

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.