

# EN 1090-1 CERTIFICATION PROGRAM

305/2011/AB Construction Product Regulation  
98/214/EC Commission Decision  
Conformity Assessment Program System (TAT CP)

Certification Program for Steel and Aluminium Construction Production





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TÜV AUSTRIA TURK  
Barbaros Mah. Susuz Sok.  
No :13/1 PK :34746  
Ataşehir, İstanbul  
Turkey

Tel.: +90 216 537 0811  
Fax: +90 216 537 0813  
[infoturkey@tuv.at](mailto:infoturkey@tuv.at)  
[www.tuvaustriaturk.com](http://www.tuvaustriaturk.com)

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TÜV AUSTRIA TURK is a leading global organization which develops and publishes Certification Programs for the approval of technical materials such as construction products, machinery, pressure equipment etc.

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## PREFACE

### Scope

This document explains the implementation requirements of TÜV AUSTRIA TURK as part of conformity assessment and provides support for applications for its valuable customers.

### Document Holder

TÜV AUSTRIA TURK Belgelendirme Eğitim ve Gözetim Hizmetleri Ltd. Şti.

### Revision History

| Number | Date       | Information About Changes   |
|--------|------------|---|
| 0      | 14.08.2015 | EN 1090 Certification Program First Publication   |
| 1      | 10.06.2016 | Implementation is changed through Program Committee's decision in case of any changes in conditions.  |
| 2      | 29.06.2016 | Normative references and audit methods and criteria were added in certification program.  |
| 3      | 27.10.2016 | Application assessment process was revised. The article of scope reduction was added. The article of Lab / Test center conformity assessment was added. |
| 4      | 25.05.2018 | Changes in coding and implementation processes were added.  |
| 5      | 14.10.2019 | Transfer audit and changes clause has been added.   |

## 1. Introduction

### 1.1 Introduction to Certification Program

This certification program was prepared in accordance with the requirements of EN ISO / IEC 17067, Article 6.5 Program Content in order to define how certification activities for steel and aluminum construction will be carried out in accordance with TÜV AUSTRIA TURK, TS EN 1090-1 standard.

The relevant harmonized "European Standard EN 1090-1 for CE marking of steel production: Steel Structures and Aluminum Structural Implementations - Requirements for the assessment of the conformity of the structures". The other two major parts of the standard are:

- ✓ Part 2 (TS EN 1090-2): Technical requirements for steel structures
- ✓ Part 3 (TS EN 1090-3): Technical requirements for aluminum constructions

TS EN 1090-2 supports the implementation of TS EN 1090-1, providing technical requirements for the production of steel structures.

TS EN 1090-3 supports the implementation of TS EN 1090-1, providing technical requirements for the production of aluminum constructions. Regarding CE marking, the relevant articles of TS EN 1090-2 and TS EN 1090-3 are as follows:

- ✓ Scope
- ✓ Normative references
- ✓ Terms and definitions
- ✓ Specifications and documentation
- ✓ Materials of construction
- ✓ Preparation
- ✓ Welding
- ✓ Mechanical joint (and the adhesive joint) (only for aluminum)
- ✓ Assembly
- ✓ Surface treatments
- ✓ Geometrical tolerances
- ✓ Testing, exercises and corrective actions

Depending on the level of criticality required for a product's safety (eg structural products are critical for overall safety, but decorative products usually are not critical), CE marking may include different conformity verification degrees. For products that are critical for safety, this normally includes testing, audit and documentation by the third party authority. For non-critical products in terms of safety, CE marking generally includes only the declaration of the manufacturer company, without third party involvement.

There are six kinds of conformity verification degree. For each conformity verification degree, the manufacturer must have a factory production control (FPC), first type test (FTT) and it must set a producer performance statement. Conformity verification degrees, 1+, 1, 2+, 2, 3 and 4 the top degree is 1+, the minimum degree is 4. The processes of reaching to the degree and the person who is responsible for these tasks are explained in Table 1.

Duties which will be executed by a Notified Body (TÜV Austria Turk) under 2+ Conformity Approval system are Factory Production Control (FPC) audit as well as FPC's constant surveillance, assessment and approval. An EC Certificate is issued for Factory Production Control at the end of the assessments which are regarded as successful.

Certification Program Content fulfills I,II,III,IV and V conditions among the functions that are specified in EN ISO/IEC 17067 Article 5.

### 1.2 Certification Program Committee

TÜV AUSTRIA TURK performs conformity assessment activities through harmonized standards. The Program Committee consists of persons who are knowledgeable about the 305/2011 Construction Product Regulation (CPR), which is capable of representing the following parties.

- Representing non-governmental organizations
- Representing industrialists
- Representing the public
- University / Academician representative
- Conformity Assessment Agency representative

Program Committee members are indicated on the TÜV AUSTRIA TURK Organization Chart and on the personnel list.

### 1.3 Documentation

TÜV AUSTRIA TURK conformity assessment system documentation and annexes, which have been prepared by considering 305/2011 Construction Material Regulations and the relevant legal legislation, shall be used.

## 2 Conformity Assessment

### 2.1 Determining execution classes

Second and third section of TS EN 1090 standard introduce the concept of execution classes. There are 4 execution classes ranging from the 1st execution class (EXC1) with fewer requirements to the 4th execution class (EXC4) with very comprehensive requirements.

For each of execution classes, production and assembly requirements have been established and these requirements can be applied to the structure as a whole or to a detail of the structure. The requirements for the execution class are given in TS EN 1090-2 Annex A.3 (as the Steel) and TS EN 1090-3 Annex A.3 (as the Aluminum).

Choosing the execution class required for the structure is the design decision of the implementer. The reason for giving four execution class is to provide a level of reliability against breakage (crash), depending on the consequences of breaking the structure or detail of the structure.

Details about execution classes,

**From TS EN 1090-2 Annex B,  
Recommended matrix for determining execution classes Table B.3**

| Damage Class  |      | CC 1  |       | CC 2  |        | CC 3   |        |
|---|------|-------|-------|-------|--------|--------|--------|
| Service Class   |      | SC1   | SC2   | SC1   | SC2    | SC1    | SC2    |
| Production Class  | PC 1 | EXC 1 | EXC 2 | EXC 2 | EXC 3a | EXC 3a | EXC 3a |
|   | PC 2 | EXC 2 | EXC 2 | EXC 2 | EXC 3  | EXC 3a | EXC 4  |
| a EXC 4 should be applied to constructions or special constructions which have extreme consequences for structural break, as deemed necessary by national provisions. |      |       |       |       |        |        |        |

The execution class specifies the requirements of the various implementation activities in EN 1090-2. These requirements are summarized in Annex A.3.

**Table B.1 Suggested Criteria for Service Class**

| Categories  | Criteria   |
|---|--|
| <b>SC1</b>  | Only constructions and components designed for semi-static activities (eg. buildings)<br>In DCL zones, structures, components, and connections designed for earthquake activities, for fatigue activities from cranes designed structures & components (class S0)**  |
| <b>SC2</b>  | According to EN 1993 for fatigue activities designed structures & components (eg highway & railway bridge cranes (class S1 and S9)**, sensitive structures to vibration created by wind, crowd or rotating machines)<br><br>In DCM & DCH zones structures, components, and connections designed for earthquake activities. |
| * DCL, DCM, DCH: according to EN 1988-1 ductility class<br>** For fatigue activities from cranes classification. see EN 1991-3 and EN 13001-1 |  |

**Table B.2 Suggested Criteria for Production Class**

| Categories | Criteria  |
|------------|---|
| <b>PC1</b> | Non-welded components made of steel material, welded components made of steel-quality materials whose structural steel grade is lower than S355   |
| <b>PC2</b> | Welded components made of steel-quality materials whose structural steel grade is s355 or higher than S355<br>Components which have been assembled in order to weld in the factories and are essential for structural integrity<br>During production heat-treated components or produced components with the method hot working<br>Components of CHS trusses requiring end profile cuts |

**TS EN 1999 Annex B Table B.1 Definitions of the Damage Class**

| Damage Classes | Description  | Buildings and samples from engineering works  |
|----------------|--|---|
| <b>CC3</b>     | Loss of human life is <b>at high level</b> or economic, social and environmental damages are <b>at maximum level</b> . | Tribune, public buildings where resulted in maximum damage because of disruption (eg. concert hall) |



|            |  |   |
|------------|--|---|
| <b>CC2</b> | Loss of human life is <b>at medium level</b> or economic, social and environmental damages are <b>significant</b> .                    | Family buildings and office buildings where resulted in medium damage because of disruption (eg. office building) |
| <b>CC1</b> | Loss of human life is <b>at minimum level</b> or economic, social and environmental damages are <b>non-significant or negligible</b> . | Agricultural buildings that people do not usually live (eg. warehouse buildings), greenhouses                     |

TS EN 1090-3 recommends that the selection of the execution class should be based on the service class (SC).

From TS EN 1090-3: Reference Section 4.1.2, Guidance on Execution Classes

From TS EN 1999-1: 2007 + A1 2009 Annex A Section A.5, Determination of the execution class

1) The recommended procedure for determining of execution class is as follows:

a) The determination of the result class is expressed such as the predictable results of the disruption or collapse of a component, see EN 1990

b) Determination of service class and production class, see Table A.1 and A.2

c) Determination of the execution class from the results of the processes in a) and b) according to the recommended matrix Table A.3

TS EN 1999-1-1 Table A.3. Necessary additional informations, options and requirements for execution classes must be specified.

| Damage Class     |      | CC 1  |       | CC 2  |        | CC 3   |        |
|------------------|------|-------|-------|-------|--------|--------|--------|
| Service Class    |      | SC1   | SC2   | SC1   | SC2    | SC1    | SC2    |
| Production Class | PC 1 | EXC 1 | EXC 2 | EXC 2 | EXC 3a | EXC 3a | EXC 3a |
|                  | PC 2 | EXC 2 | EXC 2 | EXC 2 | EXC 3  | EXC 3a | EXC 4  |

a EXC 4 should be applied to constructions or special constructions which have extreme consequences for structural break, as deemed necessary by national provisions.

TS EN 1999-1-1 Table A.2 Criteria for Production Class

| Categories | Criteria              |
|------------|-----------------------|
| PC1        | Non-welded components |
| PC2        | Welded components     |

TS EN 1999-1-1 Table A.1. Criteria for Service Class

| Categories | Criteria   |
|------------|--|
| SC1        | Constructions which are subject to semi-static actions <b>a</b>  |
| SC2        | Components for which the specified examination order is required, components which are subject to severe and repetitive actions, and also the fatigue <b>b</b> |

**a** Guidance information on whether a component or structure may be regarded as subject to semi-static actions and not to be classified in the SC1 category is given in EN 1999-1-3.  
**b** The SC2 service class should be used for situations not being within the scope of SC1 service class.

TS EN 1999-1-1 Table B.1. Definitions of the Damage Class

| Damage Classes | Description  | Buildings and samples from engineering works  |
|----------------|--|---|
| <b>CC3</b>     | Loss of human life is <b>at high level</b> or economic, social and environmental damages are <b>at maximum level</b> .                 | Tribune, public buildings where resulted in maximum damage because of disruption (eg. concert hall)               |
| <b>CC2</b>     | Loss of human life is <b>at medium level</b> or economic, social and environmental damages are <b>significant</b> .                    | Family buildings and office buildings where resulted in medium damage because of disruption (eg. office building) |
| <b>CC1</b>     | Loss of human life is <b>at minimum level</b> or economic, social and environmental damages are <b>non-significant or negligible</b> . | Agricultural buildings that people do not usually live (eg. warehouse buildings),                                 |

## 2.2 Implementing Personnel Qualifications

### 2.2.1 Welding Coordination

Welding coordination staff with appropriate qualifications and experience as specified in EN ISO 14731 should work at the producing factory for the second, third and fourth execution classes.

The requirements for the level of technical knowledge of the welding coordination staff are defined in Annex 3.

In terms of quality, the welding is defined as a 'special process' as part of factory control process verification and this means that welding needs expert management, personnel and procedures. This has led to many developments, in particular to the publication of TS EN ISO 3834. This document specifies the requirements to provide assurance and production competence for the welding and includes the welding coordination feature: Within scope of this feature, companies must appoint competent welding coordinators (Welding Engineers, Resource Managers, etc.) who assume responsibility on behalf of the employers. Separate documents are available for certification of persons about Welding Coordination Responsibilities by the European Welding Federation (EWF) / International Welding Institute (IIW) regulations.

### 2.2.2 Technical Knowledge Level of Coordination Staff - Structural Steels

| EXC  | Steels<br>(Steel group)         | Reference Standards  | Thickness (mm) |                |                |
|------|---------------------------------|--|----------------|----------------|----------------|
|      |                                 |  | t ≤ 25a        | 25 < t ≤ 50b   | t ≥ 50         |
| EXC2 | S235 to S355<br>(1.1, 1.2, 1.4) | EN 10025-2, EN 10025-3, EN 10025-4, EN 10025-5, EN 10149-2, EN 10149-3, EN 10210-1, EN 10219-1 | B              | S              | C <sup>c</sup> |
|      | S420 to S700<br>(1.3, 2, 30)    | EN 10025-3, EN 10025-4, EN 10025-6, EN 10149-2, EN 10149-3, EN 10210-1, EN 10219-1             | S              | C <sup>d</sup> | C              |
| EXC3 | S235 to S355<br>(1.1, 1.2, 1.4) | EN 10025-2, EN 10025-3, EN 10025-4, EN 10025-5, EN 10149-2, EN 10149-3, EN 10210-1, EN 10219-1 | S              | C              | C              |
|      | S420 to S700<br>(1.3, 2, 30)    | EN 10025-3, EN 10025-4, EN 10025-6, EN 10149-2, EN 10149-3, EN 10210-1, EN 10219-1             | C              | C              | C              |
| EXC4 | All                             | All  | C              | C              | C              |

**a** Column bottom plates and end plates ≤ 50mm  
**b** Column bottom plates and end plates ≤ 75mm  
**c** S level is sufficient for steels up to S275 including S275  
**d** For N, NL, ML steels, S level is sufficient

### 2.2.3 Technical Knowledge Level of Coordination Staff - Structural Steels

| EXC  | Steels<br>(Steel group) | Reference Standards   | Thickness (mm) |             |        |
|------|-------------------------|---|----------------|-------------|--------|
|      |                         |   | t ≤ 25         | 25 < t ≤ 50 | t ≥ 50 |
| EXC2 | Austenitic (8)          | EN 10088-2:2005, Table 3, EN 10088-3:2005, Table 4, EN 10296-2:2005, Table 1, EN 10297-2:2005, Table 2, | B              | S           | C      |

|             |                            |   |   |   |   |
|-------------|----------------------------|---|---|---|---|
|             | Austenitic - Ferritic (10) | EN 10088-2:2005, Table 4, EN 10088-3:2005, Table 5, EN 10296-2:2005, Table 1, EN 10297-2:2005, Table 3  | S | C | C |
| <b>EXC3</b> | Austenitic (8)             | EN 10088-2:2005, Table 3, EN 10088-3:2005, Table 4, EN 10296-2:2005, Table 1, EN 10297-2:2005, Table 2, | S | C | C |
|             | Austenitic - Ferritic (10) | EN 10088-2:2005, Table 4, EN 10088-3:2005, Table 5, EN 10296-2:2005, Table 1, EN 10297-2:2005, Table 3, | C | C | C |
| <b>EXC4</b> | All                        | All   | C | C | C |

## 2.2.4 Technical Knowledge Level of Coordination Staff – Aluminum

| EXC         | Main product | Type of welding consumable             |        |  |        |
|-------------|--------------|--|--------|--|--------|
|             |              | Type 3, Type 4                         |        | Tip 5                                  |        |
|             |              | Nominal thickness of the product as mm |        | Nominal thickness of the product as mm |        |
|             |              | t ≤ 12a                                | t > 12 | t ≤ 12a                                | t > 12 |
| <b>EXC2</b> | 3XXX, 5XXX   | B                                      | S      | B                                      | S      |
|             | Other        |  |        | S                                      |        |
| <b>EXC3</b> | 3XXX, 5XXX   | S                                      | S      | S                                      | C      |
|             | Other        |  | C      | C                                      |        |
| <b>EXC4</b> | All          | C                                      | C      | C                                      | C      |

B = Basic technical information in accordance with EN ISO 14731

S = Specific technical information in accordance with EN ISO 14731

C = Comprehensive technical information in accordance with EN ISO 14731

## 2.3 Welding Quality Degrees

Weld quality degrees are evaluated according to TS EN ISO 5817 for steel structures and acceptance classes according to executing class are specified in TS EN 1090-2, Article 7.6.

EXC1 – Quality Degree is D

EXC2 – Quality Degree is usually C, but for “Continuous undercutting / Intermittent undercutting” (5011,5012), “Overlapping/Overflowing”(506), “Random arc” (601) and “End crater undercutting” (2025) quality degree is D,

EXC3 – Quality Degree is B

EXC4 – Quality Degree is B+ (In addition to quality degree B, requirements specified in EN 1090-2 Table 17)

Quality degrees B, C, D are defined in EN ISO 5817 standards.

Welding quality levels are evaluated according to TS EN ISO 10042 for aluminum constructions and acceptance classes according to executing class are specified in TS EN 1090-3 Article 12.4.4.

### 3 Duties and Responsibilities

#### 3.1 Qualifications of Personnel to be Assigned in Audits

Chief auditors to be assigned in Factory Production Control assessment must have five years of work experience in their product group, at least two years of which is on site.

If chief auditor does not have adequate experience for the product group to be examined, it is required to support him with a technical expert having the same experience.

#### 3.2 Duties of Producer and Notified body (NoBo)

System 2+ : Declaration of the performance of basic characteristics of construction products is based on the following issues by the producer:

(a) Producer executes the following:

(b) Notified body certifying Factory Production Control issues the conformity certificate of Factory Production Control based on the following:

**Table 1 System 2+<sup>1</sup>**

| System | Producer  | TÜV AUSTRIA TURK  |
|--------|---|---|
| 2 +    | Determination of material type based on type test (including sampling) of the material, type calculations, values which are specified in tables or explanatory documents. | Initial audit of Factory Production Control and production facility             |
|        | Factory Production Control-   | Constant surveillance, measurement and assessment of Factory Production Control |
|        | Additional tests of the samples obtained from the factory in accordance with the test plan prepared previously.   | Conformity Certificate  |
|        | Preparing Performance Declaration   |   |

#### 3.3 Duties of Decision Makers

For the certification of the products specified in 305/2011/EU(AB) Construction Product Regulation 98/214/EC Commission Decision,

- Guidance for the Accreditation of Notified body Candidates under TÜRKAK R50.08 305/2011/EU(AB) Construction Product Regulation
- Communique on Assignment and Audit of Notified bodies under Construction Product Regulation (305/2011/AB) carried out by the Ministry of Environment and Urbanization (Communique No: MHG/2013-09)

<sup>1</sup> This table was adapted from the first article of the list in 305/2011/AB Construction Product Regulation Annex-5.

are applied within the scope of conformity assessment activities conducted in TÜV AUSTRIA TURK.

Directive Manager/Technical Regulation Officer who manages the activities of TÜV AUSTRIA TURK which are carried under Construction Product Regulation (305/2011/AB) 98/214/EC Commission Decision must

- be graduated from technical departments of 4-year universities and
- have at least 4 years of experience, at least 2 years of which must be in the field of construction products conformity assessment, and have at least 5 years of work experience.

Directive Manager/Technical Regulation Office examines conformity assessment documentation conducted at the end of Factory Production Controls and approves the approval or rejection of document and extension or reduction of scope.

## 4 Certification Processes

### 4.1 Conformity Assessment Process

Conformity assessment activities which will be conducted by TÜV AUSTRIA TURK are carried out in accordance with PRO-CAS-001 Conformity Assessment Procedure.

### 4.2 Audit Period

The first audit should be performed one year after the initial assessment. When significant corrective actions are not required, the audit frequency may be reduced if one of the following conditions does not occur:

- a) New and altered main facilities;
- b) Change of the responsible welding coordinator;
- c) New welding processes, base metal type and related welding procedure qualification records (WPQR);
- d) New main devices.

Inter-audits and post-initial audit periods shall be as shown in Table B.3 if the above a) and d) conditions do not occur

| <b>Table B.3 – Routine audit intervals</b> | <b>After ITT Producer's FPC audit intervals (year)</b> |
|--|--|
| <b>Execution Class</b>                     |  |
| EXC1 and EXC2                              | 1 – 2 – 3 – 3  |
| EXC3 and EXC4                              | 1 – 1 – 2 – 3 – 3                                      |

### 4.3 Surveillance Audits

Inspection of corrective actions, revision of revised or added product documents, analysis of conformity and efficiency in the application and critical items are controlled within the scope of surveillance audit with regard to the nonconformities which are determined in the previous audit. An audit report is prepared for the surveillances and nonconformities which are determined at the end of audit. Corrective actions for the removal of nonconformities are monitored as follows:

- If the advisory nonconformities, which are identified in the previous audit and which can be removed in document basis, have not been removed, they are turned into major nonconformities depending on the effect of nonconformity. A follow-up audit is conducted one month later. If the nonconformity has been removed, it is decided that product certificate will maintain its validity; but if it has not been removed, it is decided that the document will be suspended and reported to the organization.
- If a nonconformity which is an obstacle for the certification is identified in surveillance audit for the first time, a period of one month is provided for the execution of corrective

actions. If it has been realized in the follow-up audit at the end of one month that the nonconformity has been removed, it is decided that product certificate will maintain its validity; but if it has not been removed it is decided that the document will be suspended and reported to the applicant in written.

#### 4.4 Follow-up Audits

Follow-up audits are required for major nonconformities; however no follow-up audit is conducted for major nonconformities which can be validated through documents of records in some cases. This decision is made by the chief auditor. Proofs of corrective actions conducted for minor nonconformities are sent by the company to the chief auditor within the prescribed time.

Company is provided with a period of 3 months following certification audit which requires follow-up audit. If the company requests time extension (orally or in written) at the end of this 3-month period, this request is examined by certification manager-body and it is provided with an additional 3-month period if it is deemed as appropriate. Execution period of follow-up audit cannot exceed 6 months. If it is observed in follow-up audits that major nonconformities have not been removed or the company does not confirm the follow-up audit date specified in follow-up audit notification letter sent by Product Certification / Directive Manager, the application of the organization is cancelled.

If a major nonconformity has been turned into minor nonconformity, the company is requested to remove the nonconformity within 1 month. If there is any nonconformity which could not be removed within that period, the company's application is cancelled. After the verification of nonconformities by the chief auditor, audit file is sent to certification body. If the company does not apply for follow-up audit within 3 months following the date of decision made by Certification Manager-Body that the document will be suspended, Certification Agreement is terminated and the document is withdrawn.

#### 4.5 Transfer Inspection

Transfer Inspection is an inspection carried out with the purpose and request of issuing a certificate which is valid from a different accredited institution from TÜV AUSTRIA TURK.

If an organization that has obtained a certificate from an authorized institution other than TÜV AUSTRIA TURK applies for certification, TÜV AUSTRIA TURK performs an inspection covering the following:

1. Review of document and review of inspection reports prepared by the previous certification authority,
2. Transfer inspection at the premises of the organization, the scope of which depends on the suitability and validity of the previously issued certification.

Transfer inspections are valid for documents submitted by Accredited Institutions. However, in the event that the issuing organization has stopped its commercial activities or its accreditation has been cancelled, the Technical Regulatory Officer decides on the transfer inspection of the applicant organization.

The certificate must still be active and valid for transfer inspection. The last inspection date of the organization applying for transfer must be realized no more than 12 months before the transfer inspection date.

Transfer inspections cannot be performed for suspended or cancelled certificates, and are treated as initial certification.

Before the transfer inspections are carried out, the nonconformities notified to the company whose certificate is valid by the previous certification body should be removed or the issues included in the certification programs of the relevant organizations must be fulfilled.



If there are doubts about the adequacy of the company's certificate and it continues, depending on the content of the doubt:

1. Is considered a new application or
2. Inspection time is increased in problematic areas detected.

If the company is entitled to receive the certificate, the validity period of the certificate to be issued is limited to the valid certificate period. The first certification date, the certification date and the validity period of the current certificate shall be indicated by the other Accredited Institution.

The duration of the monitoring inspections is determined by taking into account the time taken for the customer's certification.

#### **4.6 Changes (changes in scope, address, resource coordination staff)**

TÜV AUSTRIA TURK should be informed that the organization has made fundamental changes regarding the content of the document (expansion, contraction, change of title, change in product and production method, address, resource coordination personnel, deputy with equivalent rights, deputy substitute). In case no information is given about the changes, nonconformity is opened and followed up. In case of adding new activities to the scope, product and production method, address, change of source coordinator(s), change inspections must be made. In such cases, changes may be required on the periodic inspection date. If changes are required, both periodic and change inspections are carried out together.

##### **- Expansion/contraction of scope**

The organization shall notify TÜV AUSTRIA TURK when it is desired to make any changes to the product, the manufacturing process or, if appropriate, the quality system specified in the TS EN ISO/IEC 17065 standard that affects the conformity of the product.

TÜV AUSTRIA TURK determines whether these reported changes require further investigations and, where such investigation is necessary, the release of products resulting from such changes is not permitted until TÜV AUSTRIA TURK provides the customer with appropriate information. If the organization does not inform TÜV AUSTRIA TURK about the changes and it is detected during the inspection, nonconformity is opened and followed up. TÜV AUSTRIA TURK shall not allow the products to be released to the market if any nonconforming products are detected during the controls. If the control or test results show that the product does not meet the requirements, the corrective measures required by the organization must be taken and the products must be separated and marked accordingly. After the nonconformity has been removed, the control or tests must be repeated. If products have been delivered before the inspection or test has been completed, the organization's procedure must be available and records kept in order to notify customers.

If non-conforming products are detected during the inspections, it is necessary to separate the products by the organization, eliminate the nonconformities and repeat the controls after the nonconformities are removed. In this process, the customer should be informed and records should be kept in accordance with the procedure regarding the products on the market that may affect the nonconformity.

In case of adding new activities to the scope, change of product and production method, etc., change control must be performed. In such cases, changes may be required on the periodic inspection date. In case that changes are required, both periodic and scope change inspections are carried out together.

In case the scope is expanded, the auditor in charge shall be renewed with the new certificate number and the old certificate shall be cancelled if the decision made by the Product Certification Committee is positive.



If the organization shows continuous or serious failures in meeting the certification requirements for part of the scope of the certificate, the part of the scope of certification is narrowed to exclude the unmet portion of the certification scope. This type of reduction is carried out in accordance with the requirements of the standard used for certification.

In case the applicant requests to narrow the scope of the certificate or depending on the result of the intermediate control of the auditor and expert involved in the certification process, the certificate shall be inspected and processed according to the decision of the Product Certification Committee provided that the scope reduction proposals shall be examined during the next planned inspection.

If the decision of the Product Certification Committee is positive, the certificate is renewed with the new certificate number and the former certificate is cancelled. In this case, the certificate fee stated in the service offer is requested.

#### **- Certificate Holder Title Change**

According to the new title, the certificate holder transmits the trade registry newspaper and signature circular to TÜV AUSTRIA TURK. In case of a change in the title of the certificate holder, if there is no change affecting the product, production, and factory production control system, the certificate shall be renewed with the new certificate number and cancellation of the former certificate shall be performed with the decision of TÜV AUSTRIA TURK. In this case, the certificate fee stated in the service offer is requested.

#### **- Address Change**

In case of change of production plant, change inspection is carried out to examine the new place of production of the certificate holder. In case of the determination of the adequacy of the Factory Production Control system in the examination, the new certification number and the certificate of the organization and other documents shall be arranged according to the address of the new production plant upon the decision of the Product Certification Committee and the former certificate shall be cancelled. In such cases, changes may be required on the periodic inspection date. If changes are required, both periodic and address change inspections are carried out together.

### **4.7 Suspension**

Certificates may be suspended by Certification Body-Manager for a specific period in some cases.

Decision of suspension is notified to Product Certification Manager / Directive Manager in written. Suspended certificates are also explicitly announced on the list of certified companies on TÜV Austria Turk's web site. For example;

- In cases which are not in conformity with the requirements specified in the relevant certification program but where it is not required to withdraw the certificate immediately during surveillance audit,
- If the certificate holder does not conduct any withdrawal or corrective actions in case of improper use of certificate or logo (for example, misleading publications or advertisement) ( Logo Usage Procedure)
- If Certification Body's process certification program or procedures are violated,
- If the company does not fulfill the contractual liabilities,
- If major nonconformities could not be removed in follow-up audits,
- If major nonconformities are identified at the end of audits.

Certificate holder is prohibited from describing any process-product as certified in which the certificate is suspended.

Certificate may be suspended for a limited period of time (maximum 3 months) because of such reasons other than production or any other reasons at the end of the mutual agreement between TÜV Austria Turk and certificate holder.

Reason for suspension of certificate by TÜV Austria Turk is notified to the certificate holder by Product Certification Manager / Directive Manager in written as well as explaining the conditions of removal of suspension.

Decision of suspension is abolished by Certification Body when appropriate circumstances are achieved; and this decision is notified to Product Certification Manager / Directive Manager in written. Product Certification Manager / Directive Manager makes or gets somebody make the necessary corrections in the list of certified companies on TÜV Austria Turk's web site and notifies the certificate holder in written.

#### 4.8 Cancellation or Withdrawal

Certificate may be withdrawn by Certification Manager / Body in some cases. Decision of withdrawal is notified to Product Certification Manager / Directive Manager in written. Withdrawn documents are removed from the list of certified companies on TÜV Austria Turk's web site. In the following cases, TÜV Austria Turk is entitled to withdraw the certificate by notifying the certificate holder in written:

- If surveillance audit results indicate that there is a serious nonconformity,
- If certificate holder does not comply with the financial agreement,
- If there are any issues contradicting to the certificate agreement,
- If the authorized personnel whose name is written in the document has changed,
- If the certificate holder takes inadequate precautions in case of suspension,
- If the certificate holder does not want to extend the certificate,
- If the standards or rules change and the certificate holder cannot or does not guarantee that he will obey to new requirements,
- If the process is stopped or the certificate holder goes bankruptcy,
- On the grounds of the other provisions in certificate agreement.

#### 4.9 Validity Period of Conformity Certificate

Validity period of the certificates or remarks on the validity period of the certificates are written on the document. TS EN 1090-1 document is valid for 3 years at the latest provided that annual surveillances are conducted.

This validity period is valid if surveillance audits are successfully executed. Process is launched again through an Assessment Application Form for the expired documents.

Inspections are regularly conducted every year after the initial assessment provided that the interval between two audits will not exceed 12 months. This period can be re-arranged as  $\pm 2$  months with the decision of TÜV AUSTRIA TURK.

| Table B.3 – Routine audit intervals<br>Execution class | After ITT Producer's FPC audit intervals<br>(year) |
|--|--|
| EXC1 and EXC2  | 1 – 2 – 3 – 3                                      |
| EXC3 and EXC4  | 1 – 1 – 2 – 3 – 3                                  |

#### **4.10 Changes in Certification Conditions**

TÜV AUSTRIA TURK notifies any changes in certification standards and/or Certification programs to Program Committee organized by itself.

Program Committee can decide how the system will be operated regarding the changes; and all the guidance documents published as NB-CPD over CIRCABC are exactly implemented in accordance with the decisions taken. These changes are notified to the customers within 15 (fifteen) business days from date of decision at the latest. If these changes require surveillance action, the customer is notified by Product Certification Manager / Directive Manager/Technical Regulation Officer and the action is conducted on the date which is mutually agreed with the customer by considering the dates of implementation decision by Program Committee.

TÜV AUSTRIA TURK is entitled to make all decisions regarding certificate renewal.

### **5 Logo and Brand Usage**

PRO-001 Logo and Brand Usage Procedure is shared after signing the agreement with the customers and/or provided for access to all the relevant parties through internet address.

Logos which are regularly used by the customers in the relevant products are followed by TÜV AUSTRIA TURK's internal auditors. Follow-up controls which are deemed as required can also be conducted from all external advertisements, including the images shared by the customer on web site, or by the auditors during regular surveillances.

### **6 Objection to Results & Complaints**

Our customers are entitled to submit their objections to all the decisions taken by TÜV AUSTRIA TURK or their complaints about the implementation. Objections and complaints which may be submitted during conformity assessment activities or conclusions are assessed and concluded in accordance with PRO-010 Objection, Complaint and Disputes Procedure.

All the complaints about chief auditor/auditor or TÜV AUSTRIA TURK personnel or services as well as all the objections against certification decisions are submitted by TÜV AUSTRIA TURK to the assessment of Objection & Complaint Committee. If the objections and complaints are technical, it is required take the view of a competent personnel having technical capabilities who has not participated in audit.

### **7 Confidentiality, Objectivity and Independency**

TÜV AUSTRIA TURK guarantees that it maintains objectivity, independency and confidentiality policy in all of its conformity assessment activities. It takes precautions for all the risks which will harm its objectivity in risk analyses conducted through annual assessment meetings held with Objectivity Protection Committee. Information of all the parties obtained through conformity assessment activities are kept as confidential.

### **8 Normative References**

- "Code on Preparation and Implementation of Technical Legislation for the Products" No. 4703 dated 29<sup>th</sup> June 2001.
- "Regulation on Conformity Assessment Bodies and Notified bodies" promulgated in Official Gazette No. 28213 dated 23<sup>rd</sup> February 2012.
- "Regulation on Market Surveillance and Audit of Products" promulgated in Official Gazette No. 24643 dated 17<sup>th</sup> January 2002.
- "CE Marking Regulation" promulgated in Official Gazette No. 28213 dated 23<sup>rd</sup> February 2012.

- “Construction Product Regulation (305/2011/AB)” promulgated in Official Gazette No. 28703 dated July 2013.
- Communiqué on Assignment and Audit of Notified bodies under Construction Product Regulation (305/2011/AB) (Communiqué No: MHG/2013-09)
- European Commission Resolutions, Explanatory Documents, Notified body Groups documents,
- Provisions of codes, regulations, communiques, private and administrative technical specifications etc. which are or will be put into force,
- EN 1990: Eurocode: Structural design principles
- EN 1991 Eurocode 1: Effects on structures
- EN 1993 Eurocode 3: Steel structures designs
- EN 1994 Eurocode 4: Design of composite steel and concrete structures
- EN 1998 Eurocode 8: The design of earthquake resistant structures
- EN 1999 Eurocode 9: Design of aluminum constructions
- EN 10045-1 Metallic materials - Charpy impact test - Part 1: Test method (v and u notches)
- EN 10164 Steel products with improved vertical deformation properties to the product surface - Technical delivery conditions
- EN 13501-1 Fire classification of construction products and elements - Part 1: Classification using data obtained from behavioral tests against fire
- EN 13501-2 Classification using data obtained from fire resistance tests (except ventilation installations)
- EN ISO 9001 Quality management systems - Requirements (ISO 9001: 2015)
- EN ISO 14731 Resource coordination - Duties and responsibilities (ISO 14731: 2006)
- ISO 7976-1 Building tolerances - Measurement methods for building and building components - Part 1: Methods and equipment
- ISO 7976-2 Building tolerances - Measurement methods for building and building components -Part 2: Determination of measurement point locations
- ISO 17123-1 Optics and optical instruments – Field procedures for testing geodetic and surveying instruments– Part 1: Theory



**TÜV AUSTRIA TURK**  
**Belgelendirme Eğitim ve**  
**Gözetim Hizmetleri Ltd. Şti.**

Head Office: Barbaros Mah. Susuz  
Sok. No:13/1 Ataşehir / İstanbul /  
TURKEY

Tel: + 90 216 537 08 11  
infoturkey@tuv.at  
www.tuvaustriaturk.com