

GNB-CPR AG	Co-ordination of the Group of Notified Bodies for the Construction products Regulation (EU) No 305/2011	NB-CPR/19-810r1 Issued: 21 February 2020 DRAFT GUIDANCE
-----------------------	--	--

Draft GNB-CPR Position Paper - INFORMATIVE: Issuance of *Assessments of Performance Reports* in AVCP system 3

1 Introduction

This informative position paper is intended to provide guidance to notified bodies on the reporting of the *Assessments of Performance* in AVCP system 3.

If the assessment of performance is carried out on the basis of testing conducted by the notified laboratory itself, the test report or a classification report may serve as evidence of the assessment of performance.

However, if the assessment of performance is carried out, fully or partially, on another basis than testing carried out by the notified laboratory itself, a different form of evidence than a test or classification report would be necessary.

This position paper contains voluntary guidance on the form and content of *Assessments of Performance Reports* issued in AVCP systems 3. In annex 1 of this position paper, is found a model for the *Assessments of Performance Report*, which notified bodies may use on a voluntary basis.

Even if the assessment of performance is carried out on the basis of testing conducted by the notified laboratory itself, a notified laboratory may choose to apply the model report provided and thereby make a distinction between the test report, which may be subject to accreditation rules, and the reporting of the assessment of performance, which normally would fall outside the scope of an accreditation to ISO/IEC 17025.

Use of the model report provided by this position paper is assumed to provide clarity regarding the basis for the manufacturer's references to the notified laboratory in the declarations of performance for products in AVCP system 3, irrespective of the methods used for the assessment of performance.

The model report may also be useful for the updating of an already made assessment of performance to include information not available at the time when the assessment of performance was originally made. Such new information may include, but would not be limited to, changed names of construction products or manufacturers. Updating the *Assessment of Performance Report* should not necessitate any updating of the test reports on which it is based.

It is emphasised that the *Assessment of Performance Report* is only intended as a means for the notified laboratory to unambiguously inform the manufacturer of the result of the

assessment of performance of the specified essential characteristics. The Assessment of Performance Report is not intended as a document to accompany the construction product, or as a means to strengthen the market's confidence in the DoP.

2 Content of Assessments of Performance Reports

Assessments of Performance Reports should have the content required below in sub-clauses 2 a) through 2 l).

Assessments of Performance Reports should not contain any information likely to disturb the information required. In particular, *Assessments of Performance Reports* shall not refer to any private or national measures, or to any other legislation than CPR.

2 a) Name and address of the notified body

The name and the registered address of the notified laboratory should be indicated, along with the notified body number.

2 b) Headline

"Assessments of Performance Report" ^{T1}

2 c) Number of the Assessments of Performance Report

The number should be in the form:

nnnn-CPR-zzzz

Where:

nnnn is the identification number of the notified laboratory

CPR is the acronym of the Construction Products Regulation. It shall be left untranslated irrespective of the language in which the Assessment of Performance Report is issued.

zzzz is the individual unique number or alphanumeric code given by the notified Laboratory. The notified laboratory is free to decide the number of characters.

Example:

The first Assessments of Performance Report issued by Notified Body number 0987 might be number

0987-CPR-0001

2 d) Reference to the Construction products regulation

Reference to CPR should be made by the sentence:

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

2 e) Scope of the Assessments of Performance Report

The scope of the Assessments of Performance Report should give a brief description of the products.

The description may include the product name as provided by the manufacturer. It should clearly appear that the product name is only included as information for which the manufacturer is responsible, e.g. by a phrase like:

“According to the manufacturer, the product is made available on the market under the name “XXXXXXXXXX”.

The description should only relate to the construction product and its intended use(s) – not to the internal matters of the manufacturer, e.g. production processes, personnel, subcontractors or suppliers to the manufacturer¹.

If relevant, the description may include a reference to a document providing further details, e.g. drawings, components descriptions etc.

2 f) Manufacturer

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

2 g) Reference to the harmonised standard

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

The reference to a harmonised standard should be to the CEN document (EN number), and not to a national implementation of the standard². It shall refer to a version of the standard cited³ as current in the OJEU at the time of issuance of the *Assessments of Performance Report*.

References in OJEU

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

EN AAAA:yyyy

where

EN AAAA	<i>is the number of the harmonised standard</i>
yyyy	<i>is the year of publication of the harmonised standard</i>

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

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

² Notwithstanding the fact that a harmonised standard is only published by the national standardisation bodies with a national prefix, e.g. “DIN EN XX XXX”, the reference to the harmonised standard should only be to the CEN document (EN reference without any national prefix)

³ During the coexistence period for amendments and corrections to a harmonised standard, more than one version will be applicable.

EN AAAA:yyyy/An:zzzz

where

EN AAAA	<i>is the number of the harmonised standard to which the amendment applies</i>
yyyy	<i>is the year of publication of the harmonised standard to which the amendment applies</i>
An	<i>is the number of the amendment</i>
zzzz	<i>is the year of publication of the amendment</i>

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

EN AAAA:yyyy/AC:zzzz

where

EN AAAA	<i>is the number of the harmonised standard to which the “amendment and corrections” apply</i>
yyyy	<i>is the year of publication of the harmonised standard to which the “amendment and corrections” apply.</i>
zzzz	<i>is the year of publication of the “amendment and corrections”</i>

Sometimes a consolidated standard is cited in OJEU to give a reference both to the original harmonised standard and amendments to it:

EN AAAA:yyyy+An:zzzz

where

EN AAAA	<i>is the number of the harmonised standard to which the “amendment and corrections” apply</i>
yyyy	<i>is the year of publication of the harmonised standard to which the “amendment and corrections” apply.</i>
zzzz	<i>is the year of publication of the “amendment and corrections”</i>

Combined references

If one or more amendments and/or amendment and corrections apply⁴ to the harmonised standard, each amendment and/or amendment and corrections shall be referenced using the form:

EN AAAA:yyyy

and

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

and

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

and

⁴ Amendments are applicable only when cited as current in OJEU

2 h) Statement of compliance

The *Assessments of Performance Reports* should contain the below statement of compliance

This Assessment of Performance Report attests that the performance of the above-mentioned construction product has been assessed in accordance with the harmonised standard:

[reference to the harmonised standard]

under AVCP system 3 with regard to the essential characteristics listed below

2 i) Table of performance

A table of performance shall be included to express the performance of the construction product.

Column No. 1 – Essential characteristics

For each essential characteristic, the number(s) of the requirement clause(s) and the name of the essential characteristic should be indicated.

Essential characteristics for which the report does not indicate any performance should not be mentioned.

Column No. 2 – Performance

In this column, the performance should be expressed in terms of levels or classes in accordance with the harmonised standard.

If the Commission has established, by delegated act in accordance with CPR Art. 27(1), classes of performance, which would change the classes mentioned in the harmonised standard, the classes established by the Commission shall be used.

Levels of performance should be indicated using the units defined by the harmonised standard.

Statements like “No performance assessed” or similar should be avoided.

Column No. 3 – Basis for the assessment of performance

In Column No. 3, it should be indicated on what type(s) of basis the assessment of performance is carried out. For each type of basis, reference(s) should be made to the documents in which the performance is documented.

The possible types of references are:

- Test report(s)
- [Classification report\(s\)](#)
- Calculation report(s)
- Tabulated values document (s)
- Descriptive Documentation
- Appropriate Technical Documentation (ATD)
- Document(s) on the validation of historical data

Only the types of documents actually forming basis for the assessment of performance should be mentioned.

For instance, if the assessment of performance is only based on calculation, the number of the calculation report(s) may be indicated by the words "Calculation report(s) No(s) xxxxx". The other possible types of documentation, test report(s), tabulated values document (s), descriptive documentation, Appropriate Technical Documentation (ATD) and document(s) on the validation of historical data would not be mentioned.

If the assessment of performance is based, fully or partially, on test results obtained by another manufacturer or system provider, replacing testing or calculation, a reference to Appropriate Technical Documentation (ATD) should be included. The number of the ATD should be indicated.

If the assessment of performance is based, fully or partially, on historical assessment data, reference should be made to a validation document drawn up by the notified laboratory demonstrating that the historical assessment data do form a suitable basis.

2 j) Statement of applicability

The notified laboratory should not limit the period of validity to a specified period.

The below sentence should be included:

This Assessment of Performance Report will remain applicable as long as neither the harmonised standard, the construction product, the AVCP methods, nor the manufacturing conditions are modified significantly.

Optionally, the notified laboratory may indicate a reference to a website or a telephone number where the origin of the Assessment of Performance Report may be confirmed:

The origin of this Assessment of Performance Report may be confirmed at the web address <web address>

or

The origin of this Assessment of Performance Report may be confirmed by contacting <name of the notified laboratory>, telephone number <telephone number> or e-mail address <e-mail address>.

2 k) Date of issue

The date when the report is issued

2 l) Signature

Title(s) or function(s), name(s), and signature(s) of the person(s) signing the Assessment of Performance Report on behalf of the notified laboratory shall be indicated.

3 Report layout

The sequence of the content of the Assessment of Performance Report should follow the model given in annex 1 of this Position Paper.

The notified laboratory should use a report layout which ensures that the above described content appears legible and undisturbed.

The notified laboratory may apply its own logo on the Assessment of Performance Report. Logos of other organisations, including accreditation logos, should not be applied.

It is expected that normally the Assessment of Performance Report will only be one page. However, if the report covers the performance with regard to a multitude of essential characteristics it may be relevant to have the table of performance (see clause 2i) in an annex which should then be an integral part of the Assessment of Performance Report.

4 Translations of Assessment of Performance Report

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

Notified bodies may translate the model in annex 1 of this Position Paper. Where words and phrases derived from CPR are used in the models, translators are requested to use the equivalent words and phrases taken from the official translation of the CPR into the target language.

In annex 2 is found a list of references to the articles of CPR where the keywords and phrases are used.

The acronym 'CPR' should always be left untranslated.

ANNEX 1 Template for the Assessment of Performance Report to hENs at AVCP 3

< *Name and address of the notified laboratory*^{T2} >

Assessment of Performance^{T1} Report

< *nnnn-CPR-zzzz* >

In compliance with *Regulation (EU) No 305/2011 of the European Parliament and of the Council of 9 March 2011*^{T3} (the Construction products Regulation or CPR), this Assessment of Performance Report applies to the construction product^{T5}

< *CONSTRUCTION PRODUCT(S)*^{T4} >

< description of the construction product (identification and intended use(s), as the manufacturer intends for their declaration of performance); >

placed on the market^{T19} under the name or trademark^{T10} of

< *Name of the manufacturer*^{T5} >
< *Full address* >

This Assessment of Performance Report attests that the performance of the above-mentioned construction product has been assessed in accordance with the harmonised standard^{T8}

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

under AVCP system 3^{T6} with regard to the essential characteristics listed below

Essential characteristic Clause No. - Description	Performance ^{T7} Level or class ^{T11} , unit(s)	Basis for the assessment of performance
x.xx. – Name of essential characteristic No. 1	Level or class of performance – including units, where relevant	[Test report(s) No(s).] [Calculation report No.] [Tabulated values- document No.] [Descriptive Documentation No.] [ATD No.] [Validation of historical data – Doc. No.]
x.xx. – Name of essential characteristic No. 2	Level or class of performance – including units, where relevant	[Test report(s) No(s).] [Calculation report No.] [Tabulated values- document No.] [Descriptive Documentation No.] [ATD No.] [Validation of historical data – Doc. No.]

This Assessment of Performance Report covers only the above-mentioned essential characteristic(s). It is not an exhaustive statement of the performance of the product. The manufacturer is entitled to declare the performance of other essential characteristics than those mentioned above.

This Assessment of Performance Report will remain applicable as long as neither the harmonised standard, the construction product, nor the AVCP methods are modified significantly.

< *Date* >

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

Annex 2: References to key words and phrases from CPR

Note	Key word / phrase	CPR reference
T1	“Assessment of Performance”	Annex V 1.4 (b)
T2	“Notified laboratory”	Annex V 1.4 (b)
T3	“Regulation (EU) No 305/2011 of the European Parliament and of the Council of 9 March 2011”	Title of the CPR
T4	“construction product”	Article 2(1)
T5	“manufacturer”	Article 2(19)
T6	“AVCP System 3”	Annex V 1.4
T7	“performance”	Article 8 (4)
T8	“harmonised standard”	Article 2(11)
T9	“Placed on the market”	Article 2(17)
T10	“under the name or trademark of”	Article 2(19)
T11	Level or class	Article 27