

DNV GL management system

ICP – Product Certification

CPR Structural Timber Certification Requirements

Document number:	Valid for:	Revision:	Date:
ICP-4-6-3-15-i13-CR	All in DNV GL	3	2017-11-15
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Revisions in this document:

Rev. no.	Date	Description of revision
3	2017-11-15	Update to global document
2	2017-04-06	Re-naming document from "CR Structural Timber" to "CPR Structural Timber Certification Requirements"
1	2017-02-24	Publishing year of standards removed
0	2015-12-01	New – transferred from DSC SBC 14081, SBC 14250, SBC 14732, SBC 15497

1 SERVICE DESCRIPTION

This document describes the DNVGL conditions and certification processes for certification of system of conformity attestation of a manufacturer's Factory Production Control (FPC) on assessment and verification of constancy of performance (AVCP system 2+) for Construction Timber as defined in the following harmonized European standards (latest edition):

- EN 14081-1+A1 Timber structures - Strength graded structural timber with rectangular cross section - Part 1: General requirements
- EN 14250 Timber structures – Product requirements for prefabricated structural members assembled with punched metal plate fasteners
- prEN 14732-1 Timber structures - Prefabricated wall, floor and roof elements - Part 1: Product requirements
- EN 15497 Structural finger jointed solid timber – Performance requirements and minimum production requirements

2 LEGAL FRAMEWORK

DNVGL will perform this service as a Notified Body in conjunction with the Construction Product Regulation - CPR (nr.305/2011).

DNVGL is notified as Notified Body for the standards listed above.

The notification is based on an accreditation where the DNVGL procedures have been evaluated against EN ISO/IEC 17065.

Where DNVGL is mentioned in the following text, all DNVGL units providing the service is understood. The final certification is however done by the Notified Body uniquely.

3 GENERAL CONDITIONS

In addition to the Terms and conditions mentioned in the DNVGL Product Certification Agreement (PCA), the following applies:

The certification covers only the compliance of the product to the requirements in the standards stated in the certificate. The legislation relevant to the product(s) is the CPR, which is transferred to national legislation in all European Economic Area (EEA) member states.

If the requirements in the harmonised European standard(s) do not provide sufficient guidance, for evaluating the manufacturer's FPC, the relevant position paper published by the Group of Notified Bodies shall apply.

DNVGL will not provide any consultancy services aiming to build up a manufacturer's FPC subject for certification.

All product information needed for the DNVGL evaluation of the product, and FPC system, is treated as confidential.

4 DNVGL CERTIFICATION PROCEDURES FOR CONSTRUCTION TIMER

4.1 Application

Upon a Request For Quotation (RFQ) sent by a manufacturer, DNVGL will provide a PCA describing all activities involved in the certification process and prices for those activities. The formal application for certification is annexed to the PCA. An authorized representative of the manufacturer shall sign and return both documents. The application shall contain information about the applicant as well as information about the product and the system subject for certification.

By completing and signing the "Application Form – CPR", which is annexed to the PCA, the manufacturer and the DNVGL Notified Body has signed a formal agreement where the manufacturer also declares that no similar application has been lodged with any other Notified Body.

The application form covers the special conditions of certification for CE-marking of construction products.

DNVGL shall review the information in the application form, obtained by the manufacturer. When DNVGL finds the obtained information about the manufacturer and the product(s) to be sufficient, the certification process can be planned and conducted.

The DNVGL Local Units are responsible for the financial contract with the manufacturer.

4.2 Preliminary assessment

A manufacturer, not ready for an initial inspection, may ask DNVGL to perform a voluntary preliminary assessment. The extent of such an assessment should cover a representative part of the FPC system. The preliminary assessments shall provide an indication to the manufacturer whether relevant aspects of the standard have been addressed. Preliminary assessment is a service offered to customers prior to commencement of the certification process. It is optional and does not normally form part of the certification process. The result may cause discussions between the manufacturer and DNVGL regarding the compliance of the FPC system with the standard requirements. If so DNVGL can only give the manufacturer facts about the interpretation of the different requirements.

4.3 Document review

Prior the initial inspection of each manufacturing plant and of the FPC, DNVGL shall verify whether all clauses described in the annexes named "Factory Production Control" of the appropriate harmonised European product standards for Construction Timer are dealt with appropriately in the production control

manual and related documents. If this is not the case DNVGL will inform the manufacturer about the non-compliances found and request corrective actions and an updated version of the documents.

When the documentation is accepted by DNVGL a date for the initial inspection of the manufacturing plant and the FPC will be agreed upon.

4.4 Type Testing (TT)

The TT is not part of the FPC but shall be carried out by the manufacturer in accordance with the test methods described in the standard. The TT has to comply with the requirements in appropriate harmonised European product standard.

The content of the TT is the responsibility of the manufacturer, and DNVGL shall see evidence of TT to check the results from the FPC for similarity and credibility.

Test results from FPC must comply with the requirements of the appropriate part of the harmonised European product standards and the product specification. The manufacturer's stated values and a procedure for the evaluation of the test results must therefore be part of the production control manual of the manufacturer. The manufacturer shall be aware that national provisions (concerning which properties mentioned in the harmonised standard to be tested and conformity criteria) might apply.

Test methods used by the manufacturer should be the methods prescribed in the relevant standards.

Alternative methods can be used if the results of those methods have a reliable correlation with the results of the reference method. This evidence is submitted to the agreement of DNVGL. Determination of the correlation of test results should be carried out on a regular basis using a procedure described in the production control manual. In case of doubt the method prescribed in the standard prevails.

TT results of the Construction Timber mentioned in the application form must be available for at least one produced batch at the time of the initial inspection.

The test laboratory used for TT has to comply with one of the following conditions:

- Laboratory accredited according to EN ISO/IEC 17025 by a national accreditation body. The inspector shall verify the validity and scope of test methods covered by the accreditation, or
- Laboratory assessed and approved by DNVGL with respect to EN ISO/IEC 17025 and the applicable test methods.

4.5 Initial inspection of the manufacturing plant and of the FPC

During the initial inspection DNVGL will investigate whether the documented system is implemented in accordance with the requirements of appropriate harmonised European product standards for Construction Timber. A checklist, prepared by DNVGL, should support the inspector in this task. Items found not to be in compliance are classified as observations, minor and major non-conformities, and reported at the end of the initial inspection.

Initial inspection of the manufacturing plant and of the FPC should cover:

- Implementation of the manufacturers FPC with respect to:
 - organisation
 - control procedures
 - management of production
 - inspection and tests
 - records
 - control of non-conforming products
 - handling, storage and conditioning in production areas
 - transport and packaging

- training of personnel
- Relevancy of the test plan concerning products/characteristics/test methods
- Declaration of performance
- Marking of the product

The initial inspection shall be documented in a written inspection report, and where applicable a list of findings, and contain at least the following:

- The name of the Manufacturer
- The full address of the manufacturing plant(s)
- The hEN(s) covered by the FPC system
- The designation of the product(s)
- Discovered findings (non-conformities/observations)
- Conclusions and future actions

A report containing the results of the assessment of the works production control manual and related documents and the initial inspection of the manufacturing plant will be sent to the manufacturer within an agreed time after the initial inspection, normally not longer than 6 weeks.

The manufacturer shall inform DNVGL about the corrective actions taken by him within 3 months from receipt of the report of the initial inspection.

When DNVGL classifies the corrective actions as not sufficient, DNVGL may cease the certification process and the applicant will be informed about this decision.

4.6 Issuing of certificate

A Technical Reviewer shall review the records from the inspection and provide comments, if any.

When records from the inspection are not found satisfactory and complete, comments/questions shall be communicated to the Team Leader, who will be responsible for resolving the matters. This will be an iterative process between the Team Leader and the Technical Reviewer, with two possible outcomes:

- The matters are resolved to the satisfaction of the Technical Reviewer and the certificate issue process is initiated.
- The matters are not resolved to the satisfaction of the Technical Reviewer, and the manufacturer is, through the Team Leader, informed about the outcome and his rights, ref. Appeal procedure.

When the technical review has been conducted, the Technical Reviewer will forward the case to the Certificate Issuer for final review and decision on certification. Records from the reviews shall be stored in the production tool.

DNVGL shall issue a "Certificate of conformity of the factory production control" when the initial inspection has been conducted with a positive result. The applicant will be informed about this as soon as possible.

In the case where non-compliances have been detected during the initial inspection, all minor and major nonconformities must be dealt with to the satisfaction of DNVGL. DNVGL will acknowledge this in writing and a "Certificate of conformity of the factory production control" will be issued by DNVGL for the manufacturing plants concerned.

A certificate is issued covering those types of Construction Timber requested by the manufacturer as defined in the appropriate part of the related harmonised European standard as long as the products are produced under the same system of factory production control.

The "Certificate of conformity of the factory production control" shall have a unique number, which shall be allocated by DNVGL. The number is divided into three parts, separated by hyphens as follows:

1. the notification number of DNVGL;
2. the acronym CPR;
3. a unique reference number allocated by DNVGL for each individual certificate.

For each manufacturing plant a single certificate is issued, independently from the number of the produced Construction Timber.

4.7 Continuing surveillance, assessment and evaluation of FPC

DNVGL exercises the continuing surveillance, assessment and evaluation of FPC on the basis of the requirements of the relevant harmonised standard and on the basis of the initial inspection of the manufacturing plant and of FPC.

At least once per year an announced continuing surveillance inspection of the manufacturing plant and of FPC will take place.

Surveillance inspections should cover:

- Follow up on changes made in the FPC system and findings from previous inspection
- The manufacturers sampling and testing of supplied products and finished product(s)
- Marking of the product(s)

The continuing surveillance inspection shall be documented in a written inspection report, and where applicable a list of findings, and contain at least the following:

- The name of the Manufacturer
- The full address of the manufacturing plant(s)
- The hEN(s) covered by the FPC system
- The designation of the product(s)
- Detected findings (non-conformities/observations)
- Conclusions and future actions

In case a company operates many manufacturing plants under the same FPC sampling should be applied using the IAF rules (IAF guidance on application of ISO/IEC guide 62–Issue 2; annex 3–Multisite Certification/registration).

All the manufacturing plants shall be visited within a period of 3 years.

DNVGL shall examine the frequencies and results of testing within the scope of the inspection of FPC to verify that these are effectively functioning.

Auto control testing and the necessity to do so is the responsibility of the manufacturer.

The test equipment and test methods used also fall under the scope of FPC and shall be assessed as part of the initial inspection of FPC and may be assessed also during each surveillance inspections.

The harmonised European product standard includes minimum frequencies of testing required by the manufacturer under the FPC of the Construction Timber. Those frequencies can be decreased (as mentioned in the FPC annex of each standard) but the reasons shall be stated in the FPC manual and DNVGL has to check that these are reasonably documented.

When DNVGL determines that the manufacturer is not implementing the defined frequencies of continuous audit/batch testing, non-compliance shall be reported.

DNVGL shall inform the manufacturer about the results of all continuing surveillance inspections.

DNVGL may decide to carry out further inspections if serious deficiencies in the FPC are identified.

When DNVGL has reported non-compliance the manufacturer shall investigate and correct the non-compliance. The cause of the non-compliance and the effectiveness of the corrective action shall be reported to DNVGL.

In the case of non-implementation of suitable corrective action, or continuing non-compliance (nonconformities), DNVGL should advise the manufacturer of the action it intends to take.

4.8 Non-scheduled visits

DNVGL reserves the right to perform non-scheduled visits and/or supplementary tests related to the certified products. Such visits will take place if DNVGL has reasons to suspect deviations from standard requirements on the product(s), deviations from the certification conditions etc. These costs will be charged the manufacturer if non-conformities are found.

5 REFUSAL OF CERTIFICATION

Certification shall be refused when the manufacturer fails to close reported non-conformities within 3 months after receiving the non-conformity report from the initial inspection.

DNVGL shall communicate refusal of certification to the applicant in writing. Information regarding the appeal procedures shall be given.

DNVGL is obliged to inform the notifying authority of any refusal of certificates.

6 MAINTAINING THE CERTIFICATE

The manufacturer shall at all times ensure that the requirements of the standards under the certification scope are complied with and undergo all DNVGL scheduled assessment activities and visits. Corrective actions to identified findings must be implemented within the set time limit.

The fees, as stipulated in the PCA, shall be paid following the conditions for payment stated therein.

The manufacturer is also obliged to keep a record of all complaints concerning the products under the certification scope with regard to the standard requirements. DNVGL will verify that the manufacturer has taken relevant corrective actions for these complaints in conjunction with the surveillance inspections.

7 TERMINATION, REDUCTION, SUSPENSION AND WITHDRAWAL OF CERTIFICATION

Decision on Termination, Reduction, Suspension or Withdrawal of certification will be made by Technical Reviewer or Authoriser.

7.1 Termination of the certification by request of the certificate holder

The certificate holder may terminate the certificate at any time provided that DNVGL receives a written communication at least 60 days prior the requested termination date, authorizing DNVGL to invoice all activities up to that date. During these 60 days no certification activities will take place.

The certificate holder is obliged to return the certificate to DNVGL when he has terminated the certification. After the end of the termination period the certificate holder shall stop all DNVGL marking of the products and all references to certification in advertising or other publicity for the products.

When the certification is terminated by the certificate holder, DNVGL shall remove the certificate from the list of DNVGL certified customers.

7.2 Reduction of certification

When the scope of certification is reduced by the certificate holder, DNVGL shall be informed about the change in writing. DNVGL shall confirm the request and make relevant changes in the formal certification documents, public information, authorisations for use of marks, etc.

When the scope of certification is reduced by the certification scheme, DNVGL shall inform the certificate holder about the changes and make relevant changes in the formal certification documents, public information, authorisations for use of marks, etc.

When a certification is reduced, DNVGL shall assign the service responsible to formulate and as soon as possible communicate, in writing, the following to the client:

- the certificate holder has lost the right to use the DNVGL certificate, certification mark and all references to the certification in advertising or other publicity for the products affected by the reduction.
- the certificate holder is obliged to inform his stakeholders about the reduction and return the certificate to DNVGL or shred this.
- if DNVGL requires, the certificate holder has to remove the DNVGL certification mark from any given products affected by the reduction, available at the factory or dealer's stock .

7.3 Suspension of certification

Suspension of a certification is normally initiated as the first step, followed by a withdrawal if the issue of concern is not resolved within due time. However, dependent on the seriousness of the situation, DNVGL may decide a direct withdrawal of the certification.

When a certification is suspended, DNVGL shall assign the service responsible to formulate and as soon as possible communicate, in writing, the following to the client:

- confirmation of the suspension
- the agreed period and the conditions for lifting the suspension
- during the suspension period the following applies:
 - no inspections will be performed
 - no DNVGL marked products are allowed to be put on the market
 - all references to certification in advertising, or other publicity of the products, shall be stopped
- the certificate holder has lost the right to use the DNVGL certificate, certification mark and all references to the certification in advertising or other publicity for the products affected by the suspension.
- the certificate holder is obliged to inform his stakeholders about the suspension.
- if DNVGL requires, the certificate holder has to remove the DNVGL certification mark from any given products affected by the suspension, available at the factory or dealer's stock.

The service responsible shall evaluate and review the corrective actions taken by the certificate holder, either by desktop audit or by on-site inspection, and decide whether the certification shall be reinstated or not, or to be reduced in scope.

The suspension of the certification will be repealed when the conditions are found to be satisfying, and the product(s) and FPC system are in compliance with the requirements in applicable standards.

The suspension can be lifted if it can be established that the conditions for repeal are present, so that the product and FPC system is restored in accordance with the certification.

A certification shall generally not be suspended for more than three months, where the case should either be resolved, and the certificate reissued, or should be escalated to a withdrawal process.

7.3.1 Reasons for suspension:

- When a temporary interruption of the production occurs, the certificate may be suspended by request of the certificate holder
- The certificate is being misused
- The certificate is incorrectly issued
- The product is changed and the certificate holder has not informed DNVGL about it (i.e. so that equipment is no longer in accordance with test samples subjected to testing and as referenced in the test report), or

- DNVGL has pointed out any faults or defects on the product or FPC system, and those are insufficiently corrected
 - Violation of the terms of the signed certification agreement, including non-payment of fees or refusal of access to unexpected/periodic/planned assessments
 - Corrective actions not implemented within the agreed time-scale
 - Scheduled assessments not completed
 - Certificate holder voluntarily requesting temporary suspension
 - Incorrect use of the certification mark
 - Information from stakeholders that could affect the status of certificate (i.e. non-compliance to regulatory/statutory requirements)
 - Changes in the product design or production process, without properly informing DNVGL
- A certificate may also be suspended if the notifying authority imposes DNVGL to suspend the certification scheme

7.4 Withdrawal of certification

DNVGL may decide to withdraw the certification and, in such cases, the certificate holder will be informed as soon as possible.

When a certification is withdrawn, DNVGL shall assign the service responsible to formulate and as soon as possible communicate, in writing, the following to the client:

- the certificate holder has lost the right to DNVGL certification mark the products and refer to the certification.
- the certificate holder is obliged to stop the DNVGL certification marking and all references to the certification in advertising or other publicity for the products.
- the certificate holder is obliged to inform his stakeholders and return the certificate to DNVGL or shred this.
- if DNVGL requires, the certificate holder has to remove the DNVGL certification mark from any given products, available at the factory or dealer's stock.

DNVGL is obliged to publish withdrawals. The publication is made on the DNVGL website.

New certificate can only be issued after a new certification process.

When a certificate is withdrawn as a result of continuing non-conformities DNVGL shall inform the notifying authority.

7.4.1 Reasons for withdrawal:

DNVGL has the right to withdraw a certification:

- when issues that resulted in a suspension has not been resolved within the time limits set for the case
- immediately when it is found that the certificate holder has used the DNVGL mark on, or in relation with, products that does not fulfil the requirements or are not covered by the certificate or that the certificate holder otherwise has violated the provisions for the certification
- when fees or inspection costs are not paid on time, after 2 reminders are sent
- immediately when it is found that the certificate holder has become insolvent or gone into liquidation

DNVGL will also withdraw the certification when:

- the certification scheme has been revised and the certificate holder don't want, or is not capable, to fulfil the revised requirements within the defined transition period
- if the notifying authority imposes DNVGL to withdraw the certification
- DNVGL or the notifying authority is denied to have access to the certificate holder or relevant information about certified products or the FPC system
- the certificate holder no longer exist as a legal entity
- the certificate holder asks for withdrawal

8 CHANGES AFFECTING THE CERTIFICATION

DNVGL will handle changes affecting the certification according to applicable parts of the certification process, see clause 4.

8.1 Changes in certification documents

When new or revised requirements are introduced in the certification scheme or in the harmonised standards, the appointed Service Responsible shall communicate this to the certificate holder. DNVGL shall verify the implementation of the changes at the next surveillance inspection.

DNVGL shall evaluate and review the implementation of the changes made by the certificate holder and decide whether or not a follow up inspection is needed. When this is done DNVGL shall decide if the certification shall be approved or not.

8.2 Changes made by the certificate holder

The certificate holder shall report to DNVGL all changes in the product design and/or production (i.e. changes in the organisation, ownership, new products, modifications to the factory and services, location etc.) and FPC, which may reasonably be considered to have an effect on the certification. The reporting shall be performed within a reasonable time and preferably before implementation of such a change. Failure to report changes may result in a non-compliance raised by DNVGL.

DNVGL shall evaluate and review the implementation of the changes made by the certificate holder and decide whether or not a follow up inspection is needed. When this is done DNVGL shall decide if the certification shall be approved or not.

8.3 Transfer of certificate

At changes in ownership, or the like, DNVGL can after an assessment of the extent of changes in products, production management, production control equipment, raw materials and constituent materials, organization and transfer of rights and responsibilities of the products supplied, test results, etc. optionally, issue a new certificate to the new owner based on past performance.

Any transfer of a certificate to DNVGL shall be made by a mutual contract with DNVGL and the client.

A DNVGL certificate is not transferable to other third parties.

9 COMPLAINTS AND APPEALS

Complaints and appeals can be made by certificate holder / applicant or a third party to DNVGL about defects or disputes related to certification activities.

DNVGL is required to maintain a documented procedure to receive, evaluate and make decisions on complaints and appeals. DNVGL will, upon request, give detailed information about procedure.

All complaints and appeals shall be recorded and traceable, as well as actions undertaken to resolve them.

Upon receipt of a complaint / appeal DNVGL shall verify whether or not it relates to certification activities for which DNVGL is responsible for. If so, DNVGL shall address it.

Written confirmation of received complaints / appeals shall always be sent to the complainant within 5 working days.

DNVGL is responsible for gathering and verifying all necessary information (as far as possible) to progress the complaint or appeal to a decision.

The person(s) involved in the decision resolving the complaint or appeal shall not have been involved in the certification activities related to the complaint or appeal.

The decision resolving the complaint or appeal shall be made by the DNVGL Complaint and appeal board.

To avoid conflict of interest DNVGL shall not use personnel that has provided consultancy for a client, or been employed by a client, to review or approve the resolution of complaints / appeals for that client within two years following the end of the consultancy or employment.

DNVGL shall inform the complainant of the outcome of the complaint process as soon as decision has been taken.

When a complaint is rejected, it may be appealed to a final decision by the DNVGL Certification committee.

When a complaint gives reason to justifiable doubt about the accuracy of an issued certificate, DNVGL shall take corrective action. This may lead to suspension or withdrawal of the certificate.

DNVGL shall inform the complainant /appellant of the outcome of the complaint / appeal process as soon as decision has been taken.

The decision, and the reason for the decision, shall be communicated by the DNVGL quality manager in writing to the complainant / appellant.

10 USING THE CERTIFICATION MARK (THE DNVGL LOGO)

All certified companies get access to the certification marks of DNVGL, to be used in their marketing material, on notepaper etc. to show that the company is certified.

The DNVGL certification mark is not to be mixed up with the CE-mark. The CE-marking shall be made by the manufacturer according to the annex ZA in the relevant standard listed in clause 1.

The manufacturer may not use the Certification Mark on the product, unless otherwise agreed in writing.

The Certification Mark may be shown on Customer's public relations material, provided it is directly related to the product which has been certified under this Agreement, and that the explanatory text is sufficiently precise (e.g. on product data sheet: "The product has been Type-examined by DNVGL <<LOGO>>").

The Certification Mark must only be shown in standard size and design. Standard size and design may be obtained from DNVGL on request. The Certification Mark must never be shown as larger than Customer's own logo, but the Certification Mark must always be shown in its entirety.

Customer will consult with DNVGL in respect of use of the Certification Mark.

11 PUBLISHING OF CERTIFICATES

DNVGL will publish lists of certificates, including information about manufacturer name, manufacturing plants and product scope on the external website www.dnvba.com .

12 LIABILITY CONDITIONS

If any person suffers loss or damage which is proved to have been caused by any negligent act or omission of DNV GL, then DNV GL shall pay compensation to such person for his proved direct loss or damage. However, the compensation shall not exceed an amount equal to ten times the fee charged for the service in question, provided that the maximum compensation shall never exceed USD 300.000. In this provision "DNV GL" shall mean the Foundation Det Norske Veritas as well as all its subsidiaries, directors, officers, employees, agents and any other acting on behalf of DNV GL.