GNB-CPR AG	Co-ordination of the Group of Notified Bodies for the Construction products Regulation (EU) No 305/2011	NB-CPR/14-612r7 Issued: 18 August 2016 APPROVED GUIDANCE

GNB-CPR Position Paper: Issuance of certificates under CPR

1 Introduction

This Position Paper is intended to ensure that all certificates issued by notified bodies under CPR provide the necessary information in an adequate, unambiguous, transparent and uniform manner.

This Position Paper contains rules for the form and content of certificates issued under AVCP systems 1+, 1, and 2+.

In the annexes to this position paper are found model certificates for each system of AVCP.

The models cover both certificates to harmonised standards and to ETAs (and underlying EADs).

According to CPR Article 43(11), notified bodies shall apply this position paper as general guidance.

2 Content of certificates

Certificates shall have the content required below in sub clauses 2 a) through 2 n).

Certificates shall not contain any information likely to disturb the information required. In particular, certificates shall not refer to any private certification schemes, any other legislation than CPR, or any national marks.

2 a) Name and address of the notified body
The name and the registered address of the notified certification body shall be indicated.

2 b) Headline
- In case of AVCP systems 1 or 1+: “Certificate of constancy of performance[T1]”
- In case of AVCP system 2+: “Certificate of conformity of factory production control”

2 c) Number of certificate
The certificate number shall be in the form:

nnnn*-CPR-*zzzz

Where**:**

nnnn *is the identification number of the notified certification body*

CPR *is the acronym of the Construction products Regulation. It shall be left untranslated irrespective of the language in which the certificate is issued.*

zzzz *is the individual unique number or alphanumeric code given by the notified certification body.*

Example:
The first certificate issued by Notified Body number 0987 under the CPR might be certificate number

0987-CPR-0001

NOTE If a NB re-issues a certificate first issued under the CPD, the NB may either use the same certificate number (but replacing CPD with CPR), or give the certificate a number unrelated to that of the CPD version of the certificate. In either case, the NB shall maintain records of the change in certificate numbers for reasons of traceability.

2 d) Reference to the Construction products regulation

Reference to CPR is made by the sentence:

In compliance with Regulation (EU) No 305/2011of the European Parliament and of the Council of 9 March 2011 (the Construction products Regulation or CPR), this certificate applies to the construction product(s)

2 e) Scope of the certificate

The scope of the certificate shall give a brief description of the products covered by the certificate or by the certified factory production control.

The description shall only relate to the construction products, their performances and intended use(s) – not to the internal matters of the manufacturer, e.g. production processes, personnel, subcontractors or suppliers to the manufacturer[1].

In case of AVCP systems 1 or 1+:

The scope is defined by a generic description of the construction products covered by the certificate and a specification of their declared performances related to essential characteristics in accordance with the harmonised technical specification and falling under AVCP systems 1 or 1+. To avoid ambiguities, the trade names of the products may be indicated.
If the certificate covers a range of products the scope may refer to an annex to the certificate listing the products and their performances.

For certificates to ETAs and EADs under systems 1 or 1+, the product description shall be identical to the description in the ETA

[1] *To indicate information on internal matters of the manufacturer may be contrary to CPR article 43(10).*

In case of AVCP system 2+:

The scope is defined by a generic description[2] of the construction products covered by the certified factory production control.
When specifically justified, to avoid ambiguities with regard to the coverage of the certificate, the generic description may be supplemented by the below information as appropriate:

- Limitations with regard to intended use in accordance with the harmonised specification.
- Limitations with regard to sub-types of products, e.g. by limits to dimensions, parent materials or other relevant descriptions.
- Limitations with regard to declared performance (e.g.: ”compressive strength up to 20 MPa”)

If the harmonised specification applies “CE-marking methods[3]” described as Method 1, Method 2 and Method 3 (sometimes subdivided into Method 3a and Method 3b), the certificate shall make clear which method(s) the certificate covers.

In AVCP 2+, product names should normally be avoided in certificates.

For certificates to ETAs and EADs under systems 2+, the generic product description shall be identical to the generic description in the ETA

2 f) Manufacturer

The manufacturer to whom the certificate is issued is identified by the phrase *“placed on the market under the name or trade mark of”* followed by the name and the registered address of the manufacturer, cf. CPR article 9(2).

2 g) Manufacturing plant(s)

The place(s) of production of the product shall be identified for reasons of traceability. However, this may be given in a coded format (These manufacturing plant details may identify particular production units, lines or facilities).
If the certificate covers multiple manufacturing plants, the certificate may refer to an annex to the certificate listing the manufacturing plants.

Only manufacturing plants which have been subjected to initial inspection may be indicated.

2 h) Reference to the harmonised specification

In case of a harmonised standard

Harmonised standards shall be referenced exactly as they are cited in the Official Journal of the European Union (OJEU).

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[2] For certificates to harmonised standards, the title of the standard will often include a useful generic description

[3] If relevant, “CE-marking methods” are described by the harmonised standard.

The reference to a harmonised standard shall be to the CEN document (EN number), and not to a national implementation of the standard[4]. It shall refer to a version of the standard cited[5] as current in the OJEU at time the certificate is issued.

References in OJEU

The original harmonised standard is normally cited in OJEU using the form:

EN AAAA:yyyy

where

EN AAAA	*is the number of the harmonised standard*
yyyy	*is the year of publication of the harmonised standard*

Amendments to harmonised standards are normally cited in OJEU using the form:

EN AAAA:yyyy/An:zzzz

where

EN AAAA	*is the number of the harmonised standard to which the amendment applies*
yyyy	*is the year of publication of the harmonised standard to which the amendment applies*
An	*is the number of the amendment*
zzzz	*is the year of publication of the amendment*

Amendments and corrections to harmonised standards are normally cited in OJEU using the form:

EN AAAA:yyyy/AC:zzzz

where

EN AAAA	*is the number of the harmonised standard to which the "amendment and corrections" apply*
yyyy	*is the year of publication of the harmonised standard to which the "amendment and corrections" apply.*
zzzz	*is the year of publication of the "amendment and corrections"*

A brief form is sometimes used in OJEU to give a combined reference to the original harmonised standard and amendments to it**:**

EN AAAA:yyyy+An:zzzz

where

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[4] *Despite the fact that a harmonized standard is only published by the national standardization bodies with a national prefix, e.g. "DIN EN XX XXX", the reference to the harmonised standard shall only be to the CEN document (EN reference without any national prefix)*

[5] *During the coexistence period for amendments and corrections to a harmonised standard, more than one version will be applicable.*

EN AAAA	*is the number of the harmonised standard to which the "amendment and corrections" apply*
yyyy	*is the year of publication of the harmonised standard to which the "amendment and corrections" apply.*
zzzz	*is the year of publication of the "amendment and corrections"*

Combined references in certificates

If one or more amendments and/or amendment and corrections apply[6] to the harmonised standard, each amendment and/or amendment and corrections shall be referenced using the form:

EN AAAA:yyyy

and

EN AAAA:yyyy/A1:zzzz (if relevant)

and

EN AAAA:yyyy/A2:zzzz (if relevant)

and

EN AAAA:yyyy/AC:zzzz (if relevant)

Only if the citation in OJEU has the brief form, the brief form shall be used:

EN AAAA:yyyy+An:zzzz

In case of an ETA (assessment or approval):

The ETA and the underlying EAD shall be mentioned in the below order and form:

ETA yy/BBBB, issued on dd/mm/yyyy

and

EAD XXXXXX-XX-XXXX

where

ETA - zz/BBBB	*is the parent number of the ETA*
dd mm yyyy	*is the date of issue of the current version of the ETA*
EAD XXXXXX-XX-XXXX	*is the full number of the EAD as referenced in OJEU*

If an ETAG is used as EAD, the above-mentioned reference to the EAD is replaced by a reference to the ETAG in the form:

ETAG xxx-x, Mmmm yyyy (used as EAD)

where

ETAG XXX-X	*is the number of the ETAG*

[6] *Amendments are applicable only when cited as current in OJEU (and NANDO)*

MMMM yyyy *is the month (letters) and year of the version of the ETAG as referenced on the NANDO website.*

2 i) Statement of compliance

The certificate shall contain the below statement of compliance depending on the type of certification reference and the system of AVCP

In case of a harmonised standard at AVCP System 1 or 1+:

This certificate attests that all provisions concerning the assessment and verification of constancy of performance described in Annex ZA of the standard(s) under system 1 (or 1+) for the performance set out in this certificate are applied and that the factory production control conducted by the manufacturer is assessed to ensure the constancy of performance of the construction product.

In case of a harmonised standard at AVCP System 2+:

This certificate attests that all provisions concerning the assessment and verification of constancy of performance described in < Annex ZA of the standard(s)> under system 2+ are applied and that the factory production control is assessed to be in conformity with the applicable requirements.

In case of an ETA and an EAD at AVCP System 1 or 1+:

This certificate attests that all provisions concerning the assessment and verification of constancy of performance described in the <ETA> and <EAD> under system 1 (or 1+) for the performance set out in the ETA are applied and that the factory production control conducted by the manufacturer is assessed to ensure the constancy of performance of the construction product.

In case of an ETA and an EAD at AVCP System 2+:

This certificate attests that all provisions concerning the assessment and verification of constancy of performance described in the <ETA> and <EAD> under system 2+ for the performance set out in the ETA are applied and that the factory production control is assessed to be in conformity with the applicable requirements

2 k) System of AVCP under which the certificate is issued

The system of AVCP shall be indicated as part of the statement of compliance

2 l) Date of first issue and period of validity

The date of first issue shall be indicated. If the certificate was first issued under the CPD, with the same number as is used for the CPR version of the certificate, the date of first issue under the CPD shall be indicated.
The notified certification body may limit the period of validity to a specified period.

Depending on the type of certification reference and the system of AVCP one of the below sentences shall be included:

In case of a harmonised standard at AVCP System 1 or 1+:

This certificate was first issued on < date> and will remain valid as long as neither the harmonised standard, the construction product, the AVCP methods, nor the

manufacturing conditions in the plant are modified significantly, unless suspended or withdrawn by the notified product certification body.

In case of a harmonised standard at AVCP System 2+:

This certificate was first issued on < date> and will remain valid as long as neither the harmonised standard, the construction product, the AVCP methods, nor the manufacturing conditions in the plant are modified significantly, unless suspended or withdrawn by the notified factory production control certification body.

In case of an ETA and EAD at AVCP System 1 or 1+:

This certificate was first issued on < date> and will remain valid as long as neither the ETA, the EAD, the construction product, the AVCP methods, nor the manufacturing conditions in the plant are modified significantly, unless suspended or withdrawn by the notified product certification body.

In case of an ETA and an EAD at AVCP System 2+:

This certificate was first issued on < date> and will remain valid as long as neither the ETA, the EAD, the construction product, the AVCP methods, nor the manufacturing conditions in the plant are modified significantly, unless suspended or withdrawn by the notified factory production control certification body.

If the Notified Certification Body wishes to limit the period of validity of the certificate, the phrase *"until <expiry date>" is inserted in the first line of the statement of validity:*

"This certificate was first issued on < date> and will remain valid ***until <expiry date>*** *as long as neither ……..."*

Optionally, the notified certification body may indicate a reference to a website or a telephone number where the validity of the certificate may be confirmed:

The validity of the certificate may be confirmed at the web address <web address>

or

The validity of the certificate may be confirmed by contacting <name of the notified certification body>, telephone number <telephone number> or e-mail address <e-mail address>.

2 m) Date of issue

The date when the certificate is issued

2 n) Signature

Title(s) or function(s), name(s), and signature(s) of the person(s) signing the certificate on behalf of the notified certification body shall be indicated.

3 Certificate layout

The sequence of the content of the certificate shall follow the models given in the annexes of this Position Paper.

The notified certification body shall use a certificate layout which ensures that the above described content appears legible and undisturbed
The notified certification body may apply its own logo on the certificate. Logos of other organisations are not allowed. However, an accreditation logo may be applied if the notified body is ~~legally~~ required to apply it.

4 Translations of certificates

The CPR does not specify the language to be used for the certificate, and so the certificate may be in any language.

Notified bodies may translate the models in the annexes of this Position Paper. Where words and phrases derived from CPR are used in the models, translators are requested to use the equivalent words and phrases taken from the official translation of the CPR into the target language.

In annex 5 is found a list of references to the articles of CPR where the keywords and phrases are used.

The acronym ‘CPR’ shall always be left untranslated.

5 Transition

As of the issuance of this Position Paper, it will apply to all new certificates including reissued certificates. This position Paper does not imply any recall of existing certificates issued in accordance with guidance applicable at the time of issue.

6 Repeal

The below guidance is withdrawn:
- NB-CPR/AG/03/001r2 - Numbering of notified body certificates
- NB-CPR/AG/03/003r8 - Generic forms for NB certificates (for the CPR)
- NB-CPR/14/612r3 – Issuance of certificates under CPR

ANNEX 1 Model certificate of constancy of performance for hENs at AVCP 1+ or 1

< Name and address of the product certification body >

Certificate of constancy of performance[T1],

< nnnn-CPR-*zzzz >*

In compliance with *Regulation (EU) No 305/2011 of the European Parliament and of the Council of 9 March 2011*[T3] (the Construction products Regulation or CPR), this certificate[T4] applies to the construction product[T5]

< CONSTRUCTION PRODUCT(S) >

< Scope of certificate: construction product parameters (*levels and classes of performance of the construction product);* "CE marking method(s)" used if applicable; description of the construction product (identification and intended use(s), as the manufacturer intends for their declaration of performance); >

placed on the market[T16] under the name or trade mark[T17] of

< Name of the manufacturer[T6] >
< Full address >

and produced[T7] in the manufacturing plant[T8](s)

< Manufacturing plant[T8](s) >
< Full address(es) >.

This certificate[T4] attests that all provisions concerning the assessment and verification of constancy of performance[T9] described in Annex ZA of the standard(s)

< EN *AAAA*:*yyyy (+A*n*:yyyy)*/(+AC:*yyyy)* >

under system[T10] < *1+ or 1* > for the performance[T11] set out in this certificate[T4] are applied and that the factory production control conducted by the manufacturer is assessed to ensure the

constancy of performance of the construction product [T1]*.*

This certificate[T4] was first issued on < *date*> and will remain valid as long as neither the harmonised standard[T13] , the construction product[T5], the AVCP methods nor the manufacturing conditions[T14] in the plant are modified significantly, unless suspended or withdrawn by the notified product certification body[T2].

< *Date* >

< *Authorised signature* >
< *Title, Name, Position* >

ANNEX 2: Model certificate of conformity of the factory production control for hENs at AVCP 2+

< Name and address of the factory production control certification body >

Certificate of conformity of the factory production control[T21],

< nnnn-CPR[2]-*zzzz >*

In compliance with *Regulation (EU) No 305/2011 of the European Parliament and of the Council of 9 March 2011*[T3] (the Construction products Regulation or CPR), this certificate applies to the construction product[T5]

< CONSTRUCTION PRODUCT(S) >

< Scope of certificate: If specifically justified, limitations may be indicated in terms of intended use in accordance with the harmonised specification, sub-types of products, limits to dimensions, parent materials or other relevant properties or limitations with regard to declared performance >

placed on the market[T16] under the name or trade mark[T17] of

< Name of the manufacturer[T6] >
< Full address >

and produced[T7] in the manufacturing plant[T8](s)

< Manufacturing plant[T8](s) >
< Full address(es) >.

This certificate[T4] attests that all provisions concerning the assessment and verification of constancy of performance[T9] described in Annex ZA of the standard(s)

< EN *AAAA*:*yyyy (+An:yyyy)*/(+AC:*yyyy)* >

under system[T10] 2+ are applied and that

the factory production control[T12] is assessed to be in conformity with the applicable requirements

This certificate[T4] was first issued on < *date*> and will remain valid as long as neither the harmonised standard[T13] , the construction product[T5], the AVCP methods nor the manufacturing conditions[T14] in the plant are modified significantly, unless suspended or withdrawn by the notified factory production control certification body[T2].

< *Date* >

< *Authorised signature* >
< *Title, Name, Position* >

ANNEX 3 Model certificate of constancy of performance for ETAs at AVCP 1+ or 1

< Name and address of the product certification body >

Certificate of constancy of performance[T1],

< nnnn-CPR-*zzzz >*

In compliance with *Regulation (EU) No 305/2011 of the European Parliament and of the Council of 9 March 2011*[T3] (the Construction products Regulation or CPR), this certificate[T4] applies to the construction product[T5]

< CONSTRUCTION PRODUCT(S) >

< Scope of certificate: As defined by the ETA >

placed on the market[T16] under the name or trade mark[T17] of

< Name of the manufacturer[T6] >
< Full address >

and produced[T7] in the manufacturing plant[T8](s)

< Manufacturing plant[T8](s) >
< Full address(es) >.

This certificate attests that all provisions concerning the assessment and verification of constancy of performance described in the

< ETA yy/BBBB, issued on dd/mm/yyyy >

and

< EAD XXXXXX-XX-XXXX >

under system 1 (or 1+) for the performance set out in the ETA are applied and that the factory production control conducted by the manufacturer is assessed to ensure the

constancy of performance of the construction product [T1]*.*

This certificate[T4] was first issued on < *date*> and will remain valid as long as neither the ETA, the EAD, the construction product[T5], the AVCP methods nor the manufacturing conditions[T14] in the plant are modified significantly, unless suspended or withdrawn by the notified product certification body[T2].

< *Date* >

< *Authorised signature* >
< *Title, Name, Position* >

ANNEX 4: Model certificate of conformity of the factory production control for ETAs at AVCP 2+

< Name and address of the factory production control certification body >

Certificate of conformity of the factory production control[T21],

< nnnn-CPR[2]-*zzzz >*

In compliance with *Regulation (EU) No 305/2011 of the European Parliament and of the Council of 9 March 2011*[T3] (the Construction products Regulation or CPR), this certificate applies to the construction product[T5]

< CONSTRUCTION PRODUCT(S) >

< Generic description from ETA >

placed on the market[T16] under the name or trade mark[T17] of

< Name of the manufacturer[T6] >
< Full address >

and produced[T7] in the manufacturing plant[T8](s)

< Manufacturing plant[T8](s) >
< Full address(es) >.

This certificate[T4] attests that all provisions concerning the assessment and verification of constancy of performance[T9] described in

< ETA yy/BBBB, issued on dd/mm/yyyy >

and

< EAD XXXXXX-XX-XXXX >

under system[T10] 2+ are applied and that

the factory production control[T12] is assessed to be in conformity with the applicable requirements

This certificate [T4] was first issued on < date> and will remain valid as long as neither the ETA, the EAD, the construction product [T5], the AVCP methods, nor the manufacturing conditions[T14] in the plant are modified significantly, unless suspended or withdrawn by the notified factory production control certification body

< Date >

< Authorised signature >
< Title, Name, Position >

Annex 5: References to key words and phrases from CPR

Note	Key word / phrase	CPR reference
T1	“certificate of constancy of performance”	Annex V 1.1 (b)
T2	“product certification body”	Annex V 2(1)
T3	“Regulation (EU) No 305/2011 of the European Parliament and of the Council of 9 March 2011”	Title of the CPR
T4	“certificate”	Article 43(7)d
T5	“construction product”	Article 2(1)
T6	“manufacturer”	Article 2(19)
T7	“produced”	Article 2(1)
T8	“manufacturing plant”	Annex V 1.1 (b) (ii)
T9	“assessment and verification of constancy of performance”	Article 28 (title)
T10	“system”	Annex V 1.1
T11	“performances”	Article 8 (4)
T12	“factory production control”	Article 2(26)
T13	“harmonised standard”	Article 2(11)
T14	“conditions”	Article 9 (title)
T21	“certificate of conformity of the factory production control”:	Annex V 1.3 (b)
T15	“factory production control certification body”	Annex V 2(2)
T16	“Placed on the market”	Article 2(17)
T17	“under the name or trade mark of”	Article 2(19)