

# Certification Scheme - CPR

Certification of construction products in terms of  
the European Construction Products Regulation

## 1. Preface

This *Certification Scheme - CPR* determines the specific approach of Holzforschung Austria for certifications within the scope of the European Construction Products Regulation<sup>1</sup>.

Additional regulations relevant for the certifications of Holzforschung Austria are described in the document *Contractual and general provisions of the certification body of Holzforschung Austria*.

The document *Information - CPR* gives an overview over the basic principles of CE marking, and in particular over the European Construction Products Regulation.

The distributor shall be responsible for the products provided with the CE mark by him/her and for the declarations of performance issued.

The tasks in the different systems for assessment and verification of constancy of performance of products acc. to CPR are summarised in Table 1 (see next page). The CPR defines the terms used there in more detail.

## 2. Task distribution

The economic operator who is placing the products on the market shall be responsible for the products provided with the CE mark by him/her and for the declarations of performance issued.

The tasks in the different systems for assessment and verification of constancy of performance of products acc. to CPR are summarised in Table 1. The CPR defines the terms used there in more detail.

## 3. Holzforschung Austria as notified body

Holzforschung Austria - Österreichische Gesellschaft für Holzforschung (*Austrian Forest Products Research Society*) has been notified as test laboratory (NB 1087) and as certification body (NB 1359) for the relevant harmonised specifications in the following product areas of

- construction timber, glued laminated timber products
- fasteners / connectors
- wood based products
- timber floors
- construction kits for timber construction
- windows, doors.

The detailed scope of the technical specifications can be retrieved from the specified webpage of the European Commission. Currently

[http://ec.europa.eu/enterprise/newapproach/nando/index.cfm?fuseaction=notifiedbody.notifiedbody&refe\\_cd=EPOS%5F50335](http://ec.europa.eu/enterprise/newapproach/nando/index.cfm?fuseaction=notifiedbody.notifiedbody&refe_cd=EPOS%5F50335).

For its conformity assessment activities, Holzforschung Austria takes the following documents into consideration and must also respond to changes in this respect:

- the CPR
- the documents derived therefrom
- relevant harmonised specifications and normative documents supporting these
- relevant documents of the Group of Notified Bodies (GNB)
- relevant documents of the notification authority

---

<sup>1</sup> REGULATION (EU) No 305/2011 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 9 March 2011 laying down harmonised conditions for the marketing of construction products and repealing Council Directive 89/106/EEC Regulation (EU) No. 305/2011 of the European Parliament and of the Council of 9 March 2011 laying down harmonised conditions for the marketing of construction products and repealing Council Directive 89/106/EEC – *hereinafter CPR*

- relevant documents of ANB, the national mirror group of GNB
- relevant documents of the accreditation body
- relevant documents of the EA
- relevant requirement standards for conformity assessment bodies
- as well as further ones not stated here, which are or become, resp., relevant.

The certificate holder is notified about changes having influence on existing certificates as well as requiring need for action, and the required measures are clarified.

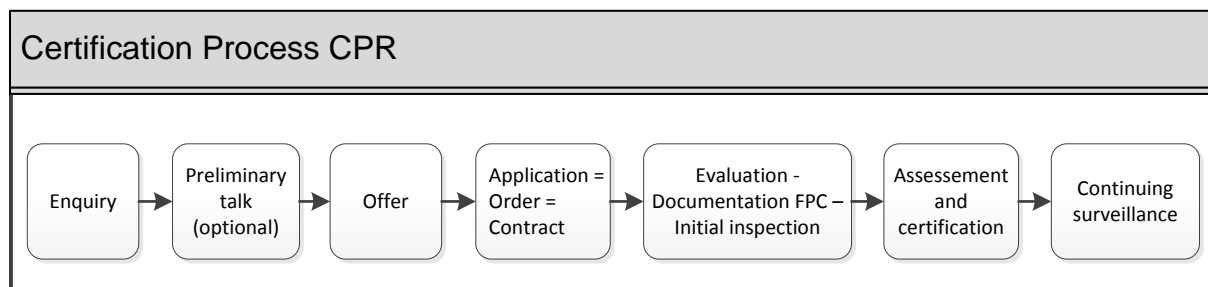
Table 1: Task distribution in the different systems for assessment and verification of constancy of performance (AVCP)

System for assessment and verification of constancy of performance	Declaration of performance of the manufacturer in respect of the substantial features of the construction product on the basis of the following		Type of notified body (NB)
	Tasks of the manufacturer	Tasks of the notified body	
<b>1+</b>	<ul style="list-style-type: none"> <li>• Factory production control</li> <li>• Further testing of samples taken at the manufacturing plant by the manufacturer in accordance with the prescribed test plan</li> </ul>	Decision on the issuing, restriction, suspension or withdrawal of the certificate of constancy of performance on the construction product on the basis of the outcome of the following assessments and verifications carried out by that body: <ul style="list-style-type: none"> <li>• Assessment of the performance of the construction product carried out on the basis of testing (including sampling), calculation, tabulated values or descriptive documentation of that product*;</li> <li>• Initial inspection of the manufacturing plant and of the factory production control;</li> <li>• Continuing surveillance, assessment and evaluation of the factory production control;</li> <li>• Audit-testing of samples taken by the notified product certification body at the manufacturing plant or at the manufacturer's storage facilities.</li> </ul>	Product certification body
<b>1</b>	<i>As under System 1+</i>	<i>As under System 1+ but without</i> <ul style="list-style-type: none"> <li>• <i>Audit-testing of samples taken by the notified product certification body at the manufacturing plant or at the manufacturer's storage facilities</i></li> </ul>	
<b>2+</b>	<ul style="list-style-type: none"> <li>• Assessment of the performance of the construction product carried out on the basis of testing (including sampling), calculation, tabulated values or descriptive documentation of that product*</li> <li>• Factory production control</li> <li>• Testing of samples taken at the manufacturing plant in accordance with the prescribed test plan</li> </ul>	Decision on the issuing, restriction, suspension or withdrawal of the certificate of conformity of the factory production control on the basis of the outcome of the following assessments and verifications carried out by that body: <ul style="list-style-type: none"> <li>• Initial inspection of the manufacturing plant and of factory production control</li> <li>• Continuing surveillance, assessment and evaluation of the factory production control</li> </ul>	Certification body for FPC
<b>3</b>	<ul style="list-style-type: none"> <li>• Factory production control</li> </ul>	<ul style="list-style-type: none"> <li>• Assessment of the performance on the basis of testing (based on sampling carried out by the manufacturer), calculation, tabulated values or descriptive documents of that product*</li> </ul>	Test laboratory
<b>4</b>	<ul style="list-style-type: none"> <li>• Assessment of the performance on the basis of testing, calculation, tabulated values or descriptive documents of that product*</li> <li>• Factory production control</li> </ul>	<ul style="list-style-type: none"> <li>• none</li> </ul>	-

\* in case of harmonised standards, not in case of European Technical Assessments (ETA);

#### 4. Sequence for obtainment of a certification (Systems 1+, 1, and 2+)

For transparent representation of the sequence, the individual steps of the graph below are shown in a tabular form and described in detail in the following:



Enquiry	<p>In this phase, it is clarified, whether the product in question falls under a harmonised specification, whether Holzforschung Austria is notified for it, and whether an incompatibility with the specified activities in regards to the activity as an independent third party is possibly present.</p> <p>Systems 1+, 1, 2+ → <i>Offer (Systems 1+, 1, 2+)</i></p> <p>Should it turn out that no offer can be generated, then the enquiring party will be informed about that as well as about the consequences resulting therefrom.</p>
Optional preliminary talk	<p>If requested and assigned by the customer, in a preliminary talk, information on the CPR as well as on the sequence and the requirements of the conformity assessment can be discussed in detail.</p> <p>In that, particular attention is paid to preserving independence, i.e., in such a preliminary talk, no consulting services are provided in any case, as, for example, help with the generation and introduction of the FPC system to be assessed.</p>
Offer (Systems 1+, 1, 2+) <sup>2</sup>	<p>In this phase, the enquiring party receives</p> <ul style="list-style-type: none"> <li>• a specific offer for the testing, certification and monitoring activities, which are specified in order to issue a certificate about the constancy of performance for the relevant product,</li> <li>• part of the offer is also sampling for the ITT, which in Systems 1+ and 1 also is a task of the notified body,</li> <li>• if applicable, an indication as to which subcontractors will be used for which ac-</li> </ul>

	<p>tivities of the services offered,</p> <ul style="list-style-type: none"> <li>• a request upon grant of the order, to also transmit the documented factory production control and, if applicable, already existing test certificates<sup>2</sup>,</li> <li>• <i>Application form</i></li> <li>• <i>Information - CPR</i></li> <li>• <i>General provisions of the certification body of Holzforschung Austria</i></li> <li>• <i>Certification Scheme - CPR</i> (i.e. this document)</li> <li>• <i>Contractual and general provisions of the certification body of Holzforschung Austria</i></li> </ul> <p>→ <i>Application/Order/Contract (Systems 1+, 1, 2+)</i></p>
Application/ Order/ Contract (Systems 1+, 1, 2+)	<p>Signing the completely filled in application form,</p> <ul style="list-style-type: none"> <li>• the customer assigns Holzforschung Austria with the activities offered,</li> <li>• the customer confirms receipt, acknowledgement and consent to and, if applicable, compliance with the documents sent to him/her with the offer, their contents as well as the subject matters of contract,</li> <li>• the customer transmits the required documentation of his/her FPC,</li> <li>• the customer transmits possibly already existing test certificates<sup>2</sup>,</li> </ul> <p>→ <i>Application assessment (Systems 1+, 1, 2+)</i></p>
Application assessment (Systems 1+, 1, 2+)	<p>The information received from the applicant is checked in regards to the following criteria, in order to ensure that</p> <ul style="list-style-type: none"> <li>• the information is sufficient for execution of the certification process;</li> <li>• possible uncertainties between customers and Holzforschung Austria have been clarified, including the agreement in respect of the underlying normative documents (including their issue date);</li> <li>• the scope of application of the certification aimed at has been determined;</li> <li>• any necessary resources for execution of the evaluation activities are available;</li> <li>• Holzforschung Austria has the competence and ability to perform the certification activities;</li> </ul> <p>→ <i>Systems 1+, 1: Type test Systems 1+, 1</i> → <i>System 2+: Evaluation</i></p>

<sup>2</sup> Already existing ITT test reports of other inspecting authorities may be used for assessment of conformity under the following prerequisites:

- when the inspecting authority has been notified for this test, or
- has been accredited and additionally verifiably corresponds to the requirements acc. to CPR Art. 43,
- the test certificates can be presented in the original and are valid,
- sampling has been performed by either Holzforschung Austria or the inspecting authority in question, and this has been comprehensively stated in the test certificate,
- the tested product can be clearly allocated to a certain production date,
- conclusions on the production conditions of the tested product are accessible,
- if possible, a respective classification was performed, and
- when Holzforschung Austria can accept full responsibility for the results.

Source: according to NB-CPR/AG03/002r3

<p>Type testing Systems 1+, 1</p>	<p>In these systems, sampling for the necessary type tests, too, are a task of Holzforschung Austria and are performed under their responsibility.          Sampling may also take place within the course of an assigned, optional preliminary talk or in the course of the initial inspection.          Following the test activities, a test report is issued, which is sent to the client following completion of the certification process.          The results are included into the certification process.</p> <p>→ <i>Evaluation – FPC system</i></p>
<p>Evaluation – FPC system</p>	<p>This phase comprises the verification, whether the documented FPC fulfils the requirements, in order to ensure that the product type determined in the type test can be theoretically manufactured and its constancy of performance can be guaranteed. This is undertaken by the pre-evaluation of the handed-over documents of the FPC.          Should this pre-verification show a positive result, then a date for the initial inspection of the factory and the FPC is agreed.</p> <p>→ <i>Evaluation – Initial inspection of the factory and the FPC</i></p>
<p>Evaluation – Initial inspection of the factory and the FPC</p>	<p>The initial inspection serves evaluation, whether the factory and the FPC can actually and practically ensure, that the product type determined in the type test is manufactured and thus its constancy of performance is guaranteed.          This is performed as a witness audit.          In the concluding discussion of the witness audit and/or in the course of the subsequent evaluations, the applicant might be requested to verifiably take necessary and appropriate corrective measures – within an appropriate period of time.          Depending on the type of deviation and the corrective measure demanded, an examination of documents handed in later (usually in case of minor deviations) or the execution of a further witness audit (usually in case of major deviations) might be necessary; the latter in order to check, whether the corrective measures taken are actually implemented and applied.          For a definition of the types of deviation, see: <i>General provisions of the certification body of Holzforschung Austria</i>.          After rendering the demanded corrective measures in due time as well as in case the applicant does not or cannot, resp., render the respective corrective measures after expiry of the deadline and after being requested again, a report about the initial inspection is being generated and a certification decision is made independent of the evaluation process.</p> <p>→ <i>Assessment and certification decision</i></p>
<p>Assessment and certification decision</p>	<p>A person independent from the evaluation process and authorised for these activities assesses the results of the evaluation and makes a certification decision.</p> <p>→ <i>Positive certification decision</i></p> <p>In case of existing deviations, irrespective of their severity, no positive certification decision can be made.</p> <p>→ <i>Negative certification decision</i></p>

Positive certification decision	<p>The applicant receives the following documents:</p> <ul style="list-style-type: none"> <li>• certificate</li> <li>• report about the initial inspection</li> <li>• invoice</li> </ul> <p>→ <i>Register of certified products</i>          → <i>Ongoing monitoring of the FPC</i></p>
Negative certification decision	<p>The applicant is informed in writing about the non-award of the certification with a justification, and he/she is informed, that the application and the order associated therewith are thus completed.</p> <p>It is pointed out to the applicant, that upon interest in a continuation of the certification process at a later point in time, a new application must be filed and that, according to the certification body, possible results of the evaluation process may be considered in that.</p> <p>Furthermore, the applicant receives:</p> <ul style="list-style-type: none"> <li>• report about the initial inspection</li> <li>• invoice for the costs arisen</li> </ul>
Register of certified products	<p>Holzforschung Austria keeps a register about the certificates issued. Therein, beside other information, the following is also stated in any case</p> <ul style="list-style-type: none"> <li>• the identification of the product</li> <li>• the relevant harmonised specification</li> <li>• the identification of the customer</li> <li>• the status of the certificate.</li> </ul> <p>In addition, this information may also be retrieved from the homepage of the certification body.</p> <p>→ <i>Continuing surveillance of the FPC</i></p>
Continuing surveillance of the FPC	<p>The continuing surveillance of the FPC serves evaluation, whether the FPC can <i>continue</i> to ensure, that the product type determined in the type test is manufactured and thus its constancy of performance is guaranteed.</p> <p>This is performed as a witness audit. How often this is undertaken depends on the frequency specified for that in the harmonised specification.</p> <p>In System 1+, in the course of the witness audit, the additional samples for the specified sampling inspection are also taken, according to the requirements of the harmonised specification or other fundamental documents, resp.</p> <p>The test results are included in the evaluation.</p> <p>In the concluding discussion of the witness audit and/or in the course of the subsequent evaluations, the certificate holder might be requested to verifiably take necessary and appropriate corrective measures – within an appropriate period of time. Depending on the type of deviation and the corrective measure demanded, an examination of documents handed in later (usually in case of minor deviations) or the execution of a further witness audit (usually in case of major deviations) might be necessary; the latter in order to check, whether the corrective measures taken are actually implemented and applied.</p> <p>For a definition of the types of deviation, see: <i>General provisions of the certification body of Holzforschung Austria</i>.</p> <p>a) Should no deviations be detected or rendering of the demanded corrective measures be undertaken in due time, then a report about the monitoring is gen-</p>

	<p>erated and transmitted to the applicant together with the invoice. Monitoring is thus completed.</p> <p>b) Should the certificate holder not render or not be able to render, resp., the respective corrective measures after expiry of the deadline and after being requested again, a report about the ongoing monitoring of the FPC is likewise generated and this one passed on to the person specified for assessment and certification decision.</p> <p>A person independent from the evaluation process and authorised for these activities assesses, as with the initial certification, the results of the evaluation, and makes a certification decision.</p> <ul style="list-style-type: none"> <li>- In case of a positive certification decision, the certificate holder is informed thereof or he/she might be requested, resp., to take still necessary follow-up measures. Should the implementation of the demanded measures not be verified until the deadline stated or should this not be possible, resp., then the approach is according to the document <i>Contractual and general provisions of the certification body of Holzforschung Austria – Chapter: Termination, restriction, suspension, or withdrawal</i>.</li> <li>- In case of a negative certification decision, the approach is acc. to <i>Contractual and general provisions of the certification body of Holzforschung Austria – Chapter: Termination, restriction, suspension, or withdrawal</i>.</li> </ul>
--	---

## 5. Subcontracting

In principle, the entire spectrum of conformity assessment is performed by Holzforschung Austria.

Should it be necessary, in exceptional cases, to assign a certain activity in the course of the evaluation phase to a subcontractor, then bodies are used for that, which have a valid notification for these activities and for the relevant specification. Should only a valid accreditation be present, then Holzforschung Austria must make sure, whether this body also securely fulfils the relevant requirements of the CPR. The responsibility for the assigned activities, and thus also the consideration of the results of this activity, shall remain with Holzforschung Austria.

The applicant will be informed about the planned assignment of this activity, and also to whom it is to be assigned, within the scope of the offer and agrees to that, if applicable, by signing the application.

The assessment of the evaluation result as well as the certification decision are not outsourced in any case.

Tests, for example, may be outsourced, whereas the results and test reports of these tests must be assessed by Holzforschung Austria themselves.

## 6. Obligations to report of notified bodies

Due to legal requirements, Holzforschung Austria has the following obligations to report, which are associated with applications or granted conformity assessments, resp., and which are fulfilled by them.

- To the notifying authority: any refusal, restriction, suspension or any revocation of certificates,
- To the notifying authority: any circumstances having consequences for the scope of application and the conditions of notification,
- To the notifying authority: any enquiry for information in respect of its activities for assessment and/or verification of constancy of performance, received from the market surveillance authorities,



- To the notifying authority: on request, which activities they performed within the scope of application of their notification in accordance with the systems for assessment and verification of constancy of performance as an independent third party and which other activities, including cross-border activities and award of subcontracts, they performed.
- To other bodies notified according to the CPR, which as independent third parties fulfil similar tasks in accordance with the systems for assessment and verification of constancy of performance, and for construction products, recorded by the same harmonised technical specification, relevant information about the negative and, on request, also about the positive results of these assessments and/or verifications.