

## PROCEDURE

**STEPS FOR OBTAINING A NATIONAL APPLICATION DOCUMENT (DITplus) in accordance with the provisions of the DIT Issuing Regulation, according to Ministerial Order of 12/23/1988.**

### **STEP N. 1.- APPLICATION**

The **applicant** will send to the Eduardo Torroja Construction Sciences Institute (IETcc) ([gestiondit@ietcc.csic.es](mailto: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 DITplus request and, if it is possible (because there are similar DITplus to the requested one), to give a preliminary cost and time estimation.

### **STEP N. 2.- TECHNICAL COMMISSION**

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

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 A NATIONAL APPLICATION DOCUMENT (DITplus)**

#### **Case 1. If Work Program is not necessary.**

In the event that it is possible for the **DIT Unit** to give a preliminary time and cost estimation for the assessment leading to the issuing of the DIT (for example, because similar DIT/DITPLUS have already issued), this will be indicated by mail to the **applicant**. Then, he can give his acceptance to this estimation and accompany it with the formal application, according to the document prepared for this purpose (DITplus application). Along with, these, the **applicant** will send a **Technical Report** ([according to the available Guide](#)) that will include a complete description of his product, as well as other information considered relevant or that might be required by the **DIT Unit**.

#### **Case 2. If a previous Work Program is necessary.**

When due to the novelty of the product to be assessed, it is not possible for the **DIT Unit** to give a preliminary time and cost estimation for carrying out the DITplus, it will be necessary to develop first a **Work Program**, which will be proposed by the **DIT Unit** to the **applicant**. The proposal will indicate the time foreseen for the realization of this **Work Program**, as well as its cost of five thousand euros (VAT not included), an amount that will be later deducted from the final estimation for the assessment of the DIT, in case the process is continued with the DITplus formal application.

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

In the **Work Program**, the **DIT Unit** will indicate the estimation of the work and tests required, as well as of cost and time for the DITplus.

## STEP N. 4.- CONTRACT

### Case 1. If a previous Working Program is not necessary.

Once the **formal application** for DITplus has been received, the **DIT Unit** will send the applicant the **specific Assessment Contract for DITplus**, 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.

### Case 2. If a previous Work Program is necessary.

The **DIT Unit** will send to the **applicant** the Specific **Work Program** Contract for DITplus, 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 petitioner have been received at the IETcc, they will be signed by the IETcc Director and sent to CSIC administrative services for validation. Once the contract has been validated by the CSIC, a copy will be sent to the petitioner together with the corresponding invoice of five thousand euros (VAT not included).

Until this payment has been received, the established terms will not begin to count.

## STEP N. 5.- START OF WORK

Once the corresponding contract has been formalized, the **Rapporteur** (responsible researcher) 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.

### Case 1. A previous Work Program is not necessary.

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

- **List of tests** to be carried out.
- **Program of visits and controls** to be carried out in the factory and particularly:
  - Verification of the **manufacturing process** in relation to the indications that the **applicant** provided in the Technical Report.
  - Verification of the **internal control** both at reception of raw materials and at the production process, as well as on the finished products according to indications reflected in the Technical Report. Also, it will be verified of the records of the controls carried out.
  - **Sampling** to be sent to the laboratories.
- **Site visit program.**
  - If deemed appropriate, visits to be made accompanied by the applicant, to the **most relevant works** (completed or in progress) will be indicated.
- **In case of DIT/DITplus is issued, a surveillance visit program.**

- As indicated in **STEP N. 10**.

### **Case 2. A previous Work Program is necessary.**

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 estimated time and cost of the assessment.

If the **applicant** agrees with the established conditions of the **Work Program**, the new **Contract for the assessment leading to the DITplus** will be signed and managed as indicated in **STEP N. 4 Case 1**. Subsequently, work will begin as indicated in the **STEP N. 5 Case 1**.

### **STEP N. 6.- TECHNICAL ASSESSMENT**

The **Working Group**, coordinated by the **Rapporteur**, will initiate the tasks for the assessment of the product or construction system, including 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. 7.- SURVEY TO USERS**

As part of the assessment, the **DIT Unit** conducts a **survey** among users of the product. For this, the **applicant** is required to prepare a list of executed works (approximately 10) that includes: type of work, end year of construction, postal address and name of the contact person (if known).

### **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 DITplus)**. 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 Granting and Processing Regulations for DIT, according to Ministerial Order of 12/23/1988.

Prior to the call of the meeting of the **Commission of Experts**, the invoice corresponding to the second payment will be sent by the IETcc to the **applicant**. The **applicant** must pay the amount of the invoice before the **Commission of Experts** is held.

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

The Commission of Experts will consider, once reviewed of 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 DITplus.

**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 DIT/DITplus has been denied by the Commission of Experts.

### **STEP N. 10.- FORMALIZATION OF THE SURVEILLANCE CONTRACT**

According to the DITplus Surveillance Regulations, the National Application Document (DITplus) necessarily implies an **annual surveillance** along the DITplus validity period (normally 5 years) to verify the compliance with the conditions expressed in the DITplus Document, mainly those

related to factory production control, but also, if applicable, installation, compliance with the conditions of use of the DIT, etc. For this purpose, and before the DITplus is signed by IETcc Director, it will be mandatory to formalize a surveillance contract between the **applicant** and the IETcc. The annual cost, unless otherwise stated in the program for the assessment of the DITplus, will be two thousand eight hundred euros per year (VAT not included), in each of the four years following the issuing.

The DITplus cannot be issued without the prior formalization of the surveillance contract.

With the favourable result of the surveillance, the IETcc will annually issue a **surveillance certificate** that will accompany the DITplus to validate it.

## STEP N. 11.- ISSUING, PUBLICATION AND DISTRIBUTION OF THE DOCUMENT

Once the **Surveillance Contract** has been formalized, the IETcc Director will issue the DITplus. The DITplus is printed in digital format (pdf) and on hard copies.

The digital format is delivered to the **applicant** and is published on the website of the DIT Unit <https://dit.ietcc.csic.es> which can also be accessed through <https://www.ietcc.csic.es>.

According to the format established by the IETcc, 100 hard copies of the DITplus are issued free of charge by the IETcc, of which 70 are delivered to the **applicant** for professional use and another 30 are left at the IETcc for distribution to Organizations, entities or professionals that request it, as well as for promotion courses and dissemination. If the **applicant** wishes a **greater number** of copies, he must **indicate** this to the IETcc. The expenses of these last copies will be on the account of the **applicant**.

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