

	<b>PROCEDURE FOR CERTIFICATION OF FACTORY PRODUCTION CONTROL OF CONSTRUCTION PRODUCT MANUFACTURERS UNDER THE CPR</b>			SPA 10_en
				Revizija: 10
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#### REVISION HISTORY

Revision	Date	Comment
9	12.12.2025	Chapter 6.3: Detailed definition of the conditions for the transition process between notified bodies.
10	15.1.2026	Chapter 7.1. The text "the relevant certification scheme" has been replaced with "this document". Chapter 6.5. The text "which includes the following information" has been removed. Chapter 10.0 The text "In the second case, the amended certification scheme must be approved by the Certification Board by a special resolution" has been removed.

## 1.0 PURPOSE

The purpose of this document is to define all activities of the certification body and the applicant in the certification process of the factory production control (FPC) according to the attestation of conformity 2+.

## 2.0 INTRODUCTION

Bureau Veritas, d.o.o. is accredited by Slovenian Accreditation under accreditation number CP-003 in the field of certification of products, processes and services (SIST EN ISO/IEC 17065) for the purpose of notification for assessment and verification of constancy of performance of construction products in accordance with Regulation (EU) No. 305/2011, for certification of conformity of factory production control (system 2+) in the areas defined in section 3.0.

Bureau Veritas, d.o.o. is a notified body with the EU Commission under number 2129.

## 3.0 SCOPE

Certification body Bureau Veritas d.o.o., conducts the certification of the following construction products:

	Construction product	Product standard	Attestation of conformity system	Attestation of conformity based on	Function of the certification body
1	Steel and aluminium structures and ancillaries	EN 1090-1:2009 +A1:2011	2+	Commission decision	Surveillance of the production control
2	Structural timber	EN 14081-1:2005+A1:2011	2+	Commission decision	Surveillance of the production control

The certification of construction products listed in the table is carried out in accordance with the Construction Products Act and decisions of the Ministry of Economic Development and Technology of the Republic of Slovenia, published in the Official Gazettes of the Republic of Slovenia. For the aforementioned construction products, the conformity assessment system 2+ applies. This involves an initial audit of the production process and performance of the FPC to obtain a FPC certificate, followed by the maintenance of the certificate based on successfully completed surveillance audits of FPC.

## 4.0 RESPONSIBILITIES AND AUTHORIZATIONS

The technical manager of the accredited area (TVA) is responsible and authorized for certification and in his absence longer than 1 month his deputy (nTVA).

## 5.0 DESCRIPTION OF THE CERTIFICATION PROCESS

### 5.1 CERTIFICATION PROCESS

The certification process consists of the following phases:

1. Informative visit to the manufacturer (at the potential client's request)
2. application,
3. initial audit (at the client's request),

4. certification audit,
5. issuances of the certificate,
6. surveillance regular or extraordinary audits (maintenance of the certificate).

## **5.2 REQUIREMENTS FOR OBTAINING THE CERTIFICATE OF THE FACTORY PRODUCTION CONTROL**

The applicant shall be issued the certificate of conformed functioning of the factory production control of the construction product when the requirements specified in this document are fulfilled.

The initial audit of the production and the factory production control operation is not mandatory and shall be conducted at the request and expenses of the client.

The certification audit is carried out when the factory production control system is fully implemented in the factory, which means that initial type tests have been carried out for individual product types and that at least one evaluation of the product's performance in terms of the requirements of the harmonised standards referred to in point 2.0 has been carried out.

## **6.0 APPLICATION, INITIAL AUDIT, CERTIFICATION AUDIT OF THE PRODUCTION AND THE INTERNAL PRODUCTION CONTROL OPERATION AND ISSUANCE OF THE CERTIFICATE**

### **6.1 APPLICATION FOR CERTIFICATION**

#### **6.1.1 Informing the manufacturer with the certification process**

The manufacturer, as a potential applicant, can obtain all necessary information regarding the certification process by inquiring via telephone, fax, mail, email, or during an informational meeting. All necessary information shall be provided by the TVA or the staff of certification body responsible for the field of construction products (SPA 10).

The potential applicant shall acquire information on:

- ✓ the certification process, applicable to the related construction product,
- ✓ documents containing rules for certification
- ✓ the costs of certification,
- ✓ rights and obligations of the applicant.

If the applicant wishes, an informational visit can be conducted. Additionally, upon their request, a initial audit of production and the operation of the internal production control system can be carried out prior to the certification audit.

The applicant shall be submitted the following documents:

- ✓ Application for Certification form Obr. SPA10-1 or Obr. SPA10-24;
- ✓ Procedure for Certification of Construction Products SPA10-1;

#### **6.1.2 Submitting the application for certification**

The Application for certification is submitted by the authorized representative of the manufacturer/applicant to the BV Certification Body using the "Application for certification" form for a specific product or group of products for which a harmonized product standard exists.

The application applies only to the production of one type of construction product, which may include multiple production units (plants, lines, facilities), including subcontractors, if they are part of the same factory production control system. In such cases, the manufacturer must attach to the application a list

of all production units and subcontractors, along with the production processes that are part of the factory production control system.

If a manufacturer produces several types of the same construction product (several types), all types of this construction product and the relevant reports on the initial type test must be specified.

The applicant shall submit to the Certification Body completed Application for certification, signed by the legal representative of the applicant or an authorized person, including the following information:

- a. the applicant's data: company name and address, legal status, responsible person, tax number and bank account number,
- b. the scope of the desired certification: the product to be certified, its label and intended use and the product standard,
- c. the information on the production plant and production line: location, number of production units/subcontractors within the same quality control system, production manager, management representative for quality control with contact information, annual production quantity, data on other acquired certificates in the quality field (ISO 9001, ...).

The TVA reviews and signs the "Application for certification." In the case of an incomplete application, the TVA requests additional information to complete the application.

## **6.2 Proposal and contract placement**

Based on the information provided in the Application form, the TVA shall draw up the Proposal/Contract. Upon signing the proposal/contract the client shall order the service along with all activities related to obtaining and maintaining the certificate.

By signing the certification agreement, the client confirms that they are familiar with the process and conditions for obtaining and maintaining the certificate and that they will provide all necessary information in a timely manner to ensure the smooth execution of the audits.

The TVA or Auditor shall provide the authorized representative of the audited organization with a Questionnaire for certification Audit to later facilitate the auditors during the audit process.

## **6.3 Procedure for Transfer of Certificate between Notified Bodies**

In case the client wishes to transfer from one notified body to another, the existing audit interval as specified by the previous body may be maintained. In this case, the client must apply for certification at least 60 days before the expiry of the existing certificate. This is only possible if the client provides appropriate evidence confirming compliance with the system requirements in the previous period. To maintain the interval, the customer must submit:

- Reports on surveillance audits carried out by the previous notified body (at least for the last two audits).
- A valid certificate confirming the status at the time of transfer.
- Evidence of initial type testing.

Based on the documents submitted, a conformity assessment is carried out with the certification audit and a decision is made to maintain the existing surveillance audit interval. The condition for maintaining the interval is that all identified non-conformities are eliminated before the expiry of the validity of the existing certificate. A new certificate is issued on the date of expiry or withdrawal of the previous certificate. The date of withdrawal must be proven by a document from the previous notified body.

If the client applies to the existing surveillance audit interval based on a certificate issued by another notified body, the date of first issue of the first certificate shall be recorded on the new certificate.

## **6.4 APPOINTING THE AUDIT TEAM**

Based on the size of the assessed organization and the processes included in the factory production control system, the TVA assigns an audit team. This team consists of a lead auditor (if the audit team includes multiple auditors) and, if necessary, additional members of the audit group. The lead auditor is appointed by the TVA through the Audit Plan. The lead auditor and members of the audit team are selected from the personnel listed in the competence matrix (Form Obr. SPA 10-10). Other personnel from the Certification Body undergoing training may also be included in the team.

The appointed persons shall be obliged to comply with the condition of not having acted as advisors to the audited company in the previous 3 years.

The initial audit shall be executed by the lead auditor appointed to conduct the certification audit.

## **6.5 REQUIRED DOCUMENTATION**

The manufacturer provides the TVA with the following documentation for review prior to the audit:

- ✓ Report on the initial type testing;
- ✓ Completed questionnaire for the Certification Audit;
- ✓ Manual of the internal production control system or other system documentation.

The TVA reviews the completeness of the documentation, while the auditors examine its content.

## **6.6 REVIEW OF THE RECEIVED APPLICANT'S DOCUMENTATION**

### **6.6.1 Review of the system documentation**

The TVA shall verify the completeness of the submitted documentation. Should the documentation be incomplete, the authorized representative shall be required to complete the documentation.

The lead auditor receives the complete documentation from the TVA for review. They verify whether all requirements for implementing production control, as outlined in this document, are covered in the production control manual or other system documentation.

Findings from the review can be included in the Report on the Initial or Certification Audit.

If discrepancies are identified in the documentation that could affect the reliable and proper implementation of production control, the manufacturer is notified of the identified nonconformities and required to update the documentation accordingly before the certification audit is conducted.

The certification audit will not be conducted if the manufacturer has not performed the initial type testing or has not addressed the deficiencies identified during the documentation review.

### **6.6.2 Review of reports on the initial type test**

It is the manufacturer's obligation to perform the Initial Type Testing (ITT) prior to the certification audit, using test methods as required by the harmonized standard (EN 1090-1:2009 + A1:2011, section 6.2 for steel structures or EN 14081-1:2009 + A1:2011, section 6.2 for timber structures). The selected scope of tests is the responsibility of the manufacturer. The lead auditor verifies the appropriateness of the selected methods, the results of the initial testing, and compliance with the requirements of the product standard.

## **6.7 INITIAL AUDIT OF PRODUCTION AND THE FACTORY PRODUCTION CONTROL OPERATION**

The initial audit is optional. The request for the initial audit shall be stated by the client in the contract. Purpose of initial audit is to determine the readiness of the organisation for the certification audit.

As part of the initial audit, the following is conducted:

- ✓ review of documentation and readiness of the factory production control to be certified,
- ✓ collecting information of the scope of the factory production control system (processes and location),
- ✓ evaluating the planning of the certification audit and management review.

At the conclusion of the audit, the manufacturer is verbally informed of the audit findings and any potential nonconformities during the closing meeting. An Audit Report is prepared. Any identified nonconformities do not delay the execution of the certification audit.

Based on the findings, the lead auditor coordinates with the manufacturer's authorized representative to agree on a tentative date for conducting the certification audit.

## **6.8 CERTIFICATION AUDIT OF PRODUCTION AND INTERNAL PRODUCTION CONTROL OPERATION**

### **6.8.1 Certification audit planning**

If the factory production control system documentation complies with the standard's requirements and the results of the initial type testing are positive, the TVA coordinates with the manufacturer's authorized representative to schedule the certification audit. The method and scope of the certification audit for production and the operation of the internal production control system are defined in this document

The certification audit must be conducted in accordance with a plan that has been previously agreed upon with the manufacturer.

In the field of steel structures (EN 1090-1), compliance with the requirements of ISO 3834 according to the Execution Class (EXC) is verified prior to conducting the certification audit. The client demonstrates compliance with the ISO 3834 standard by providing a certificate for the relevant part of the standard based on the EXC. The certificate must be issued by an accredited body.

In case, that the client holds a certificate of compliance with the ISO 3834 standard issued by a non-accredited body, or does not wish to be certified in accordance with the ISO 3834 standard, the compliance with the requirements of this standard can be verified by an auditor using the GM PW 307 questionnaire. The auditor who can perform such an assessment must be qualified as an ISO 3834 auditor with a body accredited for certification according to this standard.

### **6.8.2 On-site certification audit**

The certification audit can only be conducted at the production site. The audit begins with an opening meeting, during which the manufacturer's representatives are informed about the audit process.

During the certification audit of production and the operation of factory production control, auditors verify whether the production control is implemented in accordance with the requirements of the relevant product standard. They review control plans, compare control plans with the scope of production to ensure that control is performed as required, review records of measurements conducted, examine records of identified nonconformities and verify the implementation of corrective actions, inspect calibration records of measuring and testing equipment, assess the maintenance of production,

measuring, and testing equipment, evaluate staff competencies and training, and check product labeling.

Auditors use a pre-filled questionnaire during the audit (Form SPA 10-3 for certification under EN 1090-1 for steel structures or Form SPA 10-23 for certification under EN 14801-1).

If other auditors are involved in the audit, the TVA assigns tasks to the other team members (based on the sections of the questionnaire) during the audit preparation phase, according to the audit plan. At the end of the audit, the TVA ensures that all relevant fields in the questionnaire are completed.

Any nonconformity (deviation from the requirements of the product standard) must be resolved before the certificate is issued.

Nonconformities are categorized according to Pr. SPA 10-2 and are recorded in the Nonconformity Report (Form Obr. SPA 10-6).

The Nonconformity Report must indicate who identified the nonconformity. The same person who identified the nonconformity also verifies the adequacy of the corrections and corrective actions implemented.

The certification audit of production and the operation of factory production control can only be conducted if production is active. Responsible persons for each area of the audit must be present during the audit.

## **6.9 CORRECTIVE ACTIONS IN THE EVENT OF NON-CONFORMITIES**

### **6.9.1 Review of documentation and results from Initial Type Testing reports.**

The first phase of the certification audit involves reviewing the system documentation and reports on the performed Initial Type Testing.

**Non-conformity of the system documentation** constitutes a deviation from the requirements of the standard, which in turn can mean improper operation of the factory production control system

**Non-conformity in the report on the initial type testing** constitutes inadequate test performance, improper use of equipment or that the test results do not meet the requirements of the product standard.

Should the auditor find one or more non-conformities in the review of the manufacturer's documentation or in the reports on the initial type testing, the management representative of the internal production control shall be supplied with the non-conformance report (Obr. SPA 10-6) with the request for addressing the detected non-conformities. The management representative shall enter the cause of the non-conformity occurred and an application for correction with corrective action and the deadline for its implementation, which may not exceed **three months**.

The implementation of corrective actions arising from the review of documentation or Initial Type Testing reports is verified based on submitted evidence (review of corrected system documentation and/or reports on the execution of type testing, etc.). **Only after the identified nonconformities have been resolved can the on-site audit at the manufacturer's location be conducted.**

Should the non-conformities not be closed within three months, the certification audit process shall be suspended. The auditor shall produce a negative report and submit it to the head of the certification body and the audited organization.

### **6.9.2 On-site audit**

The same process as described in the paragraph 6.8.1 shall be applied in case the on-site audit identifies that non-conformities have not been closed by corrective measures within three months.

Certificate of conformity of FPC shall not be issued before the non-conformities have been closed by relevant corrective actions and verified by the certification body.

The auditor who has identified the non-conformity may decide to verify the implementation of corrective actions in the following ways:

- ✓ certain steps of the certification audit shall need to be repeated on site (Follow up),
- ✓ evidence on closed non-conformities supplied by the manufacturer shall be sufficient.

If the manufacturer exceeds the set deadline for implementing corrective actions, does not request an extension of the deadline, or if the nonconformities have not been resolved, the certification audit process for production and the operation of factory production control is discontinued.

Each nonconformity may be addressed with a corrective action only twice. If one or more prescribed corrective actions have not been adequately implemented and the nonconformity remains unresolved, the auditor rejects the implementation of such actions and requests the nonconformity to be resolved again. The auditor informs the lead auditor about this.

If the nonconformity is not adequately resolved on the second attempt, the lead auditor issues a negative report through the TVA.

The TVA informs the organization of the decision to terminate the certification process due to nonconformities in the implementation of production control. The explanation states that the certification process for production control is terminated and thereby concluded due to the unsuccessful resolution of nonconformities after two attempts.

## **6.10 LEAD AUDITOR REPORT ON CERTIFICATION AUDIT OF PRODUCTION AND THE FACTORY PRODUCTION CONTROL OPERATION**

Once all corrective actions to resolve nonconformities have been successfully implemented, the auditor finalizes the Audit Report and submits it, along with completed questionnaires, nonconformity reports, and other records generated during the audit, to the TVA.

The TVA forwards the received documentation to the technical documentation reviewer or reviewers for review. In the selection of a reviewer, the competence of the technical reviewer, as evidenced in the Competence Matrix (Form SPA 10-10), shall be considered. The technical reviewer prepares a Technical Review Report (using form SPA 10-31 or SPA 10-32) upon completion of the review. The review verifies the accuracy of the audit execution and the completeness of the records. If the documentation is found to be incomplete, the reviewer shall be required to provide the necessary supplementation. Otherwise, TVA will not issue a recommendation for the granting of the certificate.

The TVA verifies:

- ✓ whether the audit process has been conducted in accordance with the product standard, the SIST EN ISO/IEC 17065 standard, and this process,
- ✓ whether the auditor has supplied the recommendation for the issuance of the certificate,
- ✓ whether the technical reviewer of the documentation has supplied the recommendation for the issuance of the certificate.

In case of incomplete documentation, the TVA shall order the lead auditor to complete the documentation.

## **6.11 DECISION ON GRANTING OR SUSPENDING THE CERTIFICATE**

Based on the collected documentation from the certification audit, the TVA decides either to issue the certificate for the implementation of fabric production control or to terminate the process in cases of non-compliance with the requirements.

If the manufacturer disagrees with the decision of the certification body, they have the right to appeal against the decision.

In case of suspension, the entire certification process must be repeated.

## 6.12 ISSUANCE OF THE CERTIFICATE

The certificate of the factory production control shall contain the information as stated in the product standard.

The certificate of factory production control has a unique number consisting of three parts, separated by dashes. Individual number parts are:

Example: 2129-CPR-0001-XX

Notification number Bureau Veritas, d.o.o. No. »2129«

Label »CPR«

Current number of the issued certificate »e.g. 0001«

The XX mark is optional:

- W means that the certificate is issued to the manufacturer of structural timber.
- WC indicates the welding certificate issued to the manufacturer of steel structure elements.

For steel structures in case the scope of the certified organization should also include the welding process, additional certificate for welding shall be issued, with reference to the basic Certificate of the factory production control or the standard EN 1090-1:2009 + A1:2011.

If the manufacturer fails to settle all certification-related costs within 30 days of the invoice issuance, the certificate cannot be issued. If the manufacturer still wishes to obtain the certificate, the entire certification process must be repeated.

## 7.0 CERTIFICATION MAINTENANCE

The certificate of conformity for factory production control is issued for a period of three years or until there is a significant change in the harmonized standard, the construction product, the evaluation method, or the production conditions at the plant, unless the notified body for factory production control certification temporarily or permanently withdraws.

The validity is maintained through regular audits conducted at specified intervals (as outlined in section 7.1) and by complying with the following requirements of the certification body:

- ✓ the certificate holder must notify the Certification Body of any intended changes that could affect product conformity (e.g., changes in technology, replacement of key personnel, changes in ownership, etc.),
- ✓ in years when a regular surveillance audit is not scheduled, the certification body shall request the certificate holder to provide a written statement regarding any changes that may affect product conformity. In the statement, the certificate holder shall specify whether:
  - **no changes** have been made that could affect product conformity, or
  - **the following changes have been made or are planned**, which may affect product conformity, such as:
    - change of production technology,
    - replacement of key personnel,
    - change of company ownership,
    - other significant changes.
- ✓ Upon receipt of the statement, the **TVA** shall review it and assess whether the reported changes require the performance of an extraordinary surveillance audit.

- If the changes are not such as to affect product conformity, the TVA shall inform the certificate holder that an extraordinary audit is not required and the certificate remains valid.
- If the changes may affect product conformity, the TVA shall inform the certificate holder that an extraordinary surveillance audit is required.
- ✓ the certificate holder must continuously meet all certification requirements from the time the certificate is issued,
- ✓ the certificate holder must not mislead customers regarding the certified product in media, brochures, documents, or advertisements,
- ✓ the certificate holder must not use the certificate in a way that damages the reputation of the Certification Body or make unauthorized or misleading statements about the certificate,
- ✓ the certificate holder must allow the Certification Body to conduct evaluations (certification, surveillance, and extraordinary audits), including the review of documentation and records, as well as provide access to relevant equipment, locations, personnel, or subcontractors,
- ✓ the certificate holder must allow the Certification Body to investigate complaints and permit the presence of observers during audits,
- ✓ upon the temporary suspension or withdrawal of the certificate, the certificate holder must cease advertising the certificate, refrain from referencing it, and physically return it to the issuer.

## **7.1 REGULAR SURVEILLANCE AUDITS**

The surveillance of the production control operation shall be conducted by the certification body in accordance with the requirements of the product standard and this document, having regard to the additional instructions of the conformity audit bodies.

Regular surveillance audits are carried out in the periods provided for in the harmonized technical specifications as follows:

For certification according to EN 1090-1, depending on the execution class (EXC).

In general, the surveillance audits shall take place for EXC 1 and 2 at intervals of 1-2-3-3 .... years and for EXC 3 and 4 at intervals of 1-1-2-3-3 - ....

In case of new or replaced basic equipment, the replacement of the responsible welding coordinator, new welding processes, changes in the base material and the relevant WPQR and new equipment that may have an impact on the declared properties of the product, the interval can be shortened accordingly.

For certification according to EN 14081-1 at intervals 1-1-1-1, ... years.

The process of the planning of the regular surveillance audits is the same as the process of the planning of the certification audit.

The surveillance audit is planned to ensure that all phases of the production of structural elements/ structural timber with a rectangular cross-section and the operation of the FPC (Factory Production Control) can be verified.

If regular production is not carried out at the time of the surveillance audit, the manufacturer should demonstrate the production of structural elements and the implementation of FPC, which is the subject of the audit, on a structural element manufactured according to the requirements of EN 1090-2 at least EXC 2.

### **7.1.1 Application for the regular surveillance audit**

One month before the scheduled date of the regular surveillance audit, which is one month prior to the anniversary of the issuance of the initial certificate, the TVA contacts the representative of the certified manufacturer to request information about any changes that have occurred since the last audit and

proposes a date for the surveillance audit. The TVA coordinates the date with the planned lead auditor and the audit team.

The surveillance audit must be conducted no later than one month before the certificate's expiration date or the scheduled date of the surveillance audit.

If the manufacturer fails to provide the required information and does not respond within 14 days, a measure to withdraw the certificate is imposed due to noncompliance in the implementation of production control. The imposed measure can only be lifted once the regular surveillance audit has been conducted.

### **7.1.2 Executing regular surveillance audit**

The regular surveillance audit is carried out in the same way as the certification audit of the production inspection and the operation of the FPC.

In case that, for justified reasons, the regular surveillance audit can't be performed at the production location, it can only be performed remotely in accordance with the guideline "Technical Memo No. 6".

At the regular surveillance audit, the auditor must review the evidence on the factory production control operation. Greater attention must be paid to the verification of the documentation with later dates (since the last certification or the last regular surveillance audit). Reports on testing, issued declarations on conformity, control of non-conforming products, resolving complaints must be reviewed and thus verified that the production control operates in accordance with the requirements of the product standard.

The compliance with the ISO 3834 standard requirements by the party is demonstrated by submitting a certificate for the relevant section of the standard based on the EXC. The certificate must be issued by an accredited body.

At the closing audit meeting, the manufacturer shall be notified of the results of the audit, including any detected non-conformities.

In the case of any detected non-conformities, the manufacturer's representative shall agree and confirm the findings with a signature. The management representative for control of the manufacturer shall propose corrective action for addressing the non-conformities that shall be approved by the auditor. Simultaneously, the auditor shall indicate the method of checking how the non-conformities shall be completed. This can be verified based on the evidence submitted by the manufacturer or an extraordinary (partial or complete) surveillance audit can be conducted. After the auditor has verified the completion of the non-conformity, he shall complete the non-conformance report with his observations. Records on the completion of the non-conformity and the supporting evidence shall always be reviewed by the auditor who has detected the non-conformity.

Should the manufacturer fail to complete the agreed corrective action(s) for closing the non-conformity within a period of one month and not apply in case of a valid reason to extend the deadline, the TVA shall send them a written note. If the manufacturer fails to send the report on the completion of the non-conformity within 14 days, the TVA shall initiate the procedure for the suspension of the certificate.

The suspension of the certificate shall be effective until the manufacturer submits the report on the cause of the non-conformity and evidence on its completion.

After the auditor has received the manufacturer's evidence on the completion of the non-conformity or after he has identified the completion of the non-conformity with the extraordinary audit, he shall produce the report on the inspection of the production and control operation.

### **7.1.3 Proposal for the certification maintenance**

The conclusion of the report shall state the proposal for the maintenance or extension of the validity of the certificate. The proposal for maintaining the validity of the certificate may be made only if the auditor verifies the compliance of the internal control of the manufacturer with the requirements of the product standard.

The lead auditor provides the TVA with the audit report on the production and the internal factory production control operation, including any reports of non-conformities, completed questionnaires and other records generated during the audit.

TVA forwards the received documentation to the technical reviewer of the documentation for review. After the inspection, the technical reviewer of the documentation prepares a report on the technical review (on the form SPA 10-31 or SPA 10-32). During the review, the correctness of the audit and the completeness of the records are checked. If the documentation is found to be incomplete, the auditor is requested to supplement the documentation. If the documentation is adequate, reviewer recommends maintaining the validity of the certificate.

Should he question the accuracy of the report on the extension of the certificate due to the audit that the factory production control does not operate in accordance with the requirements of the product standard, he shall reject the auditor report with the request to evaluate the impact on the safe use of the construction product and based on this draw up a revised proposal.

The TVA makes a decision to maintain the validity of the certificate, extend the certificate or, in the case of inadequate production control, impose a sanction as defined in point 8.0.

## **7.2 EXTRAORDINARY SURVEILLANCE AUDIT**

The extraordinary surveillance audit must take place in the following cases:

- ✓ any change in technology in the production process, which could impact on the declared properties of the product,
- ✓ the change of the product standard applicable in the certification process,
- ✓ changes in the quality management system, should their nature possibly affect the declared properties of the product,
- ✓ changes in the management or ownership of the company, should their nature possibly affect the declared properties of the product,
- ✓ any changes that may lead to the non-compliance of the product with the requirements of the product standard,
- ✓ after the completed corrective actions, if so, stated in the minutes of the review.

Extraordinary surveillance audits shall be conducted in the same way as regular surveillance audits, only with the exception that the planning and execution of the audit may also take place in a reduced scope.

In the case of major changes, where the client intends to transition to a higher execution class, Form SPA 10-3 shall be used during the extraordinary audit. In the case of minor changes (such as replacement of the responsible welding coordinator, introduction of an additional welding procedure, or transition to another base material), the audit shall be carried out using Form SPA 10-15.

## **8.0 SANCTIONS IN THE EVENT OF DETECTED NON-CONFORMITIES**

Should the auditor or TVA determine non-conformities in the production control operation, which are not being addressed as stated and agreed upon with the manufacturer, the technical manager shall act and impose one of the following sanctions:

**Suspension** of the certificate if the non-conformity of the certificate holder may affect the safety of facilities for which the product is intended and where major corrective actions are required, or if the certificate holder has not completed the corrective action imposed by the warning. The temporary withdrawal of the certificate is also imposed if a surveillance audit is not carried out and corrective actions are not implemented by the deadline, as provided in EN 1090-1 or EN 14081-1.

The suspension is imposed by TVA in writing by letter, indicating non-conformity or other reason of the manufactures, due to which he has opted for such a sanction and also instructing to complete all non-conformities with the relevant corrective action within 60 days. Suspension of the certificate may last until the reason for revocation has been eliminated and the elimination has not been verified based on evidence or a surveillance audit, or a maximum of 6 months.

**Withdrawal of the certificate**, in case of major or repetitive non-conformities detected that could endanger the safety of buildings that the construction product is intended for, and extensive corrective actions are needed, or should the certificate holder fail to close the non-conformities, causing the suspension of the certificate. The sanction shall be imposed by TVA.

When the TVA decides to withdraw the certificate from the certificate holder, they shall immediately notify the manufacturer. The manufacturer may appeal the decision within 15 days from the date of the receipt of the decision in a written appeal to the certification body, which shall then address the appeal in accordance with the procedure for addressing appeals.

The certification body may also suspend or withdraw the certificate at the certificate holder's written request.

Sanctions, a note and a warning, are confidential and shall be submitted by the certification body in writing only to the certificate holder. Withdrawal and the suspension of the certificate shall also be promptly made public on the website of Bureau Veritas d.o.o.

In the event of the suspension or withdrawal of the certificate, the certificate holder may no longer issue declarations of conformity and must cease the placing of the relevant construction product if the corrective actions are effective.

The TVA shall withdraw the suspension by issuing a permit for the re-use of the certificate after having verified by the extraordinary audit that the non-conformities have been appropriately closed within the period prescribed. In this case, a new certificate is issued with the same number as the suspended certificate, with a new issue date.

## **9.0 CERTIFICATE EXTENSION**

With the certificates of the internal production control according to the attestation of conformity system 2+, the manufacturer may apply for the certificate extension for the additional type of the same construction product with different technical specifications but produced within the same production control in the same plant. In such case, the manufacturer must submit the written application for the certificate extension along with the reports on initial type testing.

## **10.0 CHANGES IN CERTIFICATION REQUIREMENTS**

Changes in the certification requirements are usually result of changes in the technical specifications but may also result from changes in the system documentation of the certified organization.

In the event of changes in certification requirements the TVA shall implement the following actions:

- ✓ immediately notify all clients of the change and execution time,
- ✓ organize introduction and, if necessary, implement trainings for its auditors,
- ✓ where appropriate produce written instructions for auditors,

- ✓ within the specified time after the notification verify whether each manufacturer has implemented all the necessary adjustments.

The verification can be performed based on the submitted evidence or by conducting the extraordinary surveillance audit.

## **11.0 CHANGE OF THE NAME, ADDRESS, TECHNOLOGY OF THE PRODUCTION OR OWNERSHIP OF THE COMPANY OR PRODUCTION PLANT**

Should the holder of the certificate change its name, address, the technology of the production or ownership, they are obliged to immediately notify the certification body and propose the modification of the certificate of the factory production control according to the given situation.

In the event of the name and/or address change on the certificate of the factory production control, the manufacturer shall submit to the certification body the written notification, enclosed with the court decision. Based on the submitted documentation and through knowledge of the situation, the TVA shall assess whether such a change may affect the technical properties of the product. In case he evaluates that the modification does not affect the properties of the product, a new certificate with the new name and address shall be issued. Otherwise, he can order the extraordinary audit.

Should there be a change in the manufacturing technology, the certification body must also be notified in writing. Usually, the change in the technology is associated with the replacement of the equipment, which requires a prolonged interruption of the production, leading to changed production conditions that may affect the properties of the final product. Upon the start of the production with the new equipment or different production method, initial type testing must be implemented, and the reports submitted to the certification body for review. Should the extraordinary audit approve the compliance of the production control operation with the requirements of the product standard, the technical manager shall withdraw the suspension of the certificate.

## **12.0 APPEALS OF THE APPLICANT**

Complaints and appeals are handled in accordance with OP 8.2-02.

## **13.0 SURVEILLANCE OF THE USE OF CERTIFICATE**

Surveillance of the use of the certificate will be carried out annually to the extent of 30% of certificates granted through a selection of means of communication (internet, brochures, .....), the regular surveillance or extraordinary audits. It verifies the identification and proper use of the granted certificate. The result of surveillance is a Surveillance Report on monitoring of the use of the certificate and contains Surveyor name, date of surveillance, asset and location of surveillance and conclusions of the surveillance and possible non-conformance. In the case of nonconformity, the technical manager of Certification body based on a catalogue of non-conformities determines the grade of nonconformity and invite the owner of the Certificate to introduce appropriate corrective action.

## **14.0 EXCHANGE OF INFORMATION**

### **14.1 INFORMATION OF NOTIFYING AUTHORITY**

Certification body inform Notifying authority (MGRT) about:

- ✓ any change in accreditation (refusal, limitation, suspension or withdrawal),
- ✓ all circumstances affecting the scope of notification activities and the conditions for notification,

- ✓ any requirements regarding information on the assessment and verification activities of the constancy of performance received from the market surveillance authorities; at the request of the notifying authority,
- ✓ on the tasks of a third party in accordance with the systems for assessing and verifying the stability of the properties carried out in the context of their notification, and
- ✓ any other activities carried out, including cross-border activities and subcontracting.

The exchanging of this information to the notification authority is defined by EU legislation (CPR Regulation) and is not considered confidential information.

#### 14.2 INFORMATION OF OTHER NOTIFIED BODIES

The certification body shall provide other bodies notified under the CPR for **EN 1090-1: 2009 + A1: 2011** and **EN 14081-1:2005 + A1:2011** with relevant information on questions relating to negative and on demand positive results of these assessments and / or verifications.

#### 15.0 COOPERATION IN THE NATIONAL MIRROR GROUP AG NB CPR

The Certification Body participates in the work of the National Mirror Group of Notified Bodies under the Regulation on Construction Products (NZS) in this context, in accordance with the NZS Rules of Procedure, participates in:

- ✓ Review and discussion of documents of the Advisory Group of Notified Bodies (AG GNB),
- ✓ to unify positions on the procedures for assessing and verifying the Constancy of performance,
- ✓ dealing with initiatives for clarifying and coordinating the procedures for assessing and verifying the inadmissibility of properties,
- ✓ monitoring of National mirror group /NMG) documents, guidelines, ....
- ✓ submitting recommendations and views on SIST regarding Slovene issues of standards,
- ✓ the creation of sectoral groups of NMG,
- ✓ perform other tasks in accordance with regulations.