

AVCP Procedure

STEPS FOR THE ASSESSMENT AND VERIFICATION OF CONSTANCY OF PERFORMANCE (AVCP) FOR A PRODUCT COVERED BY AN EUROPEAN TECHNICAL ASSESSMENT (ETA)

(In accordance with the Regulation of construction products UE/305-2011 and the DIT PR-11 Process of the Quality Management System ISO 9001 of Innovative products' assessment Unit. National Technical Approval (DIT))

STEP Nº 1.- APPLICATION

The applicant will send to gestiondit@ietcc.csic.es (Innovate products' assessment Unit. National Technical Approval (DIT)) belonging to the Eduardo Torroja Construction Sciences Institute (IETcc), hereafter Unit, his request for the **Assessment and Verification of Constancy of Performance (AVCP)**, according to the **AVCP formal application** accompanied by the European Technical Assessment (ETA) corresponding to the product, together with the location data of the corresponding place or places of production and those corresponding to the Factory Production Controls (FPC) carried out by the applicant or ETA holder.

STEP Nº 2.- TIME AND COST ESTIMATION

The Unit will inform the applicant if the information is sufficient for the time and cost estimation of his AVCP application and if the assessment is possible or not.

In the case that the processing is not possible, the IETcc will indicate to the applicant the reasons why it is not possible to attend to his request.

In case that assessment is possible, the IETcc will send a time and cost and estimation.

STEP Nº 3.- ACCEPTANCE OF ESTIMATION

The applicant shall indicate in writing his agreement with the estimation.

STEP Nº 4.- CONTRACT

Once the **estimation acceptance** has been received, the Unit will send the applicant the **Specific Assessment Contract for AVCP**, according to the model established for this purpose.

The applicant will send two hard copies of the signed contract, (on all its pages, in the lower left margin, by the authorized signatory), to the following address: Eduardo Torroja Construction Sciences Institute. DIT management. Calle Serrano Galvache nº 4, 28033 Madrid. Once the copies signed by the applicant have been received at the IETcc, they will be signed by the IETcc Director and sent to the CSIC administrative services for validation. Once the contract is validated by the CSIC, a copy will be sent to the applicant together with the invoice corresponding to the first payment.

Until this first payment has been made, the established time will not begin to count.

STEP Nº 5.- START OF WORK

Once the corresponding contract has been formalized, the **Rapporteur** (responsible researcher) appointed by the IETcc will form an internal **Working Group** to conduct the assessment. IETcc staff or external experts may join this group, provided that the necessary confidentiality is guaranteed and formalized.

STEP Nº 6.- ASSESSMENT

The tasks to be carried out for the technical assessment are defined in the following table, based on the AVCP System option indicated in the ETA, and previously assigned by the European Commission as indicated in art. 28 and in Annex V of Regulation (EU) 305/2011. These options are summarized in the following table:

AVCP System					
Tasks	Maximum <----- EXIGENCY -----> Minimum				
	1+	1	2+	3	4
Factory Production Control:	Manufacturer	Manufacturer	Manufacturer	Manufacturer	Manufacturer
Additional testing of samples taken from factory following a certain testing plan:	Manufacturer	Manufacturer	Manufacturer	--	--
Determination and testing of standard product through testing, calculation, tabulated values or descriptive documentation:	Notified body	Notified body	Manufacturer	Notified body	Manufacturer
Initial factory and factory production control inspection:	Notified body	Notified body	Notified body	--	--
Factory monitoring and factory production control inspection:	Notified body	Notified body	Notified body	--	--
Testing of samples taken before product released on the market:	Notified body	--	--	--	--

Type of certificate issued by the Notified Body:	Certificate of constancy of performance		Certificate of conformity of the factory production control	Not applicable

The Rapporteur will conduct the necessary tasks to the AVCP in accordance with the indications established by EOTA and in accordance with the **Surveillance Regulation for AVCP tasks of the Unit**.

STEP Nº 7.- RESULT OF THE ASSESSMENT

When the result of the visits or tests carried out differs substantially from the characteristics indicated in the ETA and its repetition or new sampling is necessary, the increase in the budget will be on the account of the applicant. When the results of the AVCP Assessment show disagreements, the provisions of the Surveillance Regulations for AVCP tasks of the will be followed.

STEP Nº 8.- ISSUING OF THE CERTIFICATE OF CONFORMITY OF THE FACTORY PRODUCTION CONTROL OR OF THE CERTIFICATE OF CONSTANCE OF PERFORMANCE

Based on the AVCP System established by the CE that corresponds to the product and defined in the ETA, the IETcc will issue in case of conformity of the inspections and visits carried out the corresponding annual certificates, according to the models established for this purpose.

For AVCP systems, defined as 1+ and 1 by the EU:
The **Certificate of Constancy of Performances**.

For the AVCP system defined as 2+ by the EU:
The **Certificate of Constancy of the Factory Production Control**.