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OPERATIONAL MANUAL
for the
CERTIFICATION
of
Ventilation Ducts

OM-19-2016

Published August 2016

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I. PURPOSE

The purpose of this manual is to prescribe procedures for the operation of the Eurovent Certified Performance (ECP) certification programme for Ventilation ducts (DUCT), in accordance with the Certification Manual.

II. SCOPE

II.1 General

The DUCT programme scope covers rigid and semi-rigid ventilation ductwork systems (as defined in standard EN 12792:2003) divided into the following sub-programmes:

- Rigid metallic ductwork systems with circular cross-section (DUCT-MC);
- Rigid metallic ductwork systems with rectangular cross-section (DUCT-MR);
- Semi-rigid non-metallic ductwork systems predominantly made of plastics (DUCT-P);

Each of these sub-programmes is the subject of a dedicated Rating Standard (RS), identified using the sub-programme acronym:

- RS/2/C/002MC for DUCT-MC sub-programme;
- RS/2/C/003MR for DUCT-MR sub-programme;
- RS/2/C/004P for DUCT-P sub-programme;

The programme applies to ducts with integrated sealing solution as described in each relevant Rating Standard.

Only ductwork systems with an air-tightness class equal or better than A (according to EN 13779:2007 definition) are covered by the DUCT certification programme.

The present programme does not cover other types of ventilation ductwork elements like flexible ducts (as defined in standard EN 12792:2003), double-wall ductwork or ductwork made of insulation ductboards.

II.2 Certify-all requirement

Whenever a company participates in one of the DUCT sub-programmes, all ranges that are promoted by the applicant/participant to end-users, specifiers, trading companies, contractors by means of paper or electronic catalogue, price list or software within the scope of the sub-programme, shall be certified, in accordance with the relevant Rating Standard. For each DUCT sub-programme, the certify-all requirement as defined in the Certification Manual is applicable not only to the European market but worldwide.

III. BASIC OUTLINE OF THE PROGRAMME

Participation in this Eurovent Certified Performance programme consists of the following:

III.1 Application

The Applicant, after signing the License Agreement and returning the legal dossier (form DUCT-1), shall send to EUROVENT CERTITA CERTIFICATION all information required for the qualification according to the relevant Rating Standard: declaration file (form DUCT-2) and relevant literature (see also §IV.1).

III.2 Qualifying procedure

Once the application is completed, the qualification procedure is articulated as follows:

- For Brand Name (BN) companies, the declaration file (DUCT-2) shall be filled in as explained in paragraph IV.1, besides a production site audit and/or an ISO 9001 certificate for “sales and after sales” is required.
- For Original Equipment Manufacturers (OEM), the applicant shall submit the declaration file (DUCT-2) comprising the sub-programme ranges data and an exhaustive list of facilities involved in the production of the concerned ranges (see §IV.1). EUROVENT CERTITA CERTIFICATION shall then proceed to the typical ductwork system elements selection based on the declaration file (see §IV.1), communicate the selected system description to the applicant and schedule the qualifying audit(s). The auditor appointed by EUROVENT CERTITA CERTIFICATION shall sample the ductwork elements from regular production and/or the stock during one of the audits (see §IV.4). The independent laboratory staff shall proceed to product performance testing on the selected typical ductwork system according to the procedure detailed in §IV.3.

If the aforementioned checks prove all the ranges compliance with the requirements specified in the relevant Rating Standard, the certification is granted for the corresponding sub-programme. If not, the procedure for failure treatment shall be applied.

When the applicant appeals to a complementary manufacturer (see §IV.1), if the latter is also applying for (or already participating to) the relevant certification sub-programme then the certification granting is conditioned to the complementary manufacturer’s product certification granting/renewal. Otherwise the complementary manufacturer’s facilities involved in the production of the missing ductwork elements are to be accounted for in the facilities to be audited (see IV.4a).

When certified, the ranges are published on the Eurovent Certified Performance (ECP) website as specified in §V.1. Once the certificate is received, the participant is entitled to use the certification mark according to applicable requirements (see §V.2).

III.3 Repetition procedure

Every year, EUROVENT CERTITA CERTIFICATION checks whether the certified products still fulfil the requirements:

- For Brand Name (BN) companies, the declaration file (DUCT-2) shall be updated and provided annually. Besides the conduction of a production site audit and/or the provision of an ISO 9001 certificate for “sales and after sales” is required annually.
- For Original Equipment Manufacturers (OEM), repetition tests shall be performed annually by the independent laboratory personnel (see §IV.3) and an appropriate number of production sites (see §IV.4a) shall be audited annually in compliance with the Certification Schedule (see §A.II of APPENDIX A).

For the repetition procedure, the certification is renewed at the date specified in the Certification Schedule (see APPENDIX A) on condition that:

- The previous test campaign (N-1) has been successfully completed;
- The scheduled audits have been performed by the auditor and are successful or the corrective actions plan is considered satisfactory;
- The product sampling has been performed and the payment has been completed.

The company receives then a new certificate and the display of data is maintained on Eurovent Certified Performance (ECP) website. If not, failure treatment shall be applied.

III.4 Failure treatment

When a range fails to comply with the requirements of the relevant Rating Standard, the failure treatment shall be applied (see §IV.5).

III.5 Challenge procedure

Under special conditions a challenge procedure may be carried out as described in the Certification Manual.

IV. OPERATION OF THE PROGRAMME

IV.1 Declaration of data

All characteristics shall be expressed in SI units.

Submittal of data shall be made by filling in the forms provided by EUROVENT CERTITA CERTIFICATION as .xls or .xlsx files.

The forms shall be sent by e-mail to EUROVENT CERTITA CERTIFICATION within the time limits specified in Certification Schedule (see §A.II of APPENDIX A).

The forms can be described as follows (see APPENDIX B):

- Legal dossier (DUCT-1) will be used to define
  - the applicant manufacturing scope (fittings and ducts; fittings only; ducts only),
  - the contractual relationships between the applicant and the suppliers/complementary manufacturers if any,
  - the exhaustive list of duct and/or fittings suppliers, if any,
  - the identification of complementary manufacturers for the missing scope (ducts or fittings) to be accompanied with a copy of the related contractual agreement(s) when applicable,
  - the exhaustive list of facilities involved in all the ductwork elements (fittings and ducts) production.
- Declaration file (DUCT-2) will be used
  - for manufacturing companies (Original Equipment Manufacturer – OEM) to declare ranges and technical data as well as identifying the facilities involved in all the ductwork elements (fittings and ducts) production in consistency with the information displayed in DUCT-1 form;
  - for Brand Name (BN) companies to identify the corresponding products number of the original equipment manufacturer.
- Technical data sheet (DUCT-3) will be used to complete technical description of all elements and declare performance data for the ductwork system(s) selected.

The applicant/participant shall inform EUROVENT CERTITA CERTIFICATION of any modification of its situation by updating the legal dossier (DUCT-1) and of the product portfolio by updating the declaration file (DUCT-2). Non-compliance of the participant is considered as non-application of procedures (see §IV.6).

EUROVENT CERTITA CERTIFICATION decides whether the modification is significant for the certified performance data or not. In the case of significant modifications EUROVENT CERTITA CERTIFICATION is entitled to request adequate tests to check the influence on performance data. This test shall not be considered as a repetition one.

Confidentiality of certification data: All data submitted to EUROVENT CERTITA CERTIFICATION will be held confidential except for information authorised to be published in the Eurovent Certified Performance website.

IV.2 Selection for testing

a. Selection for qualifying procedure

EUROVENT CERTITA CERTIFICATION shall proceed to the typical ductwork system(s) selection for testing on the basis of its evaluation of the declaration file (DUCT-2) communicated by the applicant.

At least one (1) typical ductwork system per range shall be selected in order to cover the variations declared (see Rating Standard RS/2/C/004P for non-metallic and Table 1 otherwise).

When an applicant is already holder of a right to use the CSTBat 11 mark for the range he applies for, the corresponding test can be accepted for the size S category on condition that the requirements specified in Rating Standard RS/2/C/002MC are fulfilled and that the test was performed less than 12 months before the application date. When size L category is represented in the range, then typical ductwork system(s) made of size S and size L elements shall be tested in the production facility as shown in Table 1.

When the sub-programme comprises basic and extended configurations the selection is made on the basic set-up, the extended set-up being selected in addition and upon request (see “basic” and “extended” set-ups and size categories definitions in each relevant Rating Standard).

Table 1 : Number of typical ductwork systems to be selected for testing

Size categories in the range	***Number of typical ductwork system to be tested in the laboratory facility***	***Number of typical ductwork system to be tested in the production facility***
S	1 basic (+1 extended upon request) made of size S elements only	0
S and L	1 basic (+1 extended upon request) made of size S elements only	1 basic (+1 extended upon request) made of size S and size L elements

b. Selection for repetition procedure

For the repetition procedure, EUROVENT CERTITA CERTIFICATION shall select ductwork elements among the declared ranges to test one (1) typical ductwork system.

Whenever possible, a configuration different from that previously tested shall be selected and the typical ductwork system to be tested shall be predominantly the same for all participants.

For ranges that comprise items of size S and L, a rotation will be applied so that testing occurs in the laboratory facility on year N and in the production facility on year N+1.

For participants who are also holders of a right to use the CSTBat 11 mark the rotation will be applied so that CSTBat 11 tests can be accepted on year N and that specific tests for the ECP mark are conducted in the production facility on year N+1.

If there is one range declared with only one size category represented, the minimum frequency of the tests will be one every 2 years.

IV.3 Product performance testing

a. General

Within the programme, tests may be conducted under the following procedures:

- Scheduled tests in qualifying procedure
- Scheduled tests in repetition procedure
- Challenge procedure test

The tests shall be conducted at the conditions stated in the relevant Rating Standard.

Tests are to be conducted at the independent laboratory facility (see §IV.3b) except when size L category is represented (see Table 1) in which case the test may be conducted at the applicant/participant production facility (see §IV.3c). In both cases the tests shall be performed by the personnel of the independent laboratory selected by EUROVENT CERTITA CERTIFICATION.

Upon completion of the tests on each ductwork system, the laboratory will send the complete report as a .pdf file to EUROVENT CERTITA CERTIFICATION.

When one or more performance items fail, the test status is considered FAILED and the failure treatment corresponding to test failure (see §IV.5c) shall be applied.

EUROVENT CERTITA CERTIFICATION will forward a copy of the report together with the test report result sheet (DUCT-4) and, if applicable, the test rerate sheet (DUCT-5) to the applicant/participant (see APPENDIX B).

b. Tests at the independent laboratory facility

Deadline for delivery of ductwork elements to the laboratory, together with the technical data sheet (DUCT-3) completed and the payment, is defined in the Certification Schedule (APPENDIX A). For the qualifying procedure the deadline is specified in the notification received from EUROVENT CERTITA CERTIFICATION. If elements are not delivered within the time limitations, it is considered as non-application of procedures (see §IV.6).

EUROVENT CERTITA CERTIFICATION has discretion not to discontinue the certification when a participant provides a definite and acceptable date of supply.

The laboratory shall have the responsibility of uncrating, handling, testing and recrating the ductwork elements for shipment.

Before testing, the laboratory shall check dimensions to ensure that the ductwork system corresponds to the selection. If one of the dimensions is not compliant (see standards EN 1505:1998 and EN 1506:2007 for tolerances), the laboratory shall not perform the test and contact EUROVENT CERTITA CERTIFICATION who shall ask the applicant/participant to send new ductwork elements. If one of the ductwork elements appears damaged, it shall be replaced by the applicant/participant (see §IV.5b “Component failure”).

The ductwork system shall be installed in the test facility by the laboratory personnel in accordance with the manufacturer’s published installation instructions. The applicant/participant shall therefore provide the laboratory with full information about the installation. The applicant/participant is allowed to attend the preparation and installation of the system, that is until the ductwork system is under pressure, prior to the test and upon request. No applicant/participant’s personnel shall be present in the laboratory test facility during the tests.

The applicant/participant has to recover the products maximum eight (8) working weeks after receiving the test reports and results. If the products are not recovered after this delay, the laboratory can destroy them (scrapping) and the corresponding

invoice will be sent by EUROVENT CERTITA CERTIFICATION to the applicant/participant.

c. Tests at the production facility by the independent laboratory personnel

When the L size category is represented in the range, the test may be conducted at the applicant/participant production facility by the personnel of the independent laboratory selected by EUROVENT CERTITA CERTIFICATION.

In that case, the typical ductwork system to be selected is made of a mix of elements of size S and L in compliance with the relevant Rating Standard (see also § IV.2). The items are directly sampled from the production line and/or the stock by the auditor who identifies the selected items by his signature.

The laboratory personnel shall provide the measuring instruments.

The laboratory shall authenticate the auditor signature before testing. If one of the elements is not compliant, the laboratory shall not perform the test and contact EUROVENT CERTITA CERTIFICATION who will communicate appropriate instructions. Whenever necessary an additional visit will be scheduled and invoiced to perform sampling and testing again.

The ductwork system shall be installed by the manufacturer personnel and/or the laboratory personnel in accordance with the manufacturer's published installation instructions. Installation is considered complete once the ductwork system is under pressure and there is no evidence of unintended leakage. The applicant/participant is allowed to attend the test but shall not interfere in the test which is to be conducted by the laboratory personnel.

IV.4 Production site audits

a. General

General audit requirements are stated in the Certification Manual.

In the frame of the qualification procedure and repetition procedure, an auditor appointed by EUROVENT CERTITA CERTIFICATION shall audit the production sites declared by the applicant/participant, i.e. facilities involved in the ductwork elements (fittings and ducts) production (see §IV.1), as follows:

- One (1) site designated as "Office" where internal audits data can be checked, where customer complaints can be addressed and where product selection (and testing when appropriate) can be performed;
- A minimum of one (1) production site(s) designated as category "fittings factory" which manufacture at least fittings (see Table 2);
- A minimum of one (1) production site(s) designated as category "ducts workshop" which manufacture ducts only (see Table 3).

Table 2 : Number of sites that manufacture at least fittings to be audited

Number of fittings factories	***Number of sites audited***
1 ≤ Number ≤ 5	1
5 < Number ≤ 10	2
10 < Number ≤ 15	3
15 < Number	4

Table 3 : Number of sites that manufacture ducts only to be audited

Number of ducts workshops	*Number of sites audited*
1 ≤ Number ≤ 10	1
10 < Number ≤ 20	2
20 < Number	3

The “Office” site and the “fittings factory” audit shall last at least 1 day and for “ducts workshops” the audit shall last at least 0.5 day.

For the qualification procedure, audits shall be conducted within the time limitations specified in the notification received from EUROVENT CERTITA CERTIFICATION.

Annual audits for the repetition procedure shall be conducted in compliance with the Certification Schedule (see APPENDIX A).

If audits are not conducted within the time limitations, it is considered as non-application of procedures (see §IV.6).

Anytime, EUROVENT CERTITA CERTIFICATION has the right to ask an auditor to conduct an additional audit to one of the participants’, subcontractor’s or complementary manufacturer’s production sites.

In case of force majeure (e.g. accidents, labour disputes, natural events, acts of war) which would not allow EUROVENT CERTITA CERTIFICATION to perform a factory audit EUROVENT CERTITA CERTIFICATION can decide to replace it by another mean of verification, to postpone it within a reasonable deadline or to cancel it.

b. Audit requirements

The production site audit will comprise a tour accompanied by a technical expert working at the factory.

During the audit, the auditor will:

- check that whenever the ECP mark is displayed on the production units and on the documentation it is done in compliance with the requirements specified in paragraph V.2,
- check that the products in the sales record and/or production line and/or stock are compliant with the declaration file (DUCT-2),
- check that the corrective actions plan (see §IV.4c) is completed or under implementation when applicable.

The auditor will also perform a complete review of the quality management system to check that:

- the suppliers are regularly evaluated and that the corresponding evaluations are recorded;
- the raw material and basic components are controlled at their reception. The auditor will notably check at random the material certificate of ductwork elements to verify the consistency with the declaration file (DUCT-2).
- the products conformity with the technical specifications is regularly evaluated and the corresponding evaluations are recorded;
- the manufacturing process key steps are submitted to a validation check which results are recorded, in particular a dimensional check shall be performed at least once a day;
- the personnel is qualified to perform the specific tasks if any;

- calibration of measuring devices is performed on a regular basis;
- production non-conformities are recorded and corrective actions initiated;
- customer complaints are registered and treated;
- internal audits are conducted.

c. Audit nonconformity

After evaluation, a nonconformity is classified as critical when, on the basis of objective evidence, the following cases are identified:

- there is a significant risk to the product conformity with respect to specified requirements;
- there is a significant risk on the quality management system ability to control the product conformity to specified requirements;
- there is systematic or repeated nonconformity to a specified requirement;

Otherwise the nonconformity is classified as not-critical.

In case of nonconformity, the applicant/participant shall be requested to provide EUROVENT CERTITA CERTIFICATION with a corrective actions plan within the deadline specified by the auditor (see also §IV.5e for the audit failure treatment procedure).

IV.5 Failure treatment

a. Reasons of failure

The applicant/participant shall be authorised by EUROVENT CERTITA CERTIFICATION to examine the reasons of the failure.

b. Component failure

If one of the ductwork constituting elements delivered to the laboratory appears to be damaged this is considered as a “component failure”.The laboratory shall immediately inform EUROVENT CERTITA CERTIFICATION and make a notice to the applicant/participant. The applicant/participant shall deliver within four (4) working weeks a new ductwork element, and the typical ductwork shall then be tested according to the availability of the laboratory.

c. Test failure

For each test in the laboratory facility that failed, the applicant/participant has four (4) working weeks from the notification of failure to select between the following alternatives:

(1) Rerate the data by adapting the ratings to the test results.

(2) Ask for a second test on a new copy of the same ductwork system scheduled by EUROVENT CERTITA CERTIFICATION according to the availability of the laboratory. If this second test is successful no rerate will be required, otherwise the data will have to be rerated as explained in the rerating procedure (see IV.5d).

When a test that was conducted in the production site facility failed the applicant/participant has four (4) working weeks from the notification of failure to accept rerating. Otherwise this is considered as non-application of procedures and the appropriate action shall be initiated (see Certification Manual).

d. Rerating procedure

General Rerating procedure requirements are stated in the dedicated paragraph of the Certification Manual.

Specific rules for rerating are detailed in the relevant Rating Standard.

e. Audit failure

The Audit failure treatment consists of the following:

- The applicant/participant shall resolve the nonconformity within the time limitation agreed in the corrective actions plan.
- In case of critical nonconformity, the certification may be suspended/not granted until the critical nonconformity resolution and the corresponding verification.

f. Repeated failures along the test campaigns

This section refers to the corresponding section of the Certification Manual.

IV.6 Non-application of procedures

The general consequences of non-application of procedures are described in the relevant paragraph of the Certification Manual.

V. PROMOTION OF THE PROGRAMME

Promotion of the programme shall be done in accordance with relevant sections of the Certification Manual.

V.1 By EUROVENT CERTITA CERTIFICATION

The certified data of the certified products are published on the Eurovent Certified Performance (ECP) website: www.eurovent-certification.com.

EUROVENT CERTITA CERTIFICATION will supply, on request, to any interested party, the current status of any participant or of any range (new, certified, deleted or obsolete).

The following data are published for each sub-programme:

- Name of Company
- Trade or brand name
- Certificate number
- For each of the ranges for which certification is granted/maintained :
    - Range designation
    - Ductwork elements main material and available options
    - Ductwork elements geometry (cross section)
    - Ductwork elements rigidity (rigid or semi-rigid as per definition stated in standard EN 12792:2003)
    - Ductwork sealing solution(s)
    - Ductwork mechanical connection designation(s)
    - Exhaustive list of ductwork elements falling into the relevant sub-programme scope for each range and sold by the applicant/participant
    - Exhaustive list of complementary manufacturers when applicable (see §IV.1)
- Certified performances for each range (see relevant Rating Standard)
- Production sites (city, country)

V.2 By Participants

It is highly recommended that the participating company indicates participation in the ECP programme for Ventilation ducts by the following means.

a. Display of Eurovent Certified Performance (ECP) logo on production units

Each participant is entitled to display the ECP mark on each production unit of ranges which have been certified. The participant may affix the certification mark at any location thereon satisfactory to him. The ECP mark may be applied as part of nameplate of certified products providing it meets the requirements stated in Certification Manual.

Whenever the participant marks the ductwork elements with an ECP logo, for example by punching, marking with laser or indelible heat-resistant ink, a specific logo comprising the certificate number shall be used. This logo and the related design and proportions requirements are to be obtained from EUROVENT CERTITA CERTIFICATION marketing department.

Whenever the participant applies the logo on the packaging, the ECP mark shall conform to the design, minimum size and proportions as presented in the Certification Manual and include in the dedicated area (see Certification Manual):

- the short name of the relevant sub-programme the product is certified for;
- the certificate number.

b. Display of Eurovent Certified Performance (ECP) logo on specification sheets, literature and advertising

Whenever the participating company indicates participation in the programme it shall be by displaying the appropriate ECP mark on technical documentation as defined in the Certification Manual (electronic and printed catalogues, websites and specification sheets), carrying ratings or claiming certification of certified ranges.

The ECP mark alone may be used in literature without certified performance data (general leaflets, advertising etc.).

Following the qualification procedure the basic documentation literature shall be submitted for approval to EUROVENT CERTITA CERTIFICATION. It shall be the responsibility of the participant to ensure compliance of other published literature.

When used in literature containing the certified performance data (technical catalogues and leaflets) the ECP mark shall be used only on products that are declared as part of a certified system. Elements that are not part of the declaration file (DUCT-2) shall be clearly distinguished or presented in a separate document.

The ECP mark shall conform to the design, minimum size and proportions as presented in the Certification Manual.

The ECP mark shall include in the dedicated area (see Certification Manual) the name of the relevant sub-programme the product is certified for or the corresponding short name and certificate number.

APPENDIX A. CERTIFICATION PROCESS AND SCHEDULE

A.I. Qualification procedure

Figure 1 : Certification process for the qualification procedure for DUCT-P and for DUCT-MC and DUCT-MR when the range comprises size S elements only

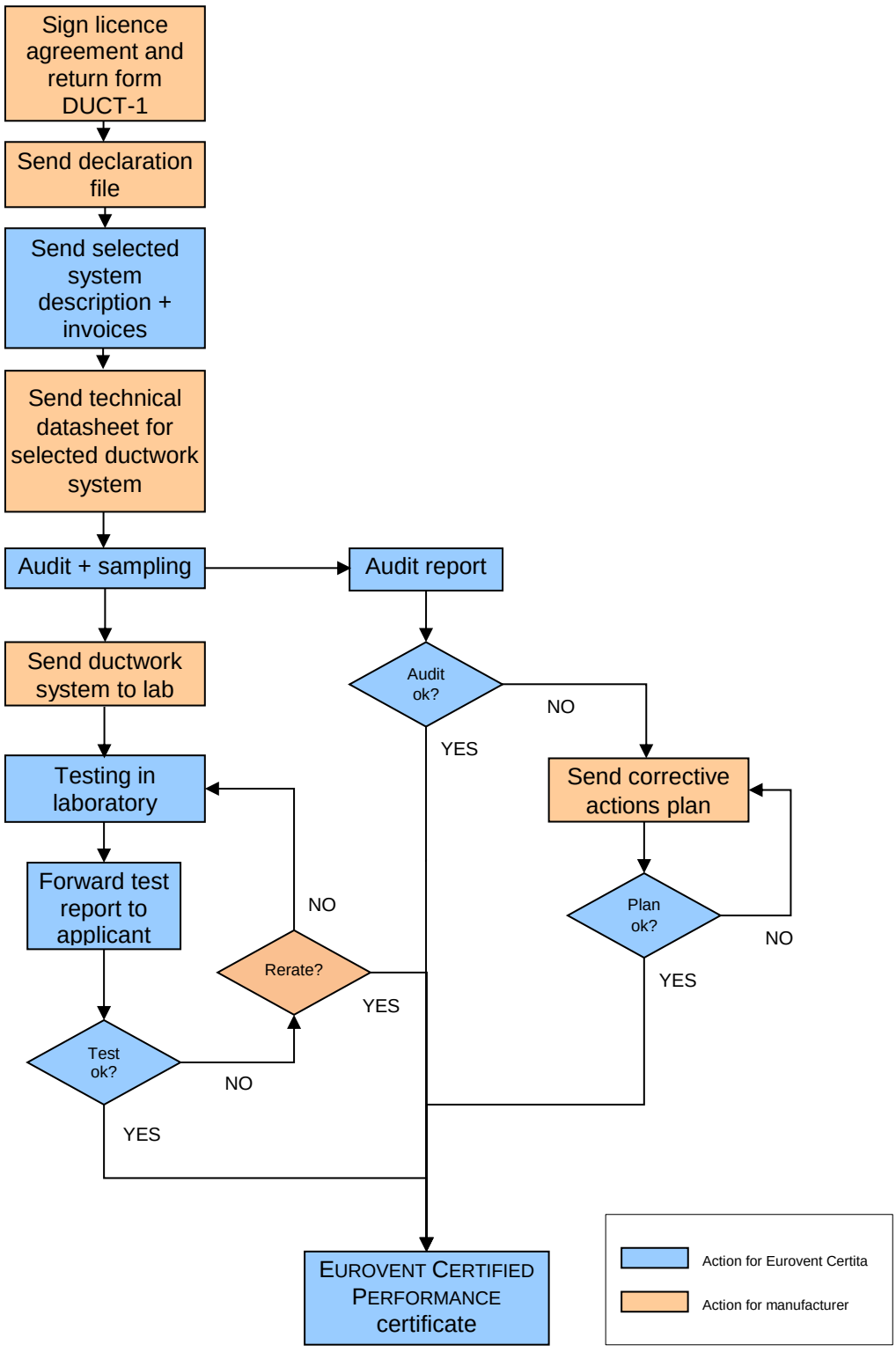
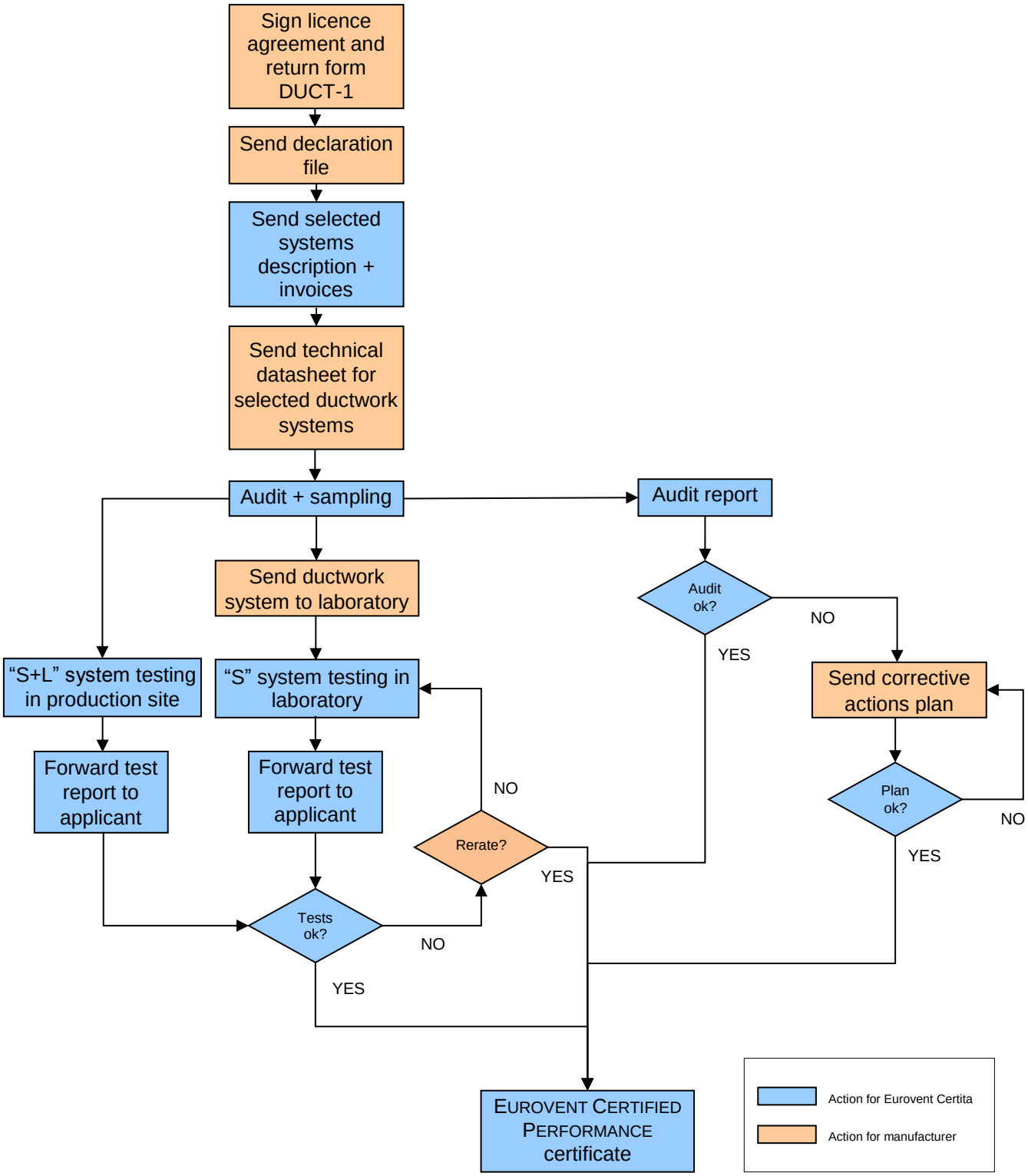


Figure 2 : Certification process for the qualification procedure for DUCT-MC and DUCT-MR when the range comprises elements of size S and size L



A.II. Repetition procedure

Table 4 : Certification schedule for the repetition procedure when the ductwork system is to be tested in the laboratory facility

Certification step	Deadline Q1	Deadline Q2	Deadline Q3
EUROVENT CERTITA CERTIFICATION asks for update of declaration file (DUCT-2), sends the test and audit invoices and notifies the audit date	31/10/n-1	31/01/n	30/04/n
The participant sends the up-dated declaration file (DUCT-2)	30/11/n-1	28/02/n	31/05/n
EUROVENT CERTITA CERTIFICATION sends the selected typical ductwork system elements list to the participant.	15/12/n-1	15/03/n	15/06/n
The participant returns to EUROVENT CERTITA CERTIFICATION the completed datasheet (DUCT-3) for the selected typical ductwork system.	31/12/n-1	31/03/n	30/06/n
The auditor audits the participant's facility(ies) and performs the ductwork elements sampling.	**31/03/n**	**30/06/n**	**30/09/n**
The participant sends the ductwork elements to the laboratory.	Audit date + 2 weeks		
The participant sends the audit non-conformity corrective actions plan when applicable	Deadline set up by the auditor		
The auditor evaluates the corrective actions plan relevance	30/04/n	31/08/n	30/11/n
All regular tests, and penalty tests when applicable, are completed and test reports sent by the laboratory to EUROVENT CERTITA CERTIFICATION	31/05/n	31/08/n	30/11/n
EUROVENT CERTITA CERTIFICATION forwards the test report to the participant.	15/06/n	15/09/n	15/12/n
EUROVENT CERTITA CERTIFICATION sends the diploma if the requirements specified in §III.3 fulfilled.	**30/06/n**	**30/09/n**	**31/12/n**
Diploma validity	**30/06/n+1**	**30/09/n+1**	**31/12/n+1**
The participant can ask for second test before	15/07/n	15/10/n	15/01/n+1
EUROVENT CERTITA CERTIFICATION notifies the sampling audit date and sends the corresponding test and audit invoices	15/08/n	15/11/n	15/02/n+1
The participant sends the ductwork elements to the laboratory for second test (when applicable)	Sampling audit date + 2 weeks		
Second tests are completed and test reports sent by the laboratory to EUROVENT CERTITA CERTIFICATION (when applicable).	15/10/n	15/01/n+1	15/04/n+1
EUROVENT CERTITA CERTIFICATION forwards the second test report to the participant (when applicable).	31/10/n	31/01/n+1	30/04/ n+1

Table 5 : Certification schedule for the repetition procedure when the ductwork system is to be tested in the production facility

Certification step	Deadline Q1	Deadline Q2	Deadline Q3
EUROVENT CERTITA CERTIFICATION asks for update of declaration file (DUCT-2), sends the test and audit invoices and notifies the audit/test date	31/10/n-1	31/01/n	30/04/n
The participant sends the up-dated declaration file (DUCT-2)	30/11/n-1	28/02/n	31/05/n
EUROVENT CERTITA CERTIFICATION sends the selected typical ductwork system elements list to the participant.	15/12/n-1	15/03/n	15/06/n
The participant returns to EUROVENT CERTITA CERTIFICATION the completed datasheet (DUCT-3) for the selected typical ductwork system.	31/12/n-1	31/03/n	30/06/n
The auditor audits the participant's facility(ies) with the ductwork elements sampling.	**31/03/n**	**30/06/n**	**30/09/n**
All regular tests, and penalty tests when applicable, are completed.	**30/04/n**	**31/07/n**	**31/10/n**
The test reports are sent by the laboratory to EUROVENT CERTITA CERTIFICATION who forwards it to the participant.	Test date + 2-4 weeks		
The participant sends the audit non-conformity corrective actions plan when applicable	Deadline set up by the auditor		
The auditor evaluates the corrective actions plan relevance	31/05/n	31/08/n	30/11/n
EUROVENT CERTITA CERTIFICATION sends the diploma if the requirements specified in §III.3 fulfilled.	**30/06/n**	**30/09/n**	**31/12/n**
Diploma validity	**30/06/n+1**	**30/09/n+1**	**31/12/n+1**

APPENDIX B. FORMS

B.I. Form DUCT-1 : Legal dossier

CERTIFICATION PROGRAMME FOR VENTILATION DUCTS

LEGAL DOSSIER This response form shall be sent back by *e-mail* to EUROVENT CERTITA CERTIFICATION together with the signed license agreement.

Date : _____ Name and company : _____ Signature :

According to the document OM-19-2016, you are asked to select one of the following alternatives :

	OEM of fittings and ducts, owning all facilities involved in the production of the ductwork elements sold by my company.
	OEM of fittings and ducts, with at least one supplier facility involved in the production of the ductwork elements sold by my company.
	OEM of fittings only, with at least one complementary manufacturer for ducts signatory of an agreement with my company as specified below.
	OEM of ducts only, with at least one complementary manufacturer for fittings signatory of an agreement with my company as specified below.
	Brand name.

The present form is to be accompanied with:

- the exhaustive list of the facilities involved in the production of the ductwork elements with at least the following information city, country, owner (Company of the OEM that applies for certification, or company of the supplier / complementary manufacturer whenever applicable).
- A copy of the agreement signed between the applicant and the complementary manufacturer(s), whenever applicable. This agreement shall :
  - specify clearly that the applicant is authorized by the complementary manufacturer to communicate about the performances of a system comprising its products.
  - authorize EUROVENT CERTITA CERTIFICATION to audit the facilities involved in the complementary ductwork elements production according to the rules specified in §IV.4a of OM-19-2016.
  - include a commitment from the complementary manufacturer not to use the ECP mark unless he is himself applicant/participant to the DUCT certification programme.

B.II. Form DUCT-2: Declaration file

The declaration file (form DUCT-2) to be filled in shall be sent by EUROVENT CERTITA CERTIFICATION to:

- applicants who have signed the license agreement and returned the form DUCT-1 duly completed,
- participants on an annual basis before the deadline specified in §A.II.

A template will be available for information and upon request.

B.III. Form DUCT-3: Technical data sheet (TDS)

The Technical Data Sheet (form DUCT-3) to be filled in shall be sent by EUROVENT CERTITA CERTIFICATION to applicants/participants who have returned the form DUCT-2 duly completed.

A template will be available for information and upon request.

B.IV. Form DUCT-4: Test report result sheet

The Test report result sheet (form DUCT-4) shall be sent by EUROVENT CERTITA CERTIFICATION to applicants/participants together with the test report.

A template will be available for information and upon request.

B.V. Form DUCT-5: Test rerate form

CERTIFICATION PROGRAMME FOR VENTILATION DUCTS

RESPONSE FORM AFTER FAILURE ON TESTED UNIT

This response form shall be sent back by *e-mail* to EUROVENT CERTITA CERTIFICATION within one month maximum.
Without news from you within this delay, we will rerate performances and our website will be automatically updated with rerated performances.

Date : _____ Your name : _____ Signature :

According to the document OM-19-2016, you are asked to select one of the following alternatives :

☐ **Ask for a second test in the laboratory facility, i.e. on another copy of the same typical ductwork system.**

☐ **Rerate the ratings in line with test results**

B.VI. Help for identification of the applicable case to fill in form DUCT-2

The list of practical cases presented hereafter is non-exhaustive. The purpose of this section is to help applicants identifying their own situation so that the declaration file (DUCT-2) is filled in with accuracy and in compliance with the rules from the start.

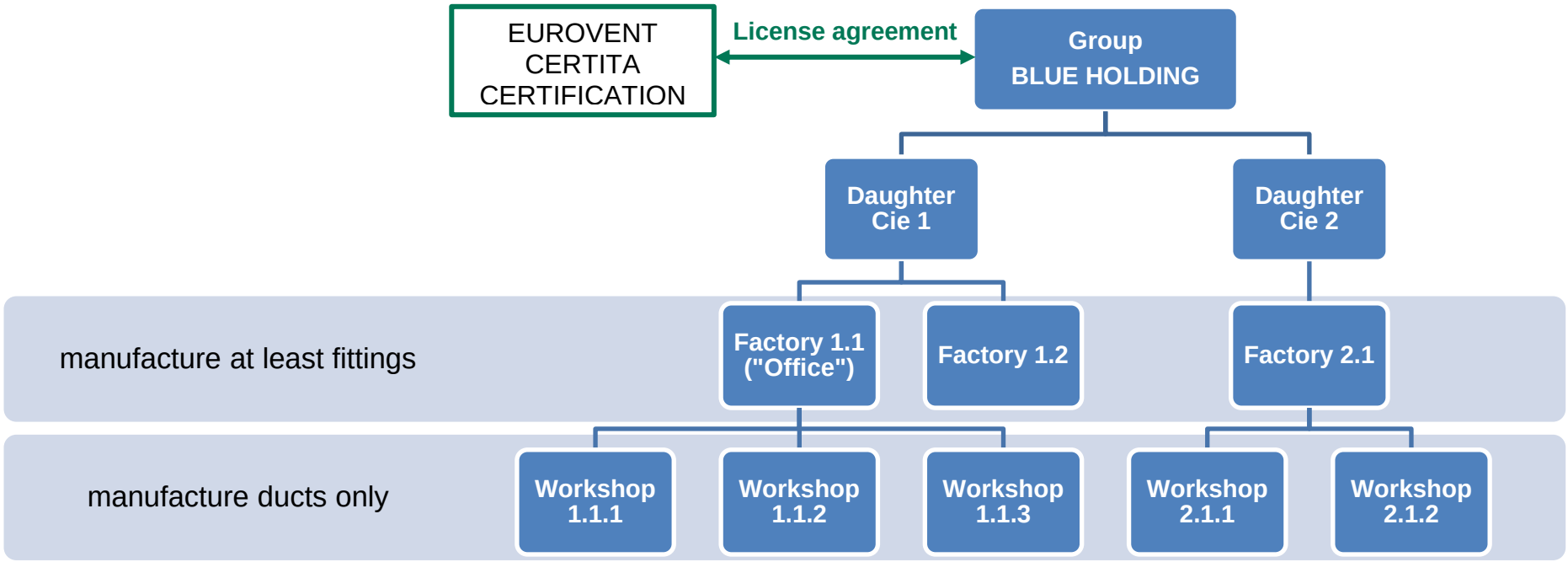
B.VI.1. Case 1 : OEM manufacturer that manufactures fittings and ducts and sells them under his own brand

In the case represented by Figure 3 the Group BLUE HOLDING applies for certification. The form DUCT-1 mentions that the Group BLUE HOLDING is manufacturer of all the fittings and ducts sold under its own brand (neither suppliers nor complementary manufacturers to declare).

In the declaration file (DUCT-2) appear all the ductwork elements falling into the scope and sold by the BLUE HOLDING Group under its own brand:

- straight ducts, manufactured in workshops 1.1.1, 1.1.2, 1.1.3, 2.1.1 and 2.1.2 and possibly in some of the factories.
- fittings, manufactured in factories 1.1, 1.2 and 2.1

Figure 3 : Case 1



The total number of fittings factories involved in the production is 3 (1.1, 1.2 and 2.1) and the total number of duct workshops is 5 (1.1.1, 1.1.2, 1.1.3, 2.1.1 and 2.1.2). As the factory 1.1 is the “office” it has to be audited each year so according to the rules displayed in §IV.4a an example of schedule for the audits could be:

- On year N : factory 1.1 and factory 1.2 (1 day audit) + workshop 2.1.1
- On year N+1 : factory 1.1 and factory 2.1 (1 day audit) + workshop 1.1.3
- On year N+2 : factory 1.1 (1 day audit) + workshop 1.1.2
- On year N+3 : factory 1.1 and factory 1.2 (1 day audit) + workshop 2.1.2
- On year N+4 : factory 1.1 and factory 2.1 (1 day audit) + workshop 1.1.1
- …

In case 1 the certificate mentions explicitly the BLUE HOLDING Group as owner of the certificate and all the ductwork elements listed in declaration file (DUCT-2) appear on the ECP website (see §V.1).

B.VI.2. Case 2 : OEM manufacturer that manufactures fittings and ducts but also sells fittings from a supplier under his own brand

In the case represented by Figure 4 the Group BLUE HOLDING applies for certification. The form DUCT-1 mentions that the Group BLUE HOLDING manufactures fittings and ducts but appeals also to one supplier (“supplier S”) with one fitting factory (“Factory S”).

In the declaration file (DUCT-2) appear all the ductwork elements falling into the scope and sold by the BLUE HOLDING Group under its own brand:

- straight ducts, manufactured in workshops 1.1.1, 1.1.2, 1.1.3, 2.1.1 and 2.1.2 and possibly in some of the factories.
- fittings, manufactured in
    - factories 1.1, 1.2 and 2.1 that are owned by the BLUE HOLDING Group
    - factory S that is owned by the supplier S

The total number of fittings factories involved in the production is 4 (1.1, 1.2, 2.1 and S) and the total number of duct workshops is 5 (1.1.1, 1.1.2, 1.1.3, 2.1.1 and 2.1.2). As the factory 1.1 is the “office” it has to be audited each year so according to the rules displayed in §IV.4a an example of schedule for the audits could be:

- On year N : factory 1.1 and factory S (1 day audit each) + workshop 2.1.1 (0.5 day audit)
- On year N+1 : factory 1.1 and factory 2.1 (1 day audit each) + workshop 1.1.3 (0.5 day audit)
- On year N+2 : factory 1.1 and factory 1.2 (1 day audit each) + workshop 1.1.2 (0.5 day audit)

- On year N+3 : factory 1.1 (1 day audit) + workshop 2.1.2 (0.5 day audit)
- On year N+4 : factory 1.1 and factory 2.1 (1 day audit each) + workshop 1.1.1 (0.5 day audit)
- …

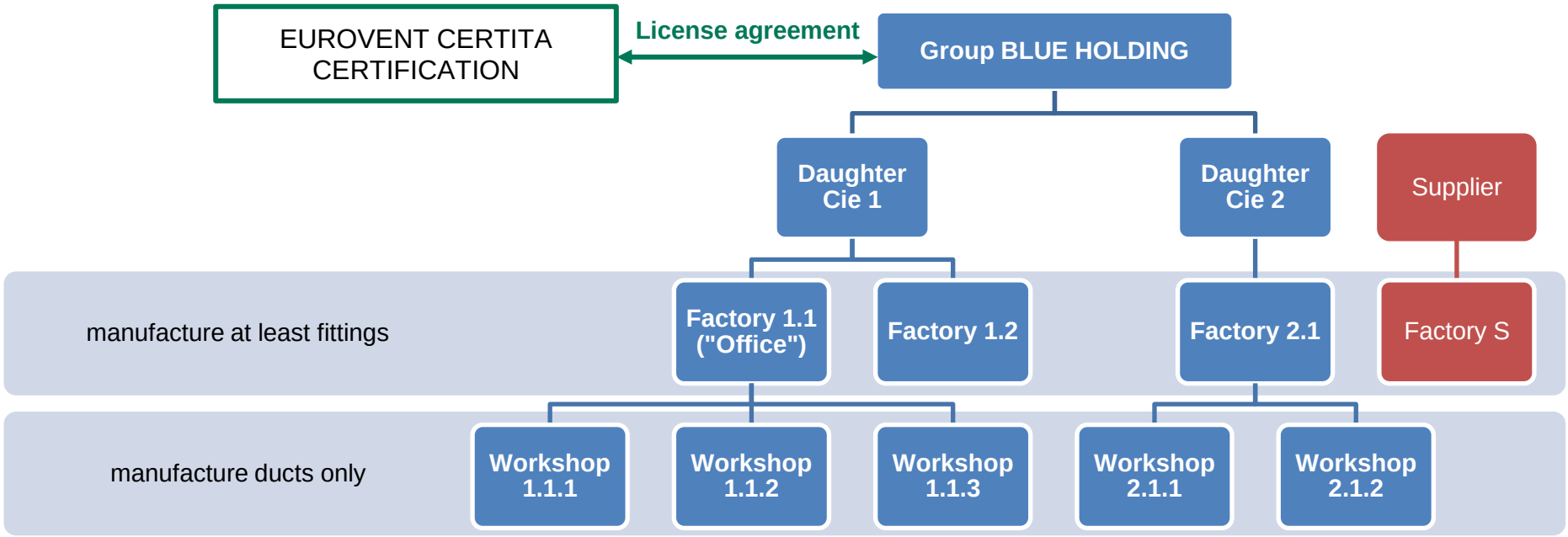
In case 2 the factory S is audited because it is a site involved in the production of the elements constituting the certified ductwork system sold under the BLUE HOLDING Group brand. In that extent the factory S city and country will be listed as for the other production sites on the ECP website (see §V.1). The supplier S has no right to claim certification of its fittings since

- this is the whole ductwork system which is certified, not the components
- the certificate mentions explicitly the BLUE HOLDING Group as owner of the certificate

However the supplier S can apply for his own ductwork system certification. If so, EUROVENT CERTITA CERTIFICATION will try to arrange common audits for both the BLUE HOLDING Group brand and the supplier brand whenever the factory S is to be audited.

In case 2 all the ductwork elements listed in declaration file (DUCT-2) appear on the ECP website (see §V.1).

Figure 4 : Case 2



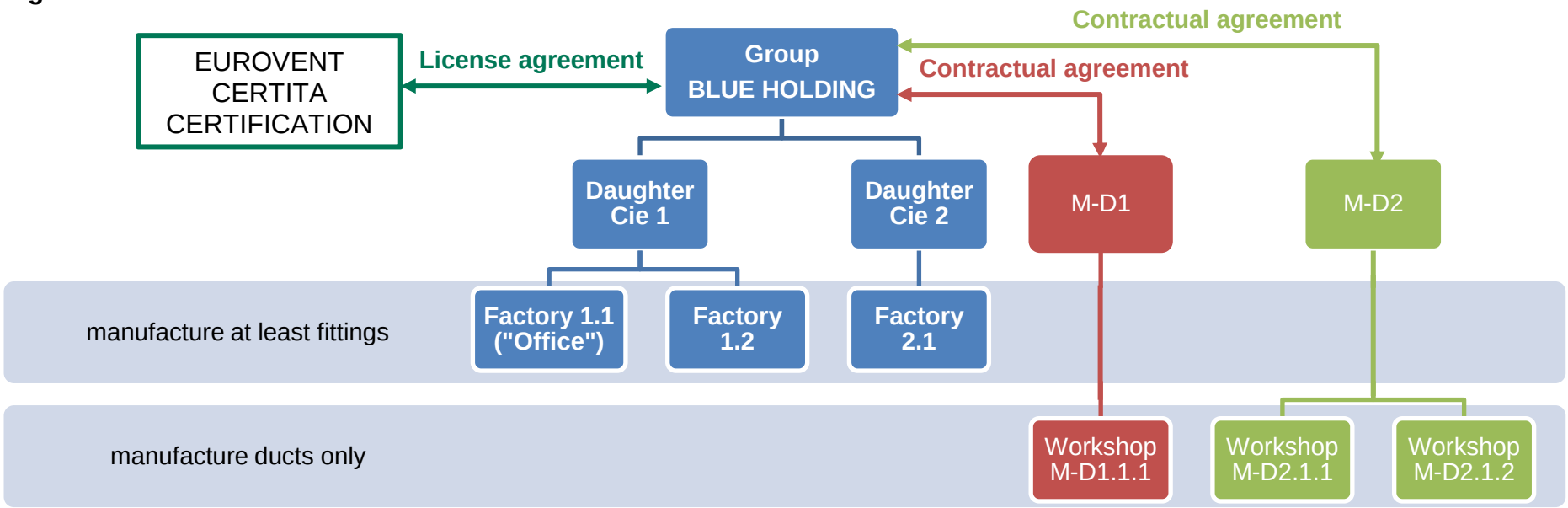
B.VI.3. Case 3 : OEM manufacturer that manufactures fittings only

In the case represented by Figure 5 the Group BLUE HOLDING applies for certification as a manufacturer of fittings only (the same case can apply for a manufacturer of ducts only). As the certification is for ductwork systems, the form DUCT-1 mentions that the Group BLUE HOLDING manufactures fittings but needs to appeal to two complementary manufacturers for which the Group BLUE HOLDING is confident that the ratings he intends to claim will be accurate and with which he signed an agreement: “M-D1” and “M-D2” with respectively one (“M-D1.1.1”) and two duct workshops (“M-D2.1.1” and “M-D2.1.2”).

In the declaration file (DUCT-2) appear all the ductwork elements falling into the scope and sold by the BLUE HOLDING Group under its own brand, that is fittings manufactured in factories 1.1, 1.2 and 2.1 but also ducts manufactured in workshops M-D1.1.1, M-D2.1.1 and “M-D2.1.2.

In case 3, only the fittings listed in declaration file (DUCT-2) and sold by Group BLUE HOLDING appear on the ECP website (see §V.1). The ECP website clearly specifies that the certified characteristics correspond to the fittings of BLUE HOLDING Group brand only when combined with M-D1 brand or M-D2 brand ducts.

Figure 5 : Case 3



The complementary manufacturers for ducts (M-D1 and M-D2) have no right to claim certification of the ducts since

- this is the whole ductwork system which is certified, not the components
- the certificate mentions explicitly the BLUE HOLDING Group as owner of the certificate

However M-D1 and M-D2 can apply for their own ductwork system certification. If they do so, EUROVENT CERTITA CERTIFICATION will try to arrange common audits for both the BLUE HOLDING Group brand and M-D1 brand or M-D2 brand whenever the concerned workshops are to be audited.

In case the complementary manufacturers participate to the certification programme, only the fittings factories (1.1, 1.2, and 2.1) are to be audited in the frame of BLUE HOLDING Group application for certification. As the factory 1.1 is the “office” it has to be audited each year so according to the rules displayed in §IV.4a an example of schedule for the audits could be:

- On year N : factory 1.1 and factory 2.1 (1 day audit each)
- On year N+1 : factory 1.1 and factory 1.2 (1 day audit each)
- On year N+2 : factory 1.1 (1 day audit)
- …

In case the complementary manufacturers do not participate to the certification programme, the workshops involved in the production of the ducts that will enable to constitute the system have to be audited too and the example of schedule for the audits could become:

- On year N : factory 1.1 and factory 2.1 (1 day audit each) + workshop M-D2.1.1 (0.5 day audit)
- On year N+1 : factory 1.1 and factory 1.2 (1 day audit each) + workshop M-D1.1.1 (0.5 day audit)
- On year N+2 : factory 1.1 (1 day audit) + workshop M-D2.1.2 (0.5 day audit)
- …

B.VI.4. Case 4 : OEM manufacturer that manufactures fittings and ducts and sells them under his own brand – Subscription of a daughter company

In the case represented by Figure 6 the Group BLUE HOLDING does not apply for certification. This is the Daughter Company 1 that applies. The form DUCT-1 mentions that the Daughter Company 1 is manufacturer of all the fittings and ducts sold under its own brand (neither suppliers nor complementary manufacturers to declare).

In case 4 the Daughter Company 2 has no right to claim certification of its products. The certificate mentions explicitly the Daughter Company 1 as owner of the certificate (see Certification Manual for further details about group/daughter companies’ applications.)

In the declaration file (DUCT-2) appear all the ductwork elements falling into the scope and sold by the Daughter Company 1 under its own brand:

- straight ducts, manufactured in workshops 1.1.1, 1.1.2 and 1.1.3 and possibly in some of the factories owned by Daughter Company 1.
- fittings, manufactured in factories 1.1 and 1.2 owned by Daughter Company 1

The total number of fittings factories involved in the production is 2 (1.1 and 1.2) and the total number of duct workshops is 3 (1.1.1, 1.1.2 and 1.1.3). As the factory 1.1 is the “office” it has to be audited each year so according to the rules displayed in §IV.4a an example of schedule for the audits could be:

- On year N : factory 1.1 and factory 1.2 (1 day audit each) + workshop 1.1.1 (0.5 day audit)
- On year N+1 : factory 1.1 (1 day audit) + workshop 1.1.3 (0.5 day audit)
- On year N+2 : factory 1.1 and factory 1.2 (1 day audit each) + workshop 1.1.2 (0.5 day audit)

Figure 6 : Case 4