations.
The Factory Production Control Certificate of Conformity contains at least the following information:

- name, address and identification number of MTIC;
- certificate number;
- name and address of the Manufacturer or its authorized representative designated in the EEA;
- address of the production site.
- description of the construction product.
- harmonised technical specification(s) applied.
- conformity assessment system applied.
- the date of first issue, current issue date and index of last revision;
- any conditions related to the issuance of the certificate.
- name and position of the person in charge of signing the certificate.
- pprovisions with which the product complies (references to Appendices ZA of the harmonised standards)

4.7 Declaration of Performance and CE marking

4.7.1 DoP

Before placing a construction product covered by the CPR on the market, the manufacturer must, where required, draw up the Declaration of Performance to certify that the construction product complies with all applicable provisions (basic requirements, technical specifications and specific provisions) of the CPR and that it has been subject to the required assessment and consistency of performance procedures. The typical contents of the Declarations of Performance are specified in Article 6 and Annex III of the

CPR, the latter replaced by Delegated Regulation 574/2014. The declaration of performance can be provided by the manufacturer on electronic media or on a website, in accordance with the procedures set out in Delegated Regulation 157/2014; in Italy it must be written in Italian (ref. art. 6, Legislative Decree 16/06/2017 no. 106), for other member states the DoP is provided in the language or languages required by the Member State in which the product is made available (see art.7 p.to 4 Reg 305/11)

4.7.2 CE Marking

The CE marking is affixed only to construction products for which the manufacturer has drawn up a declaration of performance. By affixing or having the CE marking, the manufacturer declares that he assumes responsibility for the conformity of the construction product with the declaration of performance and for compliance with all applicable requirements established both in the CPR and in the relevant Union harmonization regulations (e.g. Machinery Directive) that provide for the afore mentioned affixing.

For any construction product that falls within the scope of a harmonised standard or for which a European technical assessment has been issued, the CE marking is the only marking attesting to the conformity of the construction product with the declared performance in relation to the essential characteristics, which fall within the scope of that harmonised standard or by the European Technical Assessment.

The CE marking shall be affixed in a visible, legible and indelible manner to the construction product or to a label attached to it. If this is impossible or unjustified by reason of the nature of the product, it must be affixed to the packaging or accompanying documents.

The CE marking shall be followed by the last two digits of the year in which it was first affixed, the name and address of the manufacturer's registered office or the identification mark which allows the identification of the manufacturer's name and address in a simple and unambiguous way, the unique identification code of the product-type, the reference number of the declaration of performance, the level or class of the declared performance, the reference to the harmonised technical specification applied, the identification number of the notified body, if applicable, and the intended use referred to in the harmonised technical specification applied.

4.8 Changes to the FPC/Product or harmonized technical specifications

4.8.1 Changes to FPC/Product

The manufacturer named on the VVCP documents (product performance consistency certificate or FPC certificate of conformity) must officially inform MTIC in advance of any changes it intends to make to its products or the related FPC or production process or production facilities, or of any changes that may affect the factors determining the consistency of performance or the conformity of the products with the applicable requirement

The documentation relating to the changes must be submitted to MTIC, which will carry out all the necessary checks/assessments. Once MTIC has assessed the changes, it will notify the manufacturer of its decisions within 30 working days of receiving notification of the proposed changes, specifying the checks, tests, assessments and investigations that need to be carried out. The manufacturer shall accept MTIC's decisions, justified in writing, regarding the possible need to carry out additional documentary checks, tests and/or assessments (repeat tests/calculations for system 1 and 1+ only, and/or additional audits on the FPC), the suspension of VVCP documents or a complete repeat of the assessment process. For such tests/assessments, the procedures set out in this regulation for the relevant VVCP system shall be followed, as applicable. All costs relating to additional assessments or the complete repetition of the assessment process shall be borne by the manufacturer. Therefore, before placing the modified product on the market, the manufacturer must await approval from MTIC.

For system 3, it should be noted that the values reported in the test/classification reports and calculation reports, of the tests/calculations carried out by the notified laboratory, are the results of tests carried out on a representative sample of the product or group of products. Therefore, any significant change made to the product or production process by the manufacturer (FPC) invalidates the representativeness.

4.8.2 Amendments to harmonised technical specifications

In the event of substantial changes to the Harmonised Technical Specifications or to this Regulation, MTIC will:

- inform in writing the manufacturer present in the Register of Companies in possession of the VVCP documents (certificate of constancy of performance or certificate of conformity of the FPC) or who has started the certification process.
- consider the comments submitted by the manufacturer in possession of a Certificate of Constancy of Performance or Conformity of the FPC or in the process of certification.
- specify and notify the manufacturers concerned of the date of entry into force of the amendments, the terms of the transitional period and any adjustments required.
- verify the adequacy of the measures taken by the manufacturer to comply with the new requirements; also, through additional evaluations at the manufacturer's expense to be carried out within the established timeframe.

The assessments deemed necessary by MTIC include one or more of the following activities:

- assessments, documentary evaluations and analyses/tests/examinations to verify the conformity and consistency of the performance of the product (or samples of it) with the new harmonised technical specification.
- documentary checks and/or audits to verify the compliance of the FPC with the new harmonised technical specification.

The Manufacturer must accept the decisions of the Institute, justified in writing, regarding the possible need to carry out the additional evaluations indicated above or a complete repetition of the evaluation process. Failure by the manufacturer to comply with the new requirements, within the agreed timeframe, may lead to the application of measures suspending or revoking the certification. In the event of withdrawal of the harmonised technical specifications without replacement, the DT sends the manufacturer notification of revocation (withdrawal) of the certificates (systems 1, 1+ and 2+) by certified email.

4.8.3 Reissue of certificates

Following the positive outcome of the assessments, the Institute, where necessary, reissues the certificates with reference to the changes made to the products and/or the FPC and/or the production process and/or the production plants and/or other changes.

4.8.4 Limitations on the use of the Certification and related CE Marking

Il Fabbricante non può utilizzare il Marchio CE, né i riferimenti ai certificati rilasciati, né i riferimenti al numero di identificazione dell'Istituto quale Organismo Notificato per i prodotti che siano stati modificati o per i quali sia stato modificato il FPC e/o il sito produttivo e/o processo produttivo finché non abbia ottenuto il benestare scritto da parte di MTIC.

4.9 Conformity Assessment of FPC with certification already in place

If a Manufacturer already in possession of certification for VVCP 1, 1+, 2+, issued by a Notified Body other than MTIC, submits an application as indicated in § 4.1, MTIC shall apply the following:

- verification that the object of certification falls within the harmonised technical specifications for which MTIC is notified;
- defines the stage of the certification cycle;
- verify the request and review the ground reasons for the transfer.
- ascertains the validity and status of the certificate issued by the previous notified body.
- carry out a document review.
- reviews audit/evaluation/verification/examination reports conducted by the Notified Body that issued the previous certification.
- examine evidence of corrective actions taken to resolve non-conformities detected during previous audits and/or evidence of verification of their implementation by the Notified Body that had issued the certificate.
- reviews of any complaints or reports from customers and other interested parties, including competent administration, received by the manufacturer concerning the subject of the FPC/Product transfer of certification and the related actions taken.
- carries out an audit at the Manufacturer's premises and possible tests/examinations/verifications, the extent of which depends on the state of conformity and validity of the previously issued certification. The assessment visit to the Manufacturer is conducted in conjunction with the first useful periodic audit to maintain the FPC and/or in accordance with specific requests by the manufacturer, if the conditions are met.

The contract between MTIC and the Manufacturer is managed in the same way as described in the previous chapters, depending on the extent of the verification activity. Upon favorable completion of the above-mentioned activity and after deliberation (decision) by the Technical Committee (Deliberative Function), certification is issued for the product/PCF subject to transfer, as provided for in these Rules.

In general, for the performance of periodic surveillance audits, the criteria established in these Rules are followed.

5 Validity of the certification of conformity of construction products

MTIC certification does not expire and is valid until the test methods and/or factory production control requirements set out in the harmonised technical specification, used to assess the performance of the declared characteristics, change, and the product and production conditions in the factory undergo no significant changes.

For evaluation systems 1+, 1 e 2+, the certification validity It is subject to surveillance audits according to the frequency indicated in the product technical specification or as established in the GNB operating guidelines and reported in the contractual conditions. It covers all aspects of production control submitted for examination by the body in accordance with the technical specifications. During the period of validity of the MTIC Certification, it is responsible for verifying that the Manufacturer - who is responsible for the conformity of production and/or processing to the specifications contained in the Reference Document - maintains the conditions that allowed certification. To this end, the Manufacturer must:

- keep appropriate documentation of both the initial evaluation of the product and the control record and make it available to the Authority when it requests it.
- promptly communicate any changes it intends to make to the conditions that allowed the certification to be issued.
- eliminate the non-conformities ascertained and notified by MTIC during the surveillance activity.

6 Evaluation and verification of constancy of performance (VVCP) systems applied by MTIC, Manufacturer's Tasks and related VVCP documents

The table below summarizes the tasks of the manufacturer and MTIC as the notified body (certification body and/or laboratory) for each type of system for assessing and verifying constancy of performance, and the related documents issued for assessing and verifying constancy of performance.

The manufacturer draws up the declaration of performance and determines the product type based on the assessments and verifications of constancy of performance carried out in accordance with the following systems:

Sistems	Manufacturer's tasks	Notified Body's tasks	VVCP documents
1+	Factory Production Control (FPC). Further tests on samples taken at the factory in accordance with the prescribed test plan	Initial Product Type Testing (ITT). Initial factory inspection and factory production control (FPC). Continuous factory surveillance and factory production control (FPC). Control tests of samples, taken by the notified body for product certification at the manufacturer's production plant or warehouses.	Declaration of the performance of the essential characteristics of the construction product by the manufacturer accompanied by Performance evaluation documents (test reports of initial type tests, calculation reports) of the product-type issued by the Notified Body. Certificate of constancy of the performance of the Product issued by the Notified Body. Performance evaluation documents (Test Reports, Calculation Reports) relating to the verification tests of samples taken in the factory, on the market or on site issued by the Notified Body.
1	Factory Production Control (FPC). Other tests on samples taken at the factory by the manufacturer in accordance with the prescribed test plan	Initial Product Type Testing (ITT). Initial factory inspection and factory production control (FPC). Continuous factory surveillance and factory production control (FPC).	Declaration of the performance of the essential characteristics of the construction product by the manufacturer accompanied by Performance evaluation documents (test reports of initial type tests, calculation reports) of the product-type issued by the Notified Body. Certificate of constancy of the performance of the Product issued by the Notified Body.
2+	Initial Product Type Testing (ITT). Factory Production Control (FPC). Other tests on samples taken at the factory in accordance with the prescribed test plan	Factory Production Control (FPC) certificate based on: Initial factory inspection and factory production control (FPC). Continuous factory surveillance and factory production control (FPC).	Declaration of the performance of the essential characteristics of the construction product made by the manufacturer accompanied by the Factory Production Control (FPC) Certificate of Conformity issued by the Notified Body
3	Factory Production Control (FPC).	Initial Product Type Testing (ITT).	Declaration of the performance of the essential characteristics of the construction product made by the manufacturer accompanied by the Performance Evaluation Documents (test reports of the initial type tests) of the product-type issued by the Notified Laboratory

6.1 Retention of VVCP documents

I The following VVCP documents are subject to monitoring to ensure they remain valid:

Sistems	Manufacturer's tasks	Notified Body's tasks	VVCP Documents
1+	Factory Production Control (FPC). Further tests on samples taken at the factory in accordance with the prescribed test plan	Confirmation of the Certification of Constancy of Product Performance based on Factory Production Control (FPC) Annual Surveillance, Evaluation and Verification. Control tests of samples, taken by the notified body for product certification at the manufacturer's production plant or warehouses.	Declaration of the performance of the essential characteristics of the construction product made by the manufacturer accompanied by Confirmation of the validity of the Certificate of Constancy of the performance of the product, issued by the Notified Body. Performance evaluation documents (Test Reports, Calculation Reports) relating to the verification tests of samples taken in the factory, on the market or on site issued by the Notified Body
1	Factory Production Control (FPC). Other tests on samples taken at the factory by the manufacturer in accordance with the prescribed test plan	Confirmation of the Certification of Constancy of Product Performance based on Factory Production Control (FPC) Annual Surveillance, Evaluation and Verification.	Declaration of the performance of the essential characteristics of the construction product made by the manufacturer accompanied by the Confirmation of the validity of the EC Certificate of Conformity of the product, issued by the Notified Body
2+	Initial Product Type Testing (ITT). Factory Production Control (FPC). Other tests on samples taken at the factory in accordance with the prescribed test plan	Confirmation of Factory Production Control (FPC) Certification based on Factory Production Control (FPC) Annual Surveillance, Assessment and Verification.	Declaration of the performance of the essential characteristics of the construction product made by the manufacturer accompanied by the Confirmation of the validity of the Certificate of Conformity of Factory Production Control (FPC) issued by the Notified Body.