

Procedure

STEPS FOR OBTAINING AN EXPERIMENTAL NATIONAL TECHNICAL APPROVAL (DITEX) (In accordance with DITEX Issuing Regulation, December 2019)

STEP N. 1.- APPLICATION

The **applicant** will send to the Eduardo Torroja Construction Sciences Institute (IETcc) (gestiondit@ietcc.csic.es) a **brief description** of the product and its field of application, place of manufacture, installation, intended use, etc.

The **DIT Unit** will inform the **applicant** if the information is sufficient for considering it as a DITEX request and, if it is possible (because there are similar DITEX to the requested one), to give a preliminary cost and time estimation.

STEP N. 2.- TECHNICAL COMMISSION

In cases in which products or systems similar to the one requested have not been assessed by the IETcc, the **DIT Unit** will submit the request to the **Technical Commission for the Granting and Processing of the DIT**, which, chaired by the IETcc itself, will determine whether said request is or is not subject to DITEX.

In positive case, the **DIT Unit** will indicate to the **applicant** the need to carry out a previous **Work Program**, as specified below.

In negative case, the **DIT Unit** will indicate it to the **applicant**, explaining the reasons for rejecting the request.

STEP N. 3.- FORMAL APPLICATION FOR AN EXPERIMENTAL NATIONAL TECHNICAL APPROVAL

When it is not possible for the **DIT Unit** to give a preliminary time and cost estimation for the assessment leading to DITEX, it will be necessary to carry out a **previous Work Program**. It will be proposed by the **DIT Unit** to the **applicant**, for which it will be requested a **Previous Technical Report (according to the DITEX Guide for Technical Report)** that will include a complete description of the product, as well as other information that it is considered relevant or that is required by the **DIT Unit**.

With the information received, the **DIT Unit** will formalize the proposed **Work Program**, which will indicate the expected time for the DITEX to be carried out, as well as its cost, an amount that will later be deducted from the final budget for the DITEX evaluation, in case the process is continued with the formal application of DITEX.

If the **applicant** agrees with the proposal of the **Work Program**, he will send to the **DIT Unit** the conformity with the cost and time estimation, as well as the formal request, according to the document prepared for this purpose ([DITEX Application form](#)).

STEP N. 4.- CONTRACT FOR THE WORK PROGRAM

Once the **formal request** for DITEX has been received, the **DIT Unit** will send to the applicant the **Specific Assessment Contract of Work Program for DITEX**, according to the model established for this purpose.

The **applicant** will send two copies of the contract printed and signed **on paper** both (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 management of the IETcc 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 payment.

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

STEP N. 5.- START OF WORK

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

Once the **Working Group** has received all the additional information that may be required, it will prepare a **Work Program**, which will be sent by the **Rapporteur** to the **applicant**, including at least:

- List of tests to be carried out.
- Factory control and visit program and sampling, if applicable.
- Visit program (s) to work (s), if applicable.

STEP N. 6.- EVALUATION CONTRACT FOR DITEX

The applicant will send to the **DIT Unit** in writing its agreement with the proposed **Work Program**, in order to proceed with the formalization of the **Evaluation Contract for DITEX**.

Once the compliance is received, the **DIT Unit** will send to the **applicant** the **specific Contract for the Evaluation for DITEX**, according to the model established for this purpose.

The **applicant** will send two copies of the contract printed and signed **on paper** both (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 management of the IETcc 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 payment.

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

STEP N. 7.- TECHNICAL ASSESSMENT

The **Working Group**, coordinated by the **Rapporteur**, will initiate the works for the assessment of the product or construction system, including -when applicable- scheduled visits and testing, which may be carried out in the IETcc laboratories or in laboratories recognized by the IETcc.

When the result of the tasks and calculations carried out or of the tests differs substantially from the characteristics indicated in the Technical Report and, its repetition or new sampling were necessary, the increase in the budget will be on the account of the **applicant**.

STEP N. 8.- PREPARATION OF THE PROFORMA DOCUMENT

With the result of all the previous works, the **Rapporteur** will prepare a **proforma Document (final draft of DIT)**. This document, **once accepted by the applicant**, will be presented, together with the corresponding tests and inspection reports to a **Commission of Experts**, specific to the product area considered, in accordance with the provisions of the DIT Issuing Regulation, according to Ministerial Order of 12/23/1988.

STEP N. 9.- MEETING OF THE COMMISSION OF EXPERTS

The Commission of Experts will consider, once reviewed the work and reports carried out, the fitness for the intended use of the product, and will **propose**, if appropriate, to the IETcc Director the **issuing or refusal** of the DITEX.

If the assessment is favourable, the **Rapporteur** will modify, if appropriate, the *proforma* document with the appropriate corrections established in the **Commission of Experts**. Then, it will be sent again to the **applicant** for his agreement. If the **applicant** agrees with the corrections or has any observations, he will indicate it to the **Rapporteur**, so that he can draft the final document that will be sent to the IETcc Director for signature and formalization.

If the assessment is not favourable, the **Rapporteur** will send to the **applicant** a confidential evaluation report, signed by the IETcc Director, indicating the reasons why the issuing of the DITEX has been denied by the Commission of Experts.

STEP N. 10.- ISSUING, PUBLICATION AND DISTRIBUTION OF THE DOCUMENT

If the evaluation is favourable, the IETcc Director will issue the DITEX.

The digital format (pdf) of DITEX will be delivered to the applicant and it will be published on the website of the DIT Unit <https://dit.ietcc.csic.es>, which can also be accessed through <https://www.ietcc.csic.es>.

The IETcc will file in the **DIT Unit** and with all the necessary confidentiality guarantees the DITEX grant or denial file. The file will be kept during the entire period of validity of the document or up to five years after its cancellation or denial.