Assessment Report
Construction Product Regulation*

* CPR - REGULATION (EU) No 305/2011

Kiwa Nederland BV
Notified Body (NB) no. 0620
Sir W. Churchill-laan 273
Postbus 70
2280 AB Rijswijk
Telefoon +31 (0) 70 41 44 400
Fax +31 (0) 70 41 44 420
Internet www.1kiwa.com

Manufacturer :
Manufacturing plant :
Certificate number : 0620-CPR-XXXX/XX / initial
Date assessment :

1. Auditplan[1)]

Goal:	Assessment and verification of the constancy of performance of the products as described by the manufacturer in his Declaration of Performance through: ☐ initial inspection of the manufacturing plant and of factory production control; ☐ continuous surveillance, assessment and evaluation of factory production control;.			
Asssessment:	• Assessment of the documented quality system / assessment prior to the assessment of the documented quality system; • Assessment of the implementation of the quality system; • Marking			
Basis:	EN 13707 / EN 13956/ EN 13967 / EN 13969 (delete what does not apply)			
Scope:	Subject	Description		
	EN 13707: 2013	Bitumen roofing sheets		
	EN 13956: 2013	Plastic and rubber roofing sheets		
	EN 13967: 2012	Plastic and rubber damp proof sheets		
	EN 13969: 2004	Bitumen damp proof sheets		
AVCP system	2+			
Number audit in auditprogram:	Initial assessment / 1 of 3 (cycle 3 visits per 3 years)			
Aspects assessment:	The questions in Ch. 2 en 3 of the assessment report which are applicable for the number of the audit.			
Planning:	Onderwerp	Medewerker fabrikant	Assessor NB 0620	Tme
	Opening – determine auditplan Check starting points (i.e. right name, scope etc)	Name/function	Assessor	09:00-09:15
	Tour production site	Name/function	Assessor	09:15-10:00
	Assessment quality system	Name/function	Assessor	10:00-11:30
	Report and understanding findings	Name/function	Assessor	11:30-12:00
Contact[2)]:				
Assessor NB 0620:				
Sending report[3)]:	E-mail manufacturer; reviewbox@kiwa.nl			

1) The assessor sends the assessment report with a completed audit plan before the audit to the manufacturer. If the manufacturer prior to the audit gives no response, we will assume that the assessor can continue this plan. During the audit this planning can be changed with mutual agreement.
2) The contact provides the assessor an effective guidance (to make available the involved auditees and a place)
3) The assessor sends after completion of the assessment the report in PDF per e-mail to the manufacturer. The name of the assessment report is: YYYY-MM-DD Name manufacturer (+Production site) – FPC –EN XXXX

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2. General questions relating to both initial inspection and FPC

No.	Article EN 13707	Audit program	Requirement	Reference technical file	Finding CNC[1], NC[2], C[3]	Basis / Evidence
1			**Technical documentation**			
1.1	6.3.1	1	Does the supplier have a written manual (technical file)			Not assessed, involved employee was nog present – to assess when audit 2 takes place
1.2	6.3.1	1	Has the supplier established for which products or product families, the FPC is applicable (are there 'new products' added or old ones cancelled?)			
1.3	6.3.1	*Each visit*	Does the manual contains technical specifications and / or drawings of the finished product: • Are product characteristics determined in accordance with EN or ETA, has the ITT been correctly conducted and documented? • Is the intended use specified			
1.4	6.3.1	1	Does the manual contains characteristics for recipes and parameters for the production			
1.5	6.3.2.1	1	Does the supplier have a documented system for the main production processes of procurement of raw materials to storage and delivery of the finished product aspects: • procedure for incoming goods			
		1	• procedure for production control			
		1	• procedure for marking and packaging of the product			
		1	• procedure for product handling, storage and transport			
		1	• procedure for products with defects			
		1	• procedure for complaints			
		1	• procedure for taking corrective measures			
1.6	6.3.2.1	1	Are test records maintained and retained for at least 10 years, if not stated otherwise, and available for authorized examination as required			
2			**Organisation of the manufacturer**			
2.1	6.3.2.1	1	Are the personnel involved in the production sufficiently qualified and trained to operate and maintain the production equipment			

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No.	Article EN 13707	Audit program	Requirement	Reference technical file	Finding CNC[1], NC[2], C[3]	Basis / Evidence
2.2	6.3.2.1	1	Are the personnel involved in the production control sufficiently qualified and trained to test products and to evaluate the results			
2.3	6.3.2.1	1	Does the manufacturer maintain appropriate records of education, training, skills, experience and responsibilities understanding			
2.4	6.3.2.1	1	Are the tasks and responsibilities of the personell involved in the production control documented			
2.5	6.3.2.1	1	Has the manufacturer appoint a person to be responsible for production control			
2.6	6.3.2.1	1	Is the FPC reviewed, controlled and approved according to a procedure prior to issue			
3			**Specification and verification of raw materials and constituents**			
3.1	6.3.2.3	*Each visit*	Do the incoming materials comply with the technical specifications for raw materials and constituents			
3.2	6.3.2.3	*Each visit*	Doe the manufacturer only work with approved suppliers			
3.3	6.3.2.3	*Each visit*	Are manner, extent and frequency of the inspection of the incoming materials in accordance with the documented procedure			
4			**Control of the production processes and semi finished products**			
4.1	6.3.2.2.2	*Each visit*	Is the maintenance of this machinery and test equipment carried out provably duly and regularly, and are registrations available			
4.2	6.3.2.5	*Each visit*	Does the manufacturer work according to written prescribed procedures or instructions or drawings			
4.3	6.3.2.5	*Each visit*	Are manner, extent and frequency of monitoring of all processes during production in accordance with the documented procedure			
5			**Control of the final product**			
5.1	6.3.2.6	*Each visit*	Are manner, extent and frequency of controls and tests to be carried out on finished products in accordance with the documented procedures			
5.2	6.3.2.6	*Each visit*	Does the manufacturer document the values and findings measured during the final product control			

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No.	Article EN 13707	Audit program	Requirement	Reference technical file	Finding CNC[1], NC[2], C[3]	Basis / Evidence
5.3	6.3.2.6	*Each visit*	Are the product characteristics which are tested and recorded in accordance with the provisions of the reference documents			
6			**Corrective actions**			
6.1	6.3.2.7	*Each visit*	Are records of measures to avoid or correct deficiencies of products available			
6.2	6.3.2.8	*Each visit*	Does the producer eliminate products which are not in accordance with the product specifications			
7			**Storage and delivery of raw materials, semi finished and finished products**			
7.1	6.3.2.9	*Each visit*	Does the producer apply the methods for storage and packing the raw materials, semi finished and finished product in accordance with the documented procedure			
8			**Testing equipment**			
8.1	6.3.2.2.1	*Each visit*	Is the test equipment correctly maintained and calibrated on a continuous basis to ensure constant accuracy of the tests performed during factory production control and surveillance			
9			**Declaration of Performance (DoP) and to affix the CE mark**			
9.1	-	*Each visit*	The supplier is obliged to: • draw up a declaration of performance in accordance with Annex 3 of the CPR, table ZA1 EN 13707. • to affix the CE mark		**The drawing of the DoP and the CE-marking is a task for the manufacturer. Kiwa as NOBO has only the task to evaluate the FPC, not the DoP or CE-marking .**	
9.2	-	*Each visit*	Does the manufacturer communicates correctly on the DoP and other documents /website the Kiwa FPC certificate number and NoBo 0620 number.			
10			**Traceability of products under EN 13707**			
10.1	7+8	*Each visit*	Does the manufacturer have a suited procedure for the indentification and tracing of materials from the place of receiving to all phases of the production process to the final delivery?			
11			**Complaints**			
11.1	6.3.2.7	*Each visit*	Does the producer handle complaints concerning the products in accordance with the documented procedure			

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No.	Article EN 13707	Audit program	Requirement	Reference technical file	Finding CNC[1], NC[2],C[3]	Basis / Evidence
11.2	6.3.2.8	*Each visit*	Does the procedure include proper handling of the complaints and taking appropriate measures to prevent occurrence of identical complaints			

1) C = conformity - The manufacturer fulfills the requirement – actions not necessary
2) NC = Non-conformity - The deviation has no direct effect on the constancy of performance of the product; the manufacturer shall send corrective actions within a specified period by Kiwa and at least within three months.
3) CNC = Critical non – conformity - The deviation has a direct influence on the constancy of performance of the product whether it is a repeat of a non-conformity; the manufacturer shall, within a time limit set by Kiwa, but at least within one month to send corrective action. Kiwa shall verify on location that the deviations have been repaired, except when there is sufficient corroboration by Kiwa that this is not necessary.

3. Specific questions[4]

No.	Article hEN/ETA	Audit program	Requirement	Reference technical file	Finding CNC[1], NC[2],C[3]	Basis / Evidence
12			**XX**			
12.1			XX			

4) related to the annex ZA of the harmonized standard and on basis of the directions given in the hEN/ETA or sectorgroup position paper

4. Notes

No.	Article hEN/ETA	Basis / Evidence

5. Specification of the non-conformities

No.	Article hEN/ETA	CNC, NC	Specification of the non-conformity	Actions of manufacturer when directly agreed on	Deadline sending actions