Construction Products Regulation (CPR) EU N° 305/2011. Assessment process

CLIENT INFORMATION NOTE

Overview

This Client Information Note explains the main stages of our process for Assessment and verification of Constancy of Performance (AVCP). Attestation of conformity system system 2+.

AVPC consists of two separate parts:

- The Assessment of Performance is the initial testing, calculation, use of tabulated values and descriptive documentation by which the performance of the construction product is determined. Based on the Assessment of Performance, you declares the performance of the construction product.
- The Verification of Constancy of Performance is the set of on-going activities to ensure that the continuingly manufactured construction products have the performance declared. Assessment of Factory production control.

System 2+ includes the certification of the factory production control on the basis of the initial assessment of factory and of factory production control as well as continuous surveillance assessment and approval of factory production control.

Once we have issued your approval certificate, we will carry out surveillance visits to maintain your approval.

At each visit, our assessors will be open and helpful, and will follow a practical approach. In this way we believe that we add value to the assessment process.

Before we visit, we will discuss and agree with you the visit dates, start and finish times, the assessment team members, how long the visit will last, and which parts of your business we will visit.

Visits will be carried out and reported in your national language unless otherwise agreed.

Initial Assessment

Purpose of the visit

We do this visit to:

- Assess that you have the capabilities to provide the construction product (s) according to the applicable harmonized standards.
- Verify that you have established the manufacturing plant and conducts an appropriate factory production control effectively ensuring the constancy of performance of the construction product.
- Assess the effectiveness of your Factory Production Control (FPC) to ensure the constancy of performance of the manufactured construction products. The construction products are in conformity with the declared performance and the FPC meets the requirements of the applicable harmonised standard.

Carrying out the visit

The visit (which usually lasts for two days), starts with an opening meeting. The assessor will explain to your management team how we carry out assessments, and you will be able to introduce your company. The assessor will agree a plan for the visit with you.

The assessor will then:

- Review Initial type testing.

- The Factory production control – is established and documented.
- Personnel – responsibilities , authorities, capabilities.
- Equipment, weighing , measurement and testing equipment, calibration and maintenance
- Control of Constituent products used in manufacture.
- Component specification.
- Check that the correct methods, as specified in the harmonized standard, are used to perform the assessment of the performance of the construction product.
- Capabilities of testing facilities. If tests are conducted at your own laboratory, the evaluation of your testing facilities is part of the audit. If tests are subcontracted, assessor will verify the process that you have develped to evaluate the laboratory capabilities.
- Non conformitie product and client claims.
- CE marking and declaration of performance.
- Procedure in place to inform us about any changes to the factory production control or the initial type test.
- Procedure to identify specific requirements applicable depending on the product final destination.
- Onsite Visit/ Assessment to the manufacturing plant and factory production control

The assessment team will hold review meetings with you each day to discuss any findings. Appropriate staff should be present to confirm that you accept these findings. Please see below in the 'Reporting' section for how we define findings. We finalise the grade of findings at the end of the visit.

The visit ends with a closing meeting to present a summary of the findings, and to agree the next stage of the assessment process. The assessor will give a complete report to your management representative. If we have not reported any Major Nonconformities, and you have informed the assessor of your proposed corrective action for any Minor Nonconformities, the assessor will recommend approval to the assessment standard (although this depends on an independent technical review by our office.) However, if any Major Nonconformities have been reported, we will delay approval and carry out a follow up assessment to review corrective actions. Our team leader will agree with you the arrangements for this.

Surveillance visits

Purpose of the visit

Once we have certified your management system, we will begin a programme of surveillance visits (which normally take place at a minimum of every twelve months). The overall purpose of the surveillance assessment is to provide evidence that the FPC operated by you:

- Effectively ensures the conformity of the construction products with the declared performance for all essential characteristics covered by the scope of certification.
- Continues to be in conformity with the requirements of the harmonised specification applied.

and the Initial Type Testing still covers all characteristics declared and that is not necessary to perform a new one.

We also consider the implications of changes to the FPC system and the Initial Type testing. Such changes may have been carried out as a result of changes in your activities, products or services.

We will then consider whether you continue to meet certification requirements.

Carrying out the visit

The scope of the surveillance visits will normally have been agreed with you at your previous visit. We will confirm the details with you at an opening meeting.

We will also review any outstanding findings and how you use LRQA mark and Notified Body number.

If we report any Minor Nonconformities during a visit we will normally follow them up during your next visit, otherwise we will make arrangements with you for the follow up.

If we report a Major Nonconformity during a surveillance visit, we will arrange a special surveillance visit to follow up the necessary corrective action (normally within three months). This is the first phase of our suspension and withdrawal of approval process.

At the closing meeting, our assessor will report on the current visit and agree with you the theme for the next visit. If any Major Nonconformities have been reported, the assessor will also agree arrangements for follow-up of actions you will take.

Certificate renewal

Planning for the certificate renewal

We conduct certificate renewals on a three-yearly basis, planned at the previous surveillance visit and agreed with you.

management system or the stakeholders of your organisation.

The preview stage will be used to identify further themes that can be used in the coming certificate renewal visit and for the next three-year cycle.

Conducting certificate renewal visits

We conduct the certificate renewal visit similarly to the initial assessment In addition, we include a review of your FPC documentation and Initial Type testing to ensure that it:

- continues to suit your company, and
- complies with the harmonized standards requirements and the scope of certification.

If during the assessment, minor deviations are documented, you will be informed and deadlines for the implementation of the corrective actions will be agreed with you.

Recommendation for certificate renewal can't be made till the assessor has evaluated the corrective actions proposed by you.

If major non-conformities are raised, the suspension process must be applied. The Factory Production Control Certificate shall not be re-issued until all major nonconformities have been closed out.

Changes to your approval

For any increase or decrease in your certificate of approval, please submit a formal request for the change. LRQA will review the request to consider:

- additions or changes to competency requirements for the visit team(s)
- additions or reductions in visit duration requirements
- and you will be notified of any changes by an amended contract.

If the change requested has meant a major change or addition to your documented system, we will undertake a separate document review visit (Stage 1).

We will conduct the change to approval visit in line with our process for initial assessment visits, although we do not normally produce a formal visit plan.

Change to approval visits may be carried out as separate visits or may be combined with a scheduled (Surveillance or Certificate Renewal) visit.

LRQA will issue a new revision of the certificate using the same expiry date as on the current certificate.

Reporting

The reporting process for all our visits is similar. We fill in visit reports to record assessment findings, progress against the assessment plan, positive comments, and also points of clarification or interpretation. We record assessment and identify them as Major Nonconformity or Minor Nonconformity. We define these gradings as follows:

Mayor Non-Conformity - Those non conformities which raising doubts with regard to the conformity of construction products with the declared performance or client's certified management system has persistently or seriously failed to meet certification requirements or directive or regulation requirements.

Nonconformity that affects the functioning and /or the effectiveness of the FPC in a way that might lead to products that do not comply with the relevant standard being placed on the market. This kind of non-compliance normally makes it necessary to repeat all or part of the inspection of the FPC.

Minor Non-Conformity - Non-conformity which affords no risk to the effective functioning of the FPC but which shall be dealt with before the next inspection of the FPC.

Our team leader will make arrangements with you for follow up.

If raised at a visit that results in a certificate being issued, then the assessor will ask you to indicate the corrective action that you will take. This corrective action plan will form part of the independent review by our office before your certificate is issued. If raised at a surveillance visit, although you need to take corrective action within an appropriate time after the visit, you do not normally need to provide us with details of the action until we next visit you.

In both cases, at the next visit the assessor will review the action you have taken and fill in the corrective action review section in the report.

Please keep copies of all our visit reports for three years. In exceptional circumstances, we may ask you to provide copies of previous reports.

Sampling

It is important to remember that even though a problem may not have been identified in an area of activity, it does not necessarily mean that there are no problems. As assessment work is based on sampling techniques, statistically there is always a possibility that issues will not be identified during an assessment. Please consider this when you audit your own Factory Production Control system.

Confidentiality

We will not pass on any of the information we gather about your organisation (including the contents of reports) to any other person or organisation without your permission (except as required by the accreditation body or National Authorities).

Further information

You can get additional information about the conformity assessment process by sending an email to madrid-aroc@lrqa.com.

Get in touch

Visit **www.lrqa.com/es-es** for more information

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