

## ETA Procedure

### STEPS FOR PROCESSING UNTIL THE OBTAINING OF A EUROPEAN TECHNICAL ASSESSMENT (ETA)

(In accordance with the Regulation 305/2011 of Construction Products UE/305-2011 and the DIT PR-10 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](mailto:gestiondit@ietcc.csic.es) (Innovative products´ assessment Unit. National Technical Approval (DIT)) belonging to the Eduardo Torroja Construction Sciences Institute (IETcc), hereinafter Unit, his request for an **European Technical Assessment (ETA)** according to the [ETA formal application](#) accompanied by a brief description of the product or system and the intended use(s).

#### STEP Nº 2.- PRELIMINARY TIME AND COST ESTIMATION

The Unit will inform the applicant if the information is sufficient for the preliminary assessment of his ETA application and if the assessment is possible or not.

In the case that the assessment 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, IETcc will indicate whether or not there is a valid **European Assessment Document (EAD)**, adopted by the *European Organization for Technical Assessment* (EOTA) and published in the Official Journal of the European Union (OJEU) applicable to the product for which the application is submitted and will include a preliminary time and cost estimation.

#### STEP Nº 3.- ACCEPTANCE OF THE PRELIMINARY TIME AND COST ESTIMATION

The applicant will indicate in writing his agreement to the preliminary time and cost estimation, attaching a complete Technical Report on the product including, if applicable, the tests or trials carried out that could be taken into account for the drafting of the final budget.

With the complementary information received, the IETcc will send a final estimation, for acceptance of the applicant in writing.

#### STEP Nº 4.- CONTRACT

Once the **final estimation acceptance** has been received, the Unit will send the applicant the **Specific Assessment Contract for ETA**, 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.- TECHNICAL ASSESSMENT

The **Rapporteur** will conduct the necessary tasks for the issuance of the ETA in accordance with the indications established by the EOTA and based on the characteristics to be assessed, the assessment procedures and the form of expression of the results previously agreed upon with the applicant.

The tasks to be carried out for the technical assessment will define the scheduled visits and the carrying out of tests, which may be carried out by IETcc laboratories or by accredited external laboratories. When the result of the tasks and calculations carried out or of the tests differs substantially from the characteristics indicated in the Applicant Technical Report and repetition or new sampling is necessary, the increase in the budget will be on the account of the applicant.

## STEP Nº 7.- PREPARATION AND CIRCULATION OF THE DRAFT FROM EAD to EOTA

When the writing of a EAD is required prior to the issuing of the ETA, the IETcc will draft the document (in English) for circulation and comments (upon acceptance by the applicant) to the EOTA Institutes accredited for the technical assessment of the product or system in question, in accordance with the procedures and deadlines established by the Organization.

Once the EAD is approved by EOTA, it will be sent by the latter to the EU for approval and publication in the OJEU.

## STEP Nº 8.- PREPARATION AND CIRCULATION OF THE DRAFT FROM ETA to EOTA

Once the EAD has been published in the OJEU, the IETcc will send, in accordance with EOTA procedures, the draft ETA, accompanied by the corresponding Evaluation Report, to the EOTA Technical Assessment Bodies accredited for the technical assessment of the product. or system in question, with a copy to the applicant.

If a previous EAD development is not necessary, because an EAD covering the product has been already approved and published in the OJEU, the IETcc, in accordance with the procedures of EOTA, will send the draft ETA together with the corresponding Evaluation Report to the EOTA Technical Assessment Bodies accredited for the technical assessment of the product. or system in question, with a copy to the applicant.

Previously to sending the ETA and the Evaluation Report to the accredited EOTA Technical Assessment Bodies, the invoice corresponding to the second payment will be sent by the IETcc to the applicant. The applicant must pay the invoice amount before the starting of the indicated circulation.

## STEP Nº 9.- ETA ISSUING

Once possible observations arisen during circulation of the draft ETA have been solved, and the payments established in the contract and its possible modifications have been paid, and once agreed with the applicant, the ETA will be issued. It will be sent in pdf format (in English and Spanish) together with the Evaluation Report (in English) to EOTA and the applicant.

The applicant will send to [gestiondit@ietcc.csic.es](mailto:gestiondit@ietcc.csic.es) his acknowledgment that the documentation has been received.