




## **DELINEATORS POSTS, REFLECTORS AND COMPLETE DELINEATOR CERTIFICATION RULES**

**Revision n°0  
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Approved by the ASCQUER General Delegate  
on 27<sup>th</sup> January 2010

Applicable  
28<sup>th</sup> January 2010

Certifying organisation - Association pour la Certification et la Qualification des Equipements de la Route  
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ASCQUER Delineators posts, reflectors and complete delineator Certification rules  
Revision N° 0

These certification rules were approved on January 27, 2010 by the Delegate General of ASCQUER and supersedes any previous version.

Changes

<b>Revision No.</b>	<b>Date</b>	<b>Modified Part</b>	<b>Changes</b>
0	28/01/2010		Creation of " Delineators posts, reflectors and complete delineator " rules
Edition	09/01/2011		Modification of ASCQUER address

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## **Article 1 - PURPOSE AND SCOPE.**

This document specifies the general rules for applicants and organisations notified for issuing of Delineators posts, reflectors and complete delineator CE Compliance Certification, according to the European Directive for construction projects 89/106/EEC.

The Level 1 compliance confirmation system is defined in the European Directive for construction products 89/106/CEE: Appendix III, point 2, i, without testing of the samples taken.

The compliance verification system is repeated in ZA.2 of standard EN 12899-3.

## **Article 2 – CE Marking**

CE Marking is designed to confirm a product's compliance to relevant European or International standards, especially the essential requirements of European standards. It allows a product to be placed on the market and facilitates the free circulation of the product in Europe.

CE Marking produces the certification for products according to articles L.115-27 to L.115-33 and R.115-1 to R.115.3 of the Consumer Code: These resulting certification rules apply to Delineators posts, reflectors and complete delineators.

## **Article 3 – Organisation involved in the certification process.**

The certification process calls on the participants specified below. All participants in the process are bound by a confidentiality clause.

### **3.1 Management organisation.**

**ASCQUER**  
58, Rue de l'Arcade  
75384 Paris CEDEX 08

ASCQUER is notified to conduct the compliance certification work. After such work, ASCQUER issues or denies a Certificate of EC compliance.

As a result, it is fully responsible for the compliance certification that it issues.

The main tasks of ASCQUER are as follows :

- Make appropriate decisions relating to the files submitted,
- Ensure the implementation of the decisions made,
- Ensure the follow up of changes in standards under that directive,
- Develop relationships with European notified Organisations,
- Sign sub-contracting agreement with independent laboratories and inspection organisations,
- Supervise the laboratories, the Inspection organisations and the technical specialise that ASCQUER signed sub-contracting agreements with,
- Approve these terms of implementation and its APPENDICES,
- Liaise with the relevant ministry and other departments concerned by the certificate of compliance ,
- Inform relevant authorities of any violation of directives that it may become aware of.

### **3.2 Inspection and testing organisation**

To carry out the inspection work, ASCQUER is assisted by the Organisation designated below :

**The Laboratories "des Ponts et Chaussées" network, represented by :**  
**LCPC (Laboratoire Central des Ponts et Chaussées)**  
58 boulevard Lefebvre  
75732 PARIS Cedex 15

**The National Laboratoire of Tests (LNE)**  
1, Rue Gaston Boissier  
75724 Paris Cedex 15

Or according to need as expressed by applicants, any other laboratory that is accredited according to ISO Standard ISO 17025 for conducting compliance tests acknowledged by ASCQUER according to the terms of this document.

### **3.3 The Advisory Board**

In accordance with the requirements of standard EN 45011, ASCQUER is structured with provisions to ensure impartiality of its operations for the CE. This structure is called "Advisory Board" It allows the participation of all parties significantly affected by the development of policies and principles relating to content and operation of the certification system.

The Advisory Board consists of 3 colleges in order to ensure balanced representation of all parties involved:

- College A: 6 seats for "Manufacturers and/or permanent representatives of Labour Unions"
- College B: 6 seats for "Users, consultants, project contractors, representatives from professional engineering unions"
- College C: 3 seats for "technical organisations and qualified individuals".

The Council is chaired by the ASCQUER President.

ASCQUER provides administrative support.

One may consult the Advisory Board for matters concerning:

- the implementation and development of certification rules for CE compliance certification,
- consulting on disputes or complaints filed,
- consultation on the development of standards,
- the methods for conducting and interpreting tests included in the standards,
- changes in French and European regulations,
- market monitoring
- monitoring of notified organisations and possible seizure of SG04

### **Article 4 – Applicant responsibilities.**

The applicant or holder of CE Marking is a corporation that masters and assumes responsibility for meeting the requirements defined in these certification rules.

To secure a certificate of compliance, the applicant agrees :

- To implement a production and quality control system in accordance with standard EN 12899-4 "Factory production control",
- To provide ASCQUER or its sub-contractor with :
  - All documents describing the decisions made to comply with the standard,
  - Models of documents accompanying marketed lots, referring to the certificate and to the CE marking terms (marking and label, or information sheet, see for instance figure ZA.3 of the standard EN 12899-3) ;
- To facilitate the work of ASCQUER-approved inspectors to perform the initial inspection of the applicant's internal manufacturing entities and laboratories as well as to conduct inspections of the supervision of the implementation of the production and quality control system,
- To accept the financial status ;
- To notify ASCQUER of any change made to the delineators posts, reflectors and complete delineator, production and quality control system such as described in the file provided to ASCQUER and likely to affect the validity, the contents or scope of the certificate.

## **Article 5 –Certificate of EC compliance Application.**

### **5.1 Application.**

Prior to filing an application, the applicant should make sure that he fulfils the conditions specified in these implementation terms, including the appendices, regarding his Delineators posts, reflectors and complete delineator, his manufacturing plant, his sub-contractors and his suppliers. He should agree to meet the same conditions throughout the whole use of the compliance certification.

Applicable processes based on whether the applicant is new or is a holder already known as applicant for a new delineators posts, reflectors and complete delineator are described in APPENDIX 2.

For a Certificate of EC compliance application, the file should include :

- A Certificate of EC compliance application letter (form 1),
- An EC certification application file (form 2),
- An undertaking not to change the product during the process (form 3),
- In the event of any change, a letter of statement of product change (form 4)
- The different files in accordance with the appendix 3

The certification application letter and the EC certification application file should be prepared in accordance with the forms appearing in APPENDIX 3.

All certification applications should be sent **in 3 copies** to ASCQUER.

The EC certification application file, the drawings or test results can be written in French, English or Spanish.

ASCQUER reserves the right to request a translation into French of all or part of the documents appended to the original documents.

The information requested in the EC certification application file can be contained in documents such as Quality Assurance Manuals, Quality Drawings or quality procedures. In that event the applicant should make sure that the references of the places where the requested information is located are indicated in the relevant sections of the technical case.

## **5.2 Administrative processing of the application.**

ASCQUER takes note of the receipt of the Certificate of EC compliance granting application file. On receipt, ASCQUER sends a confirmation of receipt to indicate that the Certificate of EC compliance application file has been received and that it will study the admissibility of the application.

Within three months after the receipt of the application, ASCQUER determines the admissibility according to the standard.

This phase includes checks relating to the compliance of the Certificate of EC compliance application file in relationship to the standard and to standard EN 1317-5. The checks also include the posting and EC marking reference terms as well as the concept of characteristics compliance with standards covered by the Certificate of EC compliance.

The following 3 cases can arise :

- The file is found admissible
- If the file is incomplete, a request for additional information is sent to the applicant. If such additional information is not received within 3 months, and at any rate before the tests, the file is closed,
- When the file is not found admissible, ASCQUER informs the applicant of the non admissibility of the application and justifies the reasons for such denial.

In all cases, ASCQUER sends a letter to the applicant to formalise the admissibility study. The invoice for the file investigation costs and registration fees for all new applicant is also enclosed in the letter.

If the file is found admissible, ASCQUER offers a contract to the applicant to cover all application processing work and the certificate validity period with an invoice of the file handling costs. The contract indicates the completion times, and is signed by the applicant which sends it to ASCQUER together with the certification file handling management costs. The signing of the contract and payment of the said invoice are conditional of the continuation of the file investigation. In the event of any failure to pay within 3 months after the admissibility letter is sent, the applicant is informed that he has one additional month to make payment before his file is closed.

### **5.2.1 Initial inspection**

The inspection is conducted according to two options :

- option A applies to applicants non certified according to standard EN ISO 9001 version 2008,
- option B concerns applicants certified according to standard EN ISO 9001 version 2008.

An applicant with a valid ISO 9001 certificate on the inspection date :

- including in its perimeter and in its scope the sites and business covering Delineators posts, reflectors and complete delineator ,
- issued by a certifying Organisation approved by COFRAC or by a member of the EA (European Cooperation for Accreditation).

Is inspected according to option B.

To apply that option, the inspector has to check the validity of the certificate according to the criteria mentioned above.

The option B type inspection does not include management and human resources processes.

ASCQUER designates an inspector and informs the applicant, which may reject him (subject to written motivation). He then sends a request for inspection to the Organisation in charge of the inspection, together with the file, indicating the performance time.

ASCQUER makes sure that the inspector has had no previous association with the applicant in the framework of the designing of certified products or advising services to the applicant.

The designated inspector checks the compliance of the contents of the file with the standard as needed, gets in touch with the applicant to ask for additional information as needed, and conducts the inspection of the respective entity or entities according to a schedule agreed upon with the applicant.

The initial inspection translates in a report including deviation sheets as needed.

The inspector sends his inspection report to the audited for possible comments, within 1 month.

The audited sends the report to the inspector with corrective actions and possible comments. The inspector includes his comments on the relevance of the corrective actions and sends them to ASCQUER, via the Organisation in charge of the inspection, within a time specified in the order.

ASCQUER analyses the inspection report and as needed, informs the audited and asks for an indication of the course he intends to take regarding the observations made, and a timeframe. The applicant's reply is reviewed with the inspector.

ASCQUER circulates the inspection report to the applicant within 1 month as from its receipt.

### **5.2.2 Initial type testing**

Appendix ZA.3 of Standard EN 12899-3 states the characteristics for which an initial type test must be performed. The specifications for these tests are described in Section 7.

Standard NF EN 12 899-3 distinguishes two components of the complete delineator: the delineator body and the reflector.

Manufacturers must perform their initial tests separately on the delineator bodies and reflectors to be used, in accordance with §7.1 of Standard NF EN 12 899-3.

ASCQUER Reference Standard for certifying CE compliance of delineator bodies, reflectors and delineators.

Testing done previously by a laboratory in compliance with the provisions of Standard EN 12 899-3 may be accepted contingent on the conditions stated in Article 3.2.

The testing entity is responsible for collecting samples.

If the requestor does not supply the tests, ASCQUER creates an order for tests and sends it to the entity in charge of the tests, along with an application to obtain CE marking.

The order for tests comprises:

- The name and address of the testing entity,
- The company's contact information,
- An order number and date,
- The precise standards for the product,
- The type and costs of the tests,

– A date for submitting the test report.

The order for tests is executed following the requirements of normalised European standards. The times required to perform the tests are defined in the ASCQUER/subcontractor agreement and/or in the order for tests. ASCQUER sends test reports to the requestor within one month maximum after their receipt.

ASCQUER will indicate the product's compliance with the standards base.

The test reports should only contain the list of performances subject to certification of CE compliance.

### **5.3 Decision**

Based on the results of this first assessment, ASCQUER can, as needed :

- ask for replies or corrective actions following deviations found,
- ask for the completion of an additional test or inspection.

Based on the results of the inspection, of the tests and the results of the additional tests and inspections, ASCQUER makes one of the following decisions defined below based on the information in the file :

- EC certificate of conformity approval,
- EC certificate of conformity denial.

If the certificate is denied or in the event of a disagreement, arguments should be provided in a letter where ASCQUER indicates the compliance or non compliance with the results of the test and of the inspection.

In the cases specified below, the decision can be made in several times :

#### **1st case**

If the testing is conducted first and the results are not conform, ASCQUER indicates that the Certificate of EC compliance granting procedure no longer applies to that product and in that event, the initial inspection is not conducted. ASCQUER also states that the applicant may submit an opposition and/or appeal in accordance with the standard.

The applicant may submit a new request (return to section 4.1).

#### **2nd case**

If the initial inspection shows non conformities, ASCQUER may ask for an additional inspection, after correcting the deviations. In that case, ASCQUER should have the results of the additional inspection to make its final decision.

The applicant may dispute the decision made in accordance with article 8 of these implementation terms.

In the event ASCQUER decides to grant the EC certificate, ASCQUER sends the applicant the EC Certificate conformity together with a letter signed by the General Delegate.

### **Article 6 – Modification of files during the CE Marking acquisition process.**

A requestor or the sub-contractor may request changes to a file being processed following a technical appraisal or a test.

ASCQUER will be informed immediately and will examine the change request on a case-by-case basis.

### **Article 7 – Change in Certificate of EC compliance granting conditions.**

Any change in the Certificate of EC compliance granting conditions should be reported in writing to ASCQUER by the holder in accordance with APPENDIX 3.

The treatment conditions for such changes are shown in table 1 of APPENDIX 2 to these implementation terms.

ASCQUER may demand as needed:

- another inspection of the manufacturing plant,
- further testing,
- a modelling study of the changed system.

### **Article 8 – Request for relinquishment**

ASCQUER may receive an unannounced request for relinquishment.

The holder of the application can at any time inform ASCQUER of its wish to relinquish the Certificate of EC compliance for one of the products.

On receipt of a request for relinquishment ASCQUER gets in touch with the holder to assess the inventory of products covered by a Certificate of EC compliance and negotiate the selling of time for that inventory to apply the withdrawal.

### **Article 9 - Declaration of conformity**

For any product carrying a Certificate of EC compliance, the applicant should prepare a declaration of conformity mentioning the information required by the respective standards. A copy of those documents should be sent to ASCQUER. A model is provided in APPENDIX 4.

### **Article 10 – Supervision conducted by ASCQUER.**

The supervision of products covered by a Certificate of EC compliance is conducted through regular annual inspections of the holder's manufacturing entities and as needed of sub-contractors.

ASCQUER prepares the supervision schedule annually based on :

- standard requirements,
- the results of the previous supervision

The inspection Organisation's approved inspector reviews the records of the inspection tests carried out by the holder. He makes a copy thereof as needed.

The inspection Organisation's inspection covers:

- an inspection of the compliance with the requirements specified in article 4 and in the EN 12899-4 standard,
- an inspection of the regular records of the company, of the maintained product compliance with the technical file, with the initial type testing and with the characteristics specified in APPENDIX ZA of the standard,
- possible changes made to the organisation of the manufacturing plant and of the inspection since the previous inspection,
- an inspection of the compliance with the marking requirements specified in APPENDIX 4 of these implementation terms.

The inspector assesses the relevance of the reported product inspection system and checks that the minimum inspections required by the EN 12899-4 standard have been carried out by the holder.

All means (premises, facilities, equipment) helping the inspector to carry out his assignment should be provided to him.

ASCQUER reviews the inspection report based on the requirements set in the standards.

Based on the results of the assessment, ASCQUER makes one of the following decisions :

- Certificate of EC compliance maintained,
- Warning with an injunction to rectify the non conformities found within a deadline,
- Withdrawal of the Certificate of EC compliance.

In case n° 1, the Certificate of EC compliance is renewed tacitly.

In cases n° 2 and 3, the decisions are sent to the holder promptly by registered mail with receipt confirmation. The warning cancellation terms are indicated in the letter.

In the event of a major non-conformity affecting user safety, ASCQUER reserves the right to pronounce a withdrawal with immediate marking removal of the EC marked products without an inventory selling of period and repatriation of the products on the market.

## **Article 11 – Sanctions.**

Sanctions are taken as part of the supervision of EC certified products.

There are two types of sanctions :

- warning,
- the withdrawal of the Certificate of EC compliance.

### **11.1 Warning.**

A warning is a sanction imposed against a compliance certificate holder requiring them to correct a discrepancy within a determined period.

ASCQUER sends a registered letter with return receipt to the CE certificate holder.

The holder has a specific time period, determined by ASCQUER, to correct the failures noted. ASCQUER must be provided proof of the implementation of corrective measures before the established deadline.

ASCQUER reserves the right to conduct an additional inspection to verify the implementation of these measures. Once proof is provided to ASCQUER, the warning is lifted.

Otherwise, ASCQUER will pronounce a decision for withdrawal of the certificate.

### **11.2 Withdrawal of the Certificate of EC compliance.**

The withdrawal is a sanction that cancels the Certificate of EC compliance for a product.

The seriousness of the deviation found can prompt ASCQUER to request the withdrawal of the Certificate of EC compliance. The withdrawal covers at least future products as well as advertising media.

The withdrawal is sent to the holder of the Certificate of EC compliance by registered mail with receipt confirmation and indicates the reasons for the withdrawal. It is effective as from its notification.

The products covered by a withdrawal should be covered by another application in accordance with article 5.

Any withdrawal is notified, with a description of the reasons for the decision, to the respective Organisations (public agencies, European commission, . . .).

ASCQUER checks that the sanction is complied with by collecting information from the inspectors or from the market.

ASCQUER inform that any further application for EC marking for that product will be subjected to the full Certificate of EC compliance application procedure.

The holder of the Certificate of EC compliance can file an appeal against the sanction, whose terms are defined in the EC standards.

ASCQUER indicates to the holder the existence of appeal and opposition proceedings.

### **Article 12 - Complaints.**

ASCQUER acknowledges receipt of the complaint in a letter sent by registered mail.

ASCQUER looks for additional information, as needed, from the applicants/holders, from sub-contractors or from any Organisation concerned by the complaint, in order to review it.

The complaint review may require the implementation of corrective actions (completion of an inspection, of a sample or of an additional test, . . .).

ASCQUER provides an answer to the Organisation that filed a complaint by registered mail with receipt confirmation and indicates the actions taken in its reply letter.

ASCQUER informs the Organisation of the completion of actions taken to provide a satisfactory reply to the complaint.

For any other complaint regarding the implementation of the Certificate of EC compliance issued by another notified Organisation, ASCQUER passes on the information directly to the public authorities.

### **Article 13 – Disputes – appeals.**

In the event the applicant/holder of a Certificate of EC compliance disputes a decision, he may ask ASCQUER for another investigation of his case.

That request does not suspend the Certificate of EC compliance.

If the disagreement continues, the applicant/holder may file an appeal against the decision by sending a request to the Chairman of ASCQUER.

Appeals should be filed within 15 days following the notification of the decision confirmation. They do not suspend the EC certification until the final decision of the ASCQUER chairman.

### **Article 14 – Misuse of the CE compliance certificate**

Application of CE Marking on the following items, without authorisation from a certifying body, is considered misuse thereof:

- Products or packaging;
- Technical documents or commercial advertising.

ASCQUER will apply the same provisions outlined in Article 11.1.

In all cases of misuse, whether relevant to l'ASCQUER or not, public authorities are notified.

ASCQUER reserves the right to pursue legal action against any person or entity that misuses a CE compliance certificate issued by ASCQUER.

#### **Article 15 – Complain to the holder of the EC marking.**

This standard provides, in the section regarding the supervision carried out by the holder of a certificate of EC compliance, that it should :

- Identify and keep any complaint pertaining to the characteristics of products covered by a Certificate of EC compliance
- Deal with complaints and keep a record of the process.

#### **Article 16 – Certification rules approval.**

The proposed certification rules are distributed for validation to interested parties identified in the ASCQUER Quality System. A determined period is offered to interested parties within which they may provide their feedback. These comments are taken into account by ASCQUER, who will then modify the proposed certification rules accordingly. The Advisory Board may be consulted.

When the proposed certification rules are validated by the interested parties in the consultation period, it is then approved by the ASCQUER Delegate General.

#### **Article 17 – Certification rules publication**

Upon validation and approval, ASCQUER will send the final, approved certification rules to interested parties by mail. The certification rules are available online at [www.ascquer.fr](http://www.ascquer.fr) and sent to CE Marking holders and applicants. Modifications to the certification rules are identified in the "Changes" table.

#### **Article 18 - Financial Regimen**

The financial regimen is updated annually according to changes in rates proposed by the subcontractors and approved by the ASCQUER General Assembly. Rates and terms of payment are available on request from ASCQUER.

## **APPENDIX 1 – Standard and regulation.**

The documents referred to below are required for the application of this standard.  
For documents with dates, only the version listed is applicable. For documents without dates, the latest version of the document listed is applicable.

### **STANDARDS:**

NF EN 12 899 – 3: Vertical fixed road traffic signs - Part 3: Delineators and reflectors

NF EN 12 899 – 4: Vertical fixed road traffic signs - Part 4: Factory-based production inspections

NF EN 12 899 – 5: Vertical fixed road traffic signs - Part 5: Initial type test

EN 12767: Passive safety of highway equipment support structures - Test specifications and methods

EN ISO 877:1996: Plastics - Methods for direct exposure to bad weather, or indirect exposure under glass and to daylight, intensified using Fresnel mirrors (ISO 877:1994)

EN ISO 9001: Quality Management Systems - Requirements

ISO 4:1997: Information and documentation - Rules for abbreviating words in headings and publication titles

ISO 9227: Corrosion tests in artificial environments - Saline mist tests

ISO/CIE 10526: Standard CIE colorimetric illuminants

ISO/CIE 10527: Standard CIE colorimetric observers

CIE 15: Colorimetry

CIE 54.2: Retroreflection - Definition and measurement

### **STANDARDS :**

#### **Other reference texts :**

Construction Products Directive (89-106-CEE)

Mandate M/111 « circulation fixtures »

Mandate M/132 « Addenda to the mandate on circulation fixtures »

#### **ASCQUER's quality system :**

Quality manual and related procedures.

## **APPENDIX 2 – Implementation information.**

### **For a known product already CE certified:**

A known product is a product monitored by ASCQUER for which:

- the manufacturing conditions (production entity and production line) are fully identified.
- The factory-based inspection system for this product has been satisfactorily evaluated and is regularly monitored by the notified body.
- Those characteristics requiring a product compliance certificate are fully known and are evaluated using a test type by the laboratory mentioned in § 5.2.2 of the present standard.

### **New product:**

A new product is either:

- a product that is a new model, with its own design and certified characteristics,
- or a product that significantly differs from a known product in its design and/or conditions of manufacture (including in those cases where the stated characteristics for this product are similar to those of a known product).

### **Changes in the conditions for obtaining a CE compliance certificate:**

The means for handling these changes given in Article 6 of the present standard are summarised in Table 1, below.

#### **Change(s) to the delineator body**

In the case of changes to the delineator body, the manufacturer is obliged to so inform ASCQUER. This type of change involves performing the tests listed in Appendix ZA. 1 of Standard EN 12 899-3 (Table ZA.1)

#### **Change(s) to the reflector:**

In the case of changes to the reflector, the manufacturer is obliged to so inform ASCQUER. This type of change involves performing the tests described in Appendix ZA.1 of Standard 12 899-3 (Table ZA.2)

#### **Change(s) to the delineator (combined product)**

In the case of changes to the delineator, the manufacturer is obliged to so inform ASCQUER. This type of change involves performing the tests described in Appendix ZA.1 of Standard 12899-3 (Table ZA.3)

### Production process change

The change handling terms given in article 6 of this standard are summarised in table 1 below.

		<b>New product not EC marked yet</b>	<b>Change in an existing EC marked Product</b>	<b>Change in the manufacturing of an EC marked Product</b>
<b>New applicant to the certificate of EC compliance procedure</b>	<b>Initial type testing</b>	Required on prototype or preseries	NOT Applicable	
	<b>Initial inpection Factory Production Control FPC</b>	Required		
	<b>Cotninous follow up system CPU Assessment and approval</b>	Required		
<b>New manufacturing plant of an applicant know to ASCQUER</b>	<b>Initial type testing</b>	Required on prototype or preseries	Required if the changes to the Productare significant and if the new entity has an impact on product	NOT Required
	<b>Initial inpection Factory Production Control FPC</b>	Required	Required if the changes to the Product have an impact on the CPU	Required if the new entity has an impact on the product
	<b>Continous follow up system FPC Assessment and approval</b>	Production line inspection is required	Production line inspection if the changes to the Producthave an impact on the line and if the new entity has an impact on the Product	Production line inspection if the new site has an impact on the Product
<b>Manufacturing entity known to ASCQUER new production line</b>	<b>Initial type testing</b>	Required on prototype or preseries	Required if the changes to the Productare major	NOT required
	<b>Initial inpection Factory Production Control FPC</b>	NOT Required if the production line is similar to existing ones	Generally not required if the new production line is similar to an existing line	NOT required
	<b>Continous follow up system CPU Assessment and approval</b>	Production line inspection required of not similar	Production line inspection required if the changes to the Producthave an impact on the manufacturing conditions	Production line inspection required if little similar to the previous line

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		<b>New Product not EC marked yet</b>	<b>Change to an existing EC marked Product</b>	<b>Change in the manufacturing of an EC marked Product</b>
<b>Manufacturing entity known to ASCQUER same manufacturing line</b>	<b>Initial type testing</b>	Required on prototype or preseries	Required if the changes to the Product are major	NOT Applicable
	<b>Initial inspection Factory Production Control FPC</b>	NOT required if the Product is similar to the other Products already manufactured	NOT required	
	<b>Continuous follow up system FPC Assessment and approval</b>	Production line inspection NOT required, if the Product is similar to the Products already made	Production line inspection required if the changes to the Product are on the line itself	

### **APPENDIX 3 - Composition of the application file and modification of a CE compliance certificate.**

The industrial dossier must include the following documents on the applicant's letterhead:

- A - The administrative file (Letter of application, general background, declaration of non-modification or modification, as applicable)
- B - The quality file (quality manual, quality assurance plan or procedures)
- C - Manufacturing file (manufacturing plans, device marking, parts references, etc.)
- D - The technical file (Installation guide, durability reporting, etc.)
- E - Control File (Plans, pv control, etc.)
- F - test reports and CD from crash tests (*An original minimum*)

An application is admissible if it affects only one restraint system designated by one trademark and trade name.

All documents must be prepared in one of these languages:

- French
- English

The organisation reserves the right to request a translation into French of part or all of the documents, attached to the original documents.

#### **References to Standard EN 1317-5**

##### **in THE ADMINISTRATIVE RECORD**

According to these certification rules and paragraph 6.2.15 of standard EN 1317 - 5.

##### **B THE QUALITY SPECIFICATIONS**

According to paragraph 6.3 of standard EN 1317 - 5.

##### **C THE MANUFACTURING SPECIFICATIONS**

According to paragraph 5 of standard EN 1317 - 5.

##### **D THE TECHNICAL SPECIFICATIONS**

According to paragraphs 4.3 and 8 of standard EN 1317 - 5.

##### **D' THE CONTROL SPECIFICATIONS**

According to paragraph 6.3.3 of standard EN 1317 - 5.

##### **E TEST REPORTS**

According to paragraph 6.2 of standard EN 1317 - 5.

A laboratory accredited according to ISO STANDARD 17025 by a member of the EA (European Co-operation for Accreditation) or an equivalent in the field of common standards in the territory where the test was performed can be presumed competent.

### **CE Compliance Statement**

The CE compliance statement is intended to establish for each product awarded a CE compliance certificate, on paper bearing the letterhead of the company, by the holder or their representative, in the official language(s) of the country of the European Economic Area in which the product is intended to be used.

This statement must be provided to the consumer/user attached to the CE certificate.

**Model 1 : Certificate of EC compliance application letter**

Made on the applicant's letterhead paper

ASCQUER  
58, Rue de l'Arcade  
75384 Paris CEDEX 08

(specify the place). . . . . , on (specify the date). . . . .

Re : Certificate of EC compliance application  
Manufacturing entity : . . . . .

Mr Chairman,

As I have to carry out the EC marking of my Product(s), I am honoured to apply for a Certificate of EC compliance certifying the compliance with harmonised European standards.

Specify the reference standards . . . . .  
Specify the Product(s), the respective range or families  
Mentioned on page . . . . . of this application.

To that end, I agree:

- a) not to file, for those Product(s), other simultaneous applications for Certificates of EC compliance and not to maintain applicable for them another Certificate of EC compliance issued by another Notified Body (\*)
- b) comply with all conditions appearing in the implementation terms of the Certificate of EC compliance implementing the Manufacturing Product Directive for Delineators posts, reflectors and complete delineators, including their appendices, as well as those required by respective standards,
- c) Comply unrestrictedly and unreservedly with decisions implementing the above-mentioned documents,
- d) Make the Delineators posts, reflectors and complete delineators covered by this application in compliance with the respective technical file and with the tested preseries product or prototype at all times.

(\*) enclose a copy of the valid Certificate of EC compliance for Delineators posts, reflectors and complete delineators already covered by a compliance certification by another notified Body.

**Add the following statement if the producer is not based in the E.E.E  
(Designation of an agent) in the E.E.E.**

In addition I appoint the. . . . .  
company, represented by Mr/Mrs/Ms in the capacity of . . . . . to represent  
me for any issues relating to the EC certification of my Delineators posts, reflectors and  
complete delineator(s). I agree to report immediately to ASCQUER any new agent  
appointment replacing the above-designated agent.

I am enclosing a technical file in three copies, written in French, English or Spanish, with  
all the information required in these implementation terms of compliance certification.

Yours sincerely.

Date and signature of legal  
representative of the applicant

Date and signature of the agent  
in the European Economic Space  
preceded by the handwritten  
statement :  
« Bon pour acceptation de la  
représentation »

**Model 2 : EC certification application file**

*(prepare one per product submitted, in three copies :  
one copy for ASCQUER, one copy for th inspector and one copy for the  
laboratory)*

**EC CERTIFICATION APPLICATION FILE**

The EC certification application file should contain at least the following information:

**1/ GENERAL INFORMATION:**

**Applicant manufacturer:**

Company name:  
APE code (French companies only):  
Address:  
Country:  
Phone:  
Fax:  
E-mail :  
SIRET N° :  
VAT number :  
Name of legal representative :  
Name of the correspondent (if different from the legal representative) :

**Agent :**

Company name :  
APE code (French companies only) :  
Address :  
Country :  
Phone :  
Fax :  
E-mail :  
SIRET N° :  
Name of legal representative :  
Name of the correspondent (if different from the legal representative) :

**SPECIFY WHO DOES WHAT ?**

Declare that I handle the following functions myself (*specify*) :

- Design
- Manufacturing
- Controls
- CE marking
- Changes

Declare that I sub-contract the following functions (*specify*) :

- Design
- Manufacturing
- Controls
- CE marking

## EC CERTIFICATION APPLICATION FILE (ctd)

### 2/ DELINEATORS POST REFLECTOR AND/OR COMPLETE DELINEATOR MANUFACTURING ENTITY :

#### ***Delineators posts, reflectors and complete delineator manufacturing entity :***

Company name :

Address :

Country :

Phone :

Fax :

E-mail :

General production organisation (production resources and sub-contracting) :

Other Delineators posts, reflectors and complete delineator made, possible NF quality marks

#### ***Enclose a general organisation chart of the manufacturing plant***

Manufacturing unit quality insurance certification(s) :

- ISO 9001
- ISO 14001
- No certification
- Accreditations (*please specify*)

In the event of certification, specify the name of the certifying Organisation and provide a copy of the certificate showing the perimeter, the scope of certification as well as the validity of the certificate.

Description of control and testing means (*with an indication of the suppliers of those pieces of equipment*) and control plan implemented and related sampling rules.

or

name of the sub-contractor test laboratory (*specify when the laboratory is accredited as needed*) and control plan implemented and sampling rules followed by the laboratory.

Planned marking means (Traceability et CE marking)

#### ***If the manufacturing of the Delineators posts, reflectors and complete delineator are partly or fully sub-contracted or performed by another entity :***

##### **Sub-contracted parts :**

Short description of the sub-contracted parts :

Company name and address of the manufacturing plants of the sub-contracted parts :

Description of the quality policy conducted by the sub-contractor(s) (quality assurance system certification with a copy of the certificate).

**Elements performed by a supplier :**

Short description of supplied parts :

Company name and address of the units manufacturing the supplied parts :

Description of the quality policy conducted by the supplier(s) (quality assurance system certification with a copy of the certificate).

Resources implemented by the producer to control its sub-contractors and its suppliers (copy of contracts, audits, unannounced inspections, inspections on receipt of sub-contracted parts . . . .).

**3/ DESCRIPTION OF THE DELINEATOR:**

Plans, parts lists, inspection plans, quality manual and technical specifications may be established in one of the following three languages:

- French,
- English,
- Spanish.

The entity reserves the right to request a translation in French of part or all of the documents, to be attached to the original documents.

The industrial file must contain the following documents on the requestor's letterhead:

- A - The quality file (quality manual and quality assurance plan for the equipment in question),
- B - The technical file (diagrams, plans, parts lists, etc.),
- C - The production file (manufacturing plans, manufacturing procedures, etc.),
- D - The inspection file (inspection plans, etc.),
- E - The test reports (as applicable).

A request will only be accepted if it concerns a single delineator body, reflector or delineator (combined product) bearing a brand name and a commercial description.

**A THE QUALITY FILE**

In accordance with Section 4 of Standard NF EN 12 899-4

**B THE TECHNICAL FILE**

The technical specifications of the delineator and/or reflector (Type, Class, Diagram, Materials, Means of Production, etc.)

**C THE PRODUCTION FILE**

In accordance with Section 4.8 of Standard NF EN 12899-4

**D THE INSPECTION FILE**

In accordance with Tables 1c and 1d of Standard EN 12 899-4

**4/ LABORATORY :**

- company name :
- address :
- country :
- phone :
- fax :

- E-mail :
- name of person responsible for carrying out the tests :
- copy of the accreditation of the respective laboratory,
- references of the notified Organisation that the laboratory that conducted the testing is related to

**Model 3 : letter of undertaking not to change a tested Delineators posts, reflectors and complete delineator**

Write on the applicant's letterhead

**EC CERTIFICATION APPLICATION FILE (suite)**

ASCQUER  
58, Rue de l'Arcade  
75384 Paris CEDEX 08

**Re : Declaration of no later change in the Delineators posts, reflectors and complete delineator covered by a test report ;**

Dear Mr Chairman,

I am honoured to stated that the following Delineators posts, reflectors and complete delineator :

*(trademark/commercial reference)*

Covered by my EC certification application dated *(specify date)*, is strictly compliant with the Delineators posts, reflectors and complete delineator under test report n° *(reference)*, issued by *(name of laboratory that wrote the report)*.

Yours sincerely.

Date and signature of legal representative  
of the applicant

Date and signature of representative  
(agent) in the European Economic  
Space preceded by the handwritten  
statement :

« Bon pour acceptation de la  
représentation »



**Add the following statement if the producer is not based in the E.E.E**

**Model 4 : letter of intention to change a tested Delineators posts, reflectors and complete delineator**

(Write on the applicant's letterhead)

ASCQUER  
58, Rue de l'Arcade  
75384 Paris CEDEX 08

**Re : Declaration of change in a tested Delineators posts, reflectors and complete delineator**

Dear Mr Chairman,

I am honoured to stated that the following Delineators posts, reflectors and complete delineator :

*(trademark/commercial reference)*

covered by my EC certification application dated (*specify date*), and by test reports n° (*reference*), has been changed as follows :

In relationship to the Delineators posts, reflectors and complete delineator covered by test report n° (*reference*), issued by (*name of laboratory that wrote the report*).

Yours sincerely.

Date and signature of legal representative  
Of the applicant

Date and signature of representative  
(agent) in the European Economic  
Space preceded by the handwritten  
statement :  
« Bon pour acceptation de la  
représentation »



**based in the E.E.E**

**Add the following statement if the producer is not**

#### **APPENDIX 4 – CE marking terms.**

This appendix is an addition to ZA appendix to the EN 12899-3 standard ; its purpose is to indicate the EC compliance marking and demarking terms for Delineators posts, reflectors and complete delineator , technical and sales material and packaging and submit a Statement of Compliance form.

#### **CE compliance marking**

The marking terms specific to the Delineators posts, reflectors and complete delineators are indicated in section ZA.3 of the ZA appendices of the respective standards.

The holder or his representative is responsible for indicating in his EC certification application file, the marking terms he will use on his Delineators posts, reflectors and complete delineator.

For the avoidance of doubt, the manufacturer is advised to provide on request any promotional media directly or indirectly mentioning the Certificate of EC compliance.

The various items of the EC marking should be the same size vertically, which size should be no less than 20 mm.

#### **Statement of CE compliance.**

The statement of EC compliance should be done for each Delineators posts, reflectors and complete delineator holding a Certificate of EC compliance, on company stationery, by the holder or his representative, in the official languages of the European Economic Space country where the Delineators posts, reflectors and complete delineator is to be used.

This statement must be given to the customer/user with the certificate.

A Statement of EC compliance form is provided on the last page of this appendix.

#### **EC Delineators posts, reflectors and complete delineator demarking terms.**

Any cancellation or withdrawal following decisions made in the event of the non-conformity of a Certificate of EC compliance shall result in a ban from using the EC marking and referring there. In the same way, accidentally non-conform Delineators posts, reflectors and complete delineator should be demarked.

As a result, in those cases, the EC marking should no longer appear on the Delineators posts, reflectors and complete delineator, their packaging, documentation, advertising or any of the holder's other media.

#### **Required marking model**

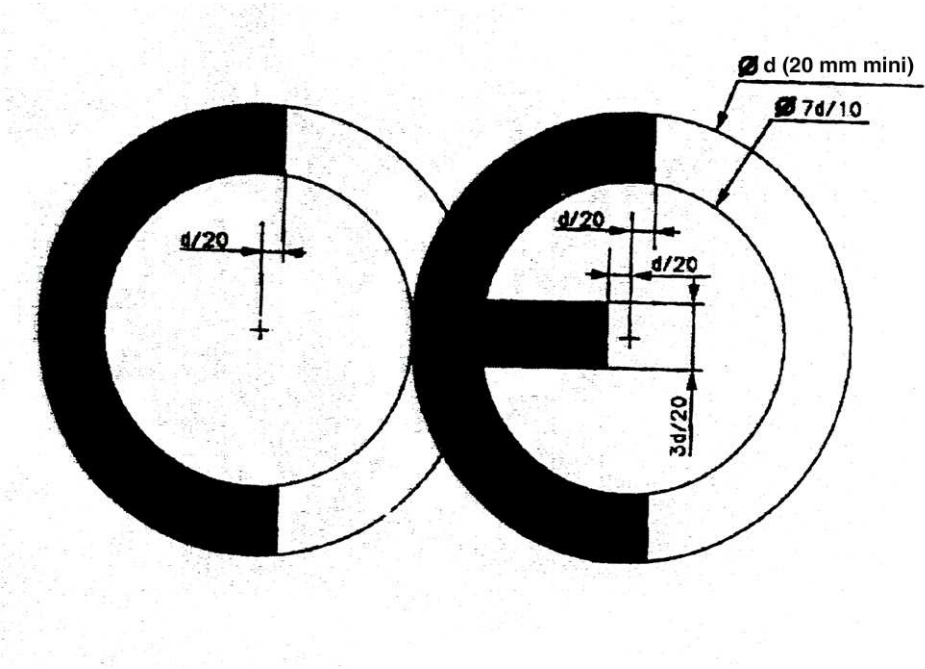
Please refer to section ZA.3 in appendix ZA to the respective standards for information accompanying the Delineators posts, reflectors and complete delineators.

The graphical charter of the EC logo is given in directive 93/68/CEE.

In addition, in the event of a decrease or increase in the size of the EC marking logo, the proportions defined in the graduated graphics shown in directive 89/106/CEE should be complied with.

The colour of the EC logo is not specified, but the logo should be legible on the medium chosen.

To help elaborate it, a drawing with dimensions is provided below :



**Declaration of conformity model :**

**Delineators posts, reflectors and complete delineator EC DECLARATION OF CONFORMITY.**

Made in accordance with transposition order N° 92-647 dated 8 July 1992, amended by orders N°95-1051 dated 20 September 1995 and N°2003-947 regarding the fitness for use of manufactured Delineators posts, reflectors and complete delineator and with article 14 (1) of the manufactured Construction Products Directive (89/106/CEE).

Statement made by the applicant or his authorised representative based in the European Economic Space (EEE).

**Applicant or authorised representative based in the EEE**

Name :

Address :

We hereby state, based on the enclosed statement of compliance applicable to it, that the compliance of the Delineators posts, reflectors and complete delineator designated below has been established in accordance with the EN 12899 standard section, 3, 4 and that product meets the standard.

**Designation and description of the Delineators posts, reflectors and complete delineator :**

Commercial trademark :

Description of the Delineators posts, reflectors and complete delineator

**Compliance certification number :**

**Compliance certification issued by :**

ASCQUER  
58, Rue de l'Arcade  
75384 Paris CEDEX 08

**Name and capacity of the person authorised to sign this declaration :**

Signature

Date :