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| **CCB :** | **N 535** |
| **Date :** | **2009-04-01** |



**CEN CERTIFICATION BOARD**

**1 P U R P O S E :** Decision and/or discussion in Meeting □

Decision by correspondence ( ) □

For information ■

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**2 S U B J E C T :**

Updated Keymark scheme for thermal insulation products (SDG5)

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**3 O R I G I N :**

CCB approved a revision of the SDG5 Keymark scheme for thermal insulation products in August 2007 (see N475 and resolution 8/2007).
CCB also approved an amendment to clause 5 and an extension to the scope of the scheme rules in September 2008 (see N520 and resolution 6/2008).

At the last CCB meeting on 12 March 2009, a consolidated version including the above changes was not yet available.

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**4 P R O P O S A L :**

CCB to note the attached up-to-date Keymark scheme for thermal insulation products: version SDG5/N22rev, dated 30 March 2009.

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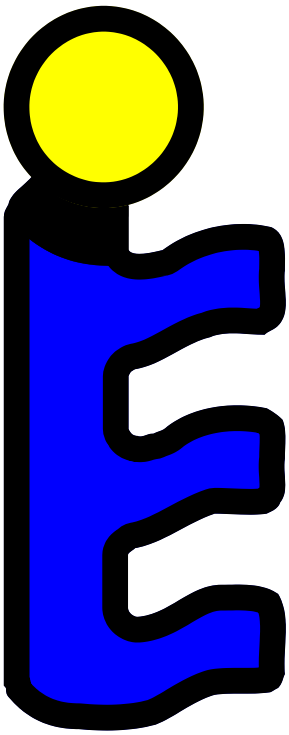
**5 R E S P O N S I B L E :**

E. Rasmussen / H. Liauw

**CEN CERTIFICATION / SDG 5 N 22 rev**
**Scheme Development Group no. 5**
**Thermal insulation products**
**December 2001/ March 2009**

# Specific CEN Keymark Scheme Rules for Thermal Insulation Products



# Contents

# Introduction

Product standards and supporting test method standards for thermal insulation products have been developed within CEN/TC 88 and provide the basis for CE marking of products to show compliance with the Construction Products Directive (CPD).

Conformity with the requirements of the CPD (CE marking) corresponds with the minimum legal requirements as mentioned in note 1.
Whereas mandatory CE marking is concerned only with the essential requirements under the CPD and thus with only a limited number of characteristics, voluntary product certification is concerned with all characteristics defined within the product standards.
Having recognised that the consumer requires more than this minimum legal level of conformity (see note 1), the representatives of the European insulation industries have deliberately written the thermal insulation product standards to provide for the manufacturer to declare specific quality levels for certain characteristics.

The Keymark for thermal insulation products provides a means for the demonstration of conformity to quality levels rather than the minimum legal level.

Consequently, the Keymark necessarily extends beyond the conformity to the essential requirements of the CPD (see note 2).

NOTE 1 The attestation of conformity procedures for CE marking of thermal insulation products are dependant on the reaction to fire classification of the products as shown in the annex ZA of the products standards and shown below.

**Table ZA.2.2 – Systems of attestation of conformity of factory made products for uses subject to regulations on reaction to fire**

| Product(s) | Intended use(s) | Level(s) or class(es) *(reaction to fire)* | Attestation of conformity system(s) |
|---|---|---|---|
| Thermal insulation products<br>(Factory made products) | For uses subject to regulations on reaction to fire | (A1, A2, B, C)*<br>---------<br>(A1, A2, B, C)**, D, E<br>---------<br>(A1 to E)***, F | 1<br>-------<br>3<br>-------<br>4 |
| System 1: See CPD Annex III.2.(i), without audit-testing of samples<br>System 3: See CPD Annex III.2.(ii), Second possibility<br>System 4: See CPD Annex III.2.(ii), Third possibility | | | |

* Products/materials for which a clearly identifiable stage in the production process results in an improvement of the reaction to fire classification (e.g. an addition of fire retardants or a limiting of organic material).
** Products/materials not covered by footnote (*).
***Products/materials that do not require to be tested for reaction to fire (e.g. Products/materials of classes A1 according to Commission Decision 96/603/EC, as amended).

The notified body shall perform ITT on the following characteristics, when declared:

- Reaction to fire characteristics (except for system 4)
- Thermal resistance/ thermal conductivity and thickness
- Water permeability (water absorption)
- Compressive strength (only for load-bearing applications)
- Release of dangerous substances (only if required by national regulations)
- Release of corrosive substances (only for EN 13168)

In case of system 1 the notified body (certification body) will perform continuous surveillance of the manufacturer's FPC and issue a certificate of conformity for the product related to the declared characteristics taken from annex ZA table ZA.1 of the product standards.
In case of system 3 or 3+4 the notified body (testing laboratory) will only perform the ITT on the characteristics listed above.
In all cases the manufacturer shall perform ITT on the remaining characteristics from annex ZA table ZA.1, perform FPC and issue a declaration of conformity for the CE marking.

NOTE 2 The attestation of conformity procedures for the Keymark provide product certification related to all of the requirements of the standard and characteristics (properties) of the product as declared by the manufacturer complementing the requirements for CE marking. Product audit testing is included.

Tasks performed in the CE marking procedures should be taken into account for the Keymark certification procedures.

In case the CE marking activities are performed by a different 3rd party an agreement of acceptance shall be established between the two 3rd parties.

The scheme has been developed by a mixed group of representatives from industry, testing institutes and certification organisations, with the broad agreement of the European insulation industries.

The scheme rules have been prepared by Scheme Development Group SDG- 5, established under the authority of the CEN Certification Board (CCB). The scheme covers the following products within the work programme of CEN/TC 88 thermal insulation products.

- Factory made thermal insulation products for buildings.

In the future the scheme may be extended to cover the following European Standards under development

- Factory made thermal insulation products for building equipment and industrial installations (specific scheme rules are under preparation)
- In-situ formed thermal insulation products for buildings
- External insulation composite systems (ETICS)

This scheme may be used, if relevant, for other thermal insulation products not falling within the scope of CEN/TC 88.

Where the text of these specific CEN Keymark Scheme Rules for Thermal Insulation Products is identical to CEN/CENELEC INTERNAL REGULATIONS the text is given in italics.

# 1. Scope

These scheme rules together with the Scheme Implementation Rules (Appendix A of SDG-5 Keymark Internal Rules) describe the basis for the operation of the voluntary Keymark scheme for thermal insulation products. Complementary requirements may be found in CEN/CENELEC INTERNAL REGULATIONS – Part 4: Certification and the CEN Internal Regulations Part 3 (including annex A) *Terms Of Reference Of The CEN Certification Board*. These documents are hereafter referred to as *CEN/CENELEC Internal Regulations*.

The technical content of the evaluation of the conformity procedure for products shall follow EN 13172 as amended or revised with the additions as defined in these scheme rules.

The scheme is currently applicable to products included in the following package of European Standards as amended or revised. Other standards in the work programme of CEN/TC 88 may be added at a later date:

EN 13162, *Thermal insulation products for buildings – Factory made mineral wool (MW) products – Specification*

EN 13163, *Thermal insulation products for buildings – Factory made products of expanded polystyrene (EPS) – Specification*

EN 13164, *Thermal insulation products for buildings – Factory made products of extruded polystyrene foam (XPS) – Specification*

EN 13165, *Thermal insulation products for buildings – Factory made products of rigid polyurethane foam (PUR) – Specification*

EN 13166, *Thermal insulation products for buildings – Factory made products of phenolic foam (PF) – Specification*

EN 13167, *Thermal insulation products for buildings – Factory made cellular glass (CG) products – Specification*

EN 13168, *Thermal insulation products for buildings – Factory made products of wood wool (WW) – Specification*

EN 13169, *Thermal insulation products for buildings – Factory made products of expanded perlite (EPB) – Specification*

EN 13170, *Thermal insulation products for buildings – Factory made expanded cork (ICB) products – Specification*

EN 13171, *Thermal insulation products for buildings – Factory made wood fibre (WF) products – Specification*

EN 14063-1, *"Thermal insulation products for buildings - In-situ formed expanded clay lightweight aggregate products - Part 1: Specification for the loose-fill products before installation"*

NOTE The list of EN standards for which these scheme rules apply will be found updated on the web site of SDG-5 (www.key-mark.org).

# 2. References

CEN/CENELEC Internal Regulations

EN 13172, *Thermal insulation products – Evaluation of conformity*

EN ISO/IEC 17025, *General requirements for the competence of testing and calibration laboratories*

EN 45011, *General requirements for bodies operating product certificationsystems, CEN*

SDG-5 Keymark Internal Rules, including:

- Appendix A (normative), *Scheme implementation rules*
- Appendix B (normative), *Framework for the activities of registered laboratories for thermal insulation products*
- Appendix C (informative), *Check lists for inspection activities*
- Appendix D (informative), *Survey of test results*
- Appendix E (informative), *Guidance to the SDG-5 Keymark internet presentation*
- Appendix F (informative), *Grouping of products for factory production control and for audit testing*
- N 103 rev., *Implementation arrangements for the Keymark on Thermal insulation products (SDG-5)*
- Expert Group N 11 rev., *Audit visit of candidate registered laboratories – check list for auditors*
- Expert Group N 18 rev., Check-list for manufacturers´ thermal conductivity measurements

# 3. Definitions

**Empowered certification body**
A certification body that is empowered by the CEN Certification Board to participate in the implementation of the CEN Keymark scheme.

# 4. Requirements for empowered organisations

Product certification bodies listed on the web-site as empowered organisations for the operation of this scheme shall fulfil the requirements laid down in these rules.

The empowered organisation shall be accredited by an EA-member according to EN 45011.

The empowered organisation is responsible for ensuring the competency of sub-contractors engaged for the purposes of undertaking inspection or testing activities. In addition, where testing is subcontracted, the empowered organisation shall ensure, that the sub-contracted testing organisation fulfils the requirements laid down in appendix B. Testing institutes shall be accredited to perform services under EN ISO/IEC 17025, and shall participate in the proficiency testing scheme laid down in Appendix B. The testing institutes shall specify to which product standards they have experience in performing services.

Procedures for the initial application of the empowered organisations are specified in Clause 10 of this document.

*Each certification body, and where appropriate its testing laboratories and inspection bodies shall participate in meetings relevant to the operation of the Keymark Scheme. (IR P.3 A.2.3.1)*

# 5. Certification System

This Keymark scheme is a product certification scheme including the following activities and managed as described in the SDG-5 Scheme Implementation Rules:

A. Tasks for the manufacturer:
   - Factory production control (FPC) including continuous product testing (Annex ‘Factory production control’ of the relevant product standard)

B. Tasks for the empowered body:
   - Initial inspection of FPC
   - Initial type testing of the product
   - Continuous surveillance of FPC
   - Audit testing of samples

The activities are performed in accordance with clause 7 of the relevant product standard and EN 13172 (including Annex A of EN 13172) in the latest edition including any amendments and including these Specific CEN Keymark Scheme Rules for Thermal Insulation Products.

For checking of the manufacturers thermal conductivity measurement equipment, see annex A of this document.

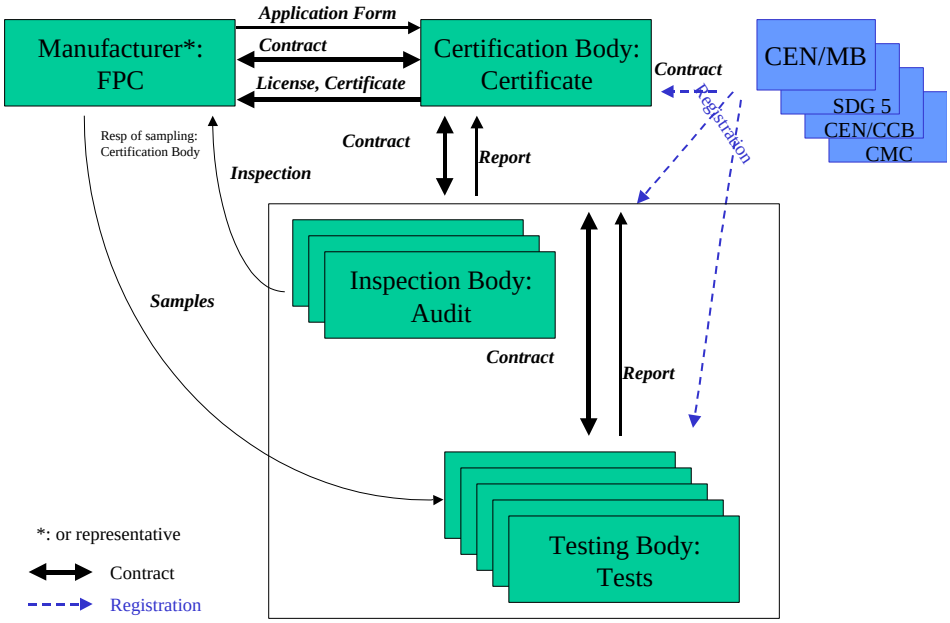
For thermal conductivity measurements neither the registered laboratory nor the manufacturer is allowed to have a systematic negative deviation from the European lambda level (see annex A of this document for the requirements for manufacturers, and the separate document Appendix B for the requirements for registered laboratories and information on the European lambda level ).

Proposals for check lists for inspection activities and survey of test results, see SDG-5 Keymark Internal Rules informative appendix's C and D.

Information on grouping can be found in informative appendix F of SDG-5 Keymark Internal Rules.

The figure 1 below indicates the relations between parties involved.

**Figure 1: Indication of the relations between parties involved**




## 6. Web-site definitions and description

The Keymark Internet web site is the place where up to date information is found including official certificates for certified products. It allows a paper free system to an advanced extent. Papers that will remain, such as print outs of certificates, will refer to the web site as the only up to date information.

As the web site only includes official information it is open for reading to all without any password.

The official information on the web site includes information on manufacturers and products as found on the product labels, but no information on grouping of products for FPC or audit testing, inspection records and test results.

Further lists of names and addresses for empowered bodies and members of the expert group is found on the web site, but neither information on the interrelationship between the empowered bodies nor test results from comparative tests among laboratories.

Layout of the web site and updating of pure text (e.g. scheme rules, announcements) and empowered bodies list is the responsibility of the SDG 5 Scheme Secretariat.

Each certification body is responsible for continuous updating of its own part of the database.

At least once a year a general updating shall take place.

See the web site www.key-mark.org for further information (and SDG-5 Keymark Internal Rules appendix E).

# 7. Content of application files

## 7.1 Content of the manufacturer's application file

The manufacturer shall supply the certification body with all data necessary, including:

1. Company name, address, etc.
2. Business location(s): address etc.
3. Place(s) of production
4. Name(s) of the product
5. Contact-person for the application
6. Person responsible for quality management
7. Person (name and function) who will later sign the contract between manufacturer and certification body
8. Technical documentation:
   - product type(s), together with the technical specification of the products and the general way they are produced, including the proposed declared values;
   - technical reports, if available, with the aim to show conformity with the relevant product standard
   - technical data, derived from FPC, with the aim to show conformity with the standard
   - the FPC (Factory Production Control)-scheme
   - production units (lines), one or more, on which the products are made including means of traceability
9. If available, a copy of the EN ISO 9000 series certificate(s)
10. If available, information on existing test work undertaken by the notified body with the purpose of showing compliance with the CPD. This test work may be taken into account.
11. Proposed inspection/testing body(ies) (optional)

NOTE should a producer ask for this, and this is normal the case, the certification body shall supply him in advance of the application with all data necessary for his information including:

- the application form
- a reference to the list of standards
- a copy of the CEN certification scheme rules
- a guide outlining the procedure, the estimated costs of the pre-certification tests and the current fee.

## 7.2 Content of the application file by the certification body

The certification body shall supply CCB with the following information through the national standardisation body:

1. Name and address in accordance with the articles of association.
2. Internal regulations, including the rules for dealing with appeals, complaints and disputes. These regulations and rules may not conflict with the Keymark Scheme.
3. Evidence of the existing accreditation by an EA member:
   - The valid accreditation certificate, including a specification of the certification scheme (upon request)
   - Records of recent evaluation visits by the EA member (upon request)
4. Evidence of notification or national recognition for non EU bodies
5. Accreditation of inspection and/or testing activities by the certification body
6. Evidence of experience, e.g. a list of certified companies and products
7. Contact person for the application
8. Person responsible for quality management
9. Person to sign the contract with the national standardisation body.
10. Existing agreement with other certification bodies for CE marking.

NOTE the CCB shall supply the applying body with all data necessary, including:

- application form

- Specific CEN Keymark Scheme Rules for Thermal Insulation Products
- CEN/CENELEC Internal Regulations.

# 8. Licence/certificate

Each individual product covered by the certification contract shall have its own unique identifier in the form of the manufacturers product name and/or number that appears on the product at the point of sale, and can only be assigned to a single certificate. More than one product with different declared values may be included within the scope of a certificate, however a certificate shall not include products from more than one product standard. Where appropriate the certificate may cover products produced in different factories.

See annex B for minimum requirements to a licence/certificate.

# 9. Fees

The costs covering testing, inspection and assessment of the manufacturer and certification of products are not regulated by SDG-5 or CCB but agreed on as a part of the signing the contract between the two parties. The costs are found in the free competition between the suppliers of the services involved. (Certification, inspection, testing).
Apart from these costs, the Certification Body shall collect a fee and transfer it to the SDG-5 Scheme Secretariat to cover its costs and a fee to CEN via the CEN national member body for the right to use the Keymark. The costs for the SDG-5 Secretariat are set and regulated by the General Conference.
See the actual figures for the fees to the SDG-5 Scheme Secretariat and the CCB on the web-site www.keymark.org).

# 10. Application for certification bodies to operate the Keymark scheme.

## 10.1 Initial application

Certification bodies wishing to implement the SDG-5 Keymark scheme shall submit an application to the CEN Certification Board via the CEN national member body. The application shall include:

- A written commitment of the certification body to fulfil the CEN/CENELEC INTERNAL REGULATIONS – Part 4: Certification and these Specific CEN Scheme Rules for Thermal Insulation Products;

- The details of its accreditation against EN 45011 by an accreditation body that is a signatory to the European Co-operation for Accreditation (EA) Agreement. These details shall include the scope of accreditation;

- A short description of the type of certification covered by the accreditation based on a list of the main corresponding operations, e.g. initial or surveillance testing and inspection requirements.

The certification body shall operate a well-established certification scheme of its own for the product categories for which the scheme applies, including the initial inspection, testing and surveillance of certified products and manufacturing units.

Furthermore, the Certification Body shall have been operating for more than 2 years in the category of products for which the Keymark scheme is intended to be operated.

The initial empowerment may be granted to a Certification Body fulfilling the above requirements, on the basis of his fully documented application file, without further initial assessment procedure.

In addition, CCB can only empower a certification body for implementing the SDG-5 scheme rules which is already operating in the field of thermal insulating products.

Those Certification Bodies not able to comply fully with the requirements of a 2-year operational period may submit evidence to demonstrate an equivalent level of competence. In this case initial empowerment may

occur after the Certification Body has been the subject of an assessment managed by the CCB, with reference to EN 45011, for product certification in the field of thermal insulating products.

### 10.2 Surveillance

After the certification body has been empowered by the CEN Certification Board to implement the SDG-5 Keymark Scheme, the assessment of its conformity to the reference requirements is achieved through renewal of its accreditation against EN 45011 by an EA recognised body.

If further harmonisation is deemed necessary by the experience with the implementation of the SDG-5 Keymark Scheme, it may be achieved through peer assessment carried out at intervals recommended by the Implementation Group.

## 11. Rules for complaints, disputes and appeals

### 11.1 General

All complaints regarding the SDG-5 Keymark scheme, shall be dealt with in accordance with CEN/CENELEC INTERNAL REGULATIONS – Part 4: Certification and these specific scheme rules as appropriate, and in accordance with the principles laid down in EN 45011.

### 11.2 Complaints about certified products

Complaints about certified products may be lodged with the manufacturer or with the Certification Body concerned, or with CEN through the CEN National Member Bodies or the CEN Management Centre. In the latter cases the complaint is sent to the relevant Certification Body.

*The manufacturer of certified products shall:*

- *keep a record of all complaints relating to a product's compliance with requirements of the relevant European standard and make these records available to the empowered organisation when requested;*
- *take appropriate action in respect of such complaints and any deficiencies found in products or services that affect compliance with the requirements for certification;*
- *document the actions taken. (IR P.4 5.4)*

The Certification Body shall ensure that the manufacturer investigates complaints as soon as possible and, where appropriate, advise the complainant of the outcome.

If the investigations of the Certification Body reveal non-compliance with the requirements of the relevant European standard or these scheme rules, the action arising from the investigation of this complaint is notified by the Certification Body in a registered letter to the manufacturer.

### 11.3 Complaints about certification bodies

Complaints regarding the actions of a certification body may be lodged with the certification body concerned, or with CEN through the CEN National Member Bodies or the CEN Management Centre. In the latter cases the complaint is sent to the relevant certification body. The certification body shall deal with the complaint using its own complaints procedure, in accordance with the principles laid down in EN 45011. The SDG-5 Implementation Group shall be informed of the complaint and of the outcome and react if needed.

### 11.4 Disputes about test results

Disputes regarding test results should be addressed to the certification body responsible for the placing of the test work with the laboratory involved. The certification body shall deal directly with the test laboratory involved using the complaints procedure of the certification body, in accordance with the principles laid down in EN 45011

In the event that the dispute regarding test results cannot be resolved, e.g. by comparative testing in the presence of the two disputing parties, the arbitration procedure (11.5) shall be followed.

## 11.5 Test result arbitration procedure.

The certification body shall take samples as required preferably from the original production in question. Test specimens from the sample shall be tested for the property in dispute at an agreed 2nd registered laboratory in the presence of both the manufacturer and the certification body. The number of test specimens tested shall be agreed between parties (e.g. large enough to enable a statistical comparison with the original results). A comparison shall be made between the test results obtained by the initial registered laboratory and the 2nd registered laboratory results to confirm whether the results are the same (if statistics are used the population shall be the same at a confidence level of 90%). If the second results are evaluated to be from the same population, the original results will be upheld, even where the result changes the pass/fail assessment.

In the event that the results obtained by the 2nd registered laboratory cannot be confirmed as from the same population as the original results, the results obtained by the 2nd registered laboratory in the presence of both the manufacturer and the certification body shall be used.

Both the manufacturer and the certification body shall have access to the test results from the 2nd laboratory and details of the test procedures used, to enable both parties to investigate any possible non-conformities within their respective systems, and take the appropriate corrective actions.

## 11.6 Appeals

### 11.6.1 Appeal to a Certification Body

The manufacturer may lodge an appeal with the Certification Body to whom he addressed an application for the right to use the Keymark. The Certification Body for that purpose maintains its own appeal procedure, in accordance with the principles laid down in EN 45011.

The appeal does not suspend the decision against which it is made.

Appeals can only be related to the certification process carried out by, or under the responsibility of the Certification Body.

An appeal should be lodged, by registered letter, with the Certification Body within one month of the formal notification of the contested decision. The Certification Body shall formally give its answer within one month of receipt of the appeal. (IR P.4 5.5.1)

### 11.6.2 Appeal to the CEN Certification Board

Manufacturers may lodge an appeal directly with the CEN Certification Board (CCB) in the following cases:

- when an appeal is rejected or in case of lack of response by the Certification Body;
- If the appeal is in respect of the interpretation of the principles contained in this document.

The appeal procedure does not suspend the decision against which it is made. It shall be notified to the Secretary General of CEN by registered letter, within one month of the formal notification of the contested decision. (IR P.4 5.5.2)

In the event of an appeal being addressed by the manufacturer to CCB the Secretary General of CEN prepares a report to be submitted to CCB within one month of receipt. CCB shall take a decision within one month. The decision is reached by simple majority of CCB and is formally notified to the manufacturer and to the Certification Body by the Secretary General of CEN with information to the SDG-5 Secretariat. (IR P.3 A.2.10.2)

## **Annex A.** (normative)

## Requirements for comparative checking of manufacturers equipment for thermal conductivity measurement used in FPC

EN 13172, Clause 5.3.2, table 1, requires that the calibration of the manufacturers test equipment for thermal properties shall include a comparison of test results obtained by the manufacturer with those obtained by an approved body on the same sample. The procedure to be followed for the purposes of this scheme is described in this annex.

For the comparison the manufacturer shall be provided with access to test specimens taken from the sample selected by the approved body (or its agent), either before, or by return of the test specimens to the manufacturer subsequent to the approved body having their testing conducted. Access to the test specimens shall be carefully controlled by the approved body to ensure that the condition of the test specimens and the traceability is maintained. Wherever possible the same test specimens, prepared for the purpose of measuring thermal properties, shall be used by both parties at the same measurement thickness. Sampling shall be within the manufacturers declared product groupings.

NOTE If the comparison result is obtained before the approved body has its testing conducted, the test result obtained using the manufacturer's equipment may be included in the FPC.

The normal process shall be:

A. 1. testing of the test specimens at the registered laboratory of the approved body;
2. return of the test specimens to the manufacturer;
3. testing of the test specimens with the manufacturer's equipment.

or

B. 1. testing of the test specimens selected by the approved body with the manufacturers equipment;
2. testing of the test specimens at the registered laboratory of the approved body.

The manufacturer or approved body, by agreement, shall retain the test specimens from at least the last 6 compared results used to determine the variance within each product family

The calibration of each item of equipment used for FPC shall be maintained. Comparison by procedure A or B above may be applied to only one item of manufacturer's equipment, hereafter called "the manufacturer's reference equipment", provided there is evidence of a documented calibration procedure in use to compare the results obtained from all of the equipment used for FPC, with those of the manufacturer's reference equipment. The manufacturer's reference equipment may be located at the production site, in a central laboratory, or in a subcontracted independent laboratory used for the manufacturer's FPC.

NOTE Where a manufacturer has one reference equipment for several production sites, or has more than one approved body for product certification, procedure A or B may be applied to the reference equipment only. The manufacturer must however apply the procedure separately for each of the approved bodies.

For each equipment subjected to comparison, the range of product groups compared, shall be at least the same as the audit samples selected by the approved body from that location within any audit year, with a minimum of three comparisons for each product family. The mean of the difference (%) between the manufacturers results and the approved bodies laboratory results for each product family, in any one (1) year period, shall be within ± 1,5 % [1].

In the case of products subject to thermal ageing, the test specimen preparation for comparative testing shall be agreed between the manufacturer and the approved body in accordance with requirements of the relevant product standard.

If the deviation between the manufacturer and the registered (approved) laboratory is larger than 1.5 % a detailed evaluation shall be performed of

1 The manufacturer's calibration procedure, results and actions
2 The manufacturer's internal checks (measurements) –both regarding regularity and stability of results; see EN 13172 table 1 (or SDG-5 N 103 rev 5 clause 7)

and if relevant

3 The status of the calibration and internal checks for the registered laboratory

If no clear conclusion whether the manufacturer is measuring correctly within +/- 1.5 % of the European lambda level can be reached or not, and hereby the results being accepted or not, the Expert group shall be consulted.

4 Advice from the Expert Group may be requested by the certification body.

NOTE Where the same test specimen cannot be measured at both points because of the size of the test equipment, the central section of the test specimen should be used in the smaller equipment.

[1] This value is subject to evaluation by the SDG 5 Implementation Group and Expert Group

# Annex B. (normative)

## Licence/certificate

## Certification Contract

**1. Normal situation - The contract is established between a manufacturer and a certification body.**

The following contract includes the minimum text of the SDG 5 Certification Contract. Other wording may be accepted as long as the meaning is not changed.

NOTE 1 The certification body may vary the number of inspections with reasonable grounds (clause 3), with not less than two inspections per year.

NOTE 2 The contract shall be signed when the assessment has been completed, and all non-compliances resolved to the satisfaction of the certification body.

**2. Special situation – A tri-party contract is established between a manufacturer, a Distributor/Importer and a certification body**

In cases where a distributor/importer requires a product (e.g. manufactured outside EEA) to be certified and marked with the Keymark, the contract shall be established between three parties, which shall be the manufacturer, the distributor/importer and the certification body. In this situation only the distributor/importer shall be licensed to use the Keymark and shall be permitted to mark the product with its own trademark or identification. The distributor/importer shall be responsible for the payment of all fees for the inspection, testing and licensing to the certification body.

The standard contract shall be amended to as follows:

- The parties shall be identified as:

| | | |
|---|---|---|
| Manufacturer | Address | and |
| Distributor / Importer | Address | and |
| Certification Body | Address | |

hereafter called the manufacturer, the distributor and the certification body, has entered…

- In the clauses it shall be clearly defined how the manufacturer and the importer divide responsibilities between themselves.

- The following passage will be added to clause 2:

  The manufacturer is responsible for the traceability of the products. Furthermore it is the responsibility of the manufacturer to maintain conformity of the products in accordance with the relevant CEN product standard.

- An additional clause shall be inserted as follows:

  Duties of the distributor

  The distributor is responsible for the marking and labelling of the products including designation codes. This shall be done prior to the products being placed on the market and on the basis of documented information supplied by the manufacturer that the products are in accordance with the relevant CEN product standard.

- Clause 4 shall be amended to read:

  The distributor is licensed to use…

- Clause 5 shall be amended to read:

The manufacturer shall be responsible for the costs connected with establishing and running of his factory production control, including costs for internal tests. The distributor shall be responsible for the payment of all fees for the inspection, testing and licensing to the certification body.

- Clause 7 shall be amended to read:

  …. The contract is signed in three copies, one for the manufacturer, one for the distributor and one for the certification body. The certification …

# CERTIFICATION CONTRACT



**Manufacturer**
Address and

**Certification** Body
Address

Hereafter called the manufacturer and the certification body has entered the following contract for product certification.

1. Products covered by this contract

   The products covered by this contract are listed in Enclosure A, List of Certified Products.

2. Duties of the manufacturer

   The manufacturer shall monitor factory production control of the above products in accordance with EN 13172 and the Specific CEN Keymark Scheme Rules for Thermal Insulation Products (SDG-5 N 22)

3. Duties of the certification body

   The certification body, or its appointed agent, shall monitor the conformity of the above products, and the quality of production in accordance with EN 13172, Annex A, and SDG-5 N 22. Inspections of each certified production site shall be performed normally twice a year, and may be conducted without prior notice.

4. Licence

   The manufacturer is licensed to use the CEN Keymark for the above products, according to SDG-5 N 22.

5. Costs

   The manufacturer is responsible for any reasonable costs connected with the establishing and performance of this contract, including costs for internal and external tests. Fees and costs for external tests are paid accordingly.

6. This contract consists of two pages and enclosures as listed hereafter:

   Enclosure A. List of certified products to be revised at least once per year.

   Enclosure B List of agreed subcontractor(s) [Inspection body (ies), Testing body (ies)]

7. Validity of Contract

   The contract can be terminated by any of the parties with a minimum of six calendar months notice.
   The contract is signed in two copies, one for the manufacturer and one for the certification body. The certification body shall forward a copy of enclosure A, List of certified products, and any subsequent updates to the SDG 5 Scheme Secretariat.

8. Disputes

In case of dispute, procedures according to CEN/CENELEC INTERNAL REGULATIONS – Part 4: Certification and SDG-5 N 22, shall be followed. The decision of the CEN Certification Board shall be final.

| | |
|---|---|
| Place, 2002 | Place, 2002 |
| Certification Body | Manufacturer |
| _____ | _____ |
| Director (responsible person) | Director (responsible person |

# Certification Contract, Enclosure A:
# List of certified products and production plants

Certification Body
Address

Manufacturer
Address

Updated 2002.xx.xx
Replaces: 2002.yy.yy

| Certification number | Product name | Thickness range | λ declared W/mK | Designation code | Reaction to fire decl. | Product group No. | Plants A | B | C | D | E | F |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 365-079-001 | Wall insulation 200 | | 0,032 | EPS EN 13163-T1-L1-W1-S1-P1 | | 1 | | | C | | | |
| 365-079-002 | Wall insulation 200 SE | | 0,032 | EPS EN 13163-T1-L1-W1-S1-P1 | | 1 | | | C | D | | |
| 365-079-003 | Wall insulation 200 SL | | 0,032 | EPS EN 13163-T1-L1-W1-S1-P1 | | 1 | | | C | | | |
| 365-287-301 | Roof insulation 300 | | 0,030 | XPS EN 13164-T1-L1-W1-S1 | | 2 | A | B | | | E | |
| 365-287-332 | Roof insulation 300 I | | 0,031 | XPS EN 13164-T1-L1-W1-S1 | | 3 | | | | | E | |
| 365-287-302 | Roof insulation 300 SE | | 0,030 | XPS EN 13164-T1-L1-W1-S1 | | 2 | A | B | | | | |
| 365-287-303 | Roof insulation 300 SL | | 0,030 | XPS EN 13164-T1-L1-W1-S1 | | 2 | A | | | | | |

Certification number :
365 I dentification number of the certification body
079 and 287 are the number of the certificates
001 etc are possible unique product identification numbers

**Certification Body**
Address

## Certification Contract, Enclosure B: List of agreed subcontractors

**Inspection Body A**

Address

**Inspection Body B**

Address

- - - - -

**Testing Institute A**

Address

**Testing Institute B**

Address