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**CONSTRUCTION SECTOR STANDARDIZATION
GUIDANCE DOCUMENT**

**Implementation of the Construction Products
Regulation (CPR) in harmonized standards
- Template for Annex ZA -**

I - Drafting the Annex ZA

Foreword

Annex ZA identifies those clauses of the standard which cover the essential characteristics included in the standardization request, (Article 10 of Regulation EU 1025/2012¹, called 'mandate' in Article 17(1) of Construction Products Regulation (CPR) EU 305/2011²) to which it responds, considered in the answer to the standardization requests prepared by the Technical Committee (TC) and accepted by the European Commission (EC).

Annex ZA is intended for manufacturers, notified bodies and market surveillance bodies carrying out their respective activities.

This document is intended for those elaborating harmonized standards under the CPR.

In case of conflicts of the Annex ZA with the CPR, the provisions of the CPR prevail.

¹ Regulation (EU) No 1025/2012 of the European Parliament and of the Council of 25 October 2012 on European standardisation, amending Council Directives 89/686/EEC and 93/15/EEC and Directives 94/9/EC, 94/25/EC, 95/16/EC, 97/23/EC, 98/34/EC, 2004/22/EC, 2007/23/EC, 2009/23/EC and 2009/105/EC of the European Parliament and of the Council and repealing Council Decision 87/95/EEC and Decision No 1673/2006/EC of the European Parliament and of the Council

² Regulation (EU) No 305/2011 of the European Parliament and of the Council of 9 March 2011 laying down harmonised conditions for the marketing of construction products and repealing Council Directive 89/106/EEC. (OJEU L88 of 4.4.2011)

Introduction

- (1) This document has been prepared taking into account the experience gained in the drafting of Annex ZA for harmonized standards under Council Directive 89/106/EEC and the adoption of the Regulation (EU) No. 305/2011(CPR).
- (2) Part I of this document provides general guidance including explanations regarding the meaning of the different clauses of part II.
- (3) Part II of this document provides the template that new, revised or amended (candidate) harmonized standards shall contain when submitted to Formal Vote (FV) or Unique Acceptance Procedure (UAP) (Stage 50.20.0000)
- (4) In the template given in Part II of this document:
 - the text in [blue character] represents items to be filled in;
 - the text in [*black italics*] represents notes or other comments not to be included in the standard.

1. General guidance: Meaning of Annex ZA

- (1) Annex ZA identifies the clauses of the standard which cover the assessment of the essential characteristics which are provided by the corresponding EC standardization request. It has to be taken into account by the manufacturer when drawing up the Declaration of Performance (DoP) and affixing the CE marking to his product. Regulation (EU) No 305/2011 as amended contains provisions for the DoP and the CE marking.
- (2) Moreover, it specifies, where appropriate the system(s) for Assessment and Verification of Constancy of Performance (AVCP) of product(s) established by legal acts adopted by the Commission, to which the concerned product needs to be submitted when the manufacturer is drawing up the DoP and affixing the CE marking.
- (3) Only harmonized standards for construction products include Annex ZA. Supporting standards for construction products (e.g. test methods) do not include Annex ZA.
- (4) When this document refers to EC standardization request, it refers to standardization request itself and the EC acceptance of the answer to the standardization request.

2. Clause ZA.1 - Scope and relevant characteristics

- (1) This clause of Annex ZA indicates, in its Tables ZA.1.1 to ZA.1.n, which products and intended uses Annex ZA covers. These shall be the same as those included in the standardization request.
- (2) Where a product covered by the standard has different intended uses (with different characteristics), each of them shall be included in separated Tables ZA.1.1 to ZA.1.n.
- (3) Tables ZA.1 to ZA.1.n shall list all essential characteristics (including their proxies) identified in the standardization request. The third column in tables established under ZA.1 titled "Classes and/or threshold levels" refers to threshold levels and classes of performance included in the standard.

- (4) Annex ZA only covers products which are in the scope of the harmonized standard and thus its corresponding standardization request, Annex ZA can however cover only a part of the products within the scope of the standard. It cannot cover products beyond the scope of the standard,

3. Clause ZA.2 and ZA.3 - System of Assessment and Verification of Constancy of Performance (AVCP) and assignment of tasks

- (1) Annex ZA shall contain a clause, ZA.2 which identifies the relevant AVCP system(s) for the product, and for the intended use, by reference to the relevant legal act adopted by the EC.
- (2) The tasks for the manufacturer and the notified body (if required) shall be presented in Clause ZA.3, in line with the CPR and the AVCP system defined by the EC relevant legal act.
- (3) Only Annex ZA can contain details about the assignment of tasks to third parties.
- (4) Clause ZA.3 shall reproduce the relevant AVCP system(s), as any other prescriptions established by the EC, given in the text of the relevant legal act of the European Commission and in the standardization request. The standardization request can include specifications such as “*Regarding products under systems 1 and 3, for the determination of the product-type the tasks for the notified body shall be limited to the following characteristics:...*” to be considered in the preparation of the Annex ZA.
- (5) If the EC legal act requires “Testing/Further testing of samples taken at the factory in accordance with a prescribed test plan” for AVCP systems 1+, 1, 2+, this may be covered by factory production control (FPC) testing/assessment of finished products .
- (6) Annex ZA shall not place requirements on the qualifications or accreditation of notified bodies. This is a matter which is regulated in the CPR and implemented by notifying authorities of Member States.
- (7) In case a construction product is subject to more than one AVCP system, Annex ZA shall give information on the applicable AVCP tasks and guidance will be provided on a case by case basis.

II Template for Annex ZA

Annex ZA (informative)

Relationship of this European Standard with Regulation (EU) No.305/2011

(When applying this standard as a harmonized standard under Regulation (EU) No. 305/2011, manufacturers and Member States are obliged by this regulation to use this Annex)

ZA.1 Scope and relevant characteristics

This European Standard has been prepared under standardization request M [insert here the number and the title of the standardization request] given to CEN and CENELEC by the European Commission (EC) and the European Free Trade Association (EFTA).

When this European Standard is cited in the Official Journal of the European Union (OJEU), under Regulation (EU) No 305/2011, it shall be possible to use it as a basis for the establishment of the Declaration of Performance (DoP) and the CE marking, from the date of the beginning of the co-existence period as specified in the OJEU.

Regulation (EU) No 305/2011, as amended, contains provisions for the DoP and the CE marking.

Table ZA.1 — Relevant clauses for product [A-n] and intended use [1-n]

Product:	[insert the name of product A-n as given in the accepted answer to the standardization request]		
Intended use	[insert the intended use 1-n as given in the accepted answer to the standardization request]		
Essential Characteristics [1]	Clauses of this European Standard related to essential characteristics [2]	Classes and/or threshold levels [3]	Notes [4]
[name of essential characteristic 1 as given in the accepted answer to the standardization request]			
[name of essential characteristic 2 as given in the accepted answer to the standardization request]			
[name of essential characteristic n as given in the accepted answer to the standardization request]			
[durability of essential characteristic 1]			
[durability of essential characteristic n]			

[NOTE 1: Each of the essential characteristics for the product and the intended use, should be listed here, including the assessment of durability as foreseen in the accepted answer to the standardization request.

NOTE 2: The provisions under Clause “Product Characteristics” included in the standard.

NOTE 3: Threshold levels and classes of performance foreseen in the relevant clauses of the standard

NOTE 4: In this column the way of expressing the characteristic should be mentioned (i.e. units, description, thresholds, levels, classes). This column can also indicate the test/assessment/calculation method.]

ZA.2 System of Assessment and Verification of Constancy of Performance (AVCP)

The AVCP system(s) of [insert here the name of the construction products as given in the accepted answer to the standardization request] indicated in Table(s) ZA.1.1 to ZA.1.n, can be found in the EC legal act(s) adopted by the EC: [insert here the number of the EC legal act(s), adopted by the EC] [(insert here the No. of OJEU)].

Micro-enterprises are allowed to treat products under AVCP system 3 covered by this standard in accordance with AVCP system 4, applying this simplified procedure with its conditions, as foreseen in Article 37 of Regulation (EU) No.305/2011.

ZA.3 Assignment of AVCP tasks

The AVCP system(s) of [insert here the name of the construction products as given in the accepted answer to the standardization request] as provided in Table(s) ZA.1.1 to ZA.1.n is defined in Table(s) ZA.3.1 to ZA.3.n resulting from application of the clauses of this or other European Standards indicated therein. The content of the tasks assigned to the notified body shall be limited to those essential characteristics, if any, as provided for in Annex III of the relevant standardization request and to those that the manufacturer intends to declare.

Taking into account the AVCP systems defined for the products and the intended uses the following tasks are to be undertaken by the manufacturer and the notified body respectively [*in case of AVCP system 4 delete the preceding words "and the notified body respectively"*] for the assessment and verification of the constancy of performance of the product.

Table ZA.3.1 — Assignment of AVCP tasks for [insert here the name of the construction products as given in the accepted answer to the standardization request] under system 1+ [5]

Tasks		Content of the task [6]	AVCP clauses to apply [7]
Tasks for the manufacturer	Factory production control (FPC)	Parameters related to [essential characteristics] of Table ZA.1 relevant for the intended use which are declared	
	Further testing of samples taken at the manufacturing plant by the manufacturer in accordance with the prescribed test plan.	[Essential characteristics] of Table ZA.1 relevant for the intended use which are declared	
Tasks for the notified product certification body	An assessment of the performance of the construction product carried out on the basis of testing (including sampling), calculation, tabulated values or descriptive documentation of the product;	[Essential characteristics of Table ZA.1 relevant for the intended use which are declared and as indicated in Annex III of the standardization request]	
	Initial inspection of the manufacturing plant and of FPC	Parameters related to essential characteristics of Table ZA.1, relevant for the intended use which are declared, namely [those indicated in Annex III of the standardization request]. Documentation of the FPC.	
	Continuing surveillance, assessment and evaluation of FPC	Parameters related to essential characteristics of Table ZA.1, relevant for the intended use which are declared, namely [those indicated in Annex III of the standardization request] Documentation of the FPC	
	Audit-testing of samples taken by the notified product certification body at the manufacturing plant or at the manufacturer's storage facilities.	[Essential characteristics of Table ZA.1 relevant for the intended use which are declared], namely [those indicated in Annex III of the standardization request]	

Table ZA.3.2 — Assignment of AVCP tasks for [insert here the name of the construction products as given in the accepted answer to the standardization request] under system 1 [5]

Tasks		Content of the task [6]	AVCP clauses to apply [7]
Tasks for the manufacturer	Factory production control (FPC)	Parameters related to [essential characteristics] of Table ZA.1 relevant for the intended use which are declared	
	Further testing of samples taken at the manufacturing plant by the manufacturer in accordance with the prescribed test plan	[Essential characteristics] of Table ZA.1 relevant for the intended use which are declared	
Tasks for the notified product certification body	An assessment of the performance of the construction product carried out on the basis of testing (including sampling), calculation, tabulated values or descriptive documentation of the product	[Essential characteristics of Table ZA.1 relevant for the intended use which are declared and as indicated in Annex III of the standardization request]	
	Initial inspection of manufacturing plant and of FPC	Parameters related to [essential characteristics] of Table ZA.1, relevant for the intended use which are declared, namely [those indicated in Annex III of the standardization request]. Documentation of the FPC.	
	Continuing surveillance, assessment and evaluation of FPC	Parameters related to [essential characteristics] of Table ZA.1, relevant for the intended use which are declared, namely [those indicated in Annex III of the standardization request]. Documentation of FPC	

Table ZA.3.3 — Assignment of AVCP tasks for [insert here the name of the construction products as given in the accepted answer to the standardization request] under system 2+ [5]

Tasks		Content of the task [6]	AVCP clauses to apply [7]
Tasks for the manufacturer	An assessment of the performance of the construction product carried out on the basis of testing (including sampling), calculation, tabulated values or descriptive documentation of the product	[essential characteristics] of Table ZA.1 relevant for the intended use which are declared	
	Factory production control (FPC)	Parameters related to [essential characteristics] of Table ZA.1 relevant for the intended use which are declared	
	Testing of samples taken at factory according to the prescribed test plan	[Essential characteristics] of Table ZA.1 relevant for the intended use which are declared	
Tasks for the notified factory production control certification body	Initial inspection of the manufacturing plant and of FPC	Parameters related to [essential characteristics] of Table ZA.1, relevant for the intended use which are declared, namely [those indicated in Annex III of the standardization request]. Documentation of the FPC.	
	Continuing surveillance, assessment and evaluation of FPC	Parameters related to [essential characteristics] of Table ZA.1, relevant for the intended use which are declared, namely [those indicated in Annex III of the standardization request]. Documentation of the FPC.	

Table ZA.3.4 — Assignment of AVCP tasks for [insert here the name of the construction products as given in the accepted answer to the standardization request] under system 3 [5]

Tasks		Content of the task [6]	AVCP clauses to apply [7]
Tasks for the manufacturer	Factory production control (FPC)	Parameters related to [essential characteristics] of Table ZA.1 relevant for the intended use which are declared	
Tasks for a notified laboratory	The notified laboratory shall assess the performance on the basis of testing (based on sampling carried out by the manufacturer), calculation, tabulated values or descriptive documentation of the construction product.	[Essential characteristics of Table ZA.1, relevant for the intended use which are declared, and as indicated in Annex III of the standardization request]	

Table ZA.3.5 — Assignment of AVCP tasks for [insert here the name of the construction products as given in the accepted answer to the standardization request] under system 4 [5]

Tasks		Content of the task [6]	AVCP clauses to apply [7]
Tasks for the manufacturer	An assessment of the performance of the construction product on the basis of testing, calculation, tabulated values or descriptive documentation of that product	[Essential characteristics] of Table ZA.1 relevant for the intended use which are declared	
	Factory production control (FPC)	Parameters related to [essential characteristics] of Table ZA.1 relevant for the intended use	

NOTE 5: For products having more than one intended use, the tasks for the notified body can be presented in several tables (e.g. different systems applicable for different intended uses).

NOTE 6: The text in blue characters shall be replaced by the actual list of relevant characteristics or parameters established for the relevant limited task in 3.1, 3.2, 3.3 or 3.4 of Annex III of the standardization request. When the product has more than one intended use it is recommended, where practicable, that the assignment of tasks is brought together in one or more of the tables above. “relevant” in this column relates to the fact that some characteristics of Table ZA.1 may not be assessed, depending on the intended use of the product.

NOTE 7: The relevant clause(s) on AVCP shall be referred here.]