

## **EUROPEAN TECHNICAL ASSESSMENT (ETA)**

### **GUIDE FOR TECHNICAL REPORT**

Guide type to prepare the technical report requesting the **European Technical Assessment (ETA)**

#### **1. Beneficiary or manufacturer information.**

Name.  
Social headquarters.  
Place of manufacturing.  
Contact telephone/s, website and email.

#### **2. Product information.**

Trade name (this name will be strictly reserved to the beneficiary product of the ETA and cannot be a generic name).  
Licenses if they exist.  
Intended field of application.  
Identification characteristics of the product and its components. (E.g.: dimensions, weight, physical characteristics, Declaration of Performance, CE Marking, etc.).

#### **3. Manufacturing information.**

Place of production.  
Regularity of production (daily, weekly, on demand, etc.).  
Production capacity (daily, annual, etc.).  
Short description of the production process. Available means.

#### **4. Factory Production Controls and Control Records Made.**

*Controls of reception of raw materials.*

Controlled characteristics, regulatory or internal requirements, control frequency.

*Controls during the manufacturing process.*

Controlled characteristics, regulatory or internal requirements, control frequency.

*Controls of the finished product.*

Controlled characteristics, regulatory or internal requirements, control frequency.

#### **5. Presentation of the product, storage conditions and transport.**

Description of the forms of presentation (packaging, labelling, etc.).  
Storage conditions (temperature, shelf life, protections, etc.).  
Transport conditions (loading, unloading, handling, etc.).

#### **6. Installation.** (Include manual, if applicable).

#### **7. Calculation memory.** (To be included, if applicable).

#### **8. Tests carried out by the manufacturer or other entities.** (To be included, if applicable).

## **9. Graphic documentation.**

General details and solution of singular points: Data sheets (in pdf format), drawings (in dwg format) and/or figures and images (in jpg format) about “type” construction details and singular points.

## **10. Other useful supplemental information.**

Literature references on the product and any other documentation that provides a better understanding of it.