European Commission

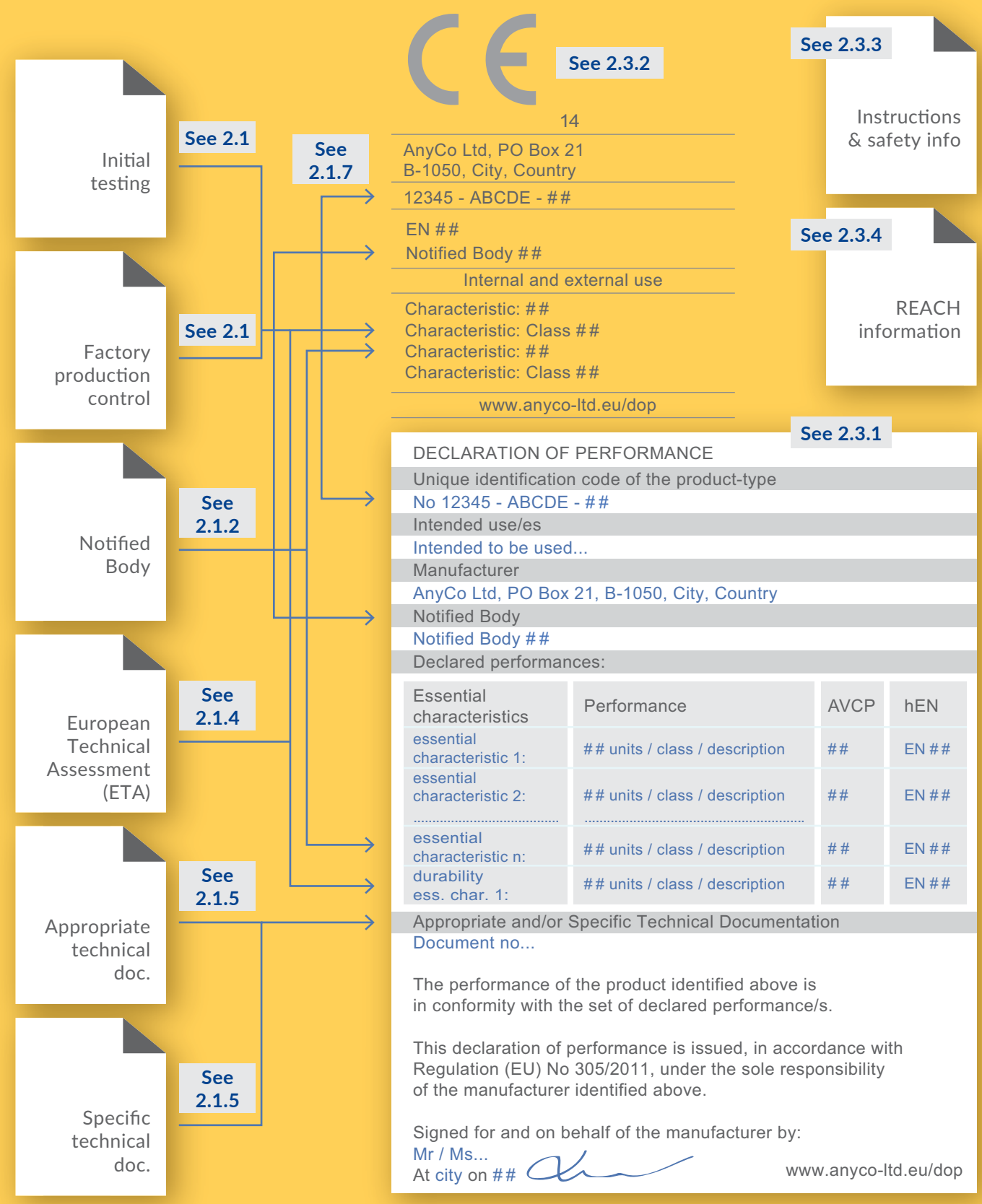
CE MARKING OF CONSTRUCTION PRODUCTS
STEP BY STEP

CONTENTS

1. INTRODUCTION

If you are reading this brochure it is most likely because you are interested in marketing construction products in the EU. In this guide you will find an explanation of the steps to follow to CE mark a new construction product. It also explains what to do if the product changes (its processes, raw materials, testing, etc.): this makes it necessary to revise the documents required. While the rules of CE marking have changed since 1st July 2013 and you might need to update the CE marking of your products, this brochure could prove useful for you.

This illustration of the CE label and Declaration of Performance shows where the different sections are explained in this guide and how the label and Declaration are connected.



1.1. Why do I need CE marking?

The added value of CE marking is that all EU countries must allow the selling of construction products bearing the CE mark. This means that public authorities cannot ask for any additional marks or certificates, let alone additional testing. Therefore you or the distributors of your product are able to trade your product in any country of the European Internal Market with the same documentation. Together with the Declaration of Performance this will also help your customers and final users to check the performance of the product and compare it with other products under the same technical approach.

When you, as the manufacturer, affix the CE marking to a product it means that you are assuring that the performance of the product you are selling is the same as what you are declaring and that it has been obtained using the right European technical specification (**see 1.2**).

The CE marking contains certain essential information about the product and provides a link to other additional documents which also contain important information. This brochure covers how to develop these documents and also provides some examples.

1.2. When is CE marking compulsory for my product?

CE marking is compulsory for most construction products to sell them on the European Internal Market. For the rest it is not *compulsory* but *possible* under certain rules:

1.2.1. Compulsory CE marking (CEN route)

When you want to know if the CE marking of your product is compulsory the first step is to go to the **Official Journal of the European Union**[I] and search for the last update of the publication of titles and references of harmonised standards. You will find a table like this:

ESO (1)	Reference and title of the harmonised standard (and reference document)	Reference of superseded standard	Date of applicability of the standard as a harmonised standard	Date of the end of the co-existence period Note 4
CEN	EN 295-1:2013 Vitrified clay pipe systems for drains and sewers - Part 1: Requirements for pipes, fittings and joints	EN 295-10:2005	1.11.2013	1.11.2014

The list can contain two types of references: new harmonised standards and revision of standards. For new standards the “reference of superseded standard” is empty. If your product is in the scope of one of these standards CE marking is voluntary during the co-existence period and compulsory from the end of this period.

You then have to check your product against the titles of standards available to see if your product is covered by any of them.

EXAMPLE: Floor tiles are covered by a harmonised standard when used in floors but not covered when used in window stools.

You can use the **search tool in the website of CEN**[II] to find the scope of the standards.

The products included in the scope (first chapter of the standards) have to be CE marked according to the dates in the table.

When the "reference of superseded standard" is not empty, CE marking of the products covered by the harmonised standards continues to be compulsory. During the co-existence period you can choose which version to use, either the superseded or the new version, but after the date of the end of the co-existence period only the revised version can be used. This allows you to adapt – in general within a year – to any changes in the assessment of your product and/or declaration of performance.

The information relevant for CE marking is in annex ZA of the standard.

1.2.2. Non-compulsory CE marking (EOTA[III] route)

When the product you are going to sell is not in the scope of any harmonised standard you can voluntarily CE mark your product but you have to check first if it is covered by one of the existing European assessment documents[1] (EAD). You can check the list on the website of the European Commission in the area called **NANDO**[IV] (New Approach Notified and Designated Organisations). There is a specific page which includes **the list of European Assessment Documents**[V].

You can also view the content of the document, including the scope, through the **publications area of the EOTA website**[VI]. If your product is included in the scope of one of these documents you can ask a Technical Assessment Body (TAB) from the **official registry of TABs**[VII] to assess your product to CE mark it.

In case your product and the intended use or uses are not in the scope of any of the European Assessment Documents you can request a Technical Assessment Body to develop a European Assessment Document. This process would take longer than if there were a European Assessment Document available for your product.

The EOTA route has two phases similar to the CEN route:

- The development of a European Assessment Document
- The assessment of a Technical Assessment Body

Both phases are explained in this guide.

1 ETA – European technical assessment (Same acronym was used in the CPD for the European technical approval)

1.2.3. Exemptions from CE marking

In some cases even if the product and intended use are included in the scope of a harmonised standard, you, as the manufacturer, are not obliged to CE mark your product.

The exceptions are cases where the product is **individually manufactured or custom-made for a given use** or where the manufacturing of the product has to maintain **traditional processes to guarantee the conservation of officially protected works** (heritage / historical works etc.).

If you wish to use one of these exceptions it is highly recommended to make sure they definitely apply to your product as otherwise you may face problems with the market surveillance authorities. If you have questions about your products, you should contact the **product contact point** in the country where you want to sell your product.

2. MANUFACTURERS' TASKS

CE marking does not only consist of affixing a label to your product – manufacturers have to carry out many tasks to complete the process of CE marking. This chapter contains detailed information on how to deal with these tasks.

Before starting and during the whole process you will need the following documents:

- (For the CEN route) The **harmonised standard or standards** applicable to your product. You can purchase them in your language through the standardisation body in your Member State. The **list of national standardisation bodies in Europe**[VIII] is accessible on the **website of CEN**[IX]. Sometimes the harmonised standard contains references to other standards (test methods, tabulated values, etc.) that may be important.
- (For the EOTA route) The **European assessment document or documents** applicable to your product. You can download them from **the publications area of the EOTA website**[X]. Sometimes the European assessment document contains references to standards that may be important.

2.1. Production process

As part of your internal quality procedures, and sometimes with the collaboration of external laboratories or service providers, you are responsible for assessing product performance and putting in place factory production control. The assessment results and factory production control allows you to check that the performance does not change over time. The legal terminology used to describe this is **"assessment and verification of constancy of performance"** (AVCP[2]) and the third party verifier or verifiers are called **Notified Bodies**.

2.1.1. Essential characteristics

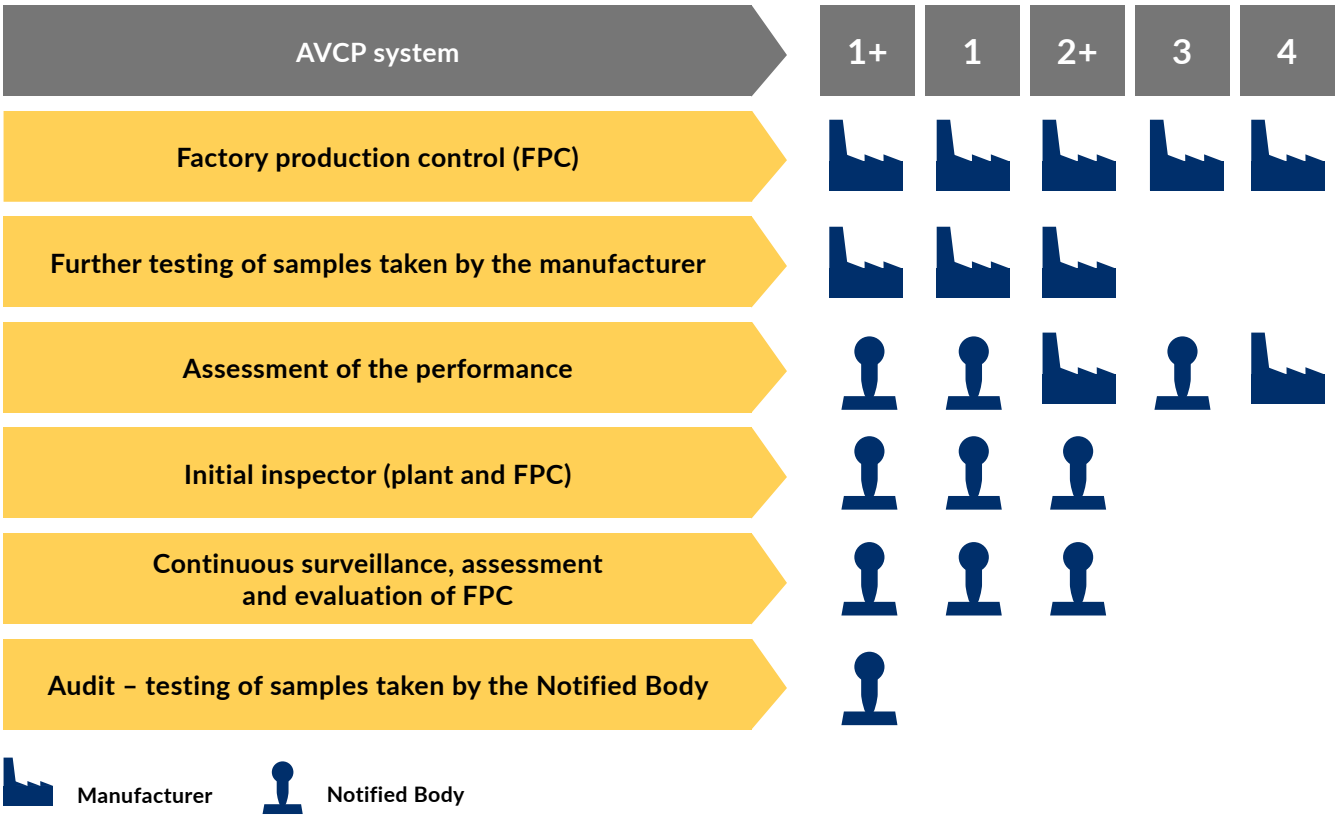
The assessment of the product is done by defining the value of a list of characteristics called **essential characteristics**. You will find the full list in the annex ZA of the harmonised standards and in the European Assessment Documents (EAD). The list can be different for each intended use and in the case of your product with more than one intended use the list should cover the characteristics linked to each of them. The list also includes the AVCP system for each essential characteristic. Depending on the AVCP system you may need one or a number of Notified Bodies to carry out tasks related to it.

2.1.2. Assessment and verification of constancy of performance systems (AVCP systems)

Once you have the list of essential characteristics relevant for your product you must check the procedures you have to follow to declare the performance of each essential characteristic, such as test methods, tabulated values, etc. You are obliged to use these procedures for the testing of samples. You have to also define your detailed factory production control.

2 AVCP system was called (AoC) in the CPD

The AVCP system applicable to each essential characteristic will require in some cases that a Notified Body performs some additional tasks. In the following table you will see the task you and Notified Bodies must carry out depending on the AVCP system.



If all your characteristics come under AVCP system 4 you will not need to contract a Notified Body. When they are covered by system 3 your product has to be tested by a Notified Body (in this case a notified laboratory) that can be different for each essential characteristic. If they are under system 1, 1+ or 2+ the Notified Body will collaborate with you during the assessment and will do some tasks in your manufacturing plant so the best option is usually to contract only one Notified Body to carry out all the tasks.

EXAMPLE: One important essential characteristic of some structural products is their compressive strength. You will find it in the list of essential characteristics in the annex ZA of the harmonised standard. The AVCP system defined for this essential characteristic of these products is 2+. It means that the manufacturers of the product have to do an initial test of the product, put in place factory production control of the production and test the product according to their quality system. They are also obliged to hire a Notified Body to do an initial inspection (including the plant and the factory production control) and to assess the factory production control periodically.

You will find the **official registry of Notified Bodies**[XI], notified by Member States to perform the third party tasks, in the NANDO website. You can use one or more Notified Bodies from any country.

2.1.3. No performance determined

Member States have different demands in place for the essential characteristics of products used in each country. You will find more information through the product list of product contact points of the Member States

where your product is going to be sold. This information you should take into account when deciding which characteristics you declare.

You may also decide that some essential characteristics are not relevant for your product, if they are not requested by your customers.

In both these cases where you have decided not to declare specific characteristics you write "no performance determined" using the acronym "NPD".

The use of "NPD" is possible following certain conditions:

- For products following the CEN route you have to declare the performance of at least one of the essential characteristics.
- For certain essential characteristics it could be that declaring NPD is not allowed. You will find more information in the annex ZA of the harmonised standard.

2.1.4. Additional requirements when using the EOTA route

The first step when using this route is to contact the Technical Assessment Body that will then carry out the tasks according to the European Assessment Document. The Technical Assessment Body will issue a document for you called European Technical Assessment (ETA) that will be necessary in the next steps.

2.1.5. Simplified procedures

For some essential characteristics you will not need to do any assessment because a generic value or declaration is accepted at European level. In this case the European Commission publishes a legal act containing this information. But to benefit from this option you will have to develop a document explaining that your product is covered by this legal act. This document is officially called "appropriate technical documentation". If the essential characteristic is under AVCP system 1 or 1+ the Notified Body must verify this document.

EXAMPLE: The manufacturers of steel sheets with polyester coating used as single skin (without insulation behind) can use the **Commission decision**[XII] and can declare that the class for reaction to fire is A1 without any assessment. According to the text of the decision, it is applicable only if the nominal thickness of the metallic coated steel sheet is between 0.4 and 1.5 mm. So if the product fulfils this condition the manufacturer only has to develop a document (the appropriate technical documentation) including the legal reference to the Commission decision and the results of measuring the thickness of the product with a value within the limits.

Another option available to simplify the assessment of the product is the possibility to share the testing of the product with other manufacturers. To use **shared** assessments you would have to develop additional **"appropriate technical documentation"** which would include:

- Test results obtained by the other manufacturer;
- The authorisation of the other manufacturer to use these results;
- The documentation that proves that both manufacturers use corresponding processes and raw materials.

When your product is a system made of components you assemble or manufacture and some of the essential characteristics of the component have already been assessed by its manufacturer, you can use the test results obtained by your provider. This procedure is called **cascading** and to use it you would also have to develop **"appropriate technical documentation"** which would include:

- Test results obtained by the system provider;
- The authorisation of the other manufacturer to use these results;
- The documentation that proves that the assessment of the component or the whole system can be applied. This includes also that the system has been assembled according to instructions.

2.1.6. Background documents

After the assessment of the essential characteristics you should have the following documents:

- Initial testing of the product including the list of essential characteristics and the results of the assessment (testing, tabulated values, etc.).
- European Technical Assessment (only for EOTA route, replacing other initial testing).
- Documented factory production control procedure.
- Certificate or certificates from the Notified Body or Bodies, if required.
- Appropriate technical documentation where necessary.
- Specific technical documentation where necessary.

You must archive all these documents. The market surveillance authorities may request them.

2.1.7. Unique ID-code

Once the assessment is finished you have to assign a code to your product. The name of this code is "unique identification code of the product type" and it is linked to the sort of product you are manufacturing and to the performance of its essential characteristics. When you develop a new product you have to assign a new unique ID-code to it and in case the performance of a product changes you would also have to change the code.

EXAMPLE: You can choose a code consisting of the commercial name of the product, an internal code linked to the manufacturing process and the date the assessment of the product was done: AnyProduct-123.ABC-2014.07.17
This combination would allow you to easily classify and update the product types.

2.2. When do you have to start a new assessment?

2.2.1. New products

Each time you develop a new product you will have to repeat all the tasks including, if necessary, contracting a Notified Body and a technical assessment body.

2.2.2. Changes in production

If you make changes or adjustments to your production or your factory production control detects such changes in production, you will have to verify that the performance of the product for all the essential characteristics you declare has not changed. In the case a change had occurred you would either have to readjust your production to go back to the declared performance or you can carry out all the AVCP tasks again (for the essential characteristics that have changed). You should be aware that if the characteristic is declared under AVCP system 1, 1+ or 3 you would also have to contract a Notified Body to carry out the corresponding tasks. When following the EOTA route the changes of the performance will not only involve the Notified Bodies but also the technical assessment body since a new ETA is required.

In both cases, the development of a new product and a change of the declared performance, you will have to create or update the relevant background documents. The documents to be provided to your customers have to be updated as well.

2.3. Documents to be provided to your customers

Now with all the information ready you will have to draw up the following documents:

- Declaration of performance (DoP) of the product
- CE marking and accompanying information of the product
- Instructions and safety information
- REACH information (**see 2.3.4**)

2.3.1. Declaration of performance

Using the information compiled, the first document you have to draw up is the declaration of performance. It is the most important document supporting the CE marking because it contains the full information about the manufacturer, the product and its performance. The CE label will be only a summary of the information contained in the declaration of performance.

When developing your own format for the declaration of performance of your products, you have to follow the instructions published in the Official Journal of the European Union: **Delegated Regulation amending Annex III of the CPR**[XIII].

The following table describes each point you have to fill in for the declaration of performance and some additional explanations that will help you to understand the information to include:

DECLARATION OF PERFORMANCE		
	Number of the declaration of performance	This number allows you to classify the declaration of performance (**2.1.7**). It can be the same as the unique identification code of the product type.
1.	**Unique identification code of the product type:**	This code is linked to the declared performance of the product. It has to identify without any ambiguity the link between the product and its performance. You can use any code you find useful, including numbers, letters, dates, etc. but you have to be very careful to not repeat the same code for two different products.
2.	**Intended use/es:**	In this point you have to include all the intended uses you have foreseen for your product (**1.2.1** and **1.2.2**). Copy the relevant text included in the annex ZA of the harmonised standard or in the European Assessment Document.
3.	**Manufacturer**	You have to include not only the name of your company, the registered trade name or registered trade mark but also your contact address as the manufacturer. The address can be anywhere in the world.
4.	**Authorised representative**	The authorised representative has to be included in the document only if you, as the manufacturer, have designated an authorised representative (or your agent). Otherwise you can delete this point.
5.	**System/s of AVCP**	System or systems of assessment and verification of constancy of performance (AVCP system) as indicated in Annex ZA of the harmonised standard or in the chapter for AVCP of the European Assessment Document (**2.1.2**). If there are multiple systems, each of them must be declared and can be included in point 7 (for example in a table).
6a.	**Harmonised standard (either 6a or 6b)**	In this point you have to include the reference number of the harmonised standard including the date it was issued according to the Official Journal of the European Union (**1.2.1**).
	Notified Body/ies	If Notified Bodies have carried out AVCP tasks you must include their identification numbers here (**2.1.2**).
6b.	**European Assessment Document**	In this point you have to include the reference number of the European Assessment Document including the date it was issued (**1.2.2**)
	European Technical Assessment	Number of the European Technical Assessment issued by the Technical Assessment Body.

	Technical Assessment Body	Name of the Technical Assessment Body who issued the European Technical Assessment;
	Notified Body/ies	If Notified Bodies have carried out AVCP tasks you must include their identification numbers here (**2.1.2**).
7.	**Declared performance**	This is the core of the document and consists of the declared performance of the product. You have to include the full list of essential characteristics as it is in the annex ZA of the harmonised standard or the European Assessment Document for the intended uses already declared in point 2. Declaring "NPD" is possible following the conditions listed in **2.1.3**. The best way to fill in this point when drawing up a DoP on paper is to use a table with a row for each essential characteristic and the declared performance in columns. If different AVCP systems are applied, add additional columns for them.
8.	**Appropriate Technical Documentation and/or Specific Technical Documentation**	When the assessment of your product has been carried out following any simplified procedure you will have to include the reference or references to the specific and/or appropriate technical documentation you have developed in this point (**2.1.5**). The documents have to be stored by the manufacturer, only the references to them have to be included in this point.
	Link to the online copy of the declaration of performance	If you are going to upload a copy of the declaration of performance onto a website you can include the link here to access it.

The boxes that are empty can be deleted. You can also change the order of the information you provide and/or combine points in case the combination makes the declaration of performance easier to understand.

If you produce a range of product types for which the performance of almost all the declared characteristics are the same you can include in the same document the different variations of product types, for example in a table. In that case for each variation you have to show clearly the number of the declaration of performance, the identification code under point 1 (if it is not different to the number of the declaration of performance) and the declared performances/s included in point 7. This should ensure that the performance information is clear and unambiguous for every recipient of the product.

Once you have the final version of the document you have to **store a copy together with the background documents**. You are obliged to keep them in your files for at least ten years after you have sold this kind of product for the last time.

If you want to sell your products in other countries of the EU, do not forget to translate **the declaration of performance to all the languages required by the Member States where the product is going to be sold**.

When sending the declaration together with the product or by mail or email you should keep the final document and enclose a copy with your deliveries. But the best option is to upload the declaration of performance of your products to a website (usually the website of your company) in the languages required by the countries they are sold in. If you can guarantee that the document is going to be accessible in an unchanged state during the prescribed ten years and you put a link to the document in the CE marking you are not obliged to send

the document to your costumers. The only exception to this rule is when a customer requests the declaration of performance (verbally or in writing) as you will have to send it to them, even if it also available on your website.

After uploading your declaration of performance to the website you cannot delete it in the period of ten years since you last sold this kind of product corresponding to this declaration. If you find an error in the document or the performance changes you have to upload a new version while still keeping the old version accessible (2.2.2). These instructions can be found in: **Delegated Regulation on "e-supply"**[XIV].

EXAMPLE: Some usual simplifications (**see 1**) are: Deletions of the number of the declaration of performance because it is the same as the unique identification code; deletion of the numbers of the headings; deletion of the authorised representative because it does not exist in this case; deletion of point 6b because it is not applicable to the product, deletion of the point for the appropriate and/or specific technical documentation because it is not applicable.

It is also useful to present the declared performance, the AVCP system and the harmonised standard in different columns of the table where the declared values are included.

Inclusion of the website where the declaration of performance can be found.

2.3.2. CE marking

You can now develop the CE label on the basis of the declaration of performance you have just completed. The following table describes the content of the information accompanying the CE marking and some additional explanations that will help you to understand what information to include:

CE	The symbol CE can be found on the **website for CE marking of the European Commission**[XV] in different formats.
14	You are obliged to include the last two digits of the year in which this specific CE marking was affixed for the first time. In case you change any information in the declaration of performance linked to this CE marking you will have to also update the digits.
Name and address	You have to include the name and the registered address of the manufacturer, or an identifying mark which easily allows the identification of the name and address of the manufacturer.
Unique identification code of the product type	The unique identification code of the product type without any ambiguity which will link the CE marking to the declaration of performance and the declared performance (2.1.7 and 2.3.1).
Reference number of the declaration of performance	In case the unique identification code of the product type is not the same as the reference number of the declaration of performance you will also have to include this number. Both have similar purposes (2.1.7).

Declared performance	CE marking has to include the declared performance of the product which means that the declared value of the essential characteristics which are not NPD must be found here. Due to the lack of space on the label you may have to simplify the declaration but be careful to keep the meaning (**2.1.3**).
Reference to the harmonised technical specification	The reference to the harmonised standard or to the European Assessment Document applied to assess the product. You do not need to include the date they were issued because this information is already in the declaration of performance. (**1.2.1** and **1.2.2**).
Identification number of the Notified Body	It is also important that you include the identification number of the Notified Body, if your essential characteristics are subject to AVCP systems 1, 1+, 2+ or 3. (**2.1.2**).
Intended use/es	The relevant information about the intended use or uses (to be found in annex ZA of the relevant harmonised standard) has to be included; it must be the same as the corresponding point in the declaration of performance (**1.2.1** and **1.2.2**).
Website where the declaration of performance can be found	If your declaration of performance is available on a website you can also include here the website hosting the document (**2.3.1**).

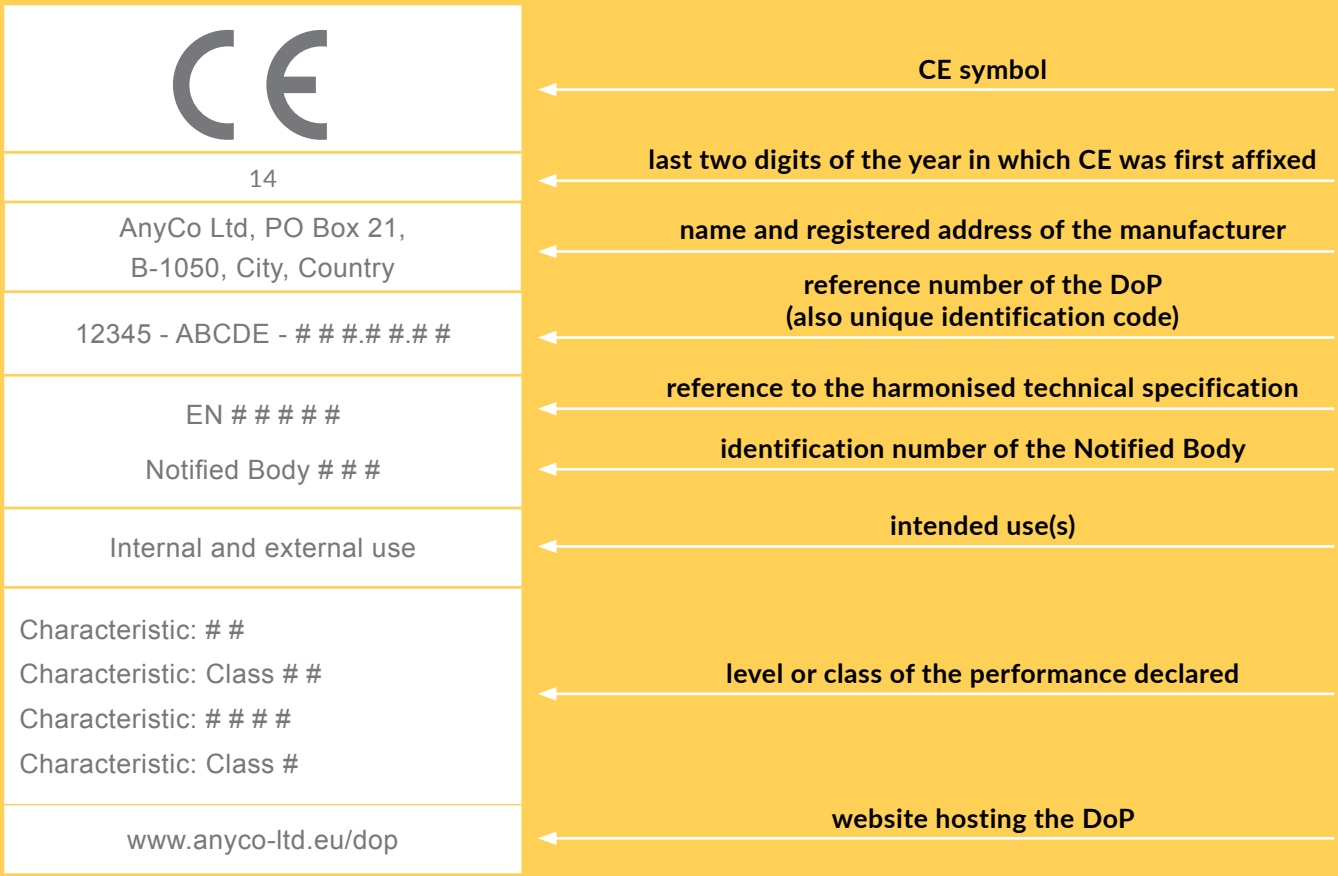
You can change the layout of the CE label, the order of the information, omit the empty points or combine information in case the combination makes the document easier to understand. There is no obligation to use a specific language on the label but usually manufacturers tend to use the least text possible to keep it as understandable as possible even if you yourself do not understand the language of the label.

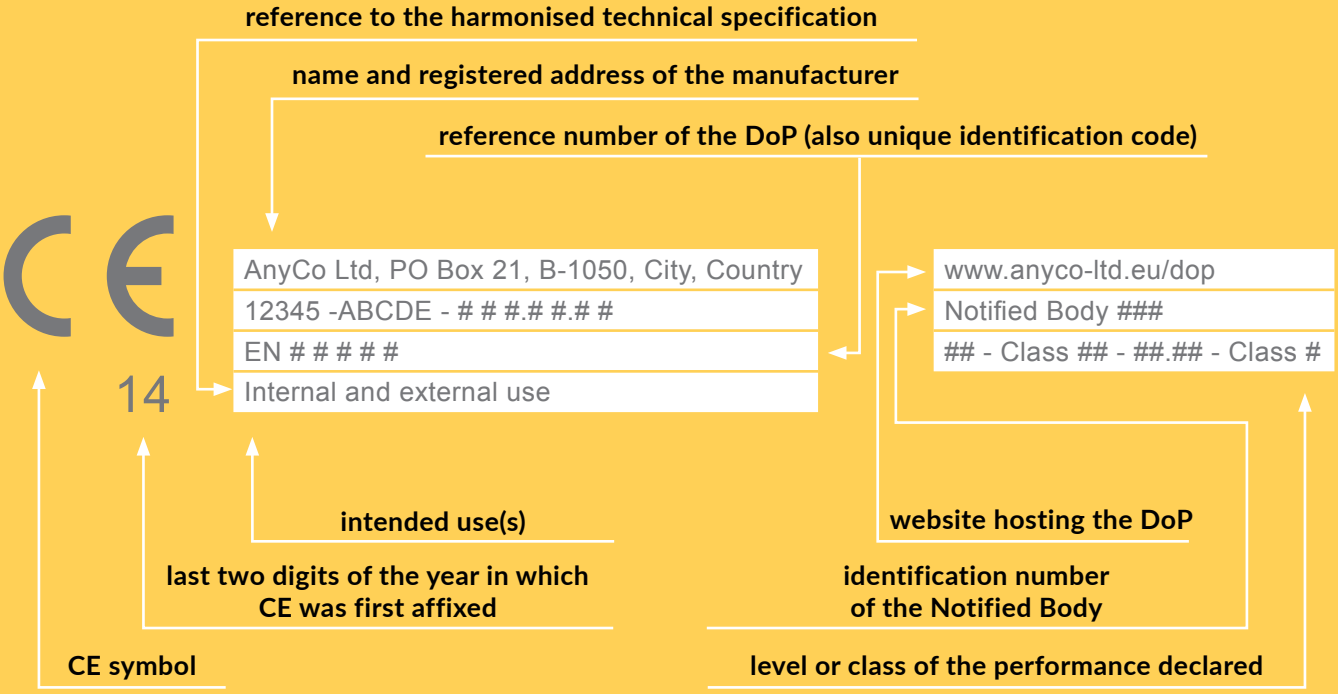
Some important decisions you have to make in relation to the CE label are the size of the label, the material and where it has to be affixed. It is clear that it must be affixed visibly, legibly and indelibly to the product. However, where this is not possible or not warranted on account of the nature of the product, it can be affixed to the packaging, if any, or to the accompanying documents. Before choosing one option you should consider the price of the label (printing cost, adhesives, etc.), if the label will be removed from the product, if the packaging may be damaged or may not reach the final customer, etc.

EXAMPLE: Panels are usually CE marked one by one by printing the information in a single row with ink on the edge of the product. Once the product is installed the information is hidden from view.

EXAMPLE: Paving blocks are usually CE marked by attaching the label to the packaging due to the low price of each unit and the price increase that would be necessary for printing the label on each unit.

You cannot affix the CE marking until the declaration of performance has been drawn up, usually at the end of the production phase.





EXAMPLE: Bulk aggregates are usually CE marked in the accompanying documents, usually together with the despatch note provided by the manufacturer.

EXAMPLE: Mortars and cements sold in bags are usually CE marked by printing the label on the bag.

EXAMPLE: CE label in the format of a row to be printed on the edge of the product or on parts which are not going to be visible after installation.

2.3.3. Instructions & safety information

As a manufacturer, you must draw up also instructions and safety information required for the use of your product. These documents are to follow the product to its recipients.

2.3.4. REACH information

Construction products are subject to the **REACH regulation**[XVI] covering chemicals used in the EU. Therefore you will have to fulfil all the requirements established in the regulation. However, construction products' manufacturers are not usually obliged to supply a safety data sheet because these products are not considered to be a substance or mixture according to the REACH regulation (see article 31 and article 33 of REACH). In the case your product is either a substance or mixture you will have to look for additional information (usually from your suppliers) and draw up any document (including the safety data sheets if needed) requested by the regulation. This documentation must be provided together with the declaration of performance all through the supply chain.

Manufacturers must supply a Safety Data Sheet when substances meet the criteria of REACH Article 31.1 and the manufacturers, importers and distributors of mixtures must supply the recipient with a Safety Data sheet when the mixture meets the criteria for classification as dangerous in accordance with **Directive 1999/45/EC**[XVII]. The manufacturers, importers and distributors of products containing substances included in the REACH candidate list in a concentration above 0,1% weight by weight must provide the recipient with sufficient information to allow the safe use of the product including, as a minimum, the name of that substance(s).

If you need additional information about the documents to provide, contact your supplier of substances and / or mixtures and verify that, as a user of these products, you are fulfilling the requirements of the REACH regulation and you provide the legal documents together with the declaration of performance.

3. MANUFACTURERS' CHECKLIST

☐ **1.** Identify the construction product and its possible intended uses.

☐ **2.** Search for the construction product in the **list of hEN cited in the OJEU**.

TIP Also check the scope of the harmonised standard (**1.2**).

If found, you have to follow the CEN route, go to 3, if not found go to 17

☐ **3.** In Annex ZA of the harmonised standard, identify the list of essential characteristics and the AVCP system for each of them if they are different (**1.2.1**).

TIP The same essential characteristic may be under a different system depending on the intended use.

☐ **4.** Search for national regulations in the Member States where you are going to have the product marketed in order to identify any requirements.

TIP Ask the Product Contact Points your questions. **List of Product Contact Points.**

TIP **Develop your own list of characteristics to declare.**

☐ **5.** Carry out the tasks according to the AVCP systems including contracting Notified Bodies if required (**2.1.2**).

TIP Find the Notified Bodies available in the **list of Notified Bodies on the NANDO website**.

☐ **6.** Collect all the background documents in a file (**2.1.5** and **2.1.6**):

- ☐ Initial testing of the product including the list of essential characteristics and the results of the assessment (testing, tabulated values, etc.)
- ☐ Documented factory production control procedure.
- ☐ Certificate or certificates from the Notified Body or Bodies, if required.
- ☐ Appropriate technical documentation where necessary.

TIP **Keep this information stored safely but easily accessible.**

☐ **7.** Draw up the declaration of performance taking into account the background documents (**2.3.1**).

TIP Use the instructions in the **Delegated Regulation amending Annex III**.

- [ ] **8.** Translate the declaration of performance to the languages required by the Member States where the product is going to be sold.

  TIP Refer to the different language **versions of the Delegated Regulation**.

- [ ] **9.** Upload the declaration of performance and its translations to your website (optional).

- [ ] **10.** Create and affix the CE marking (**2.3.2**).

- [ ] **11.** Draw up the instructions and safety information for the product (**2.3.3**).

- [ ] **12.** Check if any substances in the product are included in the scope of the REACH regulation and complete the tasks to fulfil its requirements (**2.3.4**).

  TIP See more information on the **REACH website of the EC**.

- [ ] **13.** Store the background documents and a copy of the declaration of performance for 10 years from the last time this kind of product was sold.

- [ ] **14.** Place the product on the market together with the required documents.

- [ ] **15.** Continue the tasks relating to the assessment and verification of constancy (AVCP) of the declared performance (factory production control and testing).

- [ ] **16.** If the performance, the raw materials or the manufacturing processes change or the harmonised standard is significantly revised (**2.2.2**) then go back to point 5.

TIP **In general, check regularly the list of harmonised standards cited in the Official Journal of the European Union to verify whether the standards have been updated.**

- [ ] **17.** Search the construction product in the **list of European Assessment Documents** (**1.2.2**).

  If not found, CE marking is not directly possible but the development of a European Assessment Document can be requested.

- [ ] **18.** Request a European Technical Assessment from a Technical Assessment Body (**1.2.2**).

  TIP Find the Technical Assessment Bodies available in the **list of TABs in the NANDO website**.

- [ ] **19.** After the issuing of an ETA, carry out the rest of the tasks including contracting Notified Body(ies) if required (**2.1.2**).

  TIP Search for the Notified Bodies available in the **list of NB on the NANDO website**.

- [ ] **20.** Collect all the background documents in a file (**2.1.5** and **2.1.6**):

  - [ ] Initial testing of the product including the list of essential characteristics and the results of the assessment (testing, tabulated values, etc.)
  - [ ] Documented factory production control procedure.
  - [ ] Certificate or certificates from the Notified Body or Bodies, if required.

- ☐ European Technical Assessment (only for EOTA route).
- ☐ Appropriate technical documentation where necessary.

TIP **Keep this information stored safely but easily accessible.**

☐ **21.** Draw up the declaration of performance taking into account the background documents (**2.3.1**).

TIP Use the model in the **Delegated Regulation amending Annex III**.

☐ **22.** Translate the declaration of performance to the languages required by the Member States where the product is going to be sold.

TIP Refer to the different languages **version of the Delegated Regulation**.

☐ **23.** Upload the declaration of performance to your website (optional).

☐ **24.** Create and affix the CE marking (**2.3.2**).

☐ **25.** Draw up the instructions and safety information for the product (**2.3.3**).

☐ **26.** Check if the product is included in the scope of the REACH regulation and complete the tasks to fulfil its requirements (**2.3.4**).

TIP See more information on the **REACH website of the EC**.

☐ **27.** Store the background documents and a copy of the declaration of performance for 10 years from the last time the product was sold.

☐ **28.** Place the product on the market together with the required documents.

☐ **29.** Continue the tasks relating to the assessment and verification of constancy (AVCP) of the declared performance (factory production control and testing).

☐ **30.** If the performance, the raw materials or the manufacturing processes change or the harmonised standard is significantly revised (**2.2.2**) then go back to point 18.

TIP European Technical Assessments (ETAs) do not have a validity period.

LINKS AND ACRONYMS

CPR – Construction Products Regulation
http://ec.europa.eu/growth/sectors/construction/product-regulation/index_en.htm

Product Contact Points for Construction
http://ec.europa.eu/growth/sectors/construction/product-regulation/index_en.htm

I Official Journal of the European Union (OJEU)
http://eur-lex.europa.eu/homepage.html

II CEN Search tool
http://standards.cen.eu/dyn/www/f?p=CENWEB:105::RESET

III EOTA – European Organization for Technical Assessments
http://www.eota.eu

IV NANDO – New Approach Notified and Designated Organisations information system
http://ec.europa.eu/growth/tools-databases/nando/index.cfm?fuseaction=directive.notifiedbody&dir_id=33

V List of EAD
http://ec.europa.eu/growth/tools-databases/nando/index.cfm?fuseaction=cp.eads&cpr=Y

VI Publications on the EOTA website
http://www.eota.eu/en-GB/content/etags-used-as-ead/26/

VII List of TAB
http://ec.europa.eu/growth/tools-databases/nando/index.cfm?fuseaction=directive.notifiedbody&dir_id=33

VIII List of National Standardization Bodies (NSBs) of the European Free Trade Association
http://standards.cen.eu/dyn/www/f?p=CENWEB:5

IX CEN – European Committee for Standardisation
https://www.cen.eu/

X Publications on the EOTA website
http://www.eota.eu/en-GB/content/etags-used-as-ead/26/

XI List of Notified Bodies
http://ec.europa.eu/growth/tools-databases/nando/index.cfm?fuseaction=directive.notifiedbody&dir_id=33

LINKS AND ACRONYMS

[XII] Example of Commission decision applicable to Steel sheets:
http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32010D0737&rid=2

[XIII] Delegated Regulation Annex III of the CPR
http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32014R0574&from=EN

[XIV] COMMISSION DELEGATED REGULATION (EU) No 157/2014 of 30 October 2013 on the conditions for making a declaration of performance on construction products available on a website
http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32014R0157&from=EN

[XV] CE logo
http://ec.europa.eu/growth/sectors/construction/product-regulation/faq/index_en.htm

[XVI] REACH Regulation (Registration, Evaluation, Authorisation and Restriction of Chemical substances)
http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32014R0157&from=EN

http://ec.europa.eu/environment/chemicals/reach/reach_intro.htm

[XVII] Directive 1999/45/EC classification, packaging and labelling of dangerous preparations
http://ec.europa.eu/environment/chemicals/reach/reach_intro.htm