



CERTIFICATION MANUAL OF THE EUROVENT CERTIFIED PERFORMANCE MARK

20th Edition
May 2023



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This Certification Manual presents the organisation, the setting-up procedures and the general principles and generic rules of all certification programmes of the Eurovent Certified Performance (ECP) mark managed by Eurovent Certita Certification (ECC). Specific rules are transcribed in the Technical Certification Rules for each specific certification programme. The Certification Manual is regularly updated under the responsibility of the Certification Programmes and Policy Commission (CPPC).

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No.	Modifications	Section. Art.#	Page
1.	Expansion of COMSUR missions and reference texts to safeguard impartiality	I.4. Art.49	10
2.	Inclusion of the "Participant itself"	II.2. Art.64	11
3.	Addition of the 3 month delay before the next regular annual declaration, regarding the increase in the number of BMG and the addition of tests	II.2. Art.76	13
4.	Reference to the TCR added	II.2. Art.84	14
5.	Changing "Trade Name" from "Brand"	II.3. Art.151 , Appendix D. Art.216	21 , 35
6.	Updated conditions regarding unsuspension and suspension	III.4. Art.180	28
7.	Replacement of the "registered letter" by the "formal notice"	III.4. Art.192	29
8.	Addition of Table 2: Level of penalties details	III.4. Art.193	30
9.	Cumulative conditions with the addition of "all".	D.IV. Art.223	36
10.	Conditions of use of the logo in email signature and reference to art 270	Appendix G. Art. 261	45
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I. GENERAL INFORMATION

I.1. Generalities

- Art.1 The purpose of all Eurovent Certified Performance (ECP) Programmes is to encourage honest competition and to assure customers that equipment is correctly rated on the market. The purpose is achieved by verifying the accuracy of ratings claimed by manufacturers by continuing testing production models, randomly selected, in independent laboratories. An important operation objective is to make each certification programme sufficiently effective and reliable so that the market (e.g. private individuals, other buyers, specifiers, building energy/tax country organisations, calculation software editors) recognizes ECP certified equipment and requires it when taking investment decisions. The other main statements for the programmes are given in the articles below:
- Art.2 The essential principle of all programmes is an independent third-party checking of product performance (including energy and carbon related scope) as given in manufacturer's technical documentation (electronic or printed catalogues, websites, on-line and off-line selection tool, specification sheets, BIM objects, etc.).
- Art.3 As corollaries the following ethic code applies:
1. Applicants and Participants should not develop, work in favour, or allow any strategies and their implementation of bypassing, impairing or offsetting, before, during or after any of the certification rules or process from Launching Committee stage and all subsequent ones of their production, unit, controls, embedded software, selection tool or documentation. Participants shall not use their certification in such a manner as to bring ECC into disrepute.
 2. Suppliers, board members, shareholders, association of manufacturers representants or other entities identified also as relative organizations in situation of competitive pressure or under economic challenge may lead to spread of censured behaviour or un-ethical one. It's noteworthy that performing or developing a strategy to deploy unethical practice directly or indirectly within the full or part of scope of third-party certification operating activities or environment is wrong.
 3. Suppliers of services or packages such as audit, test, selection software editor of package or supplier of services including dedicated software patch and up-grade should not develop, work in favour, or allow any strategies and their implementation of bypassing, impairing, or offsetting, before, during, or after any of the certification rules or process.
 4. If the above items 1, 2, or 3 of this article is suspected or materialized, the internal procedure "Management of potential conflict of interest, conflict of impartiality, or unethical practice" must be activated (see Appendix O)
- Art.4 For each particular type of product a separate and specific Certification programme shall be established.
- Art.5 Programmes shall be based on international, ISO or CEN, standards. If there is no such standard or the existing one is not suitable, a relevant internationally recognized standard or field document shall be used (e.g. EUROVENT, NF, CTI).
- Art.6 Scope of each programme shall be clearly defined.
- Art.7 Performance of products (e.g. cooling capacity, power input, energy efficiency or sound power level) shall be certified. There shall be no references to prices.
- Art.8 Certified ratings must enable comparability. For this reason, a limited number of parameters or ratios, essential, relevant and meaningful for the market, specifiers and end-users, shall be certified in order to make comparison easier. In particular performances having a significant impact on the overall energy efficiency shall be certified.
- Art.9 To ensure the continuous consistency of product performance, product testing shall be completed by checking operating selection tool, recording or storage of operating software parameter settings, auditing the manufacturing process and/or evaluating aftermarket process and support.
- Art.10 Application and participation shall be open to all manufacturers, resellers and distributors, regardless of size or sales volume of the companies, or membership in any association.
- Art.11 Costs shall be borne entirely by the Participants in the programme.

I.2. Scope

- Art.12 ECP certification programmes shall cover components, products or systems related to the following fields:
- Indoor Climate & Air Quality
 - Refrigeration & Process Cooling
 - Food Cold Chain

I.3. Definitions

Programmes, Committees, Chairmanship and Documents

- Art.13 Specific certification requirements in addition to those given in the Certification Manual are divided per applicable groups of similar products, forming the list of Programmes (and sub-programmes whenever appropriate). Any groups of products involved into the running energy balance of buildings (domestic, commercial, industrial) may be considered.
- Art.14 Programmes are administered by ECC and supervised by the Certification Programmes and Policy Commission (CPPC).
- Art.15 For each Programme two specific committees are defined:
- Launching Committee – to establish a new certification programme;
 - Programme Committee – to supervise the evolution of the programme.
- Art.16 Each Committee shall elect its chairman within its members to chair meetings.
- Chairmanship runs for a renewable period of three years (for Programme Committees only).
- Regarding to his position, the Chairman shall be an advocate of the promotion of the principle and the benefits of the voluntary certification. In addition, the Chairman shall respect the values that guide the certification programmes of ECC and ensures respect of these values by the Participants of the Committee. Furthermore, the Chairman shall be impartial in the exercise of his functions.
- Chairmanship shall ensure that the Committee works efficiently and in a timely manner, so that the Committee produces its works in due time.
- The Chairman can be dismissed by the Participants of the Committee, on a majority of votes, in case of infringement of these rules of conduct.
- A vice-chairman can also be elected within a Programme Committee. The role of a vice-chairman is to replace the Chairman in case he would be temporarily unavailable. The same rules as for the Chairman apply.
- Any dispute that might arise in relation to the Programme Committee (or Launching Committee) can be submitted for advice to the CPPC. After examination of the dispute by the CPPC, the final decision is notified by ECC to the Programme Committee (or Launching Committee).
- Only one chairman per company or group is allowed for all Programme Committees and Launching Committees.
- Art.17 For each certification programme, in addition to present Certification Manual (CM), two specific documents shall be prepared and amended when necessary, generally once a year (preferably before and not during a testing campaign):
- Technical Certification Rules (TCR) – to describe specific rules and procedures and the testing and rating of certified products;
 - Price List (PL) – to define price to be applied according to TCR specifications.
- Art.18 All certification requirements described in the Certification Manual and the relevant Technical Certification Rules must always be fulfilled by the participants, including implementing appropriate changes when they are communicated by ECC. Certified products shall continuously fulfil the corresponding product requirements.
- Art.19 All documents shall follow the same presentation in accordance with quality management.

Applicant, Participant, Licensee, Affiliate and Brand Name

Art.20 An Applicant is a company in the process of obtaining first certification (admission procedure). A Participant is a company who has obtained first certification and participates in the annual control process (surveillance procedure).

Art.21 A company in a certification programme must be party to the License Agreement, a binding document establishing relations between companies and ECC. The Licensee could be a holding, a group or headquarters. In this case, the list of affiliated Participants/Applicants will be attached to the License Agreement. An additional affiliated company can always join the certification programme under an existing License Agreement, after validation by the Licensee (see Appendix F).

For a company B to be registered as an affiliated company of another company or holding company A, 51% at least of B has to be owned by A or, if 50% of B is owned by A, B has to be included in the consolidation of A.

Art.22 The License Agreement shall include but not necessary be limited to:

- Description of scope of the programme
- Company obligations, such as usage and promotion of the certification marketing tools, penalty, suspension and exclusion rules
- Reference to the relevant up-to-date documents (Certification Manual, Technical Certification Rules) related to the programme
- Reference to the relevant Prices, terms and conditions.

Agenda, minutes of meetings and voting

Art.23 ECC is responsible for all secretarial work, deciding the agenda and drawing up minutes upon consultation with the chairman, keeping proper record and ensuring the liaison between committees. The venue is generally in Paris area and must be chosen so as to optimize the cost and travelling time of the participants and be the closest possible to airports of well-connected European cities. If necessary, ECC may change the venue, notice being given not later than 2 weeks after the previous meeting minutes are disseminated. Minutes of meetings shall be submitted for advice to the committee chairman within 2 (two) working weeks after the meeting and shall be available to the members within 4 (four) weeks after the meeting.

Art.24 Voting can only take place on items of the agenda distributed at least 8 (eight) working days prior to the meeting. Any participant is invited to provide written proposals related to agenda points before the meeting.

Art.25 Additional guests can be punctually invited by the chairman, in relation to a specific topic on the agenda, without voting rights, and will not receive minutes of the corresponding meeting.

Art.26 It is highly recommended to reach unanimous decisions by making suitable compromises.

Art.27 The committee shall examine practical proposals made by ECC staff.

Art.28 The chairman of committees has the same voting rights as the other members.

Art.29 If there is a brand-new rule for the programme, or if a decision is not in line with the current version of the reference documents, an update of the Technical Certification Rules (and therefore review by the Programme Committee and the CPPC) is required. The information shall be given to all applicants, participants, and laboratories (e.g., via minutes of meeting) before being applicable.

Europe and European Market – Lists of Countries

Art.30 “Certify-all” is defining Europe and European Market by the following countries:

- All countries of the European Union
- United Kingdom, Iceland, Liechtenstein, Norway, Switzerland, Andorra, San Marino, Monaco, Vatican, Turkey

Art.31 The following additional country groups may be used for extensions: Balkan countries out of EU (Albania, Bosnia Herzegovina, Montenegro, Republic of Macedonia, Serbia), European Free Trade Associations, European Economic Area, Schengen Area, EU Customs Union, Commonwealth of Independent States (Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, Kyrgyzstan, Moldova,

Russia, Tajikistan, Turkmenistan, Uzbekistan), Levant (Israel, Jordan, Lebanon, Syria), Arabian Peninsula (Kuwait, Bahrain, Oman, Qatar, Saudi Arabia, United Arab Emirates, Yemen), Middle-East (Levant, Arabian Peninsula). This list is neither exhaustive nor restrictive.

Selection tool

- Art.32 A selection tool is any kind of table or configurator made available within the participant's organisation to assist and generate an offer to customers (internal sales team, engineering office, architect, consultant and end-user or user) and provide technical definition and performance of a product. If the selection tool is digital, it is also called "selection software" or more simply "software".

Technical documentation

- Art.33 Technical documentation is defined as electronic and printed catalogues, websites, on-line and off-line selection tool, specification sheets, BIM objects including performance ratings.

Desk Study

- Art.34 A Desk Study is a checking of a technical file provided by the Applicant/Participant documenting all items covered by a reference document. Such file can include documents such as quality management system, installation and operational manual, technical specification, technical drawings, etc.

Price list

- Art.35 Updated yearly under the responsibility of ECC, it provides all the regular cost details associated with a given programme. Unless otherwise stated, it is applicable on the 30th day after its publication.

Selection software management office

- Art.36 Place where the applicant/participant is managing the diffusion of new selection software versions to all sales office or distributors using the certified selection software. It can be located within one of the factories where the product is manufactured.

Sales office

- Art.37 Place where the applicant/participant use a certified selection software. This office belongs to the applicant/participant.

Distributor

- Art.38 Entity having an official sales agreement with a participant to sell certified products under the participant brand name. Normal customers are not distributors.

I.4. Contributors

Certification Programmes and Policy Commission

- Art.39 The constitution, terms of reference and operation of the Certification Programmes and Policy Commission (CPPC) are described in the document "Certification Programmes and Policy Commission Terms of reference and operation".

The CPPC reviews the ECP Certification Manual and the Technical Certification Rules of all ECP certification programmes.

In case of dispute regarding a certification decision, the CPPC is the last body where an appeal can be lodged against a decision and which can advise the company on responses to be made.

Launching Committee

- Art.40 The task of the Launching Committee is to establish specific requirements for a new certification programme for a relevant group of similar products. Relevance is under appreciation of the ECC

Technical Director. This includes preparation of relevant documents (Technical Certification Rules) and guidance on the choice of laboratory / test agency / audit agency.

A Launching Committee is not systematically needed to be established in order to set up a new programme (e.g. in case the foreseen certification programme for the ECP mark is based on an existing certification programme managed by ECC under another certification mark).

Art.41 All companies manufacturing the targeted group of products are eligible to be part of the Launching Committee. Companies manufacturing products which are related to the targeted group of products (e.g. components of the targeted product) can participate to the Launching Committee but without any voting rights. ECC shall decide if the participation is sufficient to represent the industry. Three manufacturers from three different countries are generally requested. Meetings are also open to laboratories, research centres, public authorities, and universities, but without voting rights. If necessary, majority from manufacturing companies represented at the meeting will be required.

Art.42 Manufacturers shall pay immediately the fee requested to join the Launching Committee.

Art.43 The documents (Technical Certification Rules) must be reviewed by the CPPC. A kick-off meeting with concerned potential Participants to the certification programme shall be organised. The programme is applicable when the reference documents are published. The Launching Committee shall then cease its activities and Programme Committee meetings can be organized. As long as less than three manufacturers apply to the certification programme, other manufacturers may be invited to participate to the programme committee as invitees.

Programme Committee

Art.44 The task of the Programme Committee is to monitor the application, to propose up-dates of the requirements of the existing Programme and to assure its promotion. Meeting agendas will cover:

- review of content of the Technical Certification Rules
- guidance on the choice of laboratories / test agencies / audit agencies
- failure rate and failure treatment
- compliance with CPPC directives
- specific promotional actions
- feedback from Participants or customers related to the above items.

Claims and complaints related to a specific certification file shall not be discussed within Programme Committee meetings.

Art.45 All Participants are admitted in the Programme Committee. Applicants, (see I.3) and suspended Participants may attend meetings but without voting rights; they shall receive minutes of meetings. Meetings are also open to laboratories, research centres, public authorities, and universities, but without voting rights. All members of the Programme Committee shall respect the values that guide the certification programmes of ECC. ECC can dismiss any member of the Programme Committee in case of infringement of these rules of conduct.

Art.46 The number of representatives of a given participant or applicant who may attend a specific meeting is limited to two. However, additional guests may be invited by the chairman, in relation with a specific item of the agenda. This provision also applies to Launching Committee meetings.

Art.47 It is recommended that decisions are taken from a consensus. If necessary, decisions can be taken by voting in the Programme Committee meetings, each Participant having one vote. Any Participant can give a proxy to another attending Participant or a delegate of his choice to represent him in a meeting (maximum three proxies per representative). Participants at date of meeting not attending or represented will be informed by the minutes. The decision shall be taken by simple majority of all expressed votes (during or after the meeting; no answer meaning abstention). In any cases, final decisions related to the certification rules are taken by ECC in case a Programme Committee decision is not in line with the principles provided in the Certification Manual and after consultation of the CPPC. These provisions also apply to Launching Committee meetings.

Committee of certification & Committee of surveillance

Art.48 The task of the Committee of Certification is to take decisions related to the state of certification of participant/applicant files ("Grant", "Renew", "Extend", "Suspend", "Expel"...) on the basis of

elements presented by the technical department and according to the certification rules defined in the Certification Manual and the Technical Certification Rules.

- Art.49 The task of the Committee of Surveillance is to take decisions and *actions related to non-compliance of all the requirements and the documents governing the operations of the certification body, as well as their administration. The actions of the Committee of Surveillance must be based on a surveillance protocol and according to the certification rules defined in the Certification Manual and the Technical Certification Rules, as well as safeguarding impartiality.* →q.v. [the modifications table](#)
- Art.50 These committees are internal ECC committees composed by ECC employees who are not involved in the processing of the reviewed files. Decisions are taken by consensus. If a participant / applicant seeks to put pressure on these committees or on the employees of ECC, a sanction could be decided against this participant / applicant.

Independent laboratory / test agency / audit agency

- Art.51 For each certification programme one or more laboratories shall be selected and approved by ECC according to its applicable quality procedures.
- Art.52 Independent laboratories / test agencies / audit agencies must be independent and with no connection whatsoever to any Participant in the programme. For factory audits, all reports are reviewed, and final evaluation is provided by ECC operational departments.
- Art.53 The number of tests won't exceed the capability of the independent laboratory to finalize all first tests according to the schedule defined in the relevant Technical Certification Rules.
- Art.54 If the testing facilities of the independent laboratory don't allow testing a sufficiently large range of products (cooling/heating capacity, size, ambient conditions...), the use of Participant laboratories can be accepted by the Programme Committee to increase the scope of the programme, in accordance with the CPPC. In that case, an independent test agency shall be used. Initial as well as regular laboratory audits are required for the qualification of Participant laboratories. These audits may include a round robin test of a model sample with an independent ISO 17025 *accredited* laboratory. This test is part of the yearly selection of models tested in independent laboratories.
- Art.55 ECC will implement a reliable process to ensure all first tests are carried out on time and will maintain on-time metrics accessible by the Programme Committee to evaluate the level of service.
- Art.56 Accreditation of the testing body in accordance with ISO 17025 shall be requested. If for some equipment testing this accreditation is missing but the laboratory is accredited in accordance with ISO 9001, further verifications will be organised by ECC.
- Art.57 In a running programme, the need for a new laboratory generally appears when problems like limitations of the present approved laboratories, limited possible number of tests per year or pricing issues appear. The introduction of new laboratories / agencies / auditors is subject to information presented to the Programme Committee. Before approval, ECC proceeds to the evaluation of the technical ability of the candidate. ECC may modify selection of laboratories / agencies / auditors if necessary.
- Art.58 Competencies of laboratories/agencies/auditors are regularly monitored. The content and frequency of evaluations can be strengthened especially in case of discrepancies or when changes in the subcontractor's organisation or equipment may affect conformity with specified requirements.

II. REQUIREMENTS OF THE REFERENCE DOCUMENT

II.1. Generalities

- Art.59 Products in the scope of a certification programme shall meet the requirements of the regulations in force on the markets where the products are intended to be placed by the applicant/participant. Conformity with applicable regulations shall not be part of certification. Independent laboratories shall be asked to inform Participants and ECC on possible irregularity. If non-conformity is confirmed the certification shall not be granted. Cost of investigation into each non-conformity, when identified, will be paid by the Participant with his approval.

II.2. General requirements of the certification programme

- Art.60 The following general principles shall be used in all ECP certification programmes. ECC staff shall check their application and inform the CPPC of any deviation.
- Art.61 Application and Participation to ECP programmes is open to all manufacturers, suppliers, or distributors of relevant products – European and non-European. A manufacturer of a product with a Eurovent certified component can benefit from certification of the component under its own brand by registering as “Brand Name” (see I.3 and Appendix F).
- Art.62 ECP mark is intended for the Global market. Whenever necessary, specific rules can be set up by the relevant Programme Committee for specific markets. Such rules may for instance be developed to deal with specific technological features (e.g., 60 Hz units) or consider specific regulations (e.g., not using the CE marking) or to consider specific climate zones.

When specific test procedures shall be used, a laboratory / agency, capable to carry out such tests, in or out of Europe, should also be assessed for the relevant programme by the corresponding Programme Committee.

Certify-all

- Art.63 The base scope of each Programme must be clearly defined. It shall be limited to the testing capacity of independent laboratories or testing agencies. For specific products, it can be extrapolated by the Programme Committee in accordance with the CPPC, by applying relevant modularity or up-sizing calculation rules to be clearly defined in the relevant Technical Certification Rules.
- Art.64 All products of the relevant certification programme (or sub-programme) sold by a Participant inside the defined scope must be certified. When applicable, “Certify-all” principle means at least “all products inside the defined scope presented, at least, on the European market” (see I.3), but each Programme Committee may implement larger applications. “Certify-all” brings clarity and transparency and therefore increases the value of the whole system.
- The Participant has the duty to control the use of its brand name and trademark for the products distributed on the European market, whether through direct distribution or indirect distribution (through affiliates, parent companies, independent distributors, and resellers....). If a participant declares products with a brand name which is used by more than one company (*including the participant itself*) on the market (**whether a company belonging to the same group or an independent company**), all products using this brand name, presented on the market where the certify-all applies, and belonging to the scope of the programme shall be declared and certified. If it is not the case the Participant will be suspended according to Section III.4 art 187 **“Non-respect of Certify all” dispositions**. [→q.v. the modifications table](#)
- Art.65 When the “Certify-all” principle is applied, non-certified products in Participants’ documentation must be:
- if included in the scope either declared for certification or
 - if not included the scope clearly indicated as such (see Appendix G) when combined with the certification symbol
- Art.66 The following products can be excluded from the “Certify-all” principle for a given programme:
- non-branded products, excluded from catalogues, as well as products sold with the customer brand, but covered by a confidential and exclusive rights contract between a participant/applicant and a dedicated customer. ECC shall be entitled to get a copy of such contract under confidentiality agreement to verify application of “Certify-all”,
 - products already declared by the same legal entity and certified under another certification programme managed by ECC;
 - models under development and which are marketed (see D.II).
- Art.67 In programmes where products are certified by ranges, non-certified products in Participants’ documentation must be clearly indicated as non-certified when combined with the ECP symbol (mark or energy label). Certification of such products can be applied for, but until granted, the ECP symbol must not be used and no statements about certification must be made for these products.

In programmes where products are certified by ranges, the range which is the most sold shall be certified.

Traceability

Art.68 The identification and location of all production plants involved in the manufacturing of the final certified products shall be sent by the applicant/participant together with the declaration of data (including for Brand Name participants).

If audits of manufacturing plants are not included in the programme, a specific identification code shall be recorded by the applicant/participant for each plant and affixed on the product to ensure traceability with respect to the plant. The table giving the code of each plant shall be part of the declaration of data sent by the applicant/participant to ECC.

If audits of manufacturing plants are included in the programme, each certified product shall be marked to ensure traceability with respect to the plant.

When selecting products to be tested, ECC can specify, whereas the case, the corresponding manufacturing plant.

Tests

General

Art.69 Within each certification programme, tests may be conducted under the following procedures:

- Scheduled tests in the admission procedure
- Scheduled tests in the surveillance procedure
- Penalty tests
- Challenge procedure tests

Art.70 Tests can be performed at the independent laboratory selected by ECC or at the Applicant/Participant's laboratory and by the independent test agency selected by ECC according to the TCR.

Art.71 Before testing, the laboratory shall check the sample dimensions against the value declared in the technical datasheet to ensure that the sample corresponds to the selection.

Art.72 The laboratory shall not perform the test and contact ECC who shall ask the Applicant/Participant to send a new sample in the following cases:

- One of the information is not consistent with the information given in the technical datasheet
- The sample appears to be damaged (see "Initial test failure" section below).

Art.73 In case of tests in Independent Laboratories:

- The laboratory shall have the responsibility of unpacking, handling, testing (and package the sample for shipment if applicable).
- Samples shall be assembled and 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.

Number of units tested

Art.74 The number of tests and measurements (tested units, controlled conditions and measured points per conditions and unit) shall be defined and decided by relevant Launching Committee based on sales of products, number of presented models, cost of an individual test and method of failure treatment. The Programme Committee or the CPPC may adjust the number of requested tests if judged necessary for an increase of integrity. ECC may ask later for penalty tests if selected models are not available at delivery deadline.

ECC may select more products than those mentioned in the OM, during the campaign n, if it is found to be suitable for a given participant, e.g., when additional verifications are needed. In such

a case, the number of tests during the test campaign (n+1) is then reduced by the number of additional tests carried out during the campaign test n.

Selection of units

- Art.75 The selection of units for testing and manufacturing places to audit shall be made by ECC without any interference from manufacturer. The product selection shall be either at random or assisted by data mining procedure when applicable. In any cases the staff should try to select the most representative units of the manufacturer's production and market. Indicators from published reports of Eurovent Market Intelligence collection can be used for such purpose.
- Art.76 Participant may add new products and remove older models at any time during the year. Participant shall inform ECC of any modification of model by updating declaration file. In the case of significant modifications, ECC is entitled to request adequate checking to verify the influence on performance data. When a model is selected for testing it cannot be modified nor removed from the declaration list until the test results are known: if the test fails this model and all affected models will be re-rated and maintained in the list of certified products for one year. In case of an addition of products *declared more than 3 months before the next annual regular declaration*, supplementary tests shall be required, if necessary, to reach the regular number of tests to be performed. →q.v. [the modifications table](#)
- Art.77 For product families readily available on the market via a professional distribution network product sampling by ECC directly from such distribution network should be favoured. This methodology of sourcing product can also be applied whenever possible as part of a challenge procedure (see II.2).
- Art.78 For product families which do not meet the above conditions but are produced in series, sampling of units should be preferably done on manufacturers' production sites or manufacturers' stocks.
- Art.79 For products families not produced in series (which are tailor made according to customers specific requirements) random sampling is not possible. In this case manufacturers shall either manufacture the units ordered by ECC before the audit date or directly send the units to the independent laboratories according to the provisions specified in the TCR. In such case audits of the production places should be introduced to be able to verify that units delivered to independent laboratory for testing are the same as units proposed to the customers.

Delivery to laboratories, testing and scrapping

- Art.80 Deadline for delivery of units to the laboratory, together with necessary technical data and relevant documentation, is defined in the Certification Schedule given in the corresponding TCR. For the admission procedure, the deadline is specified in the notification sent by ECC.
- If elements are not delivered within this deadline, it is considered as a non-application of procedures.
- ECC has discretion not to discontinue the certification when the applicant/participant provides a definite and acceptable date of delivery.
- The laboratory shall always inform ECC about arrival of units, even more frequently around the delivery deadlines
- Art.81 Upon justified request manufacturer's staff may be allowed by ECC to attend the preparation and installation of units but not the test itself. If a date has been proposed with a minimum of 4 weeks in advance, the laboratory has no obligation to propose a further date if the proposal is not suitable for the manufacturer. The setting-up of test conditions may also be done by Participants depending on specific rules defined in each programme.
- Art.82 For each sample test, factory audit or selection tool checking, the applicant/participant shall be informed in advance of the chosen laboratory, agency and auditor, and choice shall be made by ECC without his interference.
- Art.83 In each programme an adequate procedure shall be established by the Programme Committee to avoid that units submitted to the independent laboratory differ from the standard units selected by the ECC staff.
- Art.84 As storage place in laboratories is limited, applicants/participants shall inform ECC as early as possible their will to recover or arrange scrapping of his sample after test, at his costs. The

applicant/participant shall recover the samples at the latest 6 weeks after receiving the test reports and results *or otherwise stated in the TCR*. If the samples are not recovered after this delay, the laboratory can scrap the samples and the corresponding invoice will be sent by ECC to the applicant/participant. [→q.v. the modifications table](#)

- Art.85 If the test establishes that the sample fails to meet one or more of the requirements of the TCR, the laboratory shall promptly notify ECC to receive instructions regarding further actions to be taken.

Selection tool checking

- Art.86 When several technologies or platforms are used, a data coherence management plan must be provided as part of the software certification process. An up-to-date tracking log must be made available to auditor upon request.
- Art.87 Any selection tool must include an embedded version management device, or a defined process fitted with a log file. The log file must be made available to the auditor upon request and include a documented tracking of contents modifications and associated version.

Audits

Key audit contents

- Art.88 All below requirements regarding audits are mandatory and shall be integrated in the certification documents.

Declaration consistency

- Art.89 The following points or documents can be checked to verify:
- Consistency between what is declared and what is sold:
 - Quotations
 - Selection tool printouts
 - Brochures
 - Technical documents
 - Contractual technical documents associated with an offer or an order acknowledgement
 - Orders
 - Consistency between what is declared and what is produced:
 - Bill of Materials of key components
 - Production order
 - Line assembly follow up files
 - Quality Control documents
 - Test documents
 - Delivery documents
 - Consistency between what is tested (in the frame of the admission and surveillance procedures) and what is produced:
 - Component inventory turnaround log
 - Key components identification on manufacturing/assembling sites (in component stocks, production lines and on the final products)

Production identification and traceability:

- Art.90 The participant shall use suitable means to identify the products by a unique identification code (the minimum traceable information: production plant, N° of lot, components), and the retention of documented information (records) necessary to enable traceability.

Use of mark logo:

- Art.91 The participant shall respect the marking requirements of the present certification manual (see Appendix G) and of the Technical Certification Rules if the logo is used on its products and/or services and all the relative documentations

Management of customers claims:

- Art.92 Customer claim and their treatment related to certified products shall be done, recorded and maintained available.

Certification documents:

- Art.93 Up-to-date certification documents (Certification Manual for the ECP mark, dedicated Technical Certification Rules) shall be available in the applicant/participant quality documentation system.

Other audit requirements

- Art.94 All below requirements regarding audits are not mandatory and shall be evaluated by each programme committee to be integrated in the certification documents.

Inspections during manufacturing process

- Art.95 Inspections, and corresponding result recording, can be required for key manufacturing points in technical certification rules.

The requirements include the minimum frequency, acceptance criteria and reference Standard if applicable.

The goal of these verifications is to ensure a good level of reliability, reproducibility and quality of certified products.

Each type of inspection shall be adequate to the product and to each manufacturing process.

Examples of inspections:

- Dimensional measurement
- Pressure test
- Tightness test
- Mechanical test
- Vacuum/evacuation check (Preparation of refrigerant charge)
- Check of refrigerant charge
- Gas leakage test
- Material quality and process check (Insulation injection, etc.)
- Electrical safety tests
- Working tests

These inspections can be conducted directly on the production line or in the internal laboratory of the manufacturer.

Inspections on the final products

- Art.96 Each manufactured product must be operated at the end of the production line to check that it works properly.

Periodic inspections must be carried out to ensure the compliance and presence of the marking on the certified product, as defined in the Technical Certification Rules.

Visual inspections shall be carried out before the product is packaged.

All the inspections and tests carried out throughout the assembly process shall be validated (and recorded if relevant).

Sampling on site

Art.97 The products in the sales record and/or production line and/or stock shall be compliant with the declaration file.

In the case of an audit of series production, a sampling can be conducted from the production line or the stock. The sampled products shall be identified and sealed so that they can be authenticated at their reception by the laboratory personnel.

In case the sampling cannot be completed as foreseen, including tailor made production, it shall be verified that the products made available for sampling are consistent with regular production, by comparing them to similar products (same or close family/BMG) taken from the production line and/or stock, and/or by comparing production order files/bills of material.

Control of monitoring and measuring equipment

Art.98 The measurement, inspection and testing equipment having an influence on the tests conducted within the scope of certification mark shall be:

- calibrated or checked at a specified frequency or prior to use, based on measurement standards associated with international or national calibration standards (when such standards do not exist, the reference used for calibration shall be recorded)
- calibrated as often as required
- identified to determine the validity of the calibration
- protected against adjustments likely to invalidate the measurement results
- protected against damage and deterioration during handling, maintenance, and storage

In addition, the manufacturer shall assess and record the validity of previous measurement results when it is determined that equipment is not in compliance. The manufacturer must undertake appropriate actions on equipment and on any affected product. The records of calibration and verification results must be kept.

Control, measurement, and testing equipment shall be used to ensure that the measurement uncertainty is known and consistent with required needs in measurement.

Qualification of personnel involved in critical operations

Art.99 Factory personnel working on critical operations, defined in each Technical Certification Rules, shall be qualified and the manufacturer shall be able to provide evidence thereof.

On installation site, some critical operations can be also conducted. The installation manual shall describe the exact procedure and confirm that these operations shall be conducted by qualified and authorized personnel.

Production instruction documentation

Art.100 The applicant/participant shall ensure the availability of documented information that defines:

- the characteristics of the products to be produced and/or the activities to be performed
- the results to be achieved when appropriate

Management of suppliers

Art.101 The applicant/participant shall ensure the quality of the incoming goods (raw materials and components), supplied for the manufacturing of products concerned by the certification process.

The applicant/participant shall:

- Define the specifications of parts to be supplied (and possibly establish specifications with its suppliers),
- Define its supplier selection criteria,
- Compile and maintain a regularly updated list of its authorized suppliers and maintain records relating to the periodic evaluation of these acceptable suppliers.

Orders shall clearly describe the ordered part (technical specifications, quantities, lead times, etc.) and the related technical specifications.

The applicant/participant shall establish and implement incoming good inspection by sampling or other need processes to ensure that the purchased parts follow the specified requirements. The results of incoming good inspection shall be recorded. The acceptance criteria and the non-conformity management shall be clearly integrated in this recording.

Management of non-conforming products

Art.102 The applicant/participant shall manage the nonconforming products and notably:

- Identify the nonconforming products;
- Define the responsibilities and authority to treat this non-conformity;
- Take appropriate actions to control and correct the non-conformity and eliminate its causes;
- Keep records of the actions taken.

Terms and requirements

Art.103 The auditor shall be provided with all the resources (offices, installations, facilities) necessary to perform the audit, including competent people to carry it out.

Art.104 An observer, bound by an obligation of confidentiality, can take part to the audit. He may be appointed by ECC according to standards and agreements it has signed. The applicant/participant is systematically informed by ECC of the presence of this observer before the audit.

Art.105 When the applicant/participant subcontracts part of its activity, ECC can send an auditor to visit the subcontractor(s) according to the same reference documents.

Art.106 Audits can be performed without prior notice by ECC to the Applicant/Participant if defined in the corresponding Technical Certification Rules ("surprise audit").

Art.107 Whenever necessary, ECC has the right to ask for an additional audit to be conducted as well as to collect data directly from customers or to perform additional selection tool checking.

Art.108 If audits are not conducted within the time limitations specified by ECC, it is considered as a non-application of procedure (see III.4).

Art.109 In case of force majeure (e.g. accidents, labour disputes, natural events, acts of war) which would not allow ECC to perform an audit *or a sampling* ECC can decide to replace it by another mean of verification (e.g. remote audit/sampling without considering the eligibility criteria defined in 0), to postpone it within a reasonable deadline or to cancel it.

Art.110 After evaluation, an audit non-conformity is classified as critical when, based on objective evidence, the following cases are identified:

- There is a significant risk to the product conformity with respect to specific requirements;
- There is a significant risk regarding the quality management system ability to control the product conformity to specific requirements;
- There is a systematic or repeated non-conformity to a specific requirement.

Otherwise, the non-conformity is classified as non-critical.

Classification between critical and non-critical non-conformity may be detailed in the corresponding Technical Certification Rules.

Art.111 In case of non-conformity, the applicant/participant shall be requested to provide ECC with a corrective action plan within the deadline specified by the auditor.

Procedure for testing on products from external manufacturers

Art.112 In addition to product sampled based on participant declaration, ECC will identify a certain number of products from non-participant manufacturers to be tested along each regular test campaign. Specific requirements for each programme are detailed in the relevant Technical Certification Rules as an appendix.

Art.113 The dedicated budget (when the procedure is in place, minimum is set at 15% of the total yearly test revenue) will be added to the test price structure of the related programme.

Art.114 The procedure includes:

- Selection and sourcing of the equipment;
- Freight and administrative costs;
- Testing costs (same equipment could be tested in more than one laboratory);
- Disposal or destruction cost of products.

Art.115 All the product tests done will generate a yearly anonymous report to be made available to each participant to the relevant programme.

Art.116 Report conclusions can be made available to the press or used in communication campaigns according to legal requirements.

Art.117 This procedure can be activated by decision of the relevant programme committee, approved by CPPC, for a minimum period of 3 years with automatic yearly renewal.

Management of test results

Acceptance criteria

Art.118 Acceptance criteria shall be specified for each measured or tested property of the tested products so that the test can be declared passed or failed. These acceptance criteria are established considering the relevant specifications of the testing and products standards, if any, and the uncertainties on measured values. Laboratories shall be asked to provide the uncertainties on their measurements.

In case of recalculation through a selection tool after testing, the acceptance criteria shall be specified between the test results from the laboratory and the recalculated value.

Initial test failure

Art.119 Is considered as an initial test failure any situation where:

- the sample to be tested cannot be operated, or
- any functional component of the sample to be tested is out of order
- the sample to be tested, or any of its components is damaged, e.g. due to transportation.

Additional cases of Initial test Failure may be defined in the Technical Certification Rules.

After an initial test failure, the applicant/participant shall examine the reasons of the failure and provide the results of this analysis to ECC including the action plan if applicable. The applicant/participant shall then send a new sample of the same model. In specific cases, to be defined by the Programme Committee, products or components can be repaired at the laboratory, under the responsibility of the manufacturer and the supervision of the laboratory.

If, in the course of testing the sample, the whole testing programme cannot be implemented because the specified testing conditions cannot be reached, then the test will be considered as failed and provisions of Art.121 shall be applied.

If, during testing the sample during a second test on the same unit, the whole testing programme cannot be implemented because the specific testing conditions cannot be reached, then the results of the first test shall be considered.

If, during testing the sample during a second test on a new unit, the whole testing programme cannot be implemented because the specific testing conditions cannot be reached, then the test will be considered as failed and the corresponding product shall be removed from the list of certified products. In this case all MVF performances are considered as failed if applicable. In case the programme applies the certify-all principle, the participant shall remove this reference from its catalogues, commercial documentation, and selection software if applicable.

Failure treatment

Art.120 An adequate failure treatment shall be established in each certification programme, based mainly on re-rating of performances. Pass treatment: when pass the test result can be used for up-rating the product or product ranges only if the conditions given in Appendix D.IV are met. In all other cases declared value cannot be modified. Performance down-rating will affect not only the tested model but also other models with similar features or even all products in the same range. When

modularity and/or up-sizing calculation rules have been considered for the extension of the scope of a programme out of the testing limits, ECC shall require corrections to be carried out to the large sizes or capacities.

Art.121 After a failure, the applicant/participant shall examine the reasons of the failure. The manufacturer can ask for a second test on a new sample (same model), in specific cases, after analysis of the non-conformity and implementation of actions if applicable. When at least one second test is carried out on another sample than the one already tested, then one penalty test will be required during the next test campaign.

A tested unit which comes back to the participant and is sent again for test is considered as a new unit.

Art.122 The conditions and the number of additional penalty tests in case of high deviation (performance claimed much better than measured) shall be defined in the Technical Certification Rules of each programme.

Art.123 ECC shall prepare reports for each concerned Programme Committee and for the CPPC.

Art.124 The Programme Committee shall define the conditions of suspension in case of frequent failures by the same participant within a specific programme. Participants with a consistent record of test failures can have penalty test or be suspended from the programme (see Appendix C). The Programme Committee shall establish:

- the relevant performance items to be considered (or “scope”)
- the history to consider (one, two or three test campaigns)
- the acceptable thresholds
- the maximum number of penalty tests

Art.125 CPPC shall regularly examine the status of failure rates and take mandatory measures if the Programme Committee is not applying adequate measures.

Control of documentation

Presentation of data on technical documentation

Art.126 Applicants should submit technical documentation to ECC after signing the License Agreement within at least 12 weeks, unless otherwise defined by the Programme Committee.

Art.127 The names of certified ranges of products shall be significantly different from those of non-certified ranges (e.g., including 4 or 5 different characters).

Art.128 The tolerances given in the European standards shall not be mentioned together with the information on certified products when they are less stringent than the corresponding ECP acceptance criteria.

Art.129 All new technical documentation shall quote the superseded documentation (except on-line selection software). Any change in components that alters performances (by more than the acceptance criteria) requires identification by a new or clearly revised model designation and software version number.

Art.130 When a chart or selection software is certified, coefficients applied for the extension of performance to conditions which would differ from the testing conditions can only down-rate the announced performance, unless common equations have been clearly defined in the relevant Technical Certification Rules.

Art.131 In case of a new release of selection tool presented to ECC for certification, the checking and publication on the ECC website (when conformity) should not exceed a certain period defined by the Programme Committee.

Rerating of performance

Art.132 When the re-rating of performances is notified to the Applicant, the Applicant shall correct his technical documentation and submit it at least electronically to ECC, before certification can be granted.

- Art.133 When the re-rating of performances is notified to the Participant, the Participant shall correct his technical documentation within 8 weeks, unless otherwise defined by the relevant Programme Committee:
- Art.134 All existing electronic catalogues (including BIM objects) and websites shall be updated within the defined period.
- Art.135 All existing on-line selection software shall be updated within the defined period.
- Art.136 All new technical documentation (electronic and printed catalogues, websites, on-line and off-line selection tool) published after the defined period shall comply with re-rated performances (would it refer to Eurovent or to the ECP mark or not).
- Art.137 In case of printed catalogues including a reference to Eurovent or an ECP mark, an updated document shall be made available to ECC within the defined period.
- Art.138 In case of off-line selection tool, updated selection tool shall be made available to ECC within the defined period.

Checking of documentation by ECC

- Art.139 ECC shall continuously check Participant's technical documentation (see II.2).
- Art.140 Any deviation from rules, presentation of wrong data or claiming that non-certified data are certified shall be severely treated and, if maintained, suspension from the programme would be considered (see III.4).

Challenge procedure

- Art.141 A Participant X may challenge certified data or selection tool presented by another Applicant/Participant Y.
- Art.142 Applicant/Participant Y shall be given the opportunity to verify the elements on which the complaint is based.

Simplified challenge procedure

- Art.143 The complainant (X) shall forward ECC all evidence concerning the questionable model by means of a fully documented file. ECC is entitled to ask further details to Participant X for all reliable elements to be on hand.
- Art.144 Evident non-application of procedures brought to ECC attention will generate immediate measures for non-application of procedures (see III.4).

Complete challenge procedure

- Art.145 A complete challenge complaint shall be based on test results from an independent laboratory or a detailed selection tool scenario from an independent auditor. To solve the case, ECC is entitled to have the model in question tested or to proceed to an extra checking (e.g., selection tool checking, desk study, manufacturing place audit). The model to be tested can be taken directly from the market or selected during a manufacturing place audit. In any case the test/audit/selection tool report will be provided only to the applicant/participant against whom the complaint is filed and will be not provided to the complainant.
- Art.146 ECC will notify the parties of the amount of a bank guarantee (or full payment) covering the costs of the total complaint procedure after formal validation of the complaint. Both parties shall submit the bank guarantee (or full payment) to cover testing and administration costs before the complaint will be accepted. If the complainant X refuses to submit the bank guarantee (or full payment), then his complaint will be rejected. If the Applicant/Participant Y (against whom the complaint is filed) refuses to submit the bank guarantee (or full payment), this will be considered as a non-payment of fees (see III.4).
- Art.147 The total costs of the complaint procedure shall be borne by one of the two parties concerned. If the complaint procedure justifies the complaint, Applicant/Participant Y shall bear the costs. If not, Participant X shall bear the costs.

Art.148 If the checking of selection tool or the test confirms the complaint no additional test is allowed and the process for failure treatment and/or non-application of procedures shall be applied.

Disputes and appeals

Art.149 The applicant or participant may challenge a certification decision made by ECC by sending a claim to ECC. After reviewing again the certification file and examining the information supporting the claim, ECC notifies the applicant/participant of the confirmation of its decision or of a new decision. Challenging a certification decision does not suspend this decision.

If the applicant/participant wishes to hold its challenge against the decision, it may lodge an appeal with ECC by registered letter within 30 days of the notification of the decision.

The appeal does not suspend the decision of ECC and shall be justified. It is handled by ECC which brings it, for advice, before the CPPC, within 3 months. After examination of the appeal by the CPPC, the final decision is notified by ECC to the applicant/participant.

II.3. Quality management

Art.150 ECC operations for the ECP programmes shall follow quality management rules in accordance with EN ISO/IEC 17065:2012 standard (or further revision of equivalent standard) and/or ECC shall be accredited for the ECP programmes by an official body for this standard. To this end applicants/participants shall follow these rules (see Appendix K and the below article).

Art.151 Applicants/Participants shall ensure that they meet the terms and conditions defined in the Technical Certification Rules in relation to their products and sites.

They undertake to:

- accept and comply with the terms and conditions set out and defined in the technical certification rules specific to the field of the products in question, and in particular:
 - submit products for certification in compliance with the regulations in force;
 - implement the changes required by the changes in technical certification rules that are communicated by the certification body;
 - use the ECP mark under the conditions set out in the technical certification rules and for the certified products only;
 - act on the decisions made by the certification body for the certification (in particular define and implement corrective actions following a deviation noted or apply a sanction decision);
- comply always with the certification requirements defined by the reference standard, including implementing the appropriate changes notified by the certification body;
- ensure that the certified product continues to meet the requirements of the reference standard, in particular:
 - apply the internal production control system established efficiently to meet the requirements of the technical certification rules;
 - perform the inspections incumbent upon it so that the right to use the certification mark can be maintained;
- take all necessary measures for:
 - the performance of evaluation and monitoring, including the supply of items with a view to the examination thereof, such as documentation and records, access to equipment, sites, areas, personnel and subcontractors of the client in question;
 - the investigation of complaints;
 - the participation of observers, if applicable;
- make statements and provide information about the certification in accordance with the scope of the certification, in particular:
 - not submit counterfeit products for certification;
 - only use the *brand* name of the product submitted for the products certified in compliance with this technical certification rules; [→q.v. the modifications table](#)

- not use the certification of its products in any way that might be harmful to the certification body, or make any statements about the certification of its products that the certification body might consider to be misleading or unauthorised, in particular:
 - not use the ECP mark in a manner that is improper or non-compliant with the certification reference standard in force;
 - not use the logo of the certification body;
- if certification is suspended, withdrawn or expires, to cease to use all means of communication that refer to the certification, comply with all the requirements set out in the technical certification rules and take any other measure required;
- if a copy of the certification document is supplied to a third party, to reproduce it in its entirety or as specified by the technical certification rules;
- when referring to the certification of its products in communication media such as documents, brochures or advertisements, to comply with the requirements of the certification body and/or the specifications of the certification programme and to send the certification body, at its request, all printed advertisements and catalogues that refer to the certification mark;
- comply with all the requirements that may be stipulated in the product certification programme relating to the use of conformity marks and information about the product;
- investigate, record and retain a record of all complaints of which it is aware regarding compliance with the certification requirements; and:
 - make these records available to the certification body and auditors on request;
 - take all appropriate action in relation to such complaints and any imperfections found in the products that affect their compliance with the certification requirements;
 - document the actions taken;
- inform the certification body in a timely manner of any changes that might affect its ability to comply with the certification requirements, in particular:
 - inform the certification body in a timely manner of any changes made to the basic file submitted at the time of application for the right to use the ECP mark (particularly any changes made to the product(s) covered by the application);
 - inform the certification body of any permanent or temporary cessation of production covered by the certificate;
- ensure, for all employees of the certification body or its approved subcontractors, that all of the safety measures relating to working conditions, sites and equipment comply with the local regulations in force; and
- pay the certification costs (management, audit and testing, if applicable) in accordance with the price list in force.

Art.152 If the applicant (or participant) fails to obey these rules, then the examination of his application may be interrupted, or his file may be suspended. Reference may not under any circumstances be made to the ECP mark before certification has been obtained.

II.4. Marking

General requirements

Art.153 Whenever a participant is mentioning the ECP Certification:

- when advertising, labelling, or presenting a product or
- on any commercial document relating to that product

the following information must be provided to the user:

- the name of the certification body, i.e. ECC, or the ECP mark,
- the name of the certification programme,
- how to get the certification requirements (this can be achieved for example by mentioning the web site of ECC).

The Participants are not allowed to use the COFRAC logo under any circumstances.

Certification document (certificate)

- Art.154 When his products are certified (meaning that the admission procedure is duly completed, and the file has been examined and validated as compliant with current rules) the Participant shall receive a certificate (numbered YY.MM.NNN, pdf file only) for the relevant certification programme valid till a specified date defined in each programme, after decision taken by the Committee of Certification (see I.4). During the surveillance procedure, if everything is in order the certificate shall be renewed for a new period. Usually, certificates are valid until three months after the deadline of delivery of the test campaign.
- Art.155 If the Participant provides copies of his certificate(s) or any other certification document to others, the documents shall be reproduced in their entirety, unless otherwise specified in this manual or in the Technical Certification Rules.

Use of the ECP mark or Energy efficiency label

- Art.156 The following terms: recommended, highly recommended or any other terms used about displaying logo or any other related information are solely stated to provide recommendation about displaying or not the information. The freedom provided by those recommendations does not authorize participant or beneficiary to modify any of the proposed ways to display logo or any other related information. When applicable, relevant article must be respected in full by participant, assembler, or distributor. It is recommended that Participants display the ECP mark on general documentation (webpage, sales promotion and advertising, without any rating and with no reference to non-certified products) and technical documentation (electronic or printed catalogues, websites, selection tool, specification sheets). Depending on the case, it can be required to complete the ECP mark with the web addresses or the short or long statement. For non-certified products, a restriction note can be required. It is recommended for Participants to display along with the certification mark the energy efficiency label when available. Details are given in Appendix G.
- Art.157 In order to inform and guide assembler or distributor of certified products or components about usage of ECP mark and label, the Participant shall yearly communicate latest Appendix J when establishing or renewing a contract with such a partner.
- Art.158 It is recommended for Participants to display on their websites the ECP marks (linked to the corresponding URL). When a certified product is shown at an exhibition (in and outside Europe), it is recommended to display the ECP mark, readable on the booth, and on the products. ECP mark can be used in certified selection tools, nameplates, and product packages. Details are given in Appendix G. Their use in any other type of documents is not allowed without prior approval by ECC communication department.
- Art.159 To display the certification mark on documentation, webpages or products, reproduction proofs and digital banners are available for each case and may be obtained from ECC communication department.
- Art.160 A participant shall only use the ECP mark or refer to its certification in communication media for certified products. Any communication on certified products shall be made to avoid any risk of confusion between certified and non-certified products. An Applicant to a programme, whose products are not yet certified, is not allowed to use the ECP mark and is not allowed to communicate about his application. Companies with obsolete certificate are strictly forbidden to use the ECP mark on any communication material. Participant laboratories used for testing equipment as part of an ECP programme are not allowed to display the ECP mark nor refer to ECC except otherwise specified in the TCR. The use of the ECP mark shall never mislead customers by inferring that a non-certified product is certified.
- Art.161 All claims from a Participant regarding the ECP certification shall be consistent with the scope of the certification programme(s) under which its products are certified.
- Upon suspension, withdrawal or termination of its certification, the participant shall stop referring to this certification and using any document referring to it.

Promotion by Eurovent Certita Certification

- Art.162 For each Certification Programme, in order to facilitate the availability of third-party certified performance and associated conditions and product characteristics to manufacturers, end-users and decision-makers, ECC shall establish, maintain up-dated and operational, and actively promote the Online Directory of Certified Products, available at: www.eurovent-certification.com.
- Art.163 When requested by Programme Committees, ECC may display on this website the information about whether a certified performance was rerated or not.
- Art.164 Specific promotion for one or more programmes can be initiated by decision of the relevant Programme Committees. The ECC communication department will support the research and development for the project. The financing of the promotion action itself is the responsibility of the Participants, according to budget and schedule voted in the Programme Committee, and full payment will be required before action is implemented.

III. CERTIFICATION PROCESS

III.1. Admission procedure

Art.165 The admission procedure is described in the below sketch.

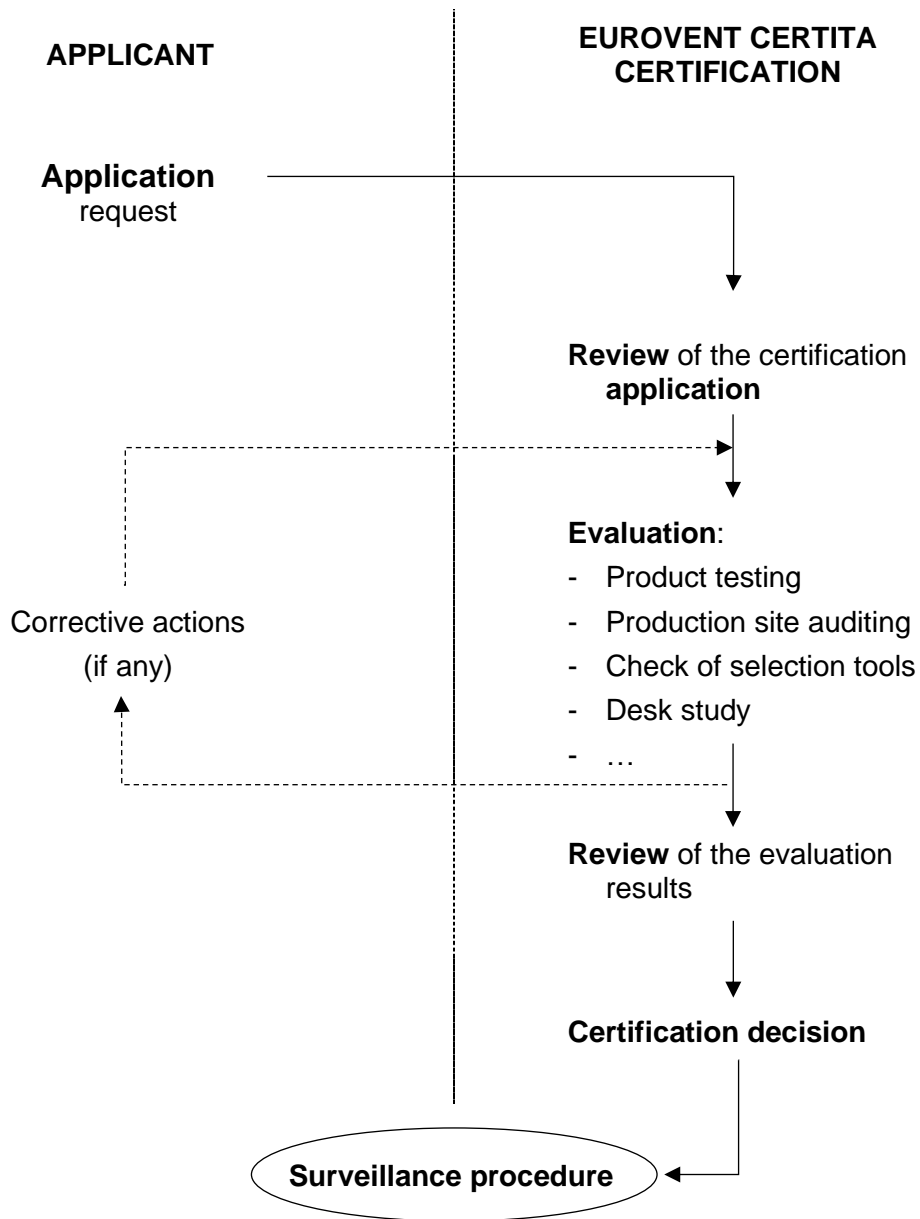


Figure 1: Admission procedure

Art.166 Admission procedure may include different routes for a given range or applicant to become certified. Evaluations (product testing, production site auditing, check of selection tools, desk studies, etc.) performed in the frame of other third-party certification or quality schemes may be considered during an admission procedure to reduce the number of evaluations required before being certified. To be applicable such provisions shall be clearly defined in the Technical Certification Rules of a given certification programme. Such provisions shall ensure that the different routes in the admission procedures ensure the same level of confidence.

III.2. Surveillance procedure

Art.167 The surveillance procedure is described in the below sketch.

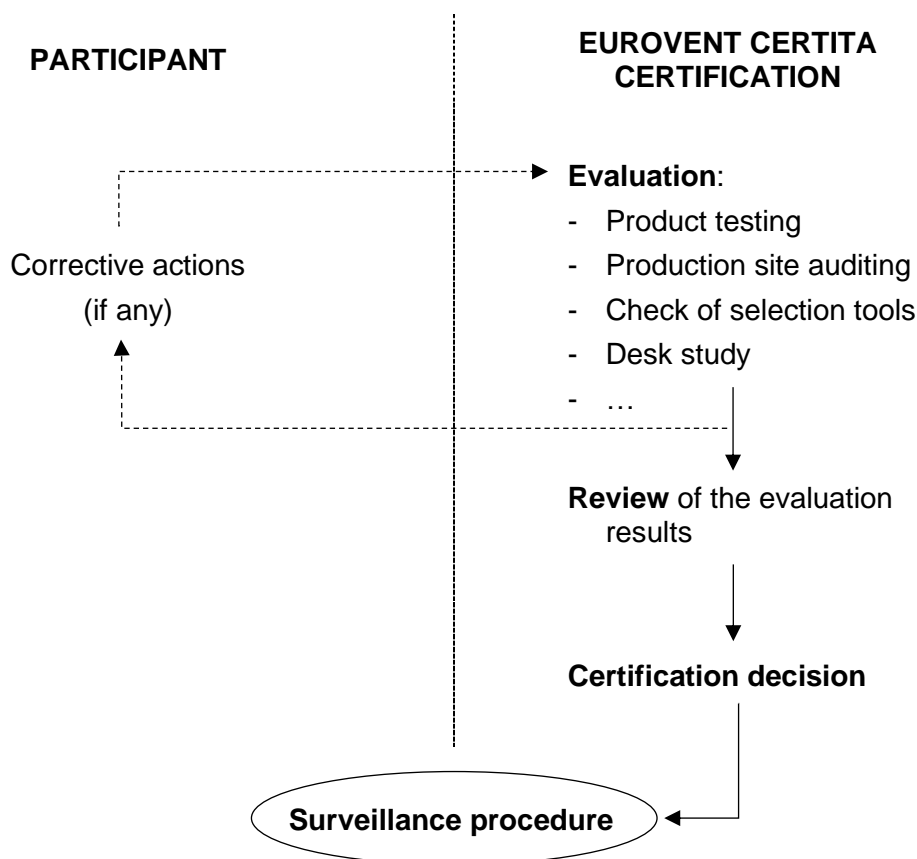


Figure 2: Surveillance procedure

III.3. Declaration of modifications

Art.168 Any changes to the initial conditions of obtaining the ECP mark shall be reported in writing by the participant within one month.

Changes concerning the participant

Art.169 The participant shall notify ECC of any legal changes to the company or any change in the corporate name.

Art.170 In case of merger, liquidation, or buyout of the Licensee, all the rights to use the ECP Mark from which the Licensee may benefit cease automatically. Whereas the case, a new application may be submitted by the new legal entity, and handled on a case per case basis, in consideration of any modification of the products and of their manufacturing.

Changing concerning production entities

Art.171 In case audit of production places are part of the evaluation process for a given certification programme, the participant shall declare in writing to ECC any transfer (total or partial) of the production entity(ies) of an ECP certified product to a different production site. These changes may lead to the cessation of ECP marking by the participant on the transferred products.

Based on the information sent by the participant, ECC will identify any checks to be performed on a case-by-case basis. These checks may include an audit of the new production site and limited or comprehensive testing.

The certification renewal evaluation and decision procedures are identical to those for admission described in paragraph II.2.

Changes concerning the quality organisation of the manufacturing and/or marketing process

Art.172 In case quality management systems is checked during audits of production places for a given certification programme, the participant shall declare in writing to ECC any change regarding its quality organisation likely to have an impact on the compliance of the manufacturing and/or marketing with the requirements of the technical certification rules (changes to its facilities, quality plans, agent, etc.).

Changes to the scope of certification: additional admission for a new model and/or new range

Art.173 The procedure describing how to declare new models and ranges is defined in Appendix D.

Changes concerning the certified product

Art.174 The procedure describing how to modify already declared models and ranges is defined in Appendix D.

Application for Brand name

Art.175 For a company (hereafter designated as “Brand Name company”) marketing, under its own brand, products manufactured by another company and already ECP certified no tests will be required. When on-site audits are conducted in the programme, it shall be conducted at the place (office) where the orders to the customers can be accessed. This place is often the factory of the certified manufacturer (see Appendix F). The application file of a Brand Name company shall include a correspondence list of:

- the names of the products and/or version of the selection tool covered by the application with those of the products/selection tool already certified for the manufacturer.
- the identification and location of all production plants involved in the manufacturing of the final certified products.

This list shall be validated by both the Brand Name company and the manufacturer of the products. When a brand name participant wants to introduce new products not yet certified by another participant, he shall take the responsibility of the tests. In this case these new products cannot be certified until the first test campaign is fully completed even if the certify-all principle applies in the programme. If the certify-all applies the products already certified as brand names remain certified. Products marked with two brands at the same time (one brand being certified, the other not) are considered not certified. To be certified these products shall be declared with the two combined brands by either the already certified company or by the other company using the Brand Name application process.

Temporary or permanent cessation of production of a certified product

Art.176 The procedure describing how to remove already declared models and ranges is defined in Appendix D.

III.4. Suspension/cessation conditions

Non-exhaustive list of non-respects of certification rules

General requirements

Art.177 **Non-respect of programme ethics:** Evidence of strategies of bypassing, impairing or offsetting unit, controls, selection tool or documentation (see I).

Art.178 **No report of registration of complaints:** In case a Participant doesn't answer in due time to request by ECC regarding registration of complaints from customer about certification (see II.3). This article concerns only the programmes for which complaints registration cannot be checked by ECC on site. For programmes including manufacturing places audits, the non-registration of complaints would lead to audit non-conformities.

Art.179 Deviation from written certification requirement: when a certification requirement described in the Certification Manual and/or the relevant Technical Certification Rules is not fulfilled by an Applicant/Participant.

Requirements linked to evaluations (tests, audits, selection tool checking)

Art.180 Non-delivery of units or selection tools and/or relevant elements for testing or checking: If units or selection tools and relevant accessories and documents for testing or checking are not delivered before deadline (see II.2) the Participant shall be suspended for the current test campaign n (shipment bills accepted as delivery proof). To reintegrate the Programme, the Participant shall have provided *all missing elements which have caused its suspension. In parallel, the participant shall follow all the ongoing campaign and comply with the requirements.* If on deadline of delivery of test campaign n+1, test campaign n has not been completed, the Participant *is suspended* and should not have the possibility to reintegrate the Programme before completion of test campaign n+1. →q.v. [the modifications table](#)

Art.181 Completion of participant laboratory test: Actual test date from campaign n shall not be later than the beginning of test campaign n+1 date + three months.

Art.182 Repeated failure along the test campaigns: When the number of failures year after year is maintained too high by a Participant (see II.2 and Appendix C).

Art.183 Non-payment: When payment is not made within the period defined in the License Agreement (see IV) for any programme he participates or relevant notification for challenge procedure (see II.2). Unpaid invoices can lead to the suspension of a certificate. Unpaid invoices generated under a given certification programme can lead to a certificate suspension process to another programme belonging to the same company or group.

Art.184 Non-respect of audits deadline: When time limitations notified by ECC to perform an audit is not respected.

Requirements linked to certification generic rules

Art.185 Misuse of the mark or trademark infringement: In case ECP mark and trademark is not used according to the general rules described in this manual (see II.4) and the specific ones defined in the relevant Technical Certification Rules.

Art.186 Presentation of incorrect data: When the performances in any document (e.g. documentation, selection tool, offers, etc.) published and/or transmitted to customers are different from the declared performances or when the re-rating of performances in the document is not corrected on time (see II.2) or when display of non-certified performances leads to confusion with certified performances.

Art.187 Non-respect of "Certify-all": When products within the defined scope of the certification programme sold by a Participant are not declared to ECC (see II.2).

Art.188 Unauthorized communication about application: In case an Applicant communicates about its application before certification is granted (see II.4).

List of levels of penalties

Art.189 The following levels of penalties shall be used:

- No immediate action
- Temporary suspension until the case is closed by full resolution of the non-conformity (non-edition of certificate, removal from the ECP website). For applicants, temporary suspension means that the admission process is put on hold.
- Addition of 1 penalty test per incriminated range.
- One-year suspension (until next campaign). To reintegrate the Programme, the Applicant/Participant shall have completed his previous test campaigns and be in line with all further requirements from ECC.
- Addition of 2 penalty tests per incriminated range.

- Expulsion from the programme for minimum three years (breach of the license agreement). To reintegrate the Programme, the Applicant/Participant shall sign a new license agreement and shall have to complete again the admission procedure.

Art.190 According to the case a legal action can be taken by ECC against Applicants, Participants or other bodies.

List of requests of resolution proof

Art.191 The following shall be requested by ECC depending on the non-conformity:

- Fully documented file to ECC staff
- Third-party proof to ECC staff (by a testing body, an auditor, or a solicitor)

Notification and correction process

Art.192 *ECC usually sends an informal warning to participants before the deadlines.* Then ECC shall send, for example after decision by the Committee of Certification or by the Committee of Surveillance (see I.4), a *formal notice of notification* to the Applicant or the Participant as soon as non-conformity is acknowledged. The notification shall detail the non-conformity, the required resolution proof, the level of risk for the Applicant/Participant regarding its certification, the number of immediate lost points and the period for the corrective actions to be taken (default period is set at 30 days but could be adjusted by ECC to fit with each situation).

ECC may suspend a Participant without notice if the situation requires it. →q.v. [the modifications table](#)

Art.193 If non-conformity is not solved within the stated delay, corresponding penalty in the table below is applied. A further notification can be sent, escalating to at least next level of resolution proof and next level of penalty, upon decision of ECC. If a suspension is decided for a Participant, then the certification of the corresponding products marketed by Brand Name companies (see I.3), if any, is also suspended, taking into account, whereas the case, the requirements of the “certify-all” principle. When suspended or excluded, company has 10 days to stop use of ECP mark on its website, 60 days on new printed material, one year on old, printed material.

Table 1: Level of penalties to be applied

Description	Level of penalty	Number of points lost
Non-respect of programme ethics	Temporary suspension	3-6
No registration of complaints	Temporary suspension /	1
Non-respect of “Certify-all” rules	Temporary suspension	2-4
Non-delivery of units/selection tool for testing/checking or Non-respect of participant laboratory test date	Temporary suspension, suspension until next campaign or one-year suspension	2-4
Non-respect of audits deadline		
Non-delivery of relevant elements for testing or checking		1-2
Repeated failure along the test campaigns		2
Presentation of incorrect data	Temporary suspension	1-3
Presentation of non-certified products as certified		2-6
Non-payment		1-3
Misuse of mark, trademark infringement		1-4
Unauthorised communication about application	Temporary suspension of the certification process	3-6
Deviation from written certification requirement	Temporary suspension	0-3

Table 2: Level of penalties details

Description of non-conformity	CM point scale	Basis	Gravity	Recurrence
<i>Non-delivery of units for testing/checking or Non-respect of participant laboratory test date</i>	2-4	2	+1 if 50% (or above) of units not delivered/ Non-respect of participant laboratory test date ¹	+1 if Non delivery of units/ Non-respect of participant laboratory test date issue in N-1 campaign or N-2 if tests every 2 years
<i>Non-delivery of selection tool for checking</i>	2-4	2		+1 if Non delivery of software issue in N-1 campaign or N-2 if softcheck every 2 years
<i>Non-delivery of relevant elements for testing or checking (TDS, start-up procedure, accessories, purchase orders for non prepaid) and for invoicing (purchase orders related to VAF and FAF)</i>	1-2	1	+1 if 50% (or above) TDS not delivered	+1 if Non delivery of elements issue in N-1 campaign or N-2 if tests every 2 years
<i>Non-payment</i>	1-3	1	+1 if more than 3 invoices unpaid	+1 if 1 RL already sent within the year

[→q.v. the modifications table](#)

Art.194 Each license agreement signed has a unique counter with a maximum capital of 15 points. If 15 points are lost, Participants/Applicants will be notified for immediate suspension for one year. After one-year suspension the participant recovers 8 points. If after an additional 12-month period, no additional point is lost the participant/applicant recovers 15 points.

A 24-month period without non-conformity resets the Participant to the initial level, provided that his certification is not suspended. Whenever requested, ECC will inform each Participant about its lost points.

Art.195 At any given time, the applicant/participant can ask for a temporary suspension or a withdrawal of the certification Programme. This request must be in accordance with the requirements of license agreement and should contain the following information/elements:

In case of a temporary suspension:

- starting of suspension (to be noted only ECC is entitled to decide the end of the suspension)
- reason of this suspension
- In case of withdrawal:
- effectiveness withdrawal date
- information regarding remaining stocks

Art.196 In the case where an alleviation of evaluations is defined within a certification programme if key components are already certified by ECC, the information related to the status of key component certification files will be communicated by ECC to applicant/participants including such components as soon as possible, in particular in case of suspension.

IV.FINANCIAL REGIME

IV.1. Cost of the certification

Art.197 The allocation of the cost to each Applicant/Participant is given in every price list.

¹ In case one unit has to be delivered a delay will lead to the loss of 3 points minimum.

IV.2. Invoicing conditions

Art.198 The invoicing terms and conditions are specified in a dedicated document attached as appendix to every price list.

APPENDIX A. COMPETITION LAW AND ANTI-BRIBERY RULES

Art.199 All attendees of the meetings organized by ECC undertake to reject corruption and bribery, as stated in the UN Convention against Corruption (adopted by the General Assembly of the United Nations by resolution 58/4 of 31 October 2003) and to have suitable means to promote transparency, integrity, responsible leadership, and accountability.

Art.200 Because companies attending meetings organised by ECC are companies with competing, and sometimes opposing economic interests, the certification process and the associated meetings are subject to a close competition law (anti-trust) scrutiny. The following conservative guidelines shall be applied:

- Each meeting must be preceded by notice of the date and time of the meeting along with a copy of the meeting agenda.
- Minutes are required of every meeting. The minutes must be clear, complete, and accurate regarding the discussion that occurred, the actions taken, and the basis for the action.
- A representative of ECC shall attend every meeting and act as executive assistant.
- There shall be no “off the record” conversations.

Art.201 Generally, all communication and discussions that could directly influence the decisions of an individual company regarding production levels, product pricing, marketing strategies or selection of customers or suppliers must be avoided. The following topics must not be discussed during the meetings:

- Price or any elements of price or pricing policies, including costs, discounts, rebates, profit margins, etc.
- Terms or conditions of sale, including warranties, credit, and shipping arrangements
- Particular competitors, suppliers or customers
- Sales or production quotas or limits, allocation of customers or sales territories or refusal to sell to certain customers or to buy from certain suppliers
- The market share or sales territory of any particular competitor
- The operating statistics, inventories, sales, marketing methods or strategies of any particular competitor
- Controlling competition or excluding any competitor from any market.

APPENDIX B. CONFIDENTIALITY AND RESTRICTED USE OF DATA

- Art.202 Any and all written and oral information disclosed by one party hereto to the other (for purposes of this Manual) after the date of the License Agreement (see I.3), which the discloser regards as non-public, proprietary information (hereinafter the "Evaluation Materials") shall only be used or disclosed by the recipient in accordance with the terms of this Manual. Except for the Evaluation Materials, a Party may freely use or disclose any other information provided to him by the other. The receiving Party agrees to protect the Evaluation Materials against unauthorized use or disclosure with the same degree of care it gives its own proprietary information of similar nature, but in no event less than reasonable care.
- Art.203 The receiving Party shall disclose the information contained in the Evaluation Materials only to its affiliates and those of its and its affiliates' directors, officers, employees, agents, advisers and representatives ("Representatives") that need to know such information for the purpose of certification of products, it being understood that each Party shall inform its Representatives of the proprietary nature of such information, instruct them to neither disclose nor use such information in a manner other than as permitted herein and be responsible for their compliance with such instruction.
- Art.204 Notwithstanding the foregoing, there shall be no liability for use or disclosure of Evaluation Materials, and the recipient may freely use or disclose any of such Evaluation Materials, if, but only to the extent that, the same is:
- in the public domain or becomes generally available to the public other than as a result of a disclosure in breach of this Manual;
 - rightfully available to or known by the recipient, as shown by written records, prior to disclosure of the Evaluation Materials;
 - also received by the recipient or its Representatives from a third party, which, to the knowledge of the recipient or its Representatives, did not breach any obligation of confidentiality by providing the information to such recipient or its Representatives;
 - independently acquired or developed by the recipient without violating any of its obligations to the disclosing Party under this Manual;
 - used or disclosed by the recipient with the prior consent of the disclosing Party; or
 - required to be disclosed by law, regulation, judicial or administrative process or stock exchange requirements, provided, however, that the recipient uses reasonable efforts to promptly provide notice to the disclosing Party of the existence, terms, and circumstances surrounding such required disclosure, and provided further that only the disclosure required by law regulation, judicial or administrative process or stock exchange requirements is hereby permitted.
- Art.205 An individual confidentiality agreement document will be submitted to any participant to ECP meetings. It must be signed and returned to ECC prior to any registration to a distribution list (Launching Committee, Programme Committee, CPPC, etc.) or any other meeting called by ECC.

APPENDIX C. TREATMENT OF REPEATED FAILURES

C.I. Penalty tests

Art.206 High deviation between claimed and measured data may lead to eventual penalty. The Programme Committee shall establish:

- the relevant performance items to be considered (or “scope”)
- the history to consider (one, two or three test campaigns)
- the acceptable threshold (deviations “Level 2”)
- the maximum number of penalty tests (deviations “Level 3”)

C.II. Mean Value of Failure

C.II.1) Definition

Art.207 Mean Value of Failure (MVF) for a given deviation D is obtained with the following equation:

$$MVF_{\text{deviation D}} = \frac{\sum \text{Number of tests with higher deviation than D}}{\sum \text{Number of tests performed}} \quad \text{Eq. 1}$$

excluding the first test when a second one has been performed.

C.II.2) Scope of MVF

Art.208 For the MVF calculation, the certified performance items can be considered separately (e.g.: MVF_{Cooling Capacity}), jointly (e.g.: MVF_{thermal} and MVF_{sound}) or globally (e.g.: MVF_{global}). The scope of MVF (considered performance items and combinations) is defined by the Programme Committee.

C.II.3) Deviations and thresholds

Art.209 In each programme, the deviations to be considered for failure shall be given as Level 1 – Acceptance criteria: when a measurement is out of the acceptance criteria, the failure treatment is applied (basically, re-rating of performance).

Art.210 The deviation to be considered for MVF calculation shall be Level 2 – Intermediate: when a measurement fails with a deviation higher than Level 2 values, it is considered as a failure in MVF calculation.

Art.211 The deviation to be considered for penalty tests is Level 3 – High deviation: when a measurement fails with a deviation higher than Level 3 values, penalty tests are scheduled for the next year campaign.

C.III. Suspending Participants from the programme

Art.212 When the MVF is higher than the limit set by the Programme Committee, the manufacturer is suspended from the Programme until the MVF value comes back under the limit, unless otherwise specified in the Technical Certification Rules.

Art.213 Data of new manufacturers will be first taken into consideration only after two test campaigns (admission + first surveillance) unless otherwise specified in the Technical Certification Rules.

Art.214 A Participant who has been suspended (end of campaign n) should pay the relevant fees and complete the surveillance procedure during the n+1 campaign to re-join the next year (year n+2).

Art.215 A Participant who leaves the programme and re-joins some years later is considered to be a newcomer if he re-joins after three years. If he re-joins before, all the latest existing test campaign years are considered in MVF calculation, with minimum two and maximum three.

APPENDIX D. UP-DATE OF LISTS

Art.216 Submittal for certification of models shall be sent by e-mail to ECC as an .xls or .xlsx file, or *by any other tool provided by ECC*. Copies of the forms are part of the relevant Technical Certification Rules, but declaration files are structured as follows. Any change on the declaration list shall be highlighted by using a background colour for the modified cells.

Table 2: Structure of the declaration files

Generic	Product Number	Unique ECC number in its own database. This will be created during first import and will not change anymore
	Master product number	In case an Applicant/Participant presents, as Distributor (or <i>Brand Name</i>) a product which is manufactured and certified by another Participant, here should be inserted the Product number of the master product →q.v. the modifications table
	Tested on	Date of last test
	Rerated on	Date of last rerate (degradation of data after test)
	Created on	Date of creation of the product
	Last update on	Date of last modification of the product
	Status	Status of the product [New, DVP, Deleted, Certified, Obsolete]
	Participant Name	Name of the holder of the contract
	Model designation	This has to be unique
	Type of product	ECC codification for types of products (ex: CB/A for active chilled beam)
	Range Name	Name of the range. Range names shall be related to the ones declared in the documentation of the participant.
	BMG	Basic Model Group. If several products have similar properties, they can be grouped in the same BMG
Performances		For each performance item, value of the declared data
Characteristics		For each characteristic, value of the declared data

D.I. Request for annual updating

Art.217 When: During a definite month depending on the programme, as defined in certification schedule in the relevant TCR. What: ECC sends to the Participant its current list of products in .xlsx format as recorded in the ECC database (internal and website data). The closing date for sending back the list is clearly stipulated.

D.II. Annual declaration of data

Art.218 When: Within one month after request for up-dating. What: The Participant declares:

- His regular production within the scope of the Programme, without any mention in the column "Status". The performance data of a model tested or re-rated during a previous campaign cannot be modified. Also, it will not be possible to modify the performance of a selected model after the declaration is validated.
- As under development, "DVP", the models for which the production is planed but units are not yet available. Models under development are not displayed on the ECC website. They are not considered for the number of tests necessary for test campaign n, they cannot be selected for test. Declaration of models under development is mandatory for those models which are marketed (publicly or not). In this case these models shall be declared under regular production within one year after their first declaration to be able to be selected for testing.
- As new models, "NEW", the models which have not been previously declared to ECC. This status is not mandatory. The new models will be highlighted on the ECC website.

- As deleted, “DEL”, the models for which the production has ceased but stock is still available. Deleted models cannot be selected for test campaign n. The deleted models are displayed on the ECC website as such, with a “DEL” mark.
- As obsolete, “OBS”, the models for which the production has ceased, and no stock is available. It is not allowed to remove any existing line of the .xlsx file sent by ECC. A model tested or re-rated during test campaign n-1 cannot be declared as obsolete. Deleted models cannot be selected for test campaign n. The obsolete models are withdrawn from the ECC website.

Art.219 ECC will send a reminder to Participants who have not sent their up-dated list 10 working days before the closing date. Failure: ECC will send a notification to Participants who have not sent their up-dated list on the closing date. It is then automatically assumed that the declaration list is up-to-date and validated. It means also that selection prepared by ECC has been accepted and deadlines for delivery of the units and associated documentation and payments will be respected for test campaign n. It is reminded that non-respect of the deadlines is considered as non-respect of procedures and can lead to a suspension of certification for one year.

D.III. Up-dating of the list out of the regular schedule

Art.220 When: When there are substantial changes in the list of the Participant but not during the regular up-dating period. The lists cannot be updated during the month when ECC prepares the selections of models for testing. What: The Participant asks ECC for its current list. ECC sends it back within 5 working days. The Participant modifies his declaration of data. All the points from the annual update apply. In addition:

- Models under development, “DVP”, can become declared as regular production and will be listed on the ECC website.
- The number of tests for the test campaign n can be increased (but not decreased) depending on the evolution of the number of declared models (see relevant Technical Certification Rules).
- In case the Technical Certification Rules defines a fixed number of units to be tested, ECC can request additional tests to be carried out during the current test campaign. The number of additional tests shall be proportional to the size of the annual selection defined in the Technical Certification Rules and to the modifications undergone by the declaration list.
- A listing fee adjustment can be invoiced to the Participant (no credit note) depending on the evolution of the number of declared models.
- Any model selected for testing during test campaign n cannot be declared as deleted, “DEL”, nor obsolete, “OBS”.
- The performance data of any model selected for testing during test campaign n cannot be modified.

D.IV. Practical instructions on already registered models

Art.221 Each model already registered by ECC before the update has its own ECC data base number. This database number is in the first column of the table. This number shall never be modified or cancelled by the Participant. It is not allowed to delete existing lines.

Art.222 Models declared as new more than 10 months ago will be transferred to regular. Models declared as deleted more than 10 months ago will be transferred to obsolete. Models declared as obsolete more than 10 months ago will disappear from the list sent by ECC.

Art.223 Are authorized the following changes:

- On performance data:
 - on models never tested and never re-rated (nor selected for current campaign). Both down-rate and up-rate are allowed. If the performances of models not yet selected for tests (or re-rated) are up-rated, the models shall be tested as a priority during the following test campaign.
 - of models already tested or re-rated. Down-rate is always allowed whereas up-rate is allowed only under *all* the below conditions: [→q.v. the modifications table](#)
 - If the acceptance criteria is only focused on one side (example: “the deviation on the cooling capacity shall be equal or higher than -8%”)

- the deviation complies with the acceptance criteria
 - the absolute value of the deviation is strictly higher than the absolute value of the limit used for the acceptance criteria
 - An analysis of the cause of the deviation is provided to ECC
 - A second test on another product of the same reference fulfils the two criteria above. The rerated performance is the performance measured during the second test.
- On model designation. It shall concern models with slight modification of design. In the case of major technical change then the model shall be considered as a new model (examples: new refrigerant, new compressor, new coils, new fans... which could affect the performances).

Art.224 In all cases, such changes must be justified to be accepted ECC will check consistency of new data and will inform the Participant whenever these new data are accepted or not.

D.V. Technical datasheet (TDS) = Bill of material (BOM) = Data of records (DOR)

Art.225 Depending on the programme (see relevant Technical Certification Rules); the corresponding technical datasheet (TDS) of the declared model must be completed with technical description of all components along with declared data:

- During annual update of lists, for all models
- After selection is completed by ECC, for the units selected for test.

Art.226 It is reminded that it is not allowed to modify performance of a model after it is selected for test (should it appear in the TDS or not); the same applies for the characteristics and performance in the TDS when it must be completed during the annual update.

APPENDIX E. SELECTION TOOL REQUIREMENTS

Art.227 Provisions given in this Appendix are valid only for the programmes including the certification of selection tools. Selection tools need to have minimum requirements to be certified by ECC. General requirements detailed below, are applicable unless otherwise specified in the relevant Technical Certification Rules.

E.I. Scope

Art.228 The selection tool shall be related to the scope of the ECP programme as defined in the relevant Technical Certification Rules.

Art.229 There shall be only one selection tool name and version on the European market for the products covered by the ECP certificate. Extension to other regions can be defined by the Programme Committee.

Art.230 If a corresponding black box or DLL software exists, it shall have the same version number and give the same results as the public software.

Art.231 Structure of rights and rights of access to selection tool associated to a password must be made available to checkers. When rights associated to password can be differentiated, the level of rights given to the auditors should be at least equivalent and cover all level of rights given to any kind and all kinds of customers.

E.II. Material and functioning

Art.232 The selection software name and version shall be clearly identifiable for no possible confusion between different releases. An example of suitable code is given below:

MySoft vXY.Z

characters indicating a version serial number, not affecting the selection results

characters to indicate the technical version serial number

Art.233 The model designation, the software name and its version number shall be written on each page of the printouts.

Art.234 The selection software shall be available as an executable file or on a website with remote access. Other access facilities are only possible in consultation with ECC. The selection software when installable must be usable under a common operating system.

Art.235 The software must be able to store and restore the selection details without alterations of the calculations. Printout outputs shall be not editable (i.e., not modifiable). It is highly recommended that the output is delivered at least in pdf format.

Art.236 The selection software shall be operative as an entity with all components integrated in one software. Components in a model that are selected with different software, or any other means of selection cannot be certified.

Art.237 Use of the ECP mark shall be in accordance with the Certification Manual (CM). The relevant Programme Committee may decide to make the ECP mark mandatory on the printouts. In any case the ECP mark cannot be used in a selection tool available to customers before the selection tool is certified.

Art.238 It shall be possible to run the software as well as the “How to use” instructions in English. Output shall be delivered at least in English. Conditions, characteristics, and performance shall be expressed at least in S.I.

Art.239 The software shall be able to select a model according to at least one of these three possibilities:

- operating conditions and expected characteristic items and/or performance items
- model range and/or expected characteristic values and/or performance values
- model designation (reference) and operating conditions

- Art.240 The selection software shall be able to select a model between an upper and lower running conditions and show warning messages if conditions and/or results are out of limits.
- Art.241 The software shall be able to give for a model selection the certified characteristics and performance under the testing conditions of the relevant Technical Certification Rules in the same output (see specific requirements per programme).
- Art.242 Performance values under other operating conditions are authorized as soon as operating conditions are fully specified jointly. The relevant Programme Committee may decide to reduce the envelope of certified conditions and may define and forbid unrealistic conditions.
- Art.243 Non-certified characteristics, as well as non-certified performance under the testing conditions of the TCR are authorized as soon as operating conditions are fully specified. The relevant Programme Committee may decide to define and forbid irrelevant items.
- Art.244 Non-certified characteristics and performance under other operating conditions are authorized as soon as operating conditions are fully specified. The relevant Programme Committee may decide to define and forbid irrelevant combinations.
- Art.245 For a programme where “Certify-all” policy applies, all the products brands present on the commercial documentation must be listed on the software. If units or components are out of the scope of the programme, a clear statement shall be visible on the corresponding printouts.
- Art.246 For a programme with a certification by range, if units or components of the software are not certified, a clear statement shall be visible on the corresponding printouts.
- Art.247 Sketch of the units with overall dimensions shall be available on printouts.

E.III. Input data and output data

Art.248 Input and output data shall comply with the table below:

Table 3: Selection tools input and output requirements

INPUT		OUTPUT	
Mandatory	Authorised	Mandatory	Authorized
In all cases			
single name and version on the European market		soft. Name	Recommended: project
CD-ROM or website with remote access	other access facilities only with ECC agreement	soft. Version	Recommended: version XY.Z
installable and usable under common operating system	Recommended: Windows	date of selection	Recommended: working place
operative as an entity with all components integrated			Highly recommended: ECP mark
English	other language	not editable printout	Recommended: pdf
SI units	other units	English	other language
		SI units	other units
minimum input data: at least one of the three following possibilities	1) operating conditions and expected characteristics and/or performance	range and model designation	
	2) model range and expected characteristics and/or performances.	Testing conditions of the Technical Certification Rules	other operating conditions
	3) model designation and operating conditions	certified perf. Under RS conditions	performance under operating conditions
warning message if input out of limits			other perf. than the certified perf. With their conditions
electronic selection details from previous selection		certified characteristics	other characteristics
If relevant for the programme			
"Certify-all" : all the products brands of the commercial documentation		energy efficiency class	
		energy efficiency label if graphically possible	
		list of components	
		sketch	
		main dimensions	
		clear statement for not certified / out of scope units or components (see Appendix G)	

E.IV. Checked version, revision of software and update of certified version

Art.249 Test reports shall primarily be checked in comparison with the software version used for the selection of the model tested. If measurements comply with declared performance and all other software requirements are met, the checked version is certified. If the test fails and failure is confirmed (no second test), or if other software requirements are not met, the manufacturer shall update the software within eight weeks, unless a tighter timing has been set by the Programme Committee. If the measurements comply with measured performance and all other software requirements are met, the second checked version is certified.

Art.250 In case of modification of a software following a software check, it is expected that the performances of other units that the one selected for testing will be affected. For ECC to be aware of such modifications, ECC will ask to the applicant/participant to provide printouts on models and conditions close to the one tested prior to provide the results of the failed test. After the rerate of the software ECC will thus be able to check not only the performances of the unit tested but also the performances corresponding to the additional printouts requested. This will allow ECC to be sure that the software modification was not done only for the tested product.

Art.251 Participant shall send any new release to the checker appointed by ECC. He shall also document and make available to the checker and ECC all the modifications made on the software (except update on pricing if applicable).

Art.252 ECC is entitled to verify any new release of the software of Participant. Depending on the type of modifications declared ECC may decide to perform an additional checking at Participants costs. ECC will update on its website the software certified version and all version modifications declared by the participants.

E.V. Process

Art.253 The participant/applicant shall declare to ECC the selection software management office for each certified selection software (one per certified selection software). ECC will perform an online audit of each selection software management office every year. During this audit, ECC will check:

- The procedure for update of the selection software version and communication to the users.
- The log of the latest software versions for the past 12 months
- The exhaustive list of sales offices and distributors being updated when new software version is available
- Proof that each sales office and distributor is informed when new software version is available

Art.254 During this audit ECC will also sample several sales offices to be audited by ECC. During sales office audit, ECC will check:

- Use of latest selection software version
- Select printouts from the past 6 months and redo the selection with the current version of the certified selection software to check that the performances provided to customers are correct.

APPENDIX F. INFORMATION ABOUT HOLDER OF THE LICENSE AGREEMENT AND CONSEQUENCES ON CERTIFICATES, ECC DATABASE, FEES, TECHNICAL REQUIREMENTS

- Art.255 This first paragraph covers the case of models submitted by a company marketing, under its own brand, products manufactured by another company and already ECP certified. When Company A (example in figure below: Red Holding) doesn't produce its own ranges but distributes under its own brand ranges already certified by Participant B (example: Budget Air Cond.), no additional test is required for A.
- Art.256 Nevertheless, when the programme covers visit of production place, A has to declare to ECC a place, called Office, (ex: Son Ltd) where the orders to the customers can be accessed to and the selection tool can be annually verified by an ECC auditor, during the same quarter as the verification of selection tool hold by B. A's office can sometimes be B's factory (ex: Budget Ltd). If a range or a production place of B doesn't fulfil the requirements and B's certificate is suspended and/or expelled from the programme, A is also automatically suspended. If B quits certification, A is offered the possibility to cover test expenses for B's products.

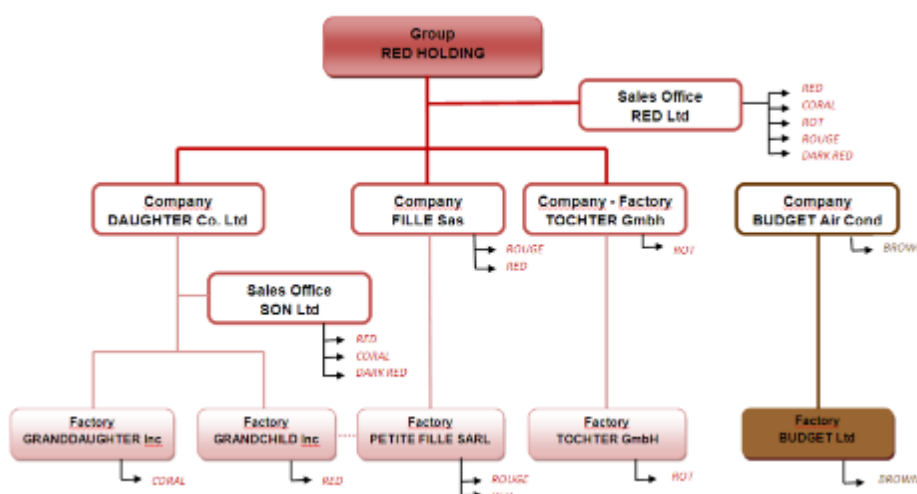


Figure 3: Example of Holding structure

- Art.257 In Figure 3, if the group (Red Holding) decides not to apply, but each affiliated company (Daughter Co, Fille SAS, Tochter GmbH) applies, it is considered as single different applications lodged by separate legal entities. The application from each affiliated company is handled by ECC independently from the application from the other affiliated companies at all the steps of the certification process. The holding can only benefit from the affiliate's participation through the name of each affiliate. If only part of the affiliated companies registers (e.g.: Daughter Co and Fille SAS), the non-registered company (e.g.: Tochter GmbH) cannot benefit from the others.

If several affiliated companies manufacture and sell products which, from one company to another, are fully identical, these products are considered independently and dealt with separately within the test selection for each company, unless one of the companies holds the responsibility of the certification for these products and the other company(ies) are corresponding Brand Name companies(see I.4); this applies also to companies covered by Art.258.

- Art.258 In Figure 3, if the group (Red Holding) applies for certification, and certify-all doesn't apply for the programme, he can choose to cover certification of part of its affiliates (ex: Daughter Co) by completing relevant appendix in license agreement. If certify-all applies the group shall cover all its affiliates by completing relevant appendix in license agreement. The holding company and the above-mentioned affiliated companies are signatories of the license agreement. The communication with ECC can be managed by each affiliate or by the group and part of the affiliates or by the group only. If certify-all applies granting, suspension and withdrawal are global for all signatories. If only part of the companies registers (e.g.: Daughter Co), the non-registered company

(e.g.: Tochter GmbH and Fille SAS) cannot benefit from the others (only possible when certify-all does not apply).











Art.259 In Figure 3, if the group (Red Holding) applies for certification, he can choose to cover certification of all its brands (Red, Coral, Rot, Rouge, Dark Red). Then he shall manage all communication with ECC. When certify-all applies, all products manufactured by all factories (Granddaughter Inc., Grandchild Inc, Petite Fille SARL and Tochter GmbH) and sold by all sales offices (Son Ltd) falling under the scope of the programme shall be declared. Certificate and publication on the website will be at the name of the group exclusively (Red Holding). The eventual reratings, suspension or withdrawal will be global. The affiliates can only benefit from the group's participation through the name of their group.

Art.260 The following table provides detailed information on the relevant items.

Table 4: Management of the certification files according to the license agreement



License agreement signatories	Programme with certify-all	Programme without certify-all
Several license agreements signed by affiliates (part or all)	Art.257 One certification file managed for each signatory. All files are independently managed.	
One license agreement signed by the group and all affiliates	Art.258 One certification file managed by the group and one or several certification files managed by affiliates Granting, suspension and withdrawal are global.	Art.258 One certification file managed by the group and one or several certification files managed by affiliates All files are independently managed.
One license agreement signed by the group and part of the affiliates	Not possible	
One license agreement signed by the group only	Art.251 One certification file managed by the group. Granting, suspension and withdrawal are global.	



APPENDIX G. EUROVENT CERTIFIED PERFORMANCE MARK AND COMMUNICATION CHART





Art. 261	<p>The Eurovent Certified Performance (ECP) mark</p>	<div></div> <div><p>FONT : EUROSTILE MEDIUM & BOLD</p><p>1 X 2,9</p></div> <div><p>CMJ N : C100 - M0 - J69 - N30 RVB : R0 - V117 - B87 PANTONE : 341</p></div> <div></div>	<p>Introduced early 2011, the new ECP mark is mandatory since 01/01/2013</p> <p>The ECP mark is to be found in conjunction with certified performance of products.</p> <p>It should be at least 40 mm wide and 15 mm high. Any higher size may be used if proportions are respected.</p> <div><p>➤ The use of the ECP mark is prohibited: On non-certified products</p></div>
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			<ul style="list-style-type: none"> ➤ On e-mails signatures², business cards, letter heads, etc. ➤ For any laboratories or test facilities <p>On documents of distributors if not registered as ECP Participant, report to Appendix J</p>
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² *On email signature the ECP mark can only be authorized if it is associated with a designated product reference or product range which is certified. In this case, provisions given in Art. 270 shall be followed.* →[q.v. the modifications table](#)

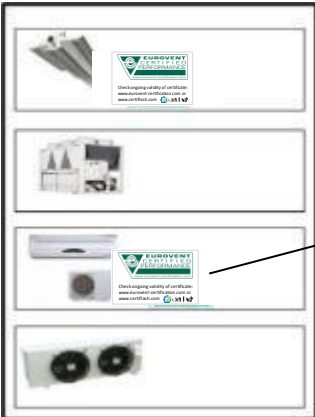




Art. 262	The hyperlinked ECP mark		Used on a web document, the ECP mark must be hyperlinked, redirecting to the ECC website www.eurovent-certification.com
Art. 263	The Certiflash mark		The Certiflash widget service is discontinued since 31/12/2015. Therefore, any reference to the Certiflash mark should be removed from all printed or web document. Phase out until 31/12/2016.
Art. 264	The Web addresses	www.eurovent-certification.com	Used on a web document, it must be hyperlinked (black, or blue underlined), redirecting to www.eurovent-certification.com
Art. 265	The short statement	Check ongoing validity of certificate: www.eurovent-certification.com	Used on a web document, it must be hyperlinked (black, or blue underlined, redirecting to www.eurovent-certification.com as described above.
Art. 266	The long statement	(COMPANY) participates in the ECP programme for (PROGRAMME). Check ongoing validity of certificate: www.eurovent-certification.com	(COMPANY) stands for the public name of the Participant. For Distributors see Appendix J. (PROGRAMME) stands for the designation of the programme(s) as presented in the relevant Technical Certification Rules. Used on a web document, it must be hyperlinked (black, or blue underlined as described above.
Art. 267	The restriction note	* models so marked are not Eurovent certified	When necessary, this note shall identify models out of the scope of the programme (certify-all) or in a non-certified range (certification by range).

Art. 268	<p>Logo prohibited</p> 		<p>The use of the following logos to promote a certification from Eurovent Certita Certification is strictly prohibited:</p> <ul style="list-style-type: none"> (1) Eurovent association logo (2) Old Eurovent Certified Performance mark (prohibited from 01/01/2013) (3) Old Eurovent Certification Company logo (4) Eurovent Market Intelligence logo (5) ECC logo (6) ECP trademark logo
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	Case	Pictogram	Statement	Requirement
Art. 269	In a printed document, when all the products shown are certified		(COMPANY) participates in the ECP programme for (PROGRAMME). Check ongoing validity of certificate: www.eurovent-certification.com	No requirement but it is highly recommended to use ECP mark + long statement
Art. 270	In a Web document, when all the products shown are certified		www.eurovent-certification.com	No requirement but it is highly recommended to use : ECP mark + web addresses
Art. 271	In any document, when the products of a company are certified <i>in only one programme</i> but there are no products shown or described	 <i>* Pictogram with name of programme recommended to be used. Pictogram with name of the programme mandatory to be used starting from 1st of January 2024. →q.v. the modifications table</i>	Check ongoing validity of certificate: www.eurovent-certification.com	ECP mark + short statement
	<i>In any document, when the products of a company are certified in more than one programme but there are no products shown or described</i>		Check ongoing validity of certificate: www.eurovent-certification.com	<i>ECP mark + short statement</i>

Art. 272	<p>In a generic document when some products shown are not certified →q.v. the modifications table</p> 		<p>(COMPANY) participates in the ECP programme for (PROGRAMME). Check ongoing validity of certificate: www.eurovent-certification.com</p>	<p>ECP mark + long statement + restriction note specifying that products marked with asterisks are not certified. + asterisks for each non-certified product</p> <p>Used on a web document, it must be hyperlinked, redirecting to www.eurovent-certification.com ³</p>
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³ Requirement of Art. 272 and 273 shall be in force as of 30th of June 2023 for online documents and 1st of January 2024 for printed documents. Participants are invited to submit to ECC any documentation to check if it complies.

	Case	Pictogram	Statement	Requirement
Art. 273	When there are certified and non-certified products in the document, but they are clearly separated 		(COMPANY) participates in the ECP programme for (PROGRAMME). Check ongoing validity of certificate: www.eurovent-certification.com	ECP mark + short statement Used on a web document, it shall be hyperlinked, redirecting to www.eurovent-certification.com <i>→q.v. the modifications table</i>
Art. 274	Within a certified selection tool		(none)	Recommended for certified selection tool If used, at least once: ECP mark (hyperlinked if web software)
Art. 275	On the printouts from a certified software ⁴		* models so marked are not Eurovent certified	1 st alternative = mandatory at least once: ECP mark or ECP energy efficiency label + mandatory on each page: page number + total number of pages + restriction note + asterisks
Art. 276			Check ongoing validity of certificate: www.eurovent-certification.com	2 nd alternative = mandatory on each page: ECP triangle at top and bottom + short statement at bottom (ECP mark/label can be used instead) Triangle should be at least 5 mm and 5 mm high.

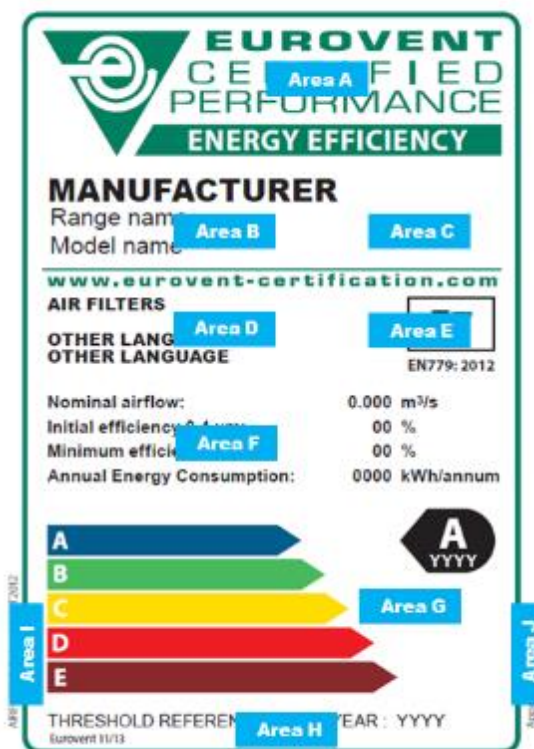
⁴ For non certified software, general rules given in the previous articles shall be followed.

	Case	Pictogram	Statement	Requirement
Art. 277	On electronic or printed material of editors of selection software		(COMPANY) participates in the ECP programme for (PROGRAMME). Check ongoing validity of certificate: www.eurovent-certification.com	ECP mark + short statement specifying the manufacturer's name  The ECP mark does not apply to software editor company nor its software application. →q.v. the modifications table
Art. 278	During a trade fair, on the booth of a company with certified products		Check ongoing validity of certificate: www.eurovent-certification.com	Highly recommended, min. size A3 If used, at least once in the booth: ECP mark + short statement
Art. 279	During a trade fair, in the booth of a company with certified products, on the products themselves		(COMPANY) participates in the ECP programme for (PROGRAMME). Check ongoing validity of certificate: www.eurovent-certification.com	Highly recommended, min. size A3 If used, once on each certified product: ECP mark + long statement
Art. 280	On the nameplate of a certified product		(none)	If used, once on the nameplate: ECP mark →q.v. the modifications table
Art. 281	Next to the nameplate of a certified product		Check ongoing validity of certificate: www.eurovent-certification.com	ECP mark + short statement →q.v. the modifications table
Art. 282	On the packaging of a certified product			

APPENDIX H. ENERGY EFFICIENCY LABELS & MARK

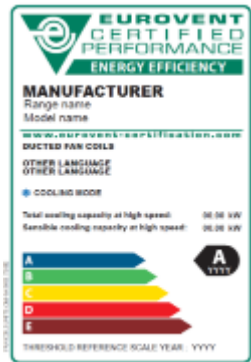
H.I. The Eurovent Certified Performance energy label

- Art.283 ECP energy efficiency labels should be at least 110 mm wide and 160 mm high. Any higher size may be used if proportions are respected.
- Art.284 The acceptable colour combinations are green Pantone N° 341 on white for the frame and ECP symbol.
- Art.285 The label is structured in 10 areas, from A to J. Each area must respect the size as stated. Information written in areas B to J is given for example only.



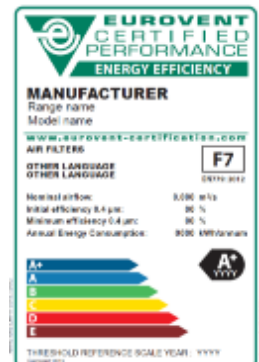
- Art.286 Label border stroke: 3 pts, green Pantone N° 341 (X-00-69-30), round corners: 3.5 mm.
- Art.287 **Area A mandatory, no change allowed:** 20%x100%, Logo ECP Energy Efficiency: X-00-69-30; 8 pts, Myriad pro bold, capitals, white; pictogram as supplied: ECP mark + energy header-height: 20%
- Art.288 **Area B mandatory, no change allowed:** 17%x70%. Manufacturer name, Range name and/or Model name and/or selection tool name and/or agreement number YY.MM.NNN, depending of the programme. First line: 18 pts, Arial bold, black; second and third lines: 14 pts Arial regular, black. For label exclusively designed to be located next to product name plate (same product side or face) the following sentence can be printed next to "Range" and "Model": "Report to product name plate". Bottom part valid ECP web address, 2%x100%, Eurostile bold 14 pts, height 70%, space between letters 169, X-00-69-30.
- Art.289 **Area C free to be determined by relevant Programme Committee** and fully specified in the Technical Certification Rules: 17%x30%.
- Art.290 **Area D mandatory, no change allowed:** 15%x60% Name of certification programme, 3 lines allowed, Arial black, capital, 10 pts, 100% black, first name in English, followed by name in any other language.

- Art.291 **Area E free to be determined by relevant Programme Committee** and fully specified in the Technical Certification Rules: 13%x30%.
- Art.292 **Area F free to be determined by relevant Programme Committee** and fully specified in the Technical Certification Rules: 17%x100%; usually used to report additional languages for the translation of the name of the certification programme, or specific parameters (and units).
- Art.293 **Area G mandatory, no change allowed:** 30%x100% or 30%x50% twice. Scale arrows: minimum number of scale 5, maximum 6. Both end of scale colour should remain constant according to colour scale below. Arrow thickness: 4.8 mm. Text: Myriad pro bold 9.5 pts, capitals, white.



Grading arrow:

Width: 4.8 x 4.8 mm 100 black
 Letter: Myriad pro bold 28 pt, capitals, white
 Windings 3 bold, N capital, white
 Windings 3 bold, h, white



Colours - 5 Class label:

A = C100 M60 Y20 K10 - R0 G92 B141
 B = C70 M0 Y87 K0 - R76 G184 B92
 C = C0 M10 Y100 K0 - R255 G221 B0
 D = C0 M100 Y100 K0 - R255 G0 B0
 E = C50 M100 Y100 K10 - R115 G0 B0

Colours - 6 class label:

A+ = C100 M60 Y20 K10 - R0 G92 B141
 A = C86 M44 Y8 K2 - R3 G121 B177
 B = C70 M0 Y87 K0 - R76 G184 B92
 C = C0 M10 Y100 K0 - R255 G221 B0
 D = C0 M100 Y100 K0 - R255 G0 B0
 E = C50 M100 Y100 K10 - R115 G0 B0

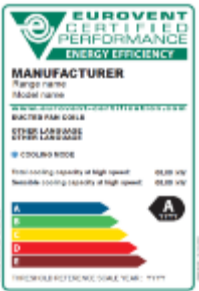




- Art.294 **Area H, 1st line mandatory no change allowed:** Threshold reference scale year: YYYY
2nd line: free to be determined by relevant Programme Committee and fully specified in the Technical Certification Rules: 3%x100% or 3%x50% twice. Usually used to report references: Myriad pro regular 7 pts, 100% black.
- Art.295 **Area I, mandatory no change allowed.** Name of the programme, Technical Certification Rules references and label reference, to be managed by ECC. Text: Myriad pro regular 7 pts, 70% black.
- Art.296 **Area J, mandatory no change allowed.** "DRAFT" or "APPROVED" followed by date, to be managed by printing agency. Text Myriad pro regular 7 pts, 70% black.





H.II. The Eurovent Certified Performance (ECP) mini Energy Label











H.III. The Eurovent Certified Performance (ECP) Energy Mark



Art. 297	The ECC energy label		<p>The ECC energy label is to be found in conjunction with certified performance of products.</p> <p>ECC energy efficiency labels should be at least 110 mm wide and 160 mm high. Any higher size may be used if proportions are respected.</p> <p>It is not mandatory to be used, however if it used, no other lay-out is authorized.</p>
Art. 298	The ECC energy mark		<p>The ECC energy mark is to be used by participants to indicate they are part of a certification program delivered by ECC.</p> <p>It should be at least 40 mm wide and 15 mm high. Any higher size may be used if proportions are respected.</p>
Art. 299	The ECC mini energy label		<p>The ECC mini energy label is to be found in conjunction with certified performances of products when all certified performances are provided next to it.</p> <p>Maximum size: 40 mm x 40 mm. Smaller size may be used if proportions are respected.</p> <p>It is not mandatory to be used, however if it used, no other lay-out is authorized.</p>
Art. 300	The hyperlinked ECC energy mark and label		<p>Used in a web document, the ECC energy marks and labels must be hyperlinked, redirecting to the ECC website www.eurovent-certification.com</p>
Art. 301	Restrictions of use		<p>The use of the ECC energy label, energy mark and mini energy mark is prohibited:</p> <div style="display: flex; align-items: center;">  <ul style="list-style-type: none"> ➤ On non-certified products ➤ On e-mails signatures, business cards etc. ➤ For any laboratories or test facilities ➤ On documents of distributors if not registered as ECC Participant </div>

	Case	Pictogram	Statement	Requirements
Art. 302	In a document where the products shown are certified and performance data are mentioned next to them		Check ongoing validity of certificate: www.eurovent-certification.com	
Art. 303	Within a certified selection software if the corresponding certification programme includes an ECC energy classification		Check ongoing validity of certificate: www.eurovent-certification.com	<p>Recommended for certified software Use is not mandatory.</p> <p>Conditions of use:</p> <ul style="list-style-type: none"> - Mandatory on each page - Only shown when related to ECC certified products.
Art. 304	On the printouts from a certified software		Check ongoing validity of certificate: www.eurovent-certification.com	<p>Recommended for certified software Use is not mandatory.</p> <p>Conditions of use:</p> <ul style="list-style-type: none"> - Mandatory on each page - Only shown when related to ECC certified products.
Art. 305	In a generic document to indicate that the company participates to an ECC certification programme with energy classification		Check ongoing validity of certificate: www.eurovent-certification.com	<p>If used, once: ECC mark + short statement →q.v. the modifications table</p>

	CASE	Pictogram	Statement	Requirements
Art. 306	<p>In a document when one or more products are certified and have an energy classification, but performance data are not provided next to it</p> 		<p>(COMPANY) participates in the ECP programme for (PROGRAMME). Check ongoing validity of certificate: www.eurovent-certification.com</p> <p>(COMPANY) participates in the ECP programme for (PROGRAMME). Check ongoing validity of certificate: www.eurovent-certification.com</p>	<p>ECC energy mark + long statement</p> <p>Used on a web document, it has to be hyperlinked, redirecting to www.eurovent-certification.com</p> <p>+ asterisks for each non-certified product →q.v. the <i>modifications table</i></p>
Art. 307	<p>In a document where non-certified and certified products are clearly separated and when there is a corresponding energy classification</p> 		<p>Check ongoing validity of certificate: www.eurovent-certification.com</p>	<p>ECC energy mark + short statement</p> <p>Used on a web document, it has to be hyperlinked, redirecting to www.eurovent-certification.com</p> <p>→q.v. the <i>modifications table</i></p>

	CASE	Pictogram	Statement	Requirements
Art. 308	In a Web document to indicate that products are certified and have an energy classification		(COMPANY) participates in the ECP programme for (PROGRAMME). Check ongoing validity of certificate: www.eurovent-certification.com	Highly recommended to display in full respect of the rules defined If used, once: ECC energy mark + web addresses It has to be hyperlinked, redirecting to www.eurovent-certification.com
Art. 309	During a trade fair – on the booth of a company – to indicate certified products also have the ECC energy classification		(COMPANY) participates in the ECP programme for (PROGRAMME). Check ongoing validity of certificate: www.eurovent-certification.com	Highly recommended, min. size A3 to display in full respect of the rules defined If used, at least once in the booth: ECC energy mark + short statement
Art. 310		 		Use is not mandatory. Condition of use: <ul style="list-style-type: none"> - Can only be used when product enclosed is certified and have the ECC energy classification.

APPENDIX I. INSTRUCTIONS FOR THE CREATION AND MODIFICATION OF ENERGY EFFICIENCY LABELLING AND RATINGS

I.I. Introduction

Art.311 These instructions are built in complement of communications sent on 16, 27 and 30 September 2013 about the need to modify the energy efficiency classifications in the ECC programmes.

I.II. Scope

Art.312 These instructions are intended for the maintenance of energy efficiency parameters (index), energy efficiency classifications (thresholds) and energy efficiency label layout (graphic design).

I.III. Immediate transfer from previous to new classification

Art.313 The base energy efficiency parameter (EER for chillers, EEI for Display Cabinets...) is maintained.

Art.314 The new classification shall follow the modifications below:

- The movable black index pointing towards the correct class changes shape and it shall from now carry the year the scale was established.
- "Threshold Reference Scale year YYYY" shall be displayed at the bottom of the label.
- Whatever the previous number of classes, the new classification shall be structured with 5 levels of energy efficiency, with letters from A for the best class to E for the lowest class.
- The best level (A) shall be coloured in dark blue.
- The immediate lower (B) level in dark green, the medium level (C) in yellow, the following level (D) in red.
- The worst level (E) shall be coloured in brown.
- Existing thresholds are kept, and products are distributed from top to bottom in classes from A to D.
- All the products with performance falling under D threshold, even if earlier separated are grouped together under the E class.



Figure 4: Example of the Air Handling Unit label template

I.IV. Introduction of an “A+” class

- Art.315 An A+ class shall be prepared by the Programme Committee according to its own agenda (immediate transfer according to III can be skipped).
- Art.316 New classification with A+ shall in any case be ready before June 2015 for application starting with 2016 testing campaign.
- Art.317 If the European commission has set up minimum efficiency requirements based on new parameter(s), the classification shall be based on this parameter(s).
- Art.318 The final classification shall have the following features:
- Whatever the previous number of classes, the new classification shall be structured with 6 levels of energy efficiency, with letters from A+ for the best class to E for the lowest class.
 - The best level (A+) shall be coloured in dark blue. The immediate lower (A) level changes to light blue, the next level (B) to light green, the medium level (C) is coloured in yellow, the following level (D) in red. The worst level (E) shall be coloured in brown.
 - At the date of creation, A+ must represent less than 1% of the certified population of references, A less than 5%, B less than 15% and C less than 30% each. D and E shall cover the rest of the products with more than 50% of the products.
 - If the European commission has set up minimum efficiency requirements, compliant products shall be classified in classes D and up, and non-compliant products shall fall into class E.
 - A class A++ or A+++ is not intended to be created in the future, the ECP label will keep only an A+ class as the permanent Best class.

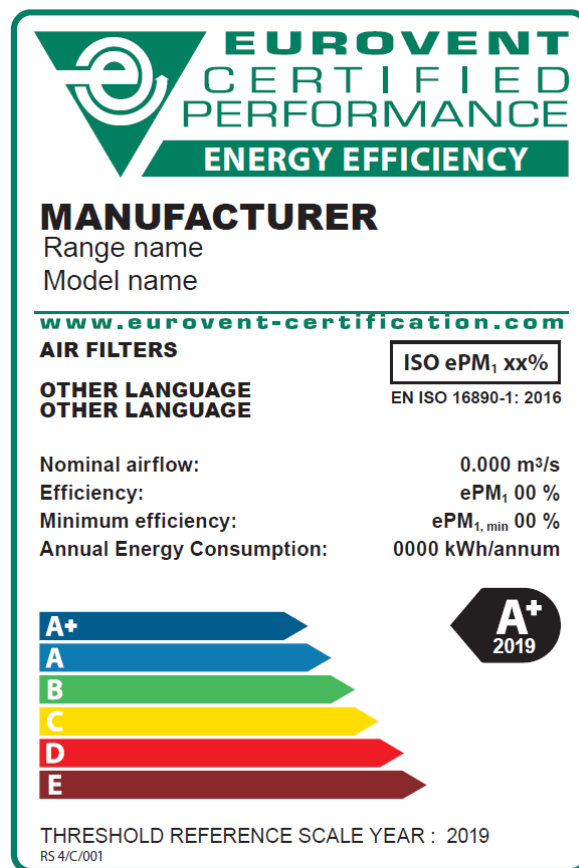






Figure 5: Example of the Air Filter label template



I.V. Preparation of further modifications of thresholds





- Art.319 Threshold scale shall not change for a minimum of 3 years, unless the testing standard or European regulation has been significantly modified.
- Art.320 Manufacturer shall immediately start to get organized to track their activity output by energy class.
- Art.321 Manufacturers shall start declaring to Eurovent Market Intelligence the distribution of the energy efficiency of their sold products with 2015 sales.
- Art.322 From 2016, modification of thresholds shall be based on distribution of sales (and not references anymore).
- Art.323 After three years, the thresholds shall be updated if the population in class A+ is higher than 5% in sales and/or the population in A is more than 15% in sales. The new thresholds shall then comply with the rules given in I.IV.



APPENDIX J. EUROVENT CERTIFIED PERFORMANCE MARK – CONDITIONS OF USE WHEN INTEGRATED AS A CERTIFIED COMPONENT IN A NON-CERTIFIED PRODUCT (E.G. A CERTIFIED FILTER IN A NON-CERTIFIED AHU)






Art. 324	Scope	<p>Components entering in the scope of the use of the Eurovent Certified Performance mark are:</p> <ul style="list-style-type: none"> • Air Filters • Coils • Heat Exchangers • Air to air Plate Heat Exchangers • Air to air Regenerative Heat Exchangers • Drift Eliminators 	<p>In case you want to display your own brand next to the ECP mark, you are invited to apply at: apply@eurovent-certification.com</p>
Art. 325	The ECP mark		<p>The new ECP mark is mandatory since 01/01/2013.</p> <p>The ECP mark is to be found in conjunction with certified performance of products or components.</p> <p>It should be at least 40 mm wide and 15 mm high. Any higher size may be used if proportions are respected.</p> <div data-bbox="1435 1070 1581 1193">  </div> <p>The use of the ECP mark is prohibited:</p> <ul style="list-style-type: none"> ➤ On non-certified products ➤ On e-mails signatures, business cards etc... ➤ For any laboratories or test facilities





Art. 326	The hyperlinked ECP mark		Used on a web document, the Eurovent Certified Performance mark must be hyperlinked, redirecting to the Eurovent Certified Performance website www.eurovent-certification.com
Art. 327	The Certiflash mark		The Certiflash widget service is discontinued since 31/12/2015. Therefore, any reference to the Certiflash mark should be removed from all printed or web document. Phase out until 31/12/2016.
Art. 328	The Web addresses	www.eurovent-certification.com	Used on a web document, it must be hyperlinked (black, or blue underlined), redirecting to www.eurovent-certification.com
Art. 329	The short statement	Check on-going validity of certificate: www.eurovent-certification.com	Used on a web document, it must be hyperlinked (black, or blue underlined), redirecting to www.eurovent-certification.com as described above.
Art. 330	The long statement	(COMPANY) participates in the ECP programme for (PROGRAMME). Check on-going validity of certificate: www.eurovent-certification.com	(COMPANY) stands for the public name of the certified Company for the component. (PROGRAMME) stands for the designation of the programme(s) as presented in the relevant Technical Certification Rules. Used on a web document, it must be hyperlinked (black, or blue underlined as described above.
Art. 331	The restriction notes	* models so marked are not Eurovent certified	When necessary, this note shall identify models out of the scope of the programme (certify-all) or in a non-certified range (certification by range).

Art. 332	<p>Logos prohibited</p> 		<ul style="list-style-type: none"> - The use of the following logos to promote a certification from ECC is strictly prohibited: <ul style="list-style-type: none"> (1) Eurovent association logo (2) Old ECP mark (prohibited from 01/01/2013) (3) Old Eurovent Certification Company logo (4) Eurovent Market Intelligence logo (5) ECC logo (6) ECP trademark logo
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	Case	Pictogram	Statement	Requirement
Art. 333	In a printed document – when all the components shown are certified		Name of component: Manufacturer name: Check ongoing validity of certificate: www.eurovent-certification.com	One logo per component should be used. Highly recommended to display in full respect of the rules defined If used, once: ECP mark + long statement
Art. 334	In a Web document – when all the components shown are certified		Name of component: Manufacturer name: Check ongoing validity of certificate: www.eurovent-certification.com	One logo per component should be used Highly recommended to display in full respect of the rules defined If used, once: ECP mark + web addresses
Art. 335	In any document – when the products of the company are certified but there are no products shown or described	 <i>* Pictogram with name of programme recommended to be used. Pictogram with name of the programme mandatory to be used starting from 1st of January 2024. →q.v. the modifications table</i>	Name of component: Manufacturer name: Check ongoing validity of certificate: www.eurovent-certification.com	ECP mark + short statement
	<i>In any document, when the products of a company are certified in more than one programme but there are no products shown or described</i>		Name of component: Manufacturer name: Check ongoing validity of certificate: www.eurovent-certification.com	<i>ECP mark + short statement</i>

Art. 336	On the nameplate of a certified component		Name of component: Manufacturer name: Check ongoing validity of certificate: www.eurovent-certification.com	Recommended to display in full respect of the rules defined If used, once on the nameplate: ECP mark
Art. 337	Next to the nameplate of a certified component		Name of component: Manufacturer name: Check ongoing validity of certificate: www.eurovent-certification.com	If used, once on the nameplate: ECP mark + short statement
Art. 338	On the packaging of a certified component			

	Case	Pictogram	Statement	Recommendation
Art. 339	<p>In a generic document when some products shown do not include certified component.</p> 		<p>Name of component: Manufacturer name: Check ongoing validity of certificate: www.eurovent-certification.com</p>	 <p>The use of the ECC mark is prohibited.</p>
Art. 340	<p>When there are certified and non-certified components in the document, but they are clearly separated</p> 		<p>Name of component: Manufacturer name: Check ongoing validity of certificate: www.eurovent-certification.com</p>	<p>ECP mark + short statement</p> <p>Used on a web document, it shall be hyperlinked, redirecting to www.eurovent-certification.com</p> <p>→q.v. the modifications table</p>

	Case	Pictogram	Statement	Recommendation
Art. 341	Within a certification of the selection software		(none)	Recommended for certified software If used, at least once: ECP mark (hyperlinked if web software)
Art. 342	On the printouts from a certified software	 Check ongoing validity of certificate: www.eurovent-certification.com	* models so marked are not Eurovent certified	1 st alternative = mandatory at least once: ECP mark or ECP energy efficiency label + mandatory on each page: page number + total number of pages + restriction note + asterisks
Art. 343			2 nd alternative = mandatory on each page: ECC symbol at top and bottom + short statement at bottom (ECP mark/label can be used as symbol) Note: the ECC symbol is the triangle found in the the ECP mark and the ECP energy efficiency label. When used by participants, it has to be applied following the rules presented in this appendix. It should be at least 5 mm and 5 mm high.	
Art. 344	During a trade fair, on the booth of a company with certified components in non-certified products		Name of component: Manufacturer name: Check ongoing validity of certificate: www.eurovent-certification.com	Highly recommended to display in full respect of the rules defined. Min. size A3 If used, at least once in the booth: ECP mark + short statement
Art. 345	During a trade fair, in the booth of a company with certified components in non-certified products, on the component themselves		Name of component: Manufacturer name: Check ongoing validity of certificate: www.eurovent-certification.com	Highly recommended to display in full respect of the rules defined. Min. size A3 If used, once on each certified product: ECP mark + long statement

APPENDIX K. CONFORMITY WITH ISO/IEC 17065:2012 REQUIREMENTS

Commitment related to the license agreement (§4.1.2.2 ISO/IEC 17065:2012)	Section
4.1.2.2 The certification body shall ensure its license agreement requires that the client comply at least, with the following:	
a) the client always fulfils the certification requirements (see 3.7), including implementing appropriate changes when they are communicated by the certification body (see 7.10);	II.3
b) if the certification applies to ongoing production, the certified product continues to fulfil the product requirements (see 3.8);	II.3, III.2
c) the client makes all necessary arrangements for	
1) the conduct of the evaluation (see 3.3) and surveillance (if required), including provision for examining documentation and records, and access to the relevant equipment, location(s), area(s), personnel, and client's subcontractors;	II.3
2) investigation of complaints;	II.3
3) the participation of observers, if applicable;	II.3, II.2 Audits
d) the client makes claims regarding certification consistent with the scope of certification (see 3.10);	II.3, II.4
e) the client does not use its product certification in such a manner as to bring the certification body into disrepute and does not make any statement regarding its product certification that the certification body may consider misleading or unauthorized;	II.3, I.1
f) upon suspension, withdrawal, or termination of certification, the client discontinues its use of all advertising matter that contains any reference thereto and takes action as required by the certification scheme (e.g. the return of certification documents) and takes any other required measure;	II.3, III.4
g) if the client provides copies of the certification documents to others, the documents shall be reproduced in their entirety or as specified in the certification scheme;	II.3, II.4
h) in making reference to its product certification in communication media such as documents, brochures or advertising, the client complies with the requirements of the certification body or as specified by the certification scheme;	II.3, II.4
i) the client complies with any requirements that may be prescribed in the certification scheme relating to the use of marks of conformity, and on information related to the product;	II.3, II.4
j) the client keeps a record of all complaints made known to it relating to compliance with certification requirements and makes these records available to the certification body when requested, and	II.3
1) takes appropriate action with respect to such complaints and any deficiencies found in products that affect compliance with the requirements for certification;	II.3
2) documents the actions taken;	II.3
k) the client informs the certification body, without delay, of changes that may affect its ability to conform with the certification requirements.	III.3

APPENDIX L. REMOTE AUDIT/SAMPLING

Art.346 All requirements described in the Certification Manual and in the Technical Certification Rules related to audits and sampling apply. The following procedure details the requirements to perform remote audits and remote sampling. On-site audit terms and requirements described in the current document apply.

L.I. Eligibility

Art.347 Remote audit is an option that can be proposed to the participants. Remote audit is only possible for programmes already comprising on-site audits.

Art.348 However, remote audit eligibility is submitted to the following criteria:

- It is neither possible for an admission audit, nor for the first surveillance audit,
- It is possible only if no critical non-conformity has been found over the last 2 surveillance audits,
- Remote audits cannot take place over 2 successive campaigns.

Art.349 Additional criteria may be defined in the Technical Certification Rules (TCR) of specific programmes.

Art.350 Remote audits shall be performed before June, 30 of each year unless otherwise specified in the Technical Certification Rules.

Art.351 Remote sampling is an option that can be proposed to the participants, which eligibility criteria are defined in the TCR of specific programmes.

L.II. Implementation

Art.352 The participant commits to prepare in the best way possible for a remote audit/sampling (a list of activities, areas, information and personnel to be involved in the remote assessment shall be prepared). The participant shall make their best effort to confirm what was heard, stated and read throughout the assessment.

L.II.1) Technical requirements

Art.353 All physical checks shall be audited by live video streaming using Microsoft Teams application. All documental checking shall be audited in the same way or shall be provided by email. For software checking a remote access to the participant's laptop/computer can be requested. In order to proceed, a full access to the manufacturing facility shall be given. These areas need to be covered by 4G, Wi-Fi or other network connection. The connexion needs to be constant and stable. The recommended connexion characteristics is above 1.2 Mbit/s.

L.II.2) Personnel requirements

Art.354 The participating staff involved in the remote audit must be able to communicate verbally with the auditor, the language used will be specified in the audit plan. The staff shall be proficient regarding Information and Communications Technology (ICT) usage.

L.II.3) Documentation

Art.355 The participant permits and accommodates remote assessment activity (i.e., availability of records in electronic format or document reader).

L.III. Performing a remote audit

Art.356 A feasibility check is mandatory and should be done approximatively one week before the planned remote audit date in order to confirm the feasibility of the remote audit. At the end of this feasibility check, a report is issued.

Art.357 The chosen time zone will always be the one of the audited facilities. The audit duration remains the same as per an on-site audit. However, it could be extended if necessary. The remote audit could be done in several separate sessions (e. g. twice 4 hours over 2 days, 2 hours per day for 4 days). This shall be recorded in the audit report. The remote audit could then be postponed or cancelled. In case of cancellation, an on-site audit will be mandatory for the campaign.

Art.358 In case of non-fulfilment of these measures or if no agreement is reached for the use of ICT, or if the reviewed information cannot be shared remotely (i.e. due to confidentiality or access issues), a physical audit shall be organised.

L.IV. Performing a remote sampling

Art.359 Before sampling begins, ECC shall establish and send a sampling list to participant, which indicates the devices that are supposed to be sampled. The participant returns the sampling list to ECC, indicating the availability of devices. ECC sends to the participant an identification parcel that shall be used on the product and/or the package for the sampling. The identification sticker shall be affixed on the product and/or the package according to sampler instructions. The photographed packaging shall be included in the report.

L.V. Data management

Art.360 The remote audit/sampling is done using Microsoft Teams. The participant shall review and include a check that he has the necessary infrastructure and knowledge to support the use of Microsoft Teams. All recorded and shared documents will be destroyed after the completion of the audit. Streamed Video will be not recorded.

APPENDIX M. LIST OF EUROVENT CERTIFIED PERFORMANCES PROGRAMMES

Programme Code	Products	Standards identification
AAHE	Air-to-air plate heat exchanger	ECP-08-AAHE
AARE	Air-to-air regenerative heat exchanger	ECP-10-AARE
AC	Comfort air conditioners	ECP-01-AC
ACL	Air cleaners	ECP-20-ACL
AHU	Air handling units	ECP-05-AHU
CB	Chilled beams	OM-12 RS-2/C/001
CDU	Condensing Units	ECP-27-CDU
COILS	Cooling and heating coils	ECP-1-COILS
CT	Cooling towers	ECP-04-CT
DE	Drift eliminators	ECP-14-DE
DUCT	Ventilation ducts	ECP-19-DUCT
EC	Evaporating cooling	ECP-24-EC
EUROVENT HP	Eurovent Heat Pumps	ECP-17-EuroventHP
FANS	Fans	OM-20 RS-1/C/001
FCU	Fan coils units	ECP-07-FCU
FIL	Air filters	ECP-11-FIL
HE	Heat exchangers	ECP-02-HE
HIU	Heat Interface Units	ECP-27-HIU
HRS COIL	Heat Recovery Systems with intermediate heat transfer medium	ECP-HRS-COIL
ITCU	IT Cooling Unit	ECP-23-ITCU
LCP-HP	Liquid chilling packages and Heat pumps	ECP-03-LCP
LPHE	Liquid to Liquid Plate Heat Exchangers	ECP-25-LPHE
RAHU	Residential air handling unit	OM-16 RS-15/C/001
RDC	Refrigerated display cabinets	ECP-07-RDC
R-FIL	Residential Air Filter	OM-21 RS-4/C/003
RT	Rooftops	ECP-13-RT
VRF	Variable refrigerant flow systems	ECP-15-VRF

APPENDIX N. SUMMARY

Purpose:

All **Eurovent Certified Performance (ECP)** Programmes shall encourage **honest competition** and assure customers that equipment is **correctly rated on the market**. The purpose is achieved by verifying the **accuracy of ratings** claimed by manufacturers by **continuing testing** production models, randomly selected, in **independent laboratories**. Each certification programme shall be sufficiently **effective** and **reliable** so that the market recognizes ECP certified equipment and requires it when taking **investment decisions**.

Scope:

ECP certification programmes shall cover components, products or systems related to **Indoor Climate & Air Quality, Refrigeration & Process Cooling** and **Food Cold Chain**.

Requirements:

All ECP certification programmes shall follow the below principles:

- Application is **open to all manufacturers**, suppliers and distributors of relevant products
- The ECP mark is intended for the **Global Market**
- “**Certify-all**” principle should be implemented if possible
- **Traceability** of certified products shall be insured
- **Selection** of units to be tested shall be done **by ECC**
- Test results shall be treated based on **acceptance criteria**
- **Penalties** can be defined for high failures or frequent failures
- In case of failure, a **rerating procedure** of certified performances shall be applied
- Certification of **selection tools** should be implemented if possible
- **Audits of manufacturing places** should be implemented if possible
- **Challenge procedure** can be used by participants.

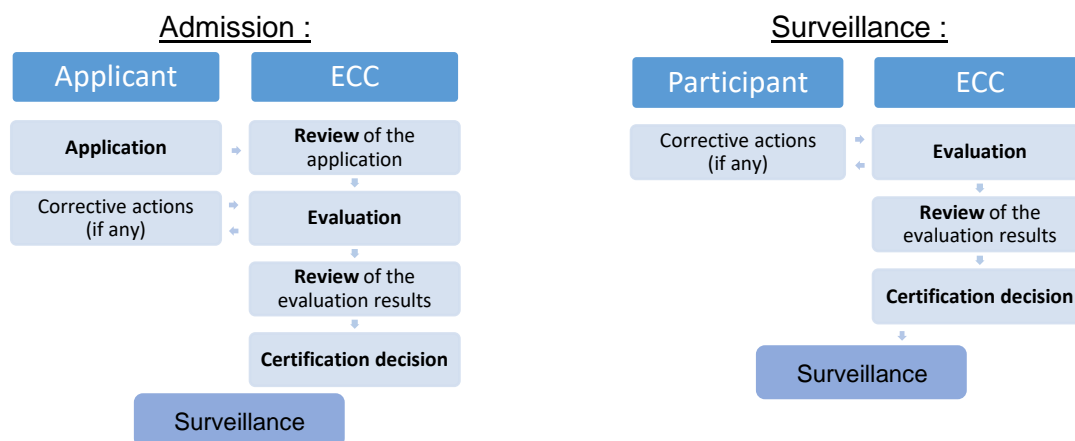
Quality management:

ECC shall follow **ISO/IEC 17065:2012** requirements. Participants shall also commit to comply with the requirements given in this standard.

Marking:

A participant shall **only use the ECP mark** or refer to its certification in communication media **for certified products**. For each Certification Programme, ECC shall establish, maintain up-dated and operational, and actively promote the **Online Directory of Certified Products**, available at: www.eurovent-certification.com.

Certification Process:



APPENDIX O. CONFLICT OF INTEREST, LACK OF IMPARTIALITY, AND UNETHICAL BEHAVIOUR PREVENTION PROTOCOL

O.I. Background

Eurovent Certita Certification (ECC) is operating, developing and promoting the concept of third-party product performance certification for the segment of HVAC products and solutions.

Beyond its on-going accreditation according to ISO/IEC 17065 as a certification body, Eurovent Certita Certification manages and develops the value and recognition of the certification mark “Eurovent Certified Performance” and any other certification mark ECC is operating with.

The certification mark attached to all certificates delivered to compliant certified products is the result of a string of multiple compliances, usually fairly challenging technically and economically yet highly rewarding for manufacturers displaying their products with such well recognized certificate.

ECC ethical standard could generate significant friction along various processes. Certificates issued by ECC can create severe market advantages in business life and the certification mark visibility is propelling third-party certification not very far from top manufacturing company management and / or board agenda or attention.

Considering the shared great brand added value momentum at stake, this document is proposing a protocol to manage identified situations as possible conflict of interest, lack of impartiality, and unethical behaviour who may destabilized, diminish, destroy, or erode such fragile immaterial entity as brand value.

O.II. Purpose

The purpose of the conflict of interest / lack of impartiality / unethical behaviour prevention policy (or safeguarding impartiality policy) is to protect ECC requirements, to keep its ISO/IEC 17065 accreditation as well as complying with corruption and anti-bribery rules as sated in the UN convention against corruption (G.A. UN resolution 58/4 of the 31st of October 2003) when it is contemplating entering into a transaction or arrangement, or contemplating developing new activities or new rules that might benefit or detriment directly or indirectly the private interest of an interested person or might result in a possible excess benefit transaction or negative business side effect.

O.III. Definitions

O.III.1) Interested Person

Any person whether in his individual capacity or through his mandate to represent a company or an association, who has a direct or indirect financial/strategic interest, as defined below, including but not limited to: suppliers, applicants, participants, ECC Supervisory board members, ECC shareholders, association of manufacturers representants or other entities identified also as related organizations.

O.III.2) Financial Interest/ Strategic Interest

A person has a financial/strategic interest if the person has, directly or indirectly, through business, investment, or family, or in his capacity of employee or Board member:

1. An ownership or investment interest in any entity with which ECC has a transaction or arrangement.
2. A compensation arrangement with ECC or with any entity or individual with which ECC has a transaction or arrangement.
3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which ECC is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favours that are not insubstantial. A financial interest is not necessarily a lack of impartiality. Under O.IV.2, a person who has a financial/strategic interest may have a lack of impartiality only if the investigating body decides that a lack of impartiality exists.
4. An industrial/business/strategic interest (“strategic interest”) in the nature of activities developed by ECC that could give competitive advantages or increase competition or provide negative side

effect to the company or association the member has a direct or indirect interest in for a specific product / service / technology / software / database / market segment / geographical area.

O.III.3) Investigating body

If the lack of impartiality is identified within a programme committee the investigating body is composed of the programme committee chairman and the ECC programme committee secretary. Otherwise, the investigating body is the Committee of Surveillance as defined in Art. 49 and 50.

O.IV. Procedures

O.IV.1) Duty to Disclose

In connection with any actual or possible lack of impartiality, an interested person must disclose the existence of any financial/strategic interest and be given the opportunity to disclose all material facts to the investigating body considering the proposed transaction or arrangement, or a vote in ECC to develop certain services or market area.

For programme committees, to prevent the occurrence of lack of impartiality:

- Interested persons shall declare to ECC any economic, strategic or financial interest, including through members of their family, with suppliers, or competitors of ECC.
- Interested persons are prohibited from transmitting sensitive ECC data to third parties (notably to competitors, suppliers, the media, etc.), except information transmitted within the framework of confidentiality agreements approved by ECC Management Board.
- Interested persons shall declare any situation in which their personal interests or those of their immediate family are likely to conflict with the interests of ECC.

For this, interested persons undertake to respect these commitments throughout their relationship with ECC.

O.IV.2) Determining Whether a lack of impartiality exists

After disclosure of the financial/strategic interest and all material facts, and after any discussion with the interested person, the investigating body shall decide if a lack of impartiality exists.

O.IV.3) Procedures for Addressing the lack of impartiality

When a lack of impartiality has been confirmed by the investigating body, the following procedure shall be followed:

For cases identified within a programme committee:

1. An interested person may make a presentation during the programme committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the agenda item involving the possible lack of impartiality.
2. The programme committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives proposals.
3. After exercising due diligence, the programme committee shall determine whether ECC can obtain with reasonable efforts a more advantageous decision that would not give rise to a lack of impartiality.
4. If a more advantageous decision is not reasonably possible under circumstances not producing a lack of impartiality, the programme committee shall determine by a majority vote of the members (except interested persons) whether the decision is in ECC best interest, for its own benefit, and whether it is fair and reasonable, then make its final decision.

For other cases, the ECC internal procedure "Safeguarding impartiality" shall be followed.

O.IV.4) Violations of the safeguarding impartiality policy

1. If the investigating body has reasonable cause to believe an interested person has failed to disclose actual or possible lack of impartiality, it shall inform the interested person of the basis for such belief and afford the interested person an opportunity to explain the alleged failure to disclose.

2. If, after hearing the interested person's response and after making further investigation as warranted by the circumstances, the investigating body determines the interested person has failed to disclose an actual or possible lack of impartiality, appropriate action shall be taken.

For interested persons belonging to an Applicant / Participant, Art. 177 applies. For other types of interested persons, the internal ECC procedure "Safeguarding Impartiality" shall apply.

O.IV.5) Records of Proceedings

The minutes of the investigating body and programme committee meeting shall contain:

1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible lack of impartiality, the nature of the financial interest, any action taken to determine whether a lack of impartiality was present, and the investigating body decision as to whether a lack of impartiality in fact existed.
2. The names of the persons who were present for discussions and votes relating to the agenda item, whether or not any alternatives to the proposed decision were considered, and a record of any votes taken in connection with the proceedings.

APPENDIX P. PARKING LOT FOR NEXT REVISION

Art.361 When working with this document you may want to suggest improvements.

This area is for you to make relevant notes, to be reported to ECC before end of August of each year.

Please send your documented remarks to s.courtesy@eurovent-certification.com.

Existing article #	New addition next to article #	Proposed modification to be sent to ECC before end of August



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